
2025 Indiana Department of Transportation FTA Title VI Plan



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Section 1: General Requirements

Title VI Notice to the Public

Title VI Policy Statement

Indiana's Department of Transportation (INDOT) shall comply with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000d et seq., 49 CFR part 21, and all related regulations and directives. INDOT assures that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any INDOT program, activity, or service. Anyone believing that he or she has been discriminated against based on the foregoing shall have the right to file a complaint with INDOT within one hundred and eighty (180) days of the date of the alleged discriminatory activity.

For more information on INDOT's civil rights program and the procedures to file a complaint, please contact the INDOT Title VI Program Manager by phone at 317-941-4512, by email at tkeys@indot.in.gov; or visit our administrative office at 100 North Senate Avenue, Indianapolis, Indiana, 46204 during regular working hours. A complaint may also be filed directly with the FTA, Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

This Title VI Notice to the public is available:

- On the INDOT website at the Transit Civil Rights page at: <https://www.in.gov/indot/multimodal/transit/transit-related-civil-rights/>
- INDOT Central Office
- INDOT District Offices
- Upon request

Environmental Justice/Limited English Proficiency Policy Statement

INDOT assures that every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities. INDOT assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency (LEP), in accordance with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency."

Specific Forms of Discrimination Prohibited

INDOT's efforts to prevent discrimination shall address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to any infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

INDOT Programs and Services Covered by Title VI

INDOT's Title VI Plan applies to all the INDOT's programs, activities, and services, regardless of funding source.

Title VI Complaint Procedures

INDOT values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, INDOT 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 or national origin.

How to File a Complaint or Grievance of Discrimination

Complaints may be filed by any person who believes that they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any INDOT service, program, or activity whether federally funded or not, based on their race, color, or national origin. A complaint may also be filed by a representative on behalf of such a person. The signed complaint must be filed within 180 days of the date of the alleged discrimination. INDOT will promptly investigate all properly submitted complaints of alleged discrimination.

INDOT will acknowledge receipt of your complaint within 10 days and will endeavor to investigate and resolve the complaint within 60 days.

Complaints may be filed using any one of the following methods:

1. [Print a Title VI Complaint Form](#). Complete, sign, date, and return the form to Taffanee Keys, Title VI Program Manager and Coordinator, INDOT, 100 N. Senate Avenue, Room N658-PQ, Indianapolis, IN 46204.
2. Complete the [online Complaint Form](#).
3. Write out the complaint in your own words and include:
 - Your name, address, and telephone number. If you are filing a complaint on behalf of another person, include their name, address, telephone number, and your relationship to that person.
 - The name and address of the person, company, agency, institution, or department you believe discriminated against you.
 - A description of how, why, and when you believe you were discriminated against. Include as much detail and information as possible about the alleged acts of discrimination.
 - The names of any persons that can be contacted for additional information to support or clarify your allegations.

Our grievance form is also available in Spanish, which is included in this document as Exhibit B.

Assistance in Filing your Complaint

In accordance with the Americans with Disabilities Act (ADA) and with advance notice, INDOT will provide accommodations for persons with disabilities requiring auxiliary aids including but not limited to sign language interpretation, alternative format documents and other ADA supportive services. If you require assistance completing this form you may contact Taffanee Keys at 317-232-0924 or email her at tkeys@indot.in.gov.

Should additional accommodation be required such as Braille or a large print document please contact Taffanee Keys at 317-232-0924 or email her at tkeys@indot.in.gov. In addition and in accordance with Title VI of the Civil Rights Act of 1964, INDOT will provide accommodations for persons of Limited English Proficiency (LEP) requiring auxiliary aids and/or supportive services including but not limited to in-person language interpretation, alternative format documents and other services as needed. Should accommodation be required please contact Taffanee Keys at 317-232-0924 or email her at tkeys@indot.in.gov.

Elements of Complete Complaints

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review and signature before processing.

Additionally, a complaint must include the following information:

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

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

Processing Complaints

The Title VI Program Manager will process all complaints. The Title VI Program Manager is responsible for:

- Maintaining a log of all complaints. The Title VI Program Manager will note the complaint in the log by sequential case number based on the year, month and order in which INDOT received the complaint. For example, if INDOT received its first complaint on March 4, 2025, the case number would be 2025-03-04.
- Acknowledging receipt of the complaint and informing the Complainant of the action taken or proposed action to be taken to process the complaint in the form of an acknowledgement

letter. The acknowledgement letter shall include a restatement of the complaint, brief statement of INDOT's jurisdiction over the sub-recipient, and contact information for the investigator assigned to conduct the investigation.

- Investigating the complaint.
- Drafting a Letter of Findings (LOF). The LOF shall be issued at the conclusion of the investigation, typically within 60 days of the date on which the complaint was filed. The LOF will include the following:
 - A summary of the written complaint;
 - A brief description of the standard of review/methodology used to investigate the complaint;
 - Findings of fact and an analysis of the evidence gathered. The analysis should address each allegation in the complaint and Respondent's position;
 - A determination, based on the preponderance of evidence presented, of whether the complaint is substantiated or unsubstantiated;
 - Proposed corrective action for substantiated cases; and
 - A right to appeal to INDOT in the case that the Complainant is not satisfied with the result of the investigation.

Corrective Action

If INDOT recommends corrective action, INDOT will give the Respondent 30 calendar days to inform INDOT of the actions taken for compliance. The Title VI Program Manager shall monitor Respondent's corrective action compliance.

Corrective action may include actions that the Respondent will complete at a future date after the initial 30 days and must include projected 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, INDOT will find 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.

Pre-Investigative/Administrative Closures

It is the general practice of INDOT to investigate all complete complaints not referred to other agencies for investigation; however, INDOT 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:

- Incomplete Complaints
- Complaints that fail to state a claim or provide any substantial or coherent claim;
- Complaints that are outside the scope of INDOT'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 INDOT's inability 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 INDOT;
- Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by INDOT;
- Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice or INDOT 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. In such circumstances, the Complainant should be contacted and advised that their lack of cooperation has hindered the investigation. Furthermore, the Complainant must be advised that continued failure to cooperate may result in an administrative closure of the complaint without further investigation; and
- Complaints where the death of a Complainant makes it impossible to investigate the allegations fully or the death of the Complainant forecloses the possibility of relief because the complaint involved potential relief solely for the Complainant or injured party.

INDOT shall notify Complainants in writing via certified mail when a determination is made to administratively close a case without further investigation. The notification shall include an explanation of the basis for the administrative closure.

Appeals Procedures

The Complainant has the right to appeal to INDOT any complaint determination within 30 days of the issuance of the original determination. Such an appeal must be in writing and must describe the basis for the appeal. On receiving notice of a Complainant's exercise of their right to appeal, a person or panel of persons not involved with making the original determination shall review the original complaint determination and make a Letter of Finding in response to the appeal.

Confidentiality

In accordance with DOT Order 1000.12, INDOT 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 Respondent or a third party the investigator must first obtain Complainant's written permission.

Records

INDOT's Title VI Program Manager shall maintain all records of an investigation in a confidential area for three years after the completion of the investigation

List of transit-related Title VI investigations, complaints, and lawsuits

INDOT maintains a list of investigations, complaints, and lawsuits alleging discrimination against INDOT or its subrecipients on the basis of race, color, or national origin. This list includes the date that the transit-related Title VI investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint, and actions taken by INDOT in response, or final findings related to the investigation, lawsuit, or complaint.

As of the writing of this program, there has been one complaint which alleged discrimination on the grounds of race, color, or national origin, or any other form of discrimination.

Lawsuits, Complaints or Inquiries Alleging Discrimination

Type (Investigation, Lawsuit, Complaint)	Date	Summary of Complaint	Status	Action(s) Taken
-None- Since the last Program				

Public Participation Plan

INDOT values public participation and incorporates it not only into Title VI-related planning, but across its programs. The two-way communication process between INDOT and the public results in proactive public involvement. Public involvement early on enhances INDOT's decisions, especially for context-sensitive solutions, and creates a better final product – a transportation system that meets the transportation needs of Indiana and its visitors. INDOT's Principles on public involvement are listed below.

INDOT must identify equity-focused communities at the start of any new planning initiative or update to an existing plan, such as during a Title VI Equity Analysis, STIP or LRTP. Once equity focused communities have been identified, INDOT will be able to target outreach to those areas and in ways that meet their needs, such as through translation. The strategies discussed later will be tailored to fit to the communities as well, for example, printed information and in-person meetings to educate and using tablets at kiosks to collect survey data may be more effective in communities with limited internet access.

Limited English Proficiency reports are one tool that assists INDOT in documenting instances where enhanced language services are needed. INDOT values each individual's civil rights and strives to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, INDOT 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 on the grounds of race, color or national origin.

A voluntary public involvement survey (23 CFR 200.9(b)(4)) assists INDOT in gathering data to ensure its programs and activities comply with Title VI of the Civil Rights Act of 1964. The voluntary survey is made available via the INDOT website and is available at the Public Involvement page under Accessibility Materials. More about the survey:

- INDOT monitors, tracks, and documents data received as a result of the survey to comply with Title VI of the Civil Rights Act of 1964
- INDOT reviews and incorporates feedback from the survey.
- INDOT makes changes and modifications to its program and project development activities based upon this information.

INDOT's Public Involvement Principles

INDOT philosophy of public involvement is based on the following principles:

	Early and Continuous Involvement Provide timely information about transportation issues and decision-making processes to stakeholders early and throughout the process.		Reasonable Access Provide reasonable accommodations for persons with disabilities, upon request and ensure meeting locations are accessible per the Americans with Disabilities Act.
	Information Accessibility Provide planning and programming information in a variety of forms including visual/print, digital, web-based, and social media, allowing stakeholders easy access to inform and influence decisions. Additionally, planning materials can be translated into Spanish or other languages for non-English speakers. Please view our Standard Operating Procedures for the Coordination and Arrangement of Support Services for Americans with Disabilities and Limited English Proficiency Stakeholders document .		Diversified Approach Understanding that no single method or technique is optimal for every stakeholder group, INDOT considers stakeholder needs in providing communication flexibility and innovation to ensure easy and equitable access to information.
	Involving Equity-Focused Communities Identify communities using mapping and screening tools developed by EPA, FHWA and INDOT that analyze census data, and engage marginalized communities through creative and innovative public involvement techniques that are appropriate for the community. For more tools, see Chapter 2.		Enhancing Stakeholder Relationships INDOT appreciates the comments and input received through outreach efforts. Comments are considered and incorporated, as appropriate and help guide planning, programming, and outcomes.
			Timely Response INDOT staff strives to respond to comments quickly and let stakeholders know how input is used.
			Process Review INDOT reviews and solicits comments periodically from all interested parties on the effectiveness of the public involvement process and any proposed changes.

Public Participation Matrix

INDOT's approach to public participation includes four key goals: to Inform, Consult, Involve, and Collaborate. The following figure shows specific examples of the types of outreach best-suited for public participation planned for each type of goal.

Inform	Consult	Involve	Collaborate
<i>Participation Goal:</i>			
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work diligently with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution
<i>Examples of Techniques to Consider:</i>			
• Brochures, fact sheets • Websites • Social media notifications • Press releases • Newsletters • Open houses • Mailing postcards, letters, door hangers, yard signs	• Official request for public comment during specific time periods which are advertised through email and social media notifications and posted on the website. • Surveys • Public meetings	• Workshops • Community event participation • Stakeholder meetings	• Citizen advisory committee/groups • Community working groups • Technical committee/task force

Public Engagement Tools

In order to make public participation easily accessible, INDOT has added a large number of interactive tools to its website to help obtain public participation. The following are examples of ways INDOT uses technology to assist in its public participation efforts:

- **Email notifications** – Emails are sent by INDOT to contacts on listservs to share information or send notifications of upcoming meetings, events, notices, etc. to interested parties. Check out the State of Indiana's GovDelivery page to stay up to date information coming from state government.
- **Website** – INDOT, to the maximum effort practicable, makes public information accessible in electronic formats via the Internet through a combination of text, video, audio, and interactive elements. Stay up to date via INDOT: Home.
- **Virtual Town Halls** – A mobile system used to poll a large number of participants to provide input on transportation policies, projects, or improvements.
- **Digital Presentations** – Computer presentations that can be delivered in-person, remotely, or via the web to allow the public to consume information at their own pace. These are critical to disseminate information and project facts to stakeholders at workshops, meetings, or hearings.
- **Social media notifications** – INDOT uses online media (YouTube, Instagram, X formerly Twitter,

Facebook, and podcasts) to facilitate conversations and deliver content. These tools are ideal for obtaining quick reactions and developing ongoing conversations with the public. Staff from the Office of Communications are able to continually monitor INDOT's social media accounts and post informative segments or valuable information, etc. as well as respond to user comments and questions.

- ***Community events*** – Includes local or state fairs, minority expos, and other public events used to solicit input related to planning, programming, and other programs. INDOT's participation in local events with the community increases INDOT's visibility and can be used to involve the public that otherwise may not be engaged.
- ***Stakeholder meetings and workshops*** – INDOT may conduct focus groups of urban and/or rural stakeholders to collect information on public perceptions of the Indiana transportation system. INDOT may also conduct focus groups or create Community Advisory Committees to identify transportation needs and perceptions of how well transportation services are being delivered to minority and low-income groups. This provides a good way to improve INDOT's ability to include minority and low-income groups in the transportation planning process and decision-making on future system improvements.
- ***Advisory groups, working groups, or technical committees*** – INDOT uses working group sessions as potential ways to partner with the public and collaborate over specific topics on transportation planning, projects, or to collectively work towards solving a problem or concern.
- ***Official requests for public comments*** – Made during a specific time-period, and which are advertised through email and social media notifications and posted on the website. INDOT4U Customer Service is used to keep and address public comments for the Planning team. At the project level, comments are managed on a project-by-project basis. Some projects use INDOT4U, but others use their own software documenting and tracking systems.
- ***Public information Materials*** – Materials, such as advertisements (displays and legal notices), newsletters, brochures, summary of reports and dashboards, and fact sheets that INDOT can use to quickly and concisely communicate messages in a visually appealing way and distribute messages across a wide audience in a geographic region.
- ***Surveys*** – Questionnaires that can be distributed virtually or in-person following public meetings to solicit the public's feedback on a variety of transportation issues. Surveys can also be used to help measure INDOT's effectiveness in engaging the public.
- ***Interactive Electronic Voting*** – INDOT may use interactive electronic polling devices at public meetings where participants are asked a series of questions on a variety of transportation issues and are able to respond in real time using handheld electronic keypad devices.
- ***Public meetings*** – Public meetings can be held in-person or virtually and are used to present to the public on upcoming projects, transportation planning, etc.

Strategies and Desired Outcomes

In summary, to promote inclusive public participation, INDOT will employ the following strategies, as appropriate:

- Early, frequent and continuous engagement by the public
- Select accessible and varied meeting locations and times
- Employ different meeting sizes and formats

- Use social media in addition to other resources as a way to gain public involvement
- Expand traditional outreach methods by having a public booth at the State Fair and the Latino Festival.

Four Factor Analysis

What does it mean to be Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by INDOT;
2. The frequency with which LEP persons come into contact with INDOT services and programs;
3. The nature and importance of INDOT's services and programs in people's lives; and
4. The resources available to INDOT for LEP outreach, as well as the costs associated with that outreach.

Factor #1 – The number or portion of LEP Persons served or encountered in the service area.

Based on data from the U.S. Census Bureau C16001 Language Spoken at Home for The Population 5 Years and Over, Indiana's total estimated population is 6,335,798 of which 5,768,984 speak only English.

Other languages reported spoken in Indiana are as follows.

Language Spoken at Home	Total Citizens Speak Language other than English	# Citizens Speak English Very Well	# Citizens Speak English Less than Very Well
Spanish	295,350	185,627	109,723
French, Haitian, or Cajun	16,009	10,282	5,727
German or other West Germanic languages	63,094	47,353	15,741
Russian, Polish, or other Slavic languages:	17,277	12,212	5,065
Other Indo-European languages:	44,111	33,015	11,096
Korean:	7,364	4,387	2,977
Chinese (incl. Mandarin, Cantonese):	25,529	14,039	11,490
Vietnamese:	7,289	3,043	4,246
Tagalog (incl. Filipino):	9,420	6,810	2,610
Other Asian and Pacific Island languages:	46,724	24,886	21,838
Arabic:	12,931	7,980	4,951
Other and unspecified languages:	21,716	16,304	5,412

The U.S. Census data shows Indiana citizens that speak Spanish very well are 187,627, and less than very well are 109,723 which totals 295,350. Spanish speakers comprise the largest non-English speaking language group, which is 4.66% of Indiana's total population. Spanish speakers who speak English less than very well represented 1.73% of Indiana's total population. The tables listed in the "Data by the Districts" section herein shows a breakdown of Indiana's population by language speaking ability and demonstrates the need to ensure that LEP persons are included in the transportation public involvement process. INDOT focused its analysis on Spanish Speaking group as Spanish Speakers represents the largest number of non-English speaking language group. Please note however, INDOT makes language assistance available to all LEP speaking individuals where the need is presented.

The Safe Harbor Provision

The U.S. Department of Transportation (U.S.DOT) has adopted the U.S. Department of Justice's Safe Harbor Provision. This provision outlines circumstances that can provide a "safe harbor" for U.S.DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is considered strong evidence of compliance with the recipient's written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect INDOT's requirement to provide meaningful access to LEP individuals through oral language services. A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

Data by the Districts

INDOT has six districts for the purpose of organizing and managing highway construction, maintenance, traffic, development, and testing. The six districts are Crawfordsville, Fort Wayne, Greenfield, LaPorte, Seymour, and Vincennes. Indiana has 92 counties which are divided amongst the six districts.

Crawfordsville District: Contains 14 counties (Benton, Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo, and Warren)

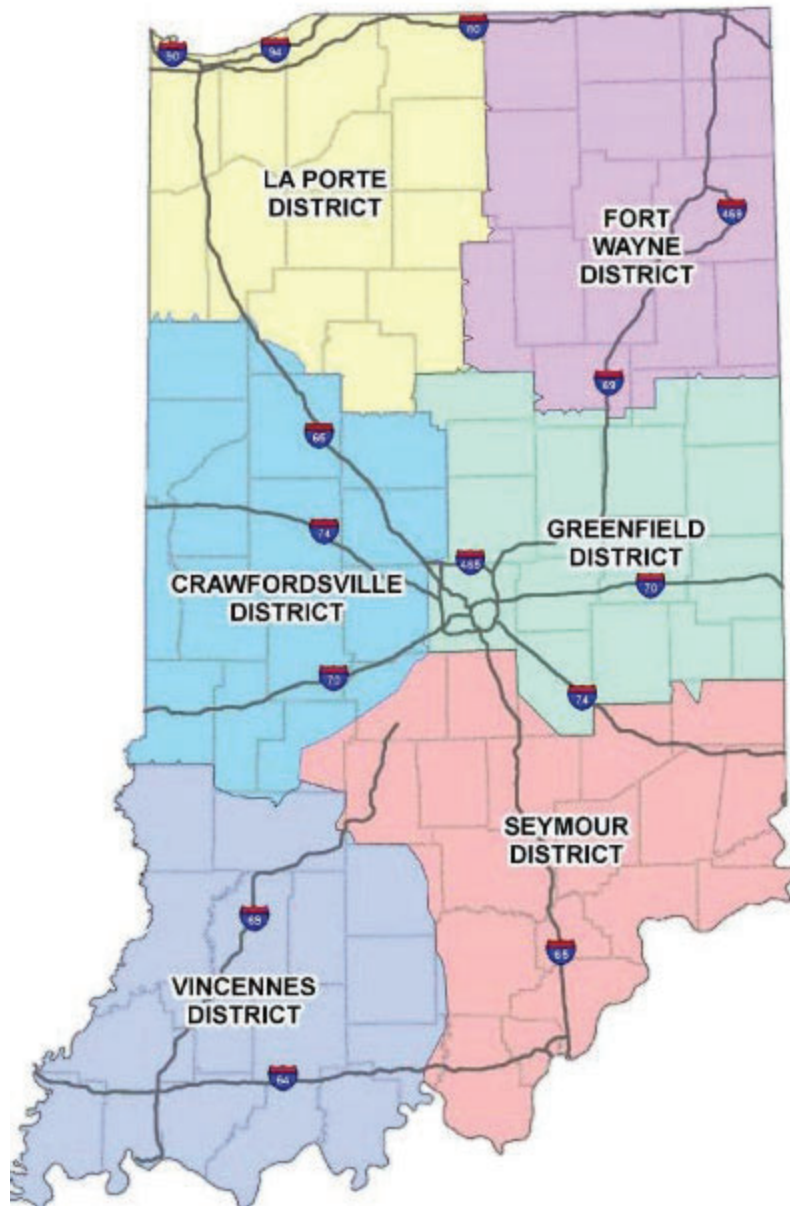
Fort Wayne District: Contains 14 counties (Adams, Allen, DeKalb, Elkhart, Grant, Huntington, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells, and Whitley)

Greenfield District: Contains 16 counties (Blackford, Delaware, Fayette, Hamilton, Hancock, Henry, Howard, Jay, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union, and Wayne)

LaPorte District: Contains 13 counties (Carroll, Cass, Fulton, Jasper, Lake, LaPorte, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke, and White) in this northwest Indiana district.

Seymour District: Contains 19 counties (Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Johnson, Monroe, Morgan, Ohio, Ripley, Scott, Switzerland, and Washington)

Vincennes District: Contains 16 counties (Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh, and Warrick)

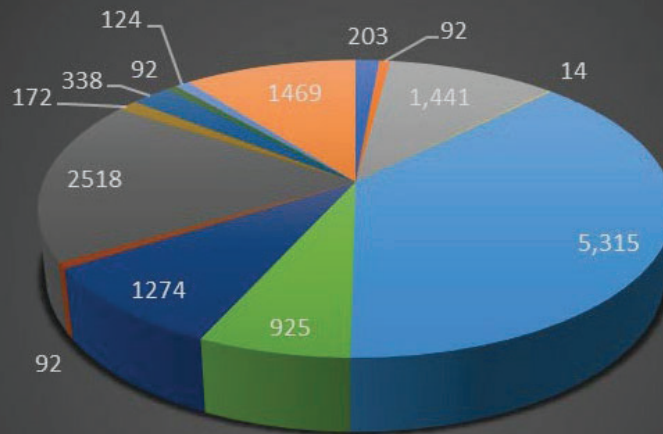


Map 1

Data from US Census Bureau C16001 Language Spoken at Home for the Population 5 years and Over are depicted in the following Charts which shows the LEP breakdown of Spanish Speaking population per county, per each district.

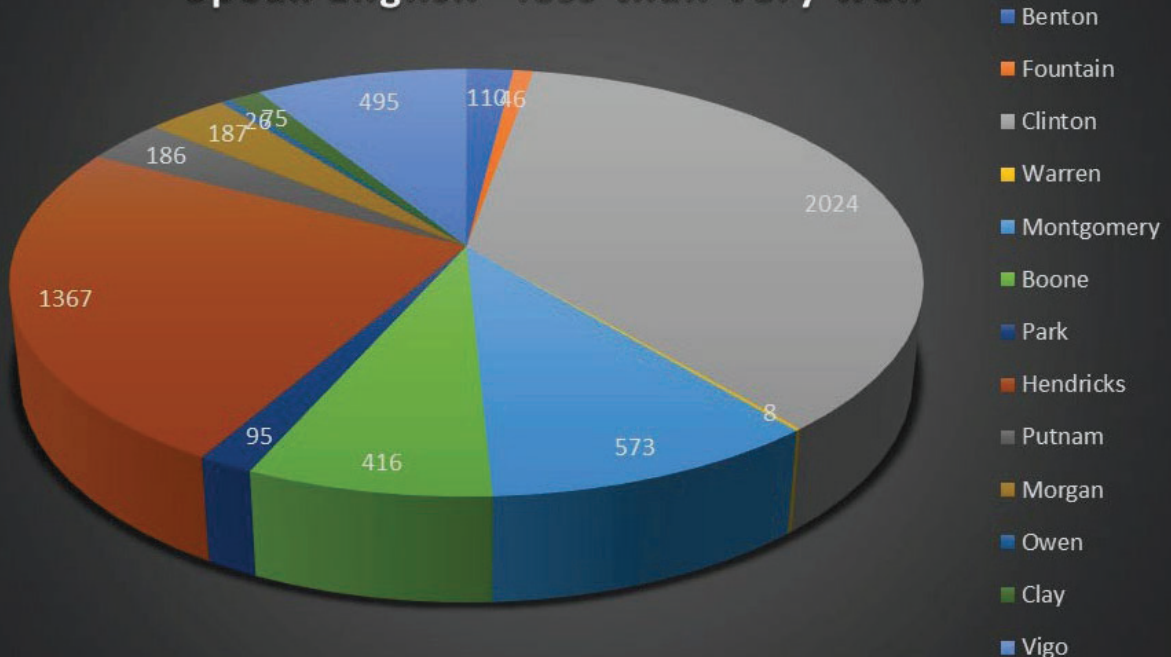
CRAWFORDSVILLE DISTRICT

**Crawfordsville District, Estimate Spanish
Speak English "very well"**



Benton Fountain Clinton Warren Tippecanoe
 Montgomery Boone Park Hendricks Putnam
 Morgan Owen Clay Vigo

**Crawfordsville District, Estimate Spanish
Speak English "less than very well"**

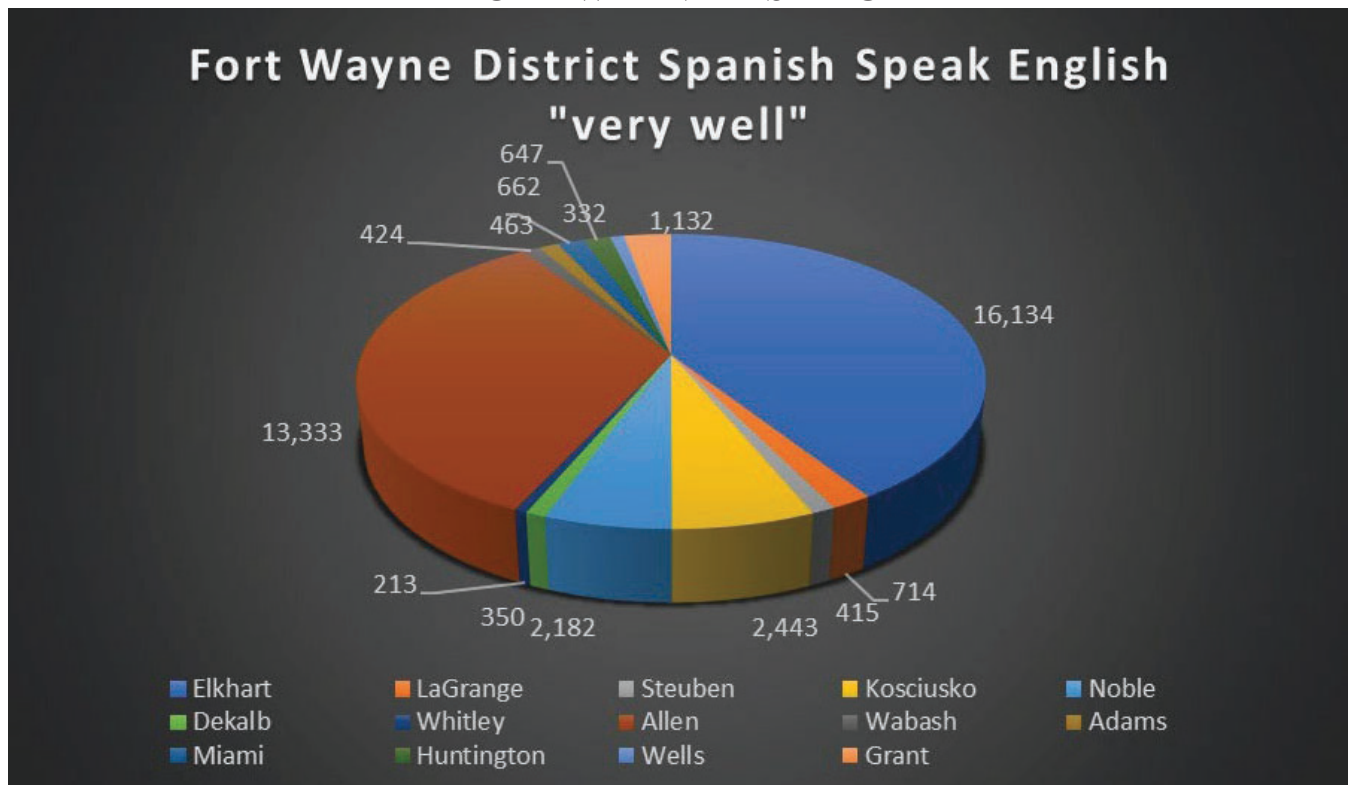


Benton Fountain Clinton Warren Tippecanoe
 Montgomery Boone Park Hendricks Putnam
 Morgan Owen Clay Vigo

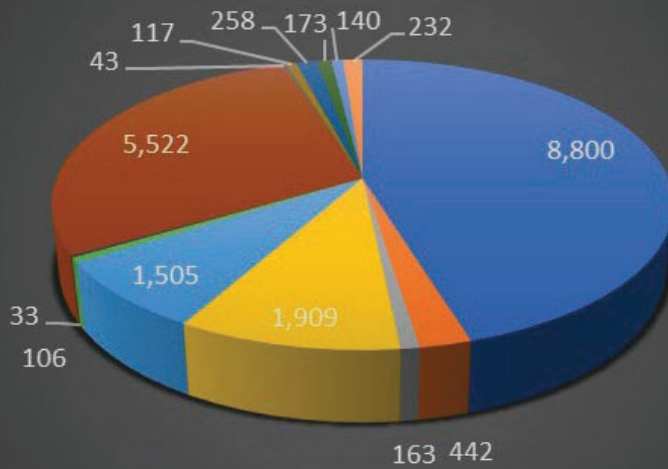
County	Total Residents	Percentage “less than very well”
Benton	8,115	1.35%
Boone	65,326	.64%
Clay	24,794	.30%
Clinton	30,730	6.59%
Fountain	15,464	.29%
Hendricks	162,483	.84%
Montgomery	35,673	1.61%
Owen	20,098	.13%
Parke	15,354	.62%
Putnam	35,043	.53%
Tippecanoe	175,399	2.01%
Vigo	100,614	.49%
Vermillion	14,699	.46%
Warren	8,003	.10%

Source: American Community Survey C16001

FORT WAYNE DISTRICT



Fort Wayne District Spanish Speak English "less than very well"



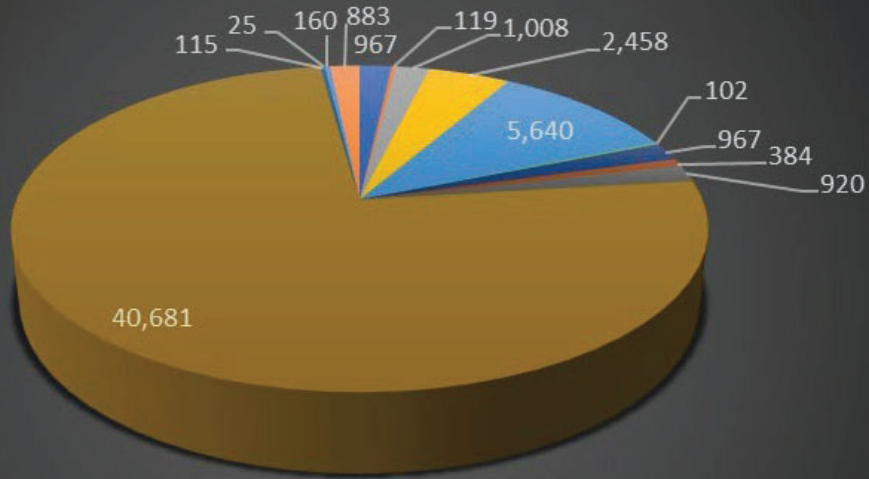
■ Elkhart ■ LaGrange ■ Steuben ■ Kosciusko ■ Noble ■ Dekalb ■ Whitley
■ Allen ■ Wabash ■ Adams ■ Miami ■ Huntington ■ Wells ■ Grant

County	Total Residents	Percentage "less than very well"
Adams	32,427	.36%
Allen	355,363	1.56%
Dekalb	40,303	.26%
Elkhart	40,594	2.94%
Grant	63,061	.37%
Huntington	34,520	.50%
Kosciusko	75,111	2.54%
LaGrange	36,483	1.21%
Miami	34,162	.76%
Noble	44,260	3.40%
Steuben	32,550	.50%
Wabash	29,509	.16%
Wells	26,366	.53%
Whitley	31,898	.10%

Source: American Community Survey C16001

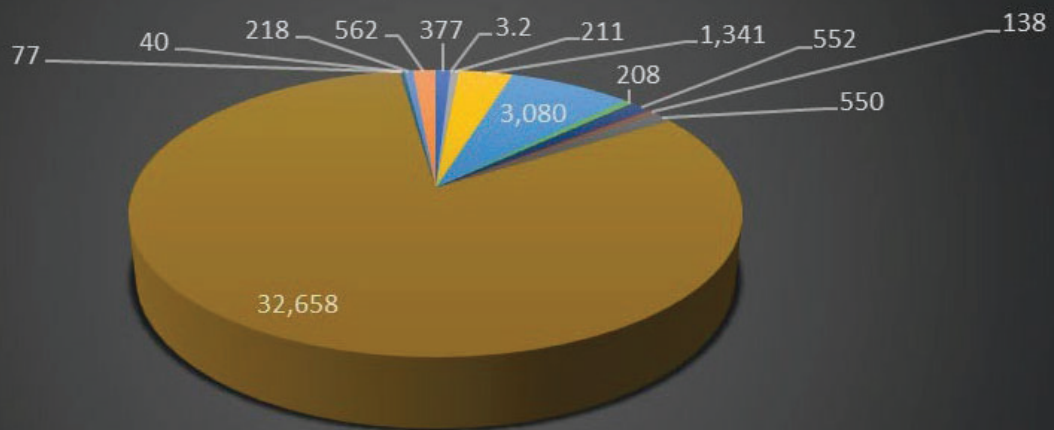
GREENFIELD DISTRICT

Greenfield District Spanish "very well"



■ Howard ■ Blackford ■ Delaware ■ Madison ■ Hamilton ■ Randolph ■ Hancock
 ■ Henry ■ Wayne ■ Marion ■ Rush ■ Union ■ Fayette ■ Shelby

Greenfield District Spanish "less than very well"



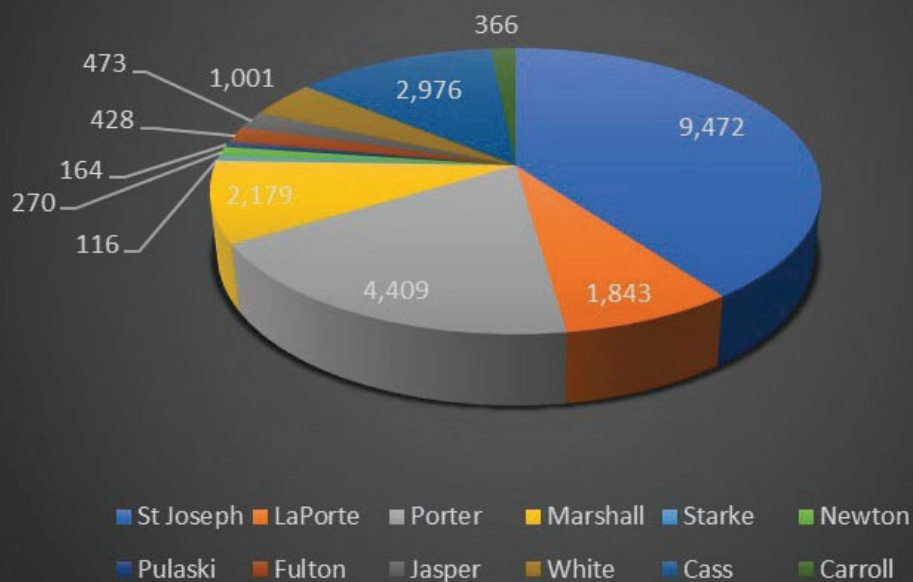
■ Howard ■ Blackford ■ Delaware ■ Madison ■ Hamilton ■ Randolph ■ Hancock
 ■ Henry ■ Wayne ■ Marion ■ Rush ■ Union ■ Fayette ■ Shelby

County	Total Residents	Percentage "less than very well"
Blackford	11,520	.26%
Delaware	106,993	.20%
Fayette	22,140	.98%
Hamilton	320,238	.96%
Hancock	74,072	.75%
Henry	46,403	.30%
Howard	78,350	.51%
Jay	19,171	.31%
Madison	122,926	1.10%
Marion	900,462	3.63%
Randolph	23,168	.90%
Rush	15,779	.49%
Shelby	42,292	1.33%
Tipton	14,438	.13%
Union	6,654	.60%
Wayne	62,719	88%

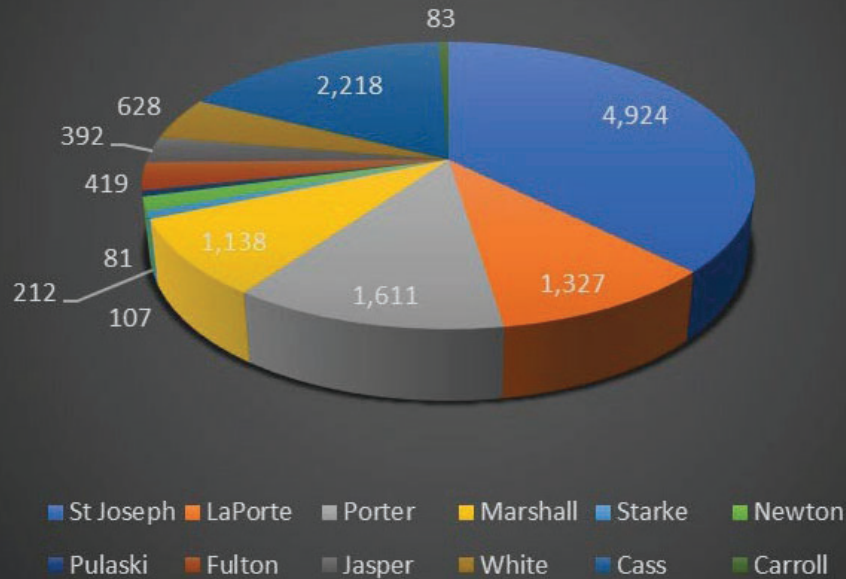
Source: American Community Survey C16001

LAPORTE DISTRICT

LaPorte District Estimate Spanish Speak "very well"



LaPorte District Estimate Spanish Speak "less than very well"

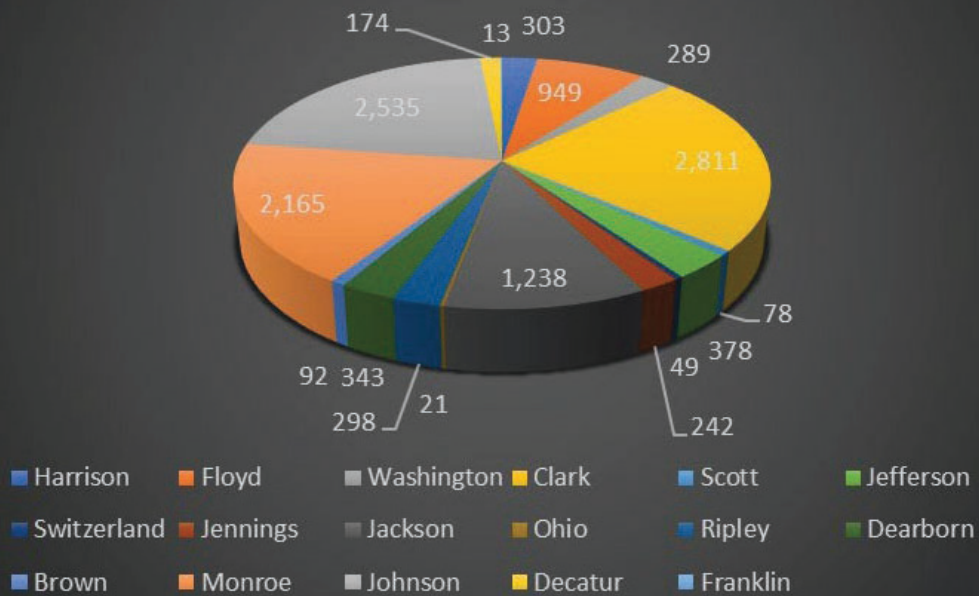


County	Total Residents	Percentage "less than very well"
Carroll	19,185	.43%
Cass	35,714	6.21%
Fulton	19,178	2.18%
Jasper	31,163	1.26%
Lake	466,670	3.36%
LaPorte	105,750	1.25%
Marshall	43,279	2.62%
Newton	13,104	1.62%
Porter	163,259	.99%
Pulaski	11,835	.68%
St. Joesph	254,803	1.93%
Starke	21,817	.49%
White	23,116	2.71%

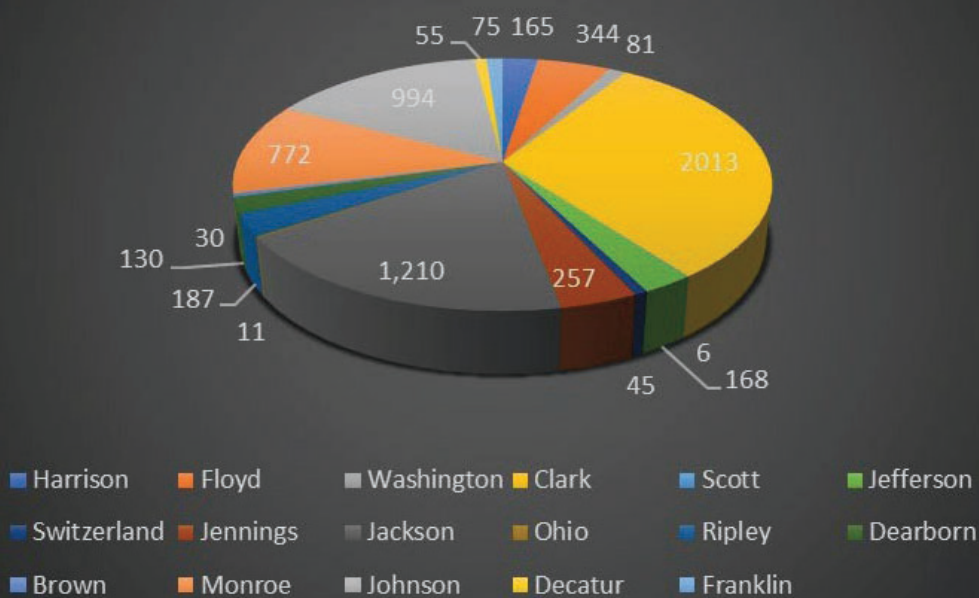
Source: American Community Survey C16001

SEYMOUR DISTRICT

Seymour District Spanish Speak English "very well"



Seymour District Spanish Speak English "less than very Well"

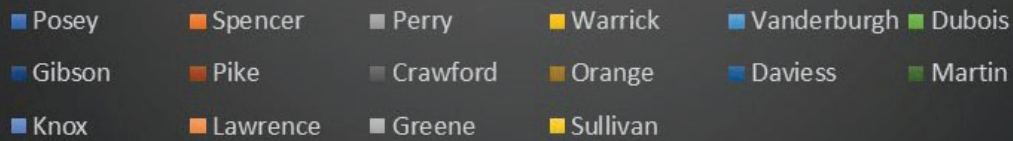
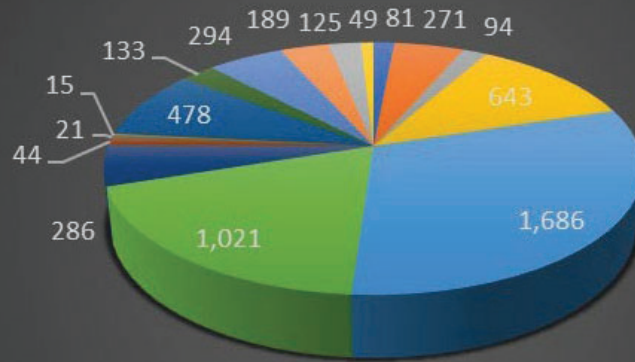


County	Total Residents	Percentage “less than very well”
Bartholomew	14,830	.20%
Brown	14,830	.20%
Clark	112,898	1.78%
Dearborn	47,863	.27%
Decatur	24,771	.22%
Franklin	21,448	.35%
Floyd	75,057	4.59%
Harrison	37,371	4.42%
Jackson	42,764	2.82%
Jefferson	31,198	.54%
Jennings	25,958	.99%
Johnson	149,796	.66%
Monroe	134,208	.58%
Morgan	67,470	.28%
Ohio	5,617	.20%
Ripley	27,185	.69%
Scott	22,893	.03%
Switzerland	9,311	.48%
Washington	26,440	.31%

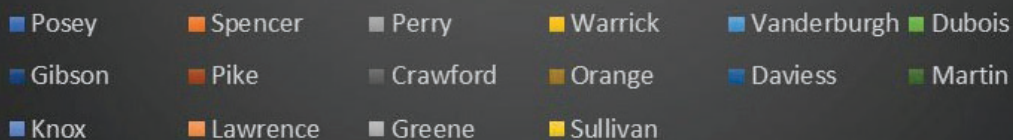
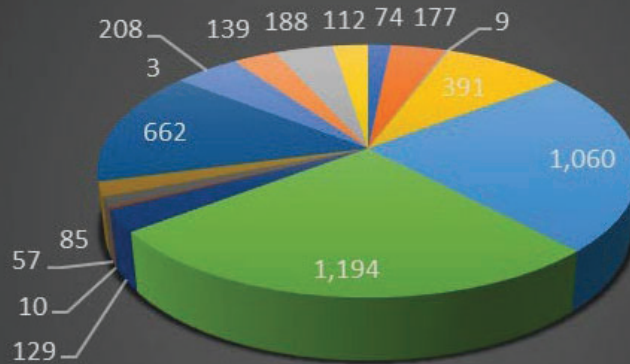
Source: American Community Survey C16001

VINSENNES DISTRICT

Vincennes District Spanish Speak English "very well"



Vincennes District Spanish Speak English "less than very well"



County	Total Residents	Percentage “less than very well”
Crawford	9,898	.58%
Daviess	30,595	2.16%
Dubois	40,592	5.10%
Gibson	30,968	.42%
Greene	29,245	.64%
Knox	34,355	.61%
Lawrence	42,584	.33%
Martin	9,294	.03%
Orange	18,568	.46%
Perry	18,084	.05%
Pike	11,547	.09%
Posey	23,945	.31%
Spencer	18,908	.94%
Sullivan	19,598	.57%
Vanderburgh	169,189	.63%
Warrick	59,914	.62%

Source: American Community Survey C16001

Summary of Factor One

Spanish speakers are by far the most LEP populous and widespread throughout the state, with Spanish being the only language that meets the safe harbor threshold in Indiana districts. The district-level data assists INDOT in giving guidance on language access to its recipients throughout the state.

Factor #2: The frequency with which LEP individuals come in contact with the program

INDOT continues to strive to improve its data collection efforts to better track the actual number of LEP individuals encountered in the delivery of services so that INDOT may continue to evaluate the effectiveness of its LEP Implementation Plan. Training provided to INDOT employees in person or via the online module contains information about LEP requirements and tools INDOT uses to gather information on an ongoing basis about LEP needs.

INDOT’s LEP information gathering tools include the use of the following:

- Internal LEP Report Form (Appendix G)
- “I Speak” Cards

- Ability of the public to request language services and translation services
- Use of demographic information, not limited to but including census information to determine whether LEP resources and / or alternative advertising measures should be considered as part of public involvement activities.
- Employee language questionnaires (Appendix G)

The program/project must be evaluated in relationship to the number of persons who are within the program/project area, and the number of times they have frequented the program or activity. For public meetings, a sign-in sheet or survey is utilized to capture the demographic data of the participants. Planners and project managers must provide notice to LEP persons within the project/program area so that they are aware of any programs/projects that may affect their quality of life. Programs, services, and activities that have potential impact for LEP persons include but are not limited to:

- Public involvement and public engagement meetings/hearings for construction projects affecting LEP communities or individuals
- Welcome Centers and rest areas
- Roadside assistance drivers
- Transportation maintenance workers
- Transit
- Sub-recipients
- Requests for permits
- Real estate transactions/condemnation
- Payment of tolls at Indiana Toll Roads
- Internet access: INDOT websites must be accessible to LEP persons
- Requests for certifications, licenses
- Phone communications: notices/greetings in languages other than English

Factor #3: The Importance of INDOT's Service to People's Lives

INDOT's services affect every community member. INDOT produces and distributes public safety and public service announcements for estimated travel times, notices for road closures to make construction zones safer; to reduce distracted and intoxicated driving; and to increase pedestrian, bicycle, and motorcycle safety. It is essential that INDOT effectively communicate its safety and public service announcements to the entire community, including non-English speakers. Further, INDOT is a large employer, and spends millions of dollars annually contracting work from DBEs. INDOT's planning process relies on input from the public. INDOT's services are therefore important to every citizen including LEP person's lives, and must be accessible to everyone, regardless of ability to speak English.

Factor #4: The resources available to INDOT for LEP outreach, as well as the costs associated with that outreach

INDOT has a variety of resources to assist in fulfilling its obligation to provide information in alternative languages. As further discussed in the LAP, INDOT maintains a list of multilingual staff members who can assist in interpretation or translation of documents. Bilingual or multilingual staff are screened for fluency and comprehension, and receive regular training on proper interpreting and translation techniques, ethics, specialized terminology and topics as needed.

Sometimes, family members interpret on behalf of a rider who speaks English less than very well. While this is permissible in certain circumstances, INDOT's programs should not *rely* on family members or friends to translate or interpret. In these circumstances, free services will be offered. Minor children should not be used to interpret, except in emergencies.

Quantity Purchase Agreements (QPAs) for in-person interpretation services. QPAs are contracts between the State of Indiana and vendors in which commodities are supplied to Indiana state agencies on an on-going, as needed basis. QPAs benefit the state by enabling the state to aggregate its purchases to achieve bulk pricing. The current QPAs are with Propio and Ad-Astra. INDOT also has the ability to obtain document translation on an as-needed basis via its traditional procurement processes.

In order to make written documents available in requested languages, INDOT will pay a translation service for professional and certified translations. This is the current practice for the Vital Documents that are proactively made available. Written translations usually cost between \$25 - \$35 per page, depending on the amount of text.

Finally, INDOT is committed to advertising the availability of free interpretation and translation services. INDOT places statements advising the citizenry of these services on their website and in various publications *in the languages that are known to be prevalent in the area* (according to Census and locally derived data). Interpretation/Translation Request Forms are found in the Appendices hereto, and include the following languages: Spanish, Burmese, German, Chinese, and Arabic. In addition, the following notices with the most commonly spoken languages will be advertised by INDOT:

English	Translation and interpretation services are available from INDOT for free upon request. Please call (317) 941-4512 to submit a request.
Spanish	El INDOT ofrece servicios de traducción e interpretación gratuitos previa solicitud. Llame al (317) 941-4512 para enviar una solicitud.
Burmese	ဘာသာပြန်ခြင်းနှင့် ဘာသာပြန်ခြင်းဝန်ဆောင်မှုများကို INDOT မှ တောင်းဆိုချက်အရ အခမဲ့ရရှိနိုင်ပါသည်။ တောင်းဆိုချက်တစ်ခုတင်ပြရန် ကျေးဇူးပြု၍ (317) 941-4512 သို့ခေါ်ဆိုပါ။ Bharsar pyanhkyinnnhang bharsar pyanhkyinn waansaungmhumyarrko INDOT mha taunggsohkyetaar aahkamae rashinineparsai . Taunggsohkyet taithkutainpyaraan kyaayyuupyu (317) 941-4512 shoet hkawso par .
German	Übersetzungs- und Dolmetscherdienste bietet INDOT auf Anfrage kostenlos an. Um eine Anfrage zu stellen, rufen Sie bitte (317) 941-4512 an.
Yiddish	פֿאַר פֿריי אויף INDOT איבערזעצונג און ינטערפּרעטישאַן באַדינונגס זענען באַרעכטיגט פֿון בעטן. ביטע רופן (קסנומקס) קסנומקס-קסנומקס צו פֿאַרלייגן אַ בקשה. Iberzetsung aun interpriteyshan badinungs zenen barekhtigt fun INDOT far frey aoyf betn. Bite rufn (317) 941-4512 tsu forleygn a bkshh.
Chinese: Simplified	印第安纳州交通部 (INDOT) 可应要求提供免费翻译和口译服务。请致电 (317) 941-4512 提交请求。 Yìndì'ǎnnà zhōu jiāotōng bù (INDOT) kě yīng yāoqiú tígōng miǎnfèi fānyì hé kǒuyì fúwù. Qǐng zhìdiàn (317) 941-4512 tíjiāo qǐngqiú.
Chinese: Traditional	印第安納州交通部可根據要求提供免費翻譯和口譯服務。請致電(317) 941-4512 提交請求。 Yìndì'ǎnnà zhōu jiāotōng bù kě gēnjù yāoqiú tígōng miǎnfèi fānyì hé kǒuyì fúwù. Qǐng zhìdiàn (317) 941-4512 tíjiāo qǐngqiú.
Arabic	مجاناً عند الطلب. يرجى الاتصال على لتقديم طلب INDOT تتوفر خدمات الترجمة والتفسير من. Tatawafar khadmat altarjamat waltafsir min INDOT mjanan eind altalabi. Yurjaa aliatisal ealaa (317) 941-4512 litaqdim talabi.
French	Des services de traduction et d'interprétation sont disponibles gratuitement auprès de l'INDOT sur demande. Veuillez appeler le (317) 941-4512 pour soumettre une demande.

Hindi	अनुरोध पर INDOT से अनुवाद और व्याख्या सेवाएँ निःशुल्क उपलब्ध हैं। अनुरोध प्रस्तुत करने के लिए कृपया (317) 941-4512 पर कॉल करें। Anurodh par indot se anuvaad aur vyaakhya sevaen nihshulk upalabdh hain. Anurodh prastut karane ke lie krpaya (317) 941-4512 par kol karen.
Filipino (similar to Tagalog)	Ang mga serbisyo sa pagsasalin at interpretasyon ay makukuha mula sa INDOT nang libre kapag hiniling. Mangyaring tawagan ang (317) 941-4512 upang magsumite ng kahilingan.
Vietnamese	Dịch vụ biên dịch và phiên dịch có sẵn miễn phí từ INDOT theo yêu cầu. Vui lòng gọi (317) 941-4512 để gửi yêu cầu.
Russian	Услуги письменного и устного перевода предоставляются INDOT бесплатно по запросу. Пожалуйста, позвоните по телефону (317) 941-4512, чтобы подать запрос. Uslugi pis'mennogo i ustnogo perevoda predostavlyayutsya INDOT besplatno po zaprosu. Pozhaluysta, pozvonite po telefonu (317) 941-4512, chtoby podat' zapros.

INDOT's Five-Point Language Assistance Plan (LAP)

1. Provide Notice to LEP Persons using all means reasonably calculated to provide meaningful access

USDOT LEP guidance says:

“Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.”

As a recipient of Federal Funds, INDOT must make reasonable efforts to notify the public of its eligibility for benefits, programs, and services in a language they understand. Methods used to inform LEP individuals about language assistance services may include translating outreach materials into other languages, updating non-English content in key languages on the main page of the program website and providing public service messages in non-English media describing INDOT's programs.

Some notification actions include:

- Posting signs in areas where the public is likely to read them.
- Stating in outreach documents (brochures, booklets, pamphlets, flyers) that language services are available.
- Working with community-based organizations to inform LEP persons of the language assistance available.
- Using a telephone voice mail menu in the most common languages encountered.
- Including notices in local newspapers in languages other than English for important events.
- Providing notices on non-English language radio and television stations about the availability of language assistance services for important events.
- Providing presentations and notices at schools and religious organizations for important events or where community involvement is critical.
- Providing a document translation (and/or interpretation services) request form/notice translated into other languages when INDOT is aware that significant number of persons will be impacted by INDOT programs or activities who speak a language other than English, regardless of county- wide census data.
- Publish the LEP Plan on the INDOT's website to ensure public accessibility.
- Provide LEP translation services on INDOT's website.
- With advance notice, provide interpreter services at any meeting or public hearing.
- Interpreter to include foreign language and signs for the hearing impaired.

2. Translate Vital Documents

Pursuant to FTA Circular 4702.1B, Ch. III, 9(b):

Vital written documents include, but are not limited to, consent and complaint forms; intake and application forms with the potential for important consequences; written notices of rights; notices of denials, losses, or decreases in benefits or services; and notices advising LEP individuals of free language assistance services. Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services. Failure to translate these vital documents could result in a recipient denying an eligible LEP person access to services and discrimination on the basis of national origin. (p. Ch. III-7)

Each FTA recipient must use a combination of the demographic data available, along with personal knowledge of the needs of the public it serves, to determine which documents it considers vital. Other factors an agency may consider when deciding which documents are vital to the public include:

- How critical is the document to the program or service?
- How critical is the information to the individual?
- How often is the document used?
- How long will the document be used?
- Will the document change over time?
- What are the consequences if the information is not provided accurately or in a timely manner?

After consideration of these factors, INDOT is designating the following as Vital Documents:

- Title VI Notice to the Public
- Notice of Language Assistance Availability
- Interpretation Request Forms
- ADA Rights Statement
- Combined Title VI/ADA Civil Rights Complaint Form
- Civil Rights Compliant Procedures (for ADA and Title VI)

An explanation of how INDOT will address the provision of vital documents follows.

Safe Harbor Threshold Analysis

A language group meets the Safe Harbor Threshold if it contains *the lesser of* 1,000 people, or 5% of the overall population who speak English “less than very well.” According to the Census data presented in Factor #1 of the Four Factor Analysis (above), eleven language groups in Indiana have at least 1,000

people that speak English “less than very well.” No language groups came close to 5% of the population. Spanish is by far the most commonly spoken language by Indiana residents who speak English “less than very well;” yet, these Spanish speakers represent only 1.7% of the population. The second largest language group was Other Asian and Pacific Island languages, at just 0.34% of the state’s population. The following language groups also meet the 1,000 person threshold, but represented less than 0.25% of the population each:

- French, Haitian, or Cajun;
- German, or other West Germanic languages;
- Russian, Polish, or Slavic;
- Other Indo-European languages;
- Korean;
- Chinese (including Mandarin and Cantonese);
- Vietnamese;
- Tagalog (including Pilipino);
- Arabic; and
- Other Unspecified languages.

Many of these language groups contain multiple languages, but the Census data does not specify which of the languages is actually spoken by the local population. This means that if INDOT were to translate all vital documents into all these languages, there would be over 20 languages to cover.

Given the large number of languages present, but the very small number of people who might actually benefit from these documents, INDOT is choosing not to proactively translate every potentially vital document into each of the dozens of languages. INDOT will instead meet the needs of its LEP population by the following means.

1: Prioritize Spanish Language Documents

Spanish is by far the most common non-English language spoken by Indiana residents. Of over 6.3 million people residing in Indiana, there are 109,723 people who speak Spanish, but English less than very well. There are more LEP Spanish speakers in Indiana than all other LEP language groups combined. Due to the extremely low number of other LEP groups, INDOT will focus its attention on Spanish language resources.

The following INDOT vital documents are available or regularly published in Spanish at this time:

- Title VI Notice to the Public
- Notice of Language Assistance Availability
- Interpretation Request Forms
- ADA Rights Statement
- Combined Title VI/ADA Civil Rights Complaint Form
- Civil Rights Compliant Procedures (for ADA and Title VI)

2: Other Currently Translated Documents

In reviewing the Census data in combination with local data from surveys, staff interactions, and local knowledge of recent immigrant groups, INDOT has determined that the following languages are the most likely to be requested by the public:

- Spanish
- German
- Chinese
- Arabic
- Burmese

While all designated vital documents are currently available in Spanish, the following vital documents have all been translated into the above languages:

- Title VI Notice to the Public
- Notice of Language Assistance Availability
- Interpretation Request Forms
- ADA Rights Statement

3: Translate other Vital Documents as Requested

INDOT's internal data demonstrates that there are very few, if any, requests on an annual basis, for documents or interpretation services in any other language but Spanish. While INDOT will focus its proactive efforts on Spanish translations, vital documents will be made available in *any* language upon request. The availability of free translation and interpretation services is advertised across INDOT public-facing documents and website, in multiple languages. Having language assistance availability statements in 13 languages (see Factor #4, above) and translation requests forms in 6 languages is sufficient to give every Indiana resident an equal opportunity to access INDOT's services.

4: Include Locally-Known Data in its Language Assistance Program

INDOT recognizes that even the most currently available Census data does not always give an accurate picture of local LEP needs. For example, aside from Spanish, the most frequently requested language for INDOT staff recently has been Burmese, yet this is not reflected in the Census data. Regardless, INDOT recognized the need for Burmese language materials, and have proactively translated some vital documents into the language. It is INDOT's belief that the use of these four strategies will effectively meet the needs of its LEP population.

3. Interpretation Services

INDOT recognizes the need for greater oral and written communication with limited and non-English speaking persons located within the state. Central Office and each District office attempt to identify the language needs within its jurisdiction and current bilingual staff resources to meet those needs. Where communication of key or vital information is involved, INDOT employs the use of interpretation and translation services to ensure effective communication can be achieved. Best practices suggest that:

- When INDOT bilingual staff resources are insufficient to meet language assistance needs, INDOT staff should assist LEP persons in securing volunteer interpretive services from advocacy groups. In addition, INDOT employs the use of interpretation services when a request is made or when the threshold is met for the safe harbor requirement.
- Translations of commonly requested documents, bilingual staff and telephone interpreter services should be made available at locations that are readily accessible to the public, such as information desks, security checkpoints, and on public information telephone lines.
- Programs should not rely on family members or friends to translate or interpret for LEP persons. If the LEP customer insists upon using a friend or family member, it should be allowed only after language services have been offered and refused. Minor children should not be used to interpret, except in emergencies. Our LEP report form tracks whether or not this practice is occurring, when and how often.

- Each INDOT component, program or activity identified as warranting language assistance measures should budget for language services to ensure that adequate resources exist for interpreters, translation and review of documents, and outreach. Notwithstanding any limitations of the current budget, programs should include language assistance resources as items in their future budget requests. Programs should be prepared to justify any failure to request funding for language assistance where the data indicates a need for such assistance.

4. Staff Training

INDOT staff should be properly trained so they know and understand their obligations to provide meaningful access to information and services for LEP persons. INDOT's current in-person and online training materials for employees include LEP requirements and policies. Training will be updated as these policies change. INDOT will review the necessity for additional training. This training must be mandatory for staff who have the potential to interact or communicate with LEP individuals, staff whose job it is to arrange for language assistance services and managers. Training shall explain how staff can identify the language needs of an LEP individual, access and provide the necessary language assistance services, work with interpreters, request document translations and track the use of language assistance services.

Bilingual staff members who communicate "in-language" to LEP individuals or who serve as interpreters or translators, should be assessed and receive regular training on proper interpreting and translation techniques, ethics, specialized terminology and topics as needed.

5. Multilingual Staffing

In-house multilingual staffing is a cost-effective way to provide language services to LEP individuals. When needs dictate, bilingual ability should be considered. The challenge with this approach is that very few individuals self-identify as both bilingual and willing to provide translation services. Best practices suggest that:

- INDOT create a directory of multilingual staff willing to volunteer their language skills on an as needed basis.
- Bilingual staff should be trained and versed in the standards of the interpreting profession.

Bilingual staff or contractors should be assessed for bilingual proficiency, interpretation skills and sensitivity to the special confidentiality issues raised by interpreting for others. Individuals providing interpretative services should possess a level of fluency and comprehension appropriate to the specific nature, type, and purpose of information at issue. Bilingual staff should be encouraged and enabled to access interpreter and translation training.

LAP Monitoring and Updating

INDOT's Title VI Manager is responsible for monitoring and implementation of the Language Assistance Plan. The Plan will be reviewed annually to determine whether updates are needed. The Title VI Manager will:

1. Coordinate identification of language service needs and strategies so that INDOT employees will have access to appropriate language services in their interactions with LEP individuals.
2. Ensure the agency's compliance with the LEP Policy and Plan.
3. Provide notice of the language assistance services in the following areas:
 - a) Posters in public areas.
 - b) "I Speak" language identification cards at reception area.
 - c) INDOT Website.
4. Conduct an annual review analyzing changes in:
 - a) Census data.
 - b) Current LEP populations affected or encountered.
 - c) Frequency of encounters with LEP language groups.
 - d) The nature and importance of activities to LEP individuals.
 - e) The availability of resources, including technological advances, sources of additional resources, and the cost incurred.
 - f) Whether the existing LEP Plan is meeting the needs of LEP individuals.
 - g) Whether INDOT employees understand the LEP Plan, and how to implement.
 - h) Whether identified sources for assistance are still available.

INDOT's Title VI Program Manager is:

Taffanee Keys
Civil Rights Counsel
100 N. Senate Ave. Room N758-PQ
Indianapolis, IN 46204
tkeys@indot.in.gov

Membership of Non-elected Committees and Councils

The INDOT Office of Transit does not have any transit-related planning or advisory bodies. Therefore, this requirement does not apply to INDOT.

Subrecipient Monitoring

General

In compliance FTA guidance, including FTA Circular 4792.1B, INDOT reviews and monitors subrecipients that receive FTA funding through INDOT for compliance with Title VI requirements. Before receiving FTA funding, subrecipients must sign an Agreement with INDOT, including assurances of nondiscrimination.

INDOT has policies and processes in place to monitor its subrecipients for compliance with Title VI Program requirements. These policies include processes for the review and audit of contractors and consultants, LPAs, MPOs, and university subrecipients. These policies are specific to each type of subrecipient and represent, in many cases, layers of oversight and/or levels of review.

Objective

The overall objective of compliance monitoring is to ensure all entities and agencies over which INDOT has Title VI oversight responsibility remain or are brought into compliance with Title VI and other nondiscrimination requirements. INDOT has historically used on-site compliance reviews as a tool to monitor Title VI Program compliance. Compliance reviews and audits are used to monitor recipient and subrecipient compliance and to proactively identify and remedy potential and actual violations of the nondiscrimination laws.

TYPES OF SUBRECIPIENT COMPLIANCE MONITORING AND REVIEWS

INDOT tailors its subrecipient monitoring practices to the type of subrecipient and level of review required.

1. Types of subrecipients over whom INDOT has oversight responsibility include:

- a. Contractors
- b. Consultants
- c. Local Public Agencies (LPAs)
- d. Metropolitan Planning Organizations (MPOs)
- e. Cities, Towns and Counties
- f. Universities & Colleges

2. Levels of subrecipient monitoring may include:

- a. Certifications of compliance
- b. Compliance Surveys
- c. Desk Reviews

- d. Telephone / Virtual Interviews
- e. On-site Reviews

POLICIES AND PROCEDURES FOR CONTRACTOR COMPLIANCE REVIEWS AND AUDITS

The Title VI Program Manager collects and reviews prequalification certifications from contractors and consultants. These subrecipients may be selected to participate in compliance reviews at INDOT's discretion. The Program Manager will request that the subrecipient under review provide documentation before a scheduled telephone, virtual conference, or on-site visit. The subrecipient's responses will be reviewed and feedback will be provided during the conference or on-site visit. Using this method, the Title VI Program Manager can provide a same-day verbal preliminary determination of compliance to the subrecipient.

1. POLICIES AND PROCEDURES FOR LPA SUBRECIPIENT MONITORING

Pre-Award Subrecipient Review: Title VI Assessment

The Civil Rights Counsel Title VI Manager is responsible for conducting Pre-Award assessments of LPAs to ensure Local Public Agencies (LPAs) will not use Federal financial assistance to discriminate on the basis of race, color, national origin, and Limited English proficiency. The LPA/MPO Grant Administration Division shares and disseminates federal financial assistance application guidelines that outline in detail the specific information that must be included in the federal financial assistance application process to meet the Title VI assessment requirements before the award of Federal Financial assistance.

The Pre-Award process is as follows:

A statement of compliance is submitted with the application that verifies that the LPA has a current Title VI Implementation Plan and has taken mitigation efforts to ensure nondiscrimination as well as identify their Title VI managers. If the LPA does not have a current Title VI Implementation Plan or has a Plan with deficiencies, the LPA must submit a voluntary compliance action plan (VCAP Letter) stating that they will cure all deficiencies within 120 days of the date of their submission.

Certification is verified with INDOT's record of the LPA prior submissions. If the applicant states it has submitted a current Title VI Plan when INDOT records indicate otherwise, the LPA then must submit

verification and resubmit the plan.

Once compliance documents are received, the Civil Rights Counsel Title VI Manager will review the documents for compliance with Title VI and its related rules, regulations, and orders as well as FTA Title VI requirements. The review will entail whether the LPA has taken mitigation measures and has documented measures to minimize or eliminate disparate impacts.

Post Award Subrecipient Compliance Review

INDOT requires subrecipients to include the following information in their Title VI plans: a nondiscrimination policy statement, standard DOT Title VI assurances, a designated Title VI Manager, a description of primary program areas, program review, compliance, and enforcement procedures, data collection and analysis, staff training procedures, complaint procedures, dissemination of Title VI information procedures, a statement of review of local directives, and a language assistance plan.

As part of INDOT's Title VI subrecipient review procedures, INDOT conducts reviews of subrecipient Title VI plans. During this process, INDOT coordinates with subrecipients and their Title VI Managers to collect Title VI plans and related documents. If subrecipient Title VI plans do not comply with FTA requirements and guidance, INDOT provides constructive comments and technical support. Once a subrecipient Title VI plan satisfies the requisite elements, INDOT will issue a concurrence letter. Title VI plans are then due yearly on or before October 1st.

2. POLICIES AND PROCEDURES FOR 5310 SUBRECIPIENT MONITORING

All 5310 subrecipients are required to complete a Title VI Plan every three years.

Every Title VI Program shall include the following information:

- A copy of the recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.
- A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

- A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission. See Appendix E for an example of how to report this information. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the recipient submitting the report, not necessarily the larger agency or department of which the recipient is a part.
- A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.
- A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance.
- Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.
- Primary recipients shall include a narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions.
- If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

As part of its monitoring efforts, INDOT will conduct an on-site review of the grantee's project at least once every three years. During this review, INDOT will review the subrecipient's Title VI Plan to ensure

it meets the above noted requirements. INDOT will provide each grantee a copy of its “Civil Rights Title VI Handbook” for Section 5310 grantees.

3. POLICIES AND PROCEDURES FOR 5311 & 5339 SUBRECIPIENT MONITORING

In addition to the standard assurances, subrecipients are required to submit the following information to INDOT for submission to FTA. This information is also updated as necessary in the subrecipients’ annual Section 5311/5339 grant application, unless otherwise requested by INDOT.

- An explanation of the posting and notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI.
- A list of any Title VI/EEO investigations, complaints, or lawsuits filed with the agency since the time of the last submission.
- A copy of the agency’s notice to the public that it complies with Title VI/EEO and instructions to the public on how to file a discrimination complaint.
- A public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI Program submission; this potentially includes a copy of the agency’s alternative framework for providing language assistance.
- A table depicting racial composition of membership of any non-elected planning boards, advisory councils or committees, or similar bodies and a description of efforts made to encourage the participation of minorities on such committees or councils.
- If the recipient has constructed a facility, such as a vehicle storage facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.
- A Board of Directors resolution or meeting minutes demonstrating the board approved the Title VI

program.

- A description of fare or service adjustments, or policy or activity changes as conducted by the recipient, which would have a disproportionately high and adverse effect on minority or low-income populations as required by Environmental Justice requirements. This should include an explanation what mitigation measures or alternative actions were evaluated or implemented to reduce the effects with regard to the social, economic and environmental impacts to minority and low-income populations as well as assurances that all potentially affected communities had full and fair participation in the transportation decision-making process.

In addition, INDOT provides all sub-recipients with a Title VI Plan template that assists subrecipients meet all of the aforementioned requirements. The Title VI Plan template can be located on the Indiana RTAP website at <http://indianartap.com>.

Please see the Schedule of the Transit subrecipient Title VI Program Submissions below:

Section 5310 Title VI Submission Schedule

Approval Date	GRANTEE NAME	CITY
12/31/2023	Abilities Services	Crawfordsville
12/31/2023	Adams County Council on Aging	Decatur
12/31/2023	ADEC, Inc.	Bristol
12/31/2023	Adult Day Care of Richmond	Richmond
12/31/2023	Arc of Wabash County	Wabash
12/31/2023	ARC Opportunities	Howe
12/31/2023	Bi-County Services	Bluffton
12/31/2023	Carey Services	Marion
12/31/2023	Child Adult Resource Services	Rockville
12/31/2023	City of Crawfordsville	Crawfordsville
12/31/2023	City of Nappanee	Nappanee
12/31/2023	City of Seymour	Seymour
12/31/2023	Clay County Council on Aging	Brazil
12/31/2023	Community Action Program of Western Indiana	Williamsport
12/31/2023	Council on Aging of Elkhart County	Elkhart
12/31/2023	Gibson County Area Rehabilitation Centers	Princeton
12/31/2023	Gibson County Council on The Aging	Princeton
12/31/2023	Hillcroft Services	Muncie
12/31/2023	Jay-Randolph Developmental Services	Portland
12/31/2023	Just Friends, Inc.	Columbus
12/31/2023	Kosciusko County Council on the Aging and Aged, Inc.	Warsaw
12/31/2023	LifeSpring Inc	Jeffersonville
12/31/2023	Lirio Resources	Monticello
12/31/2023	Marshall Starke Development Center	Plymouth
12/31/2023	New Horizons Rehabilitation Services	Batesville
12/31/2023	Northeastern Center	Kendallville
12/31/2023	Paladin, Inc.	Michigan City
12/31/2023	Pathfinder Services	Huntington
12/31/2023	Peak Community Services	Logansport
12/31/2023	Perry County Council on Aging	Cannelton
12/31/2023	Posey County Council on Aging	Mount Vernon
12/31/2023	REACH Columbus	Columbus
12/31/2023	Riverview Adult Day Center	Elkhart
12/31/2023	Senior and Family Services	Washington
12/31/2023	Southern Indiana Resource Solutions	Boonville
12/31/2023	Spencer County Council on Aging	Rockport
12/31/2023	The Arc of Greater Boone County	Lebanon
12/31/2023	The Arc of Noble County Foundations Incorporated	Albion
12/31/2023	The Carroll County Council on Aging	Delphi
12/31/2023	Tipton County Council on Aging	Tipton
12/31/2023	Wabash Center	Lafayette

Section 5311/5339 Title VI Submission Schedule

Transit System	Submitted	Approved	Expires	On File
Adams County	12/13/24	12/31/24	12/31/27	BlackCat
Boone County	12/13/24	12/31/24	12/31/27	BlackCat
Brown County	12/13/24	12/31/24	12/31/27	BlackCat
Cass County	12/13/24	12/31/24	12/31/27	BlackCat
City of Bedford	12/13/24	12/31/24	12/31/27	BlackCat
City of Huntingburg	12/13/24	12/31/24	12/31/27	BlackCat
City of Marion	12/13/24	12/31/24	12/31/27	BlackCat
City of New Castle	12/13/24	12/31/24	12/31/27	BlackCat
City of Richmond	12/13/24	12/31/24	12/31/27	BlackCat
City of Seymour	12/13/24	12/31/24	12/31/27	BlackCat
Clinton County	12/13/24	12/31/24	12/31/27	BlackCat
Dekalb County	12/13/24	12/31/24	12/31/27	BlackCat
Franklin County	12/13/24	12/31/24	12/31/27	BlackCat
Fulton County	12/13/24	12/31/24	12/31/27	BlackCat
Harrison County	12/13/24	12/31/24	12/31/27	BlackCat
Hendricks County	12/13/24	12/31/24	12/31/27	BlackCat
Historic Hoosier Hills	12/13/24	12/31/24	12/31/27	BlackCat
Huntington County	12/13/24	12/31/24	12/31/27	BlackCat
Jasper County	12/13/24	12/31/24	12/31/27	BlackCat
Jay, Randolph, Delaware	12/13/24	12/31/24	12/31/27	BlackCat
Knox County	12/13/24	12/31/24	12/31/27	BlackCat
Kosciusko County	12/13/24	12/31/24	12/31/27	BlackCat
LaGrange County	12/13/24	12/31/24	12/31/27	BlackCat
Madison County	12/13/24	12/31/24	12/31/27	BlackCat
Marshall County	12/13/24	12/31/24	12/31/27	BlackCat
Miami County	12/13/24	12/31/24	12/31/27	BlackCat
Monroe County	12/13/24	12/31/24	12/31/27	BlackCat
Newton County	12/13/24	12/31/24	12/31/27	BlackCat
Noble County	12/13/24	12/31/24	12/31/27	BlackCat
Orange County	12/13/24	12/31/24	12/31/27	BlackCat
Pulaski County	12/13/24	12/31/24	12/31/27	BlackCat
SIDC; Ride Solution	12/13/24	12/31/24	12/31/27	BlackCat
Rush County	12/13/24	12/31/24	12/31/27	BlackCat
Shelby County	12/13/24	12/31/24	12/31/27	BlackCat
Starke County	12/13/24	12/31/24	12/31/27	BlackCat
Steuben County	12/13/24	12/31/24	12/31/27	BlackCat
Tippecanoe County	12/13/24	12/31/24	12/31/27	BlackCat
Tipton County	12/13/24	12/31/24	12/31/27	BlackCat
Union County	12/13/24	12/31/24	12/31/27	BlackCat
WCIEDD; Thrive	12/13/24	12/31/24	12/31/27	BlackCat
Wabash County	12/13/24	12/31/24	12/31/27	BlackCat
Wells County	12/13/24	12/31/24	12/31/27	BlackCat
White County	12/13/24	12/31/24	12/31/27	BlackCat
Whitley County	12/13/24	12/31/24	12/31/27	BlackCat

Facility Siting Equity Analysis

INDOT, Office of Transit has not conducted facility projects over the past 3 years that require an equity analysis.

Title VI Plan Approval

The Title VI Plan has been approved by Taffanee Key, Title VI Program Manager. The approval document is located in Exhibit G.

Section II - Requirements of States

The Indiana Department of Transportation is a State Agency

All Requirements set out in Per FTA Circular 4702.1B -Chapter III (General Requirements)

(See Above)

The requirements set out in FTA Circular 4702.1B -Chapter III (Transit Providers) if the State is a provider of fixed route public transportation.

The State of Indiana does not provide fixed route Public Transportation.

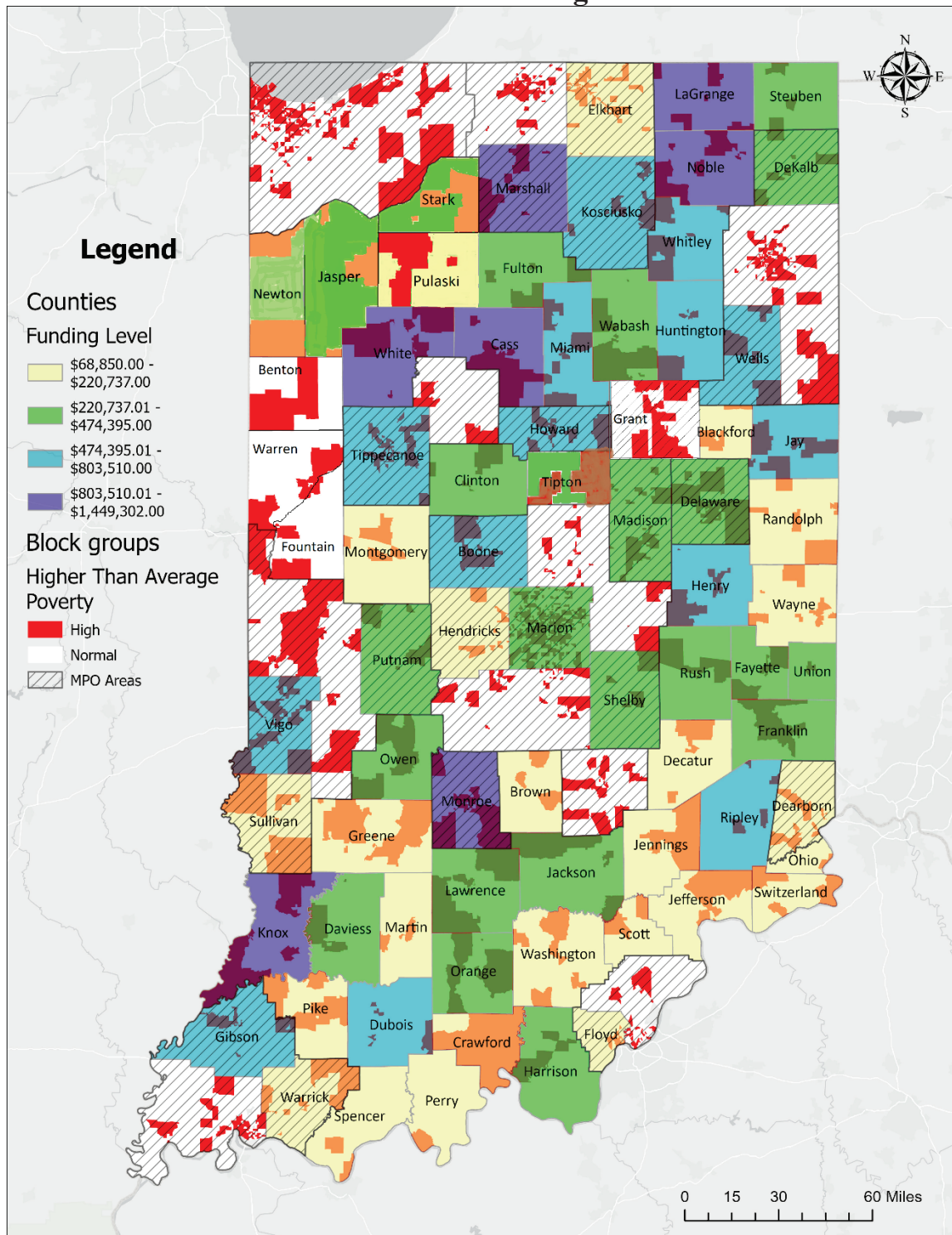
Demographic profile of the State, Minority Populations (2020 Census)

Geography	White Alone	Black Alone	American Ind. or Alaskan Native Alone	Asian Alone	Native Hawaiian and Other Pac. Isl. Alone	Two or More Races
Adams County, IN	35,025	224	124	139	15	312
Allen County, IN	302,478	46,022	1,782	18,537	412	12,956
Bartholomew County, IN	73,316	2,116	403	7,098	77	1,437
Benton County, IN	8,480	84	25	18	5	129
Blackford County, IN	11,387	108	28	68	4	187
Boone County, IN	63,820	1,619	192	2,494	24	1,198
Brown County, IN	14,584	119	97	65	4	243
Carroll County, IN	19,655	206	82	41	7	237
Cass County, IN	34,570	933	472	787	78	548
Clark County, IN	103,837	10,062	533	1,450	112	3,272
Clay County, IN	25,495	196	85	94	14	362
Clinton County, IN	31,272	267	170	153	13	331
Crawford County, IN	10,299	85	53	24	10	158
Daviess County, IN	31,944	777	217	157	40	370
Dearborn County, IN	48,416	361	125	233	33	656
Decatur County, IN	25,687	179	70	349	14	285
De Kalb County, IN	42,451	287	149	214	29	540
Delaware County, IN	100,446	8,266	326	1,555	67	2,794
Dubois County, IN	41,240	446	138	301	72	345
Elkhart County, IN	183,992	12,752	1,363	2,614	185	5,255
Fayette County, IN	22,089	355	89	83	3	273
Floyd County, IN	71,180	4,436	305	1,022	42	1,951
Fountain County, IN	16,062	96	60	77	15	201
Franklin County, IN	22,253	79	60	168	3	198
Fulton County, IN	19,220	184	187	139	6	282
Gibson County, IN	31,849	934	110	186	22	724
Grant County, IN	57,591	4,937	297	587	29	1,784
Greene County, IN	31,482	101	130	129	8	353
Hamilton County, IN	296,193	15,959	771	23,458	159	7,698
Hancock County, IN	74,332	2,746	261	764	34	1,416
Harrison County, IN	39,471	303	134	203	20	551
Hendricks County, IN	148,648	14,519	541	5,599	111	3,833
Henry County, IN	45,648	1,302	106	233	20	724
Howard County, IN	72,031	6,737	366	1,150	40	2,408
Huntington County, IN	35,194	269	210	236	27	459
Jackson County, IN	41,369	674	298	1,166	78	637
Jasper County, IN	32,388	308	129	169	15	431
Jay County, IN	19,894	121	50	86	7	258
Jefferson County, IN	30,471	696	138	273	46	486
Jennings County, IN	26,647	251	100	100	19	398
Johnson County, IN	145,223	4,505	502	7,138	129	3,110
Knox County, IN	34,397	1,098	132	350	18	527
Kosciusko County, IN	75,134	930	393	1,402	53	1,076
Lagrange County, IN	39,250	220	120	179	10	340
Lake County, IN	346,229	119,794	2,752	8,253	335	10,173
La Porte County, IN	92,631	12,864	533	718	32	2,885
Lawrence County, IN	44,107	258	209	298	14	610
Madison County, IN	114,420	11,035	575	791	83	2,777
Marion County, IN	606,679	284,946	4,586	38,921	637	30,414
Marshall County, IN	44,468	380	173	311	39	737
Martin County, IN	9,861	24	34	51	4	105
Miami County, IN	32,214	1,793	346	169	15	791
Monroe County, IN	127,599	5,657	489	10,292	114	4,068
Montgomery County, IN	36,856	456	161	351	16	525
Morgan County, IN	68,596	420	264	523	36	868
Newton County, IN	13,412	158	74	68	18	177
Noble County, IN	46,189	525	228	261	31	598
Ohio County, IN	5,734	44	19	17	1	77

Demographic profile of the State (2020 Census) (cont.)

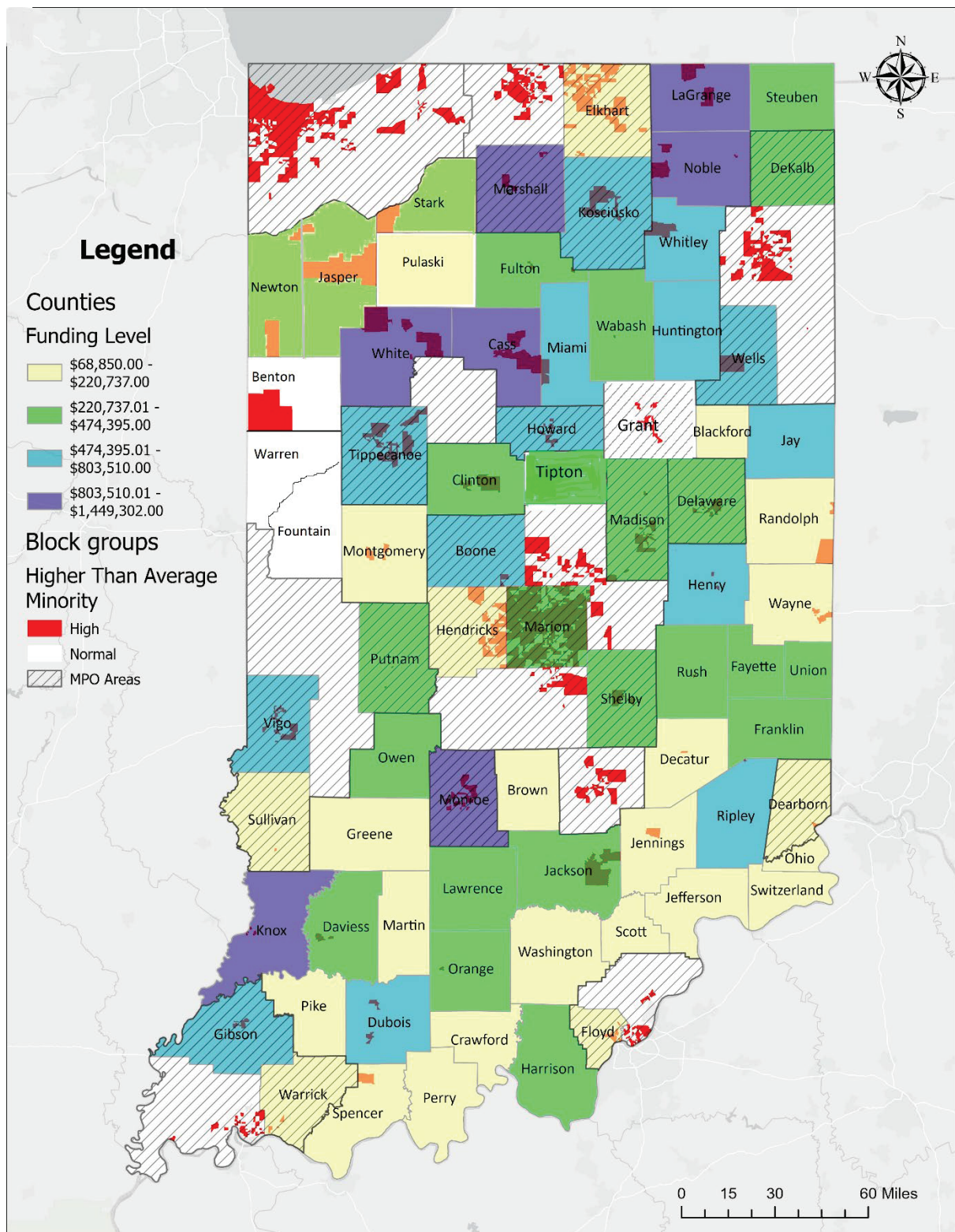
Orange County, IN	18,866	327	92	90	4	272
Owen County, IN	20,220	111	87	123	1	291
Parke County, IN	16,137	461	88	32	4	149
Perry County, IN	18,169	570	63	144	11	197
Pike County, IN	12,027	99	51	63	7	131
Porter County, IN	156,855	7,764	663	2,526	66	3,106
Posey County, IN	24,439	273	81	147	6	329
Pulaski County, IN	11,955	118	59	92	3	161
Putnam County, IN	34,819	1,433	144	482	17	574
Randolph County, IN	23,439	196	115	98	18	325
Ripley County, IN	27,610	140	109	234	6	349
Rush County, IN	16,109	176	75	69	6	214
St. Joseph County, IN	215,600	37,677	1,557	7,366	255	9,029
Scott County, IN	23,064	142	83	229	20	250
Shelby County, IN	43,029	659	165	359	65	594
Spencer County, IN	19,644	200	71	67	1	242
Starke County, IN	22,449	105	133	65	0	297
Steuben County, IN	33,707	313	135	246	16	414
Sullivan County, IN	19,113	1,021	81	52	1	310
Switzerland County, IN	10,415	131	35	37	5	101
Tippecanoe County, IN	162,412	12,050	769	16,224	124	4,536
Tipton County, IN	14,743	115	51	132	5	181
Union County, IN	6,883	69	21	30	5	111
Vanderburgh County, IN	155,106	18,392	561	2,625	449	5,314
Vermillion County, IN	14,906	102	56	47	6	212
Vigo County, IN	93,348	7,876	437	2,269	58	2,620
Wabash County, IN	29,679	300	230	191	8	376
Warren County, IN	7,953	42	34	48	6	111
Warrick County, IN	59,040	1,162	195	1,770	41	1,061
Washington County, IN	27,586	171	85	81	4	286
Wayne County, IN	59,281	3,325	280	732	61	2,099
Wells County, IN	27,216	273	83	189	12	369
White County, IN	23,240	281	177	132	13	322
Whitley County, IN	33,355	204	137	182	14	486
Total:	5,707,819	681,501	29,369	179,485	4,822	151,957
Percentage of Population:	84.50%	10.09%	0.43%	2.66%	0.07%	2.25%

Demographic Map of the Locations of High Poverty Areas in the Aggregate Overlaid with State Funding Distribution



Map 2

Demographic Map of the Locations of Above-Average Minority Areas in the Aggregate Overlaid with State Funding Distribution



Map 3

Transportation System Investment Disparate Impact Analysis

“A recipient, in determining the type of disposition, services, financial aid, benefits, or facilities which will be provided under any such program, or the class of individuals to whom, or the situations in which, such will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.” 49 C.F.R. § 21.5(b); 28 C.F.R. §42.104(b).

To this end, each State that receives federal funding as a designated recipient for its subrecipients must include in its Title VI Program data, mapping, and an analysis of the distribution of this funding to ensure there is no disparate impact on the basis of race, color, or national origin. If an analysis of the funding distribution shows inequity on these bases, the Program must address alternatives that would have a less discriminatory impact (FTA C 4702.1B, Ch. V(2)(d-e)).

The two Indiana County maps above contain the most recent round of 5310 and 5339 funding distributed by the Indiana Department of Transportation, overlayed with areas of high poverty (Map 2) and areas with above-average percentage of minorities (Map 3). The more populous areas of Indiana have Metropolitan Planning Organizations (MPOs) that oversee distribution of 5307 and other funding for those areas; thus, these counties are not included in this analysis. Counties with an MPO are designated on the map with a series of diagonal lines.

Methodology

INDOT began with a list of the amount of funding passed to each county in its most recent round of 5310 and 5339 funding. Although the funding may go to specific communities in the county, these are generally rural transit systems that serve the entire county. In order to represent funding information visually, the funding level of each county was rated at Level 1, 2, 3, or 4, with the higher levels receiving more funding. A color was assigned to each spending level as follows:

Funding Level Key

Yellow	Level 1	\$68,850 – \$220,737
Green	Level 2	\$220,737.01 - \$474,395
Blue	Level 3	\$474,395.01 - \$803,510
Purple	Level 4	\$803,510 – \$1,449,302

The Funding Levels for each funded, non-MPO county is shown below:

COUNTY with Funding Level by Color	Has High Minority Population?
Randolph	Yes
Wayne	Yes
Jennings	Yes
Spencer	Yes
Decatur	Yes (small)
Martin	No
Washington	No
Scott	No
Jefferson	No
Switzerland	No
Ohio	No
Pike	No
Crawford	No
Perry	No
Blackford	No
Greene	No
Brown	No
Pulaski	No
Steuben	Yes
Davies	Yes
Jackson	Yes
Clinton	Yes
Stark	Yes
Newton	Yes
Jasper	Yes
Fulton	Yes (small)
Wabash	Yes (small)
Orange	Yes (small)
Rush	No
Fayette	No
Union	No
Franklin	No
Owen	No
Lawrence	No
Harrison	No
Dubois	Yes
Whitley	Yes
Miami	Yes
Henry	Yes (small)
Jay	No
Huntington	No
White	Yes
Knox	Yes (small)
LaGrange	Yes
Cass	Yes
Noble	Yes

Those counties with a very small (generally 1-2 Census block groups) area of high minority population were also notated, to distinguish from those counties with a larger minority area.

Maps 2 and 3 both use red shading to indicate the areas of high poverty and higher than average minority populations at the Census block level, respectively. Each county was then shaded to match its funding level. In reviewing this information, INDOT makes the following observations:

- There are high poverty areas in every Indiana county. We can therefore draw few conclusions based on Map 2 alone, as there is a range of funding provided to the various counties.
- In reviewing Map 3, about half of the non-MPO counties have some area of higher than average minority populations.
- There are five non-MPO counties that did not receive any federal transit funding, as of the time of the last distribution. (These are addressed in more detail, below.)
- Many counties with the lowest level of funding (Level 1) have no high minority areas.

In reviewing the maps, there are no obvious disparate impacts, so further analysis of the data was performed to verify equity in the distribution of funding. Next, INDOT assessed the number of counties at each funding level and compared that to whether or not the county had any high minority areas. This data showed one clear trend: The higher the funding level, the higher the percentage was of counties that contain a high minority area. Of the eighteen counties that received funding in Level 1 (the lowest range), only 28% had a high minority area. The percentage of counties with high minority areas went up consistently with funding, and *all* counties that received Level 4 funding (the highest) had a high minority area. This is proof positive that funding is appropriately being distributed to those Title VI serves to protect.

Funding Level	Number of Counties with this Level of Funding	Percentage of those Counties with High Minority Areas
Level 1	18	28%
Level 2	17	59%
Level 3	6	67%
Level 4	5	100%

Counties without Current INDOT Pass-through Funding

Maps 2 and 3 exhibit four non-MPO counties that did not receive INDOT funding in the last round. It is especially important to identify why Benton County, which has high minority areas, did not receive INDOT passthrough funds in this round.

COUNTY		Population
Benton	Yes, has high minority area	8,717
Warren	No high minority areas	8,440
Fountain	No high minority areas	16,479

Benton County did not request or receive any funding from INDOT this round. However, Benton County has previously been provided with 5310 funds to purchase vehicles for transportation of seniors and individuals with disabilities.

The other two counties that did not receive INDOT passthrough funds this round did not apply for any funds. As shown in the population data above, these are rural counties with low populations. INDOT has had difficulty identifying any transportation providers who are willing to provide transportation services in the other areas.

The lack of funding in these counties does not represent a disparate impact based on race, color, or national origin.

Summary: No Disparate Impact Found

After considering and analyzing the above data, there is no evidence that INDOT's distribution of funds is inequitable in any way. All projects proposed in the most recent grant cycle were funded. The data clearly shows that the group of counties receiving the most funding all have high-minority areas. Conversely, among the group of counties that received the lowest level of funding, only 28% had high minority areas. The more counties with high-minority populations in a Funding Level, the higher the funding level. The data shows that the needs of minority communities are being appropriately addressed by INDOT's distribution of funding.

Statewide Planning Process to Identify Transportation Needs of Minority Populations

INDOT conducts a consultation process with local officials through the Annual Program Development Process (APDP).

The APDP process provides the mechanism for identifying transportation needs and programming of major capacity projects considered for inclusion in the INDOT Future Year Transportation Need Report (Serves as the agency's Long Range Transportation Planning Document), INDOT 5-year Asset Management Construction Program, and the INDOT State Transportation Improvement Program (STIP).

The APDP transportation decision-making approach provides a seamless process from planning through construction and encourages open communication for making informed decisions during all stages of project development. By involving all disciplines at the earliest stages of the process, issues affecting project type, scope, preliminary engineering, design, and cost are identified in advance. Resolving these issues in the early stages minimizes project development delays, while allowing the development and review of more context appropriate alternative improvements.

In the transportation decision-making process, public and stakeholder involvement is a key federally required component in the ADPD process, especially for major projects (new corridors, added travel lanes, new interchanges, and projects with costs reaching over \$5 million). Public and stakeholder involvement needs to be an early and continuing part of the transportation and project development process. Stakeholders are defined as individuals and groups who are, or may be impacted by, or have an interest in a project. In some cases, federal regulations define who stakeholders are.

Typically, stakeholders include: elected and appointed officials; the general public; businesses; environmental justice populations; and professional and technical staff from both INDOT and affected local governments agencies impacted by transportation decisions.

INDOT has prepared the INDOT [Public Involvement Process \(PIP\) Manual](#) to provide guidance to those who are engaged in providing public involvement opportunities related to INDOT decisions and actions and to let the public know what they can expect in terms of INDOT public involvement policies and practices. This manual is primarily addressed to INDOT staff and their consultants who will carry out

INDOT's public involvement activities. The manual and additional details on INDOT's public involvement process and related procedures can be found on INDOT's website: <https://www.in.gov/indot/2366.htm>

The INDOT Planning Public Involvement Plan includes the specific details as to how the outreach was undertaken, which groups that were focused, and translation efforts that were undertaken. The document can also be found on the INDOT web site at the following address:

https://www.in.gov/indot/files/INDOT_PPIP_12.6.pdf

It should also be noted that the Indiana Department of Transportation has elected to use the Consolidated Planning Grant approach offered by the U.S. Department of Transportation. INDOT has requested the Federal Transit Administration (FTA) transfer the Section 5303 and Section 5304 funds from the FTA to the Federal Highway Administration since 2006. The Office of Transit does not administer planning funds to the Metropolitan Planning Organizations (MPOs). The funds are administered to the MPOs by the INDOT Planning Division along with the FTA planning funds.

The Human Service Coordination Plans are documents also used for planning support for FTA funded transit projects around the state. The current plans can be found on the INDOT web-site at <https://www.in.gov/indot/2825.htm> . The outreach for the plan updates has included the following:

- Conducted two public meetings per region (Each meeting was in a central location and all meeting facilities were wheelchair accessible).
- Posted newspaper ads and public service announcements for all meetings in local newspapers for each county. (The number of newspapers varied by region, depending upon the number of local papers. In total, meeting announcements were posted in 69 newspapers throughout the state.)
- Numerous websites and flyers were posted in preparation for each local public meeting.
- Public surveys were made available with a drop box at county libraries in each region to gather input from the general public.
- The surveys were also available on-line.

Description of the Procedures the Agency Uses to Ensure Nondiscriminatory Pass-through of FTA Financial Assistance

The INDOT, Office of Transit administers the Section 5310, 5311, and 5339 grant programs. INDOT has approved State Management Plans for these programs by the FTA. The State Management Plans address the Grant Application Process, full method of distributing the funds, and technical assistance. The plans are on the INDOT web site at the following link: [State Management Plans](#)

The procedure that is used to administer the Section 5310 funds in a non-discriminatory manner is as follows:

All Section 5310 Projects

INDOT conducts a preliminary review to ensure each application has all the necessary information.

INDOT expects applicants to submit a complete application. Failure to address every requirement will exclude the application from consideration. Applicants not approved for funding may appeal the decision to the Manager of INDOT's Transit Office. For further information on the grant appeal process, see "Notification" later in this section. INDOT will use the following criteria for the evaluation and selection of applications for Section 5310 assistance.

Evaluation Criteria

Coordination: Application is derived from a local or statewide Coordinated Public Transit – Human Services Transportation Plan. Participation in local Transportation Advisory Committee, notification of providers, and prioritization of applications. Identification and description of all existing public transit and human service transportation providers in proposed service area. Identification and description of elderly/disabled transportation service gaps/needs in proposed service area.

Project Need: Extent and urgency of need for requested capital equipment: Overview of agency programs and service area. Description of proposed service. Age/miles/condition of vehicle(s) to be replaced, fleet condition, accessibility needs & availability of alternative vehicle funding sources. Documentation of need for expansion vehicles (waiting lists, trip denials, estimated trips, ability to pay for expanded services). Demonstration of how the proposed equipment helps address identified elderly/disabled transportation service gaps/needs in proposed service area, along with strategies to address gaps for target populations.

Fiscal and managerial capability: Capability to provide responsive transportation to elderly & disabled public within service area. Ability to comply with contract provisions, provide local capital match (20%), vehicle operation and maintenance funding. Ability to develop and implement a preventative maintenance plan, provide driver training, advertise service, provide administrative oversight and organizational stability.

INDOT will use the above criteria to evaluate each vehicle requested from applicants. INDOT may grant partial awards to applicants requesting two or more vehicles.

INDOT will base evaluations on the information included in the application.

Because of limited program funds, INDOT has designed the application review process to identify projects of merit.

Assuring Equity of Distribution of Section 5310 Funds (Title VI)

Before distributing applications, INDOT puts public notices in newspapers throughout Indiana that serve minorities informing them of the availability of grant application packages from INDOT. INDOT conducts at least one application assistance workshop for interested applicants.

INDOT records each applicant's "ridership percentage by race" to insure an equitable distribution of grant awards among eligible groups within Indiana. INDOT also notes if it funded the application.

See Table Below:

Calendar Year 2024 grant applications (FFY 2022)									
#	Section 5310 Traditional	Funded	White	Black	Hispanic	Amer. Indian	Asian/ Pac Island	Other	Totals
1	Marshall Starke Development Center Inc	x	95.0%	3.0%	1.0%		1.0%		100.0%
2	Northeastern Center	x	99.0%		1.0%				100.0%
3	Arc Opportunities	x	99.6%	0.2%	0.2%				100.0%
4	Cardinal Services	x	93.0%	3.0%	3.0%			1.0%	100.0%
5	Pathfinder Services Inc	x	95.0%	3.0%	1.0%		1.0%		100.0%
6	Peak Community Services	x	98.0%	1.0%	1.0%				100.0%
7	Sycamore Services	x	89.0%	6.0%	2.0%		3.0%		100.0%
8	The Arc of Greater Boone County	x	85.0%	13.0%	2.0%				100.0%
9	Adult Day Care of Richmond	x	85.0%	5.0%	10.0%				100.0%
10	New Horizons Rehabilitation Inc.	x	99.0%	1.0%					100.0%
11	Orange County Rehabilitative and Developmental Services	x	99.0%	1.0%					100.0%
12	Gibson County Area Rehabilitation Centers Inc	x	99.0%					1.0%	100.0%
13	Blue River Services	x	96.0%	1.0%	2.0%	1.0%			100.0%
14	Council on Aging of Elkhart County, Inc.	x	64.4%	20.7%	13.2%	0.4%	0.1%	1.2%	100.0%
15	ADEC Inc	x	80.1%	11.6%	3.7%		1.2%	3.4%	100.0%
16	Greencroft Retirement Communities	not funded	95.0%					5.0%	100.0%
17	Jay Randolph Devp Services	x	100.0%						100.0%
18	Wabash Center Inc	x	77.0%	8.0%	9.0%		1.0%	5.0%	100.0%
19	Child Adult Resource Services Inc	x	93.0%	6.0%	1.0%				100.0%

Assuring Locally Coordinated Plan Inclusion

INDOT reviews each grant application to:

- Assure that projects were selected from a locally developed coordinated plan; and
- Assure that the local coordinated plan was developed in cooperation with stakeholders, including individuals with disabilities and older adults utilizing transportation services.

The procedure that is used to administer Section 5311 and 5339 funds in a non-discriminatory manner is as follows:

Federal Apportionment of Funds - The Federal Transit Administration (FTA) apportions Section 5311 funds to each state by a federal congressionally mandated population formula. The formula is determined by the ratio of each state's non-urbanized population to the total non-urbanized population of all 50 states plus U.S. territories. The data used in the formula are from the most current census report.

MAP-21 established a new Section 5339 Bus and Bus Facilities Formula Program (Bus Program), changing the program from discretionary to formula. Funding is allocated to states and territories and designated recipients in urbanized areas. The purpose of the new Bus Program is to assist eligible recipients in replacing, rehabilitating, and purchasing buses and related equipment; and to construct bus-related facilities, thus allowing grantees to address replacement and capital expansion needs.

State Allocation of Funds - 5311

- a. INDOT Administrative & Technical Assistance Funding - Up to 10 percent of the state's annual apportionment may be assigned to administer the program and provide technical assistance to applicants and existing transit systems. Technical assistance may include project planning and development, management and operations, maintenance, and coordination of public transportation resources and programs (public and private). INDOT's technical assistance program is explained in more detail later in this section. Any unused funds are transferred to program reserve.
- b. Discretionary Funding - Up to 10 percent of the state's annual apportionment may be used for discretionary funding. This funding may be available for the following: (1) feasibility studies (2) new applicants requesting operating assistance and (3) capital grants that cannot be funded through their formula allocation amount. Any unused funds are transferred to program reserve.
- c. Public Transit Project Funding - The remaining percentage of the annual apportionment is allocated

to existing grantees by a formula. The funding is allocated as follows: the Service Area Population has a 30 percent (weight factor), Annual Passenger Boardings a 30 percent (weight factor) and Locally Derived Income (LDI) a 40 percent (weight factor). All three data sources are chosen to provide stability to the formula. To improve funding dependability and predictability, a baseline allocation has been established as well as passenger boardings and LDI data averaged for the most current three year period.”

Population was chosen and weighted at 30 percent to provide a base allocation to all grantees. It is a stable and predictable allocation factor.

Passenger Boardings was chosen and weighted at 30 percent to encourage grantees to maintain and improve passenger boarding levels. INDOT considers this a foundational objective of all transit services.

LDI was chosen and weighted at 40 percent to encourage stable or increasing levels of local funding. The higher weighting for LDI represents INDOT's emphasis on local funding support for transit services. LDI includes fare revenues, local appropriations, unrestricted federal/state funds (i.e., federal/state funds eligible to match Section 5311 funds) and cash grants. LDI does not include contra-expenses (e.g., expense refunds such as, motor fuel tax) or in-kind volunteer labor services.

A grantee's allocation amount may be used for capital and/or operating assistance grants. Allocations can be adjusted at the discretion of the 5311 Program Manager in order to meet program needs.

Evaluation Criteria For Grants

Operating Assistance

Existing Grantees

- a. Existing grantees (those applicants currently receiving Section 5311 funds) have already demonstrated satisfactory effort to operate their transit system according to INDOT's guidelines. As such, the criterion used by INDOT to evaluate existing Section 5311 grantees is the completeness and adequacy of their application. A checklist is used to verify that all pertinent items are submitted, complete and adequate. INDOT, with contract assistance, performs compliance reviews every four years or as circumstances warrant.

b. First –time Applicants

First-time applicants are those who have never received Section 5311 funding. A feasibility study must be completed to be eligible to apply for Section 5311 funding assistance. See **Exhibit 2** for the Feasibility Study Rating Form. At a minimum, first-time applicant’s feasibility study must address the following ten (10) evaluation factor criteria:

- (1) Completeness of study;
- (2) Identification of the need for public transit service;
- (3) Identification of potential trip generators;
- (4) Calculation of service demand (peak & off peak);
- (5) Identification of the most appropriate type of service;
- (6) Identification of capital requirements needed to meet demand;
- (7) Identification of proposed public transit service provider;
- (8) Identification of projected operating costs;
- (9) Determination of degree of long-term local community support; and
- (10) Identification of marketing effort required for start-up.

c. New Applicants: (Funding for new applications is based on funding availability.)

New applicants are those who have completed an approved feasibility study and are now eligible to receive Section 5311/5339 funding. INDOT and the Interagency Cooperation Group (ICG) will review applications. Seven (7) evaluation factor criteria are weighted according to importance in fulfilling program goals. Exhibit G contains the New Applicant Operating Application Review and Rating Form. Criteria for new applicants include:

1. The completeness of the application and compliance with guidelines and requirements of the application process

INDOT expects, at a minimum, that applicants submit a complete grant application. Failure to adequately address every requirement will adversely affect the rating of the grant and may eliminate the grant from further consideration. INDOT intends to concentrate review time on the merits and technical aspects of an application and not on compiling missing or inadequate information. INDOT transit staff are available to assist applicants with the application process.

2. The degree of local demand and local financial support for the project

3. The ability of management to administer the grant and meet INDOT's program guidelines and requirements and operate a transit system

New applicants will be evaluated on previous experience with similar grant programs, management structure, and accounting system. The ability of a new applicant to operate a transit system will be evaluated based on the proposed organizational structure of the system, the experience of personnel required to perform system functions, and the applicant's past experience in operating transportation service.

4. The extent to which existing area-wide services, manpower, and equipment are used in the project.

INDOT requires that applicants make every effort possible to coordinate available resources under operating and capital grants. Applicants must encourage every possible transportation provider (including private-for-profit) to participate in the project. Successful coordination would include the commitment of other local agencies to purchase service, share resources, and use the transit system. New applicants will be evaluated based on the amount of coordination expected and planned for in the proposed transit system. If other providers are not interested in participating in the project, then the applicant must develop a transit system compatible with the other providers.

5. The appropriateness of type of service, planned improvements, expansion, and equipment

The development of a transit system must be carefully planned and explained because the proposed cost and the projected productivity are functions of the type of service established to meet mobility needs. The applicant should make these decisions only after careful and appropriate consideration of the purpose and expectations for the service. If the purpose and expectations are not clearly defined, it will be impossible for the applicant to determine if the service is successful.

The grant justification should show the relationship between the transit service and the identified mobility needs and service area characteristics (e.g., geography, traffic patterns, population density, etc.).

The applicant must make every reasonable effort to ensure that elderly and persons with disabilities will be able to use the public transit service.

The appropriateness of the type of service will be reviewed in part based on the following criteria:

(a) Fixed Route Service:

- [1] Service area has few main activity centers, central business district is usually the primary activity center;
- [2] Trip needs may be met through fixed schedules;
- [3] Trip needs may be met by service over major streets;
- [4] Service area has relatively high population density; and
- [5] Users have convenient access to routes

(b) Demand Responsive Services (including Dial-a-Ride, deviated fixed route, advanced request, and shared-ride taxi):

- [1] Trip needs are dispersed throughout the service area and throughout the day;
- [2] A significant proportion of users are those who have difficulty walking and standing (e.g., getting to fixed route type services); and
- [3] Service area has relatively low population density.

New applicants will be evaluated based on the appropriateness of the type of service in terms of the aforementioned criteria and on type of equipment to be used in relationship to the demand for service. Careful consideration will be given to assessing the methods used by the applicant in selecting a particular type of service.

6. The actions previously implemented and/or planned to reduce operating costs and to improve operating revenue.

Since operating revenues do not cover total costs, it is imperative that management makes

every effort to keep costs low. This is extremely important in view of the limited amounts of governmental assistance available to finance transit. The applicant's ability to increase operating and other revenues will directly improve the financial stability of the transit system by decreasing its dependency on governmental assistance. The applicant must give consideration to an appropriate revenue recovery program for its transit system.

New applicants will be evaluated based on the reasonableness and appropriateness of expenses and revenue sources in relation to service characteristics. INDOT highly recommends that a formal fare structure be established.

7. The suitability of the existing and/or proposed promotional techniques and programs to reach riders and potential riders

New applicants will be evaluated based on the appropriateness of planned marketing, public information, and promotional programs. These planned programs will be evaluated in relationship to objectives for reaching and maintaining projected ridership levels. At a minimum, INDOT expects each applicant to design some basic public information (i.e., bus schedules, ride guides, etc.) and also develop a proposal for its dissemination.

Capital Assistance

INDOT currently views vehicle acquisition as a priority within the program. As such, requests for capital assistance outside of vehicles purchased off the INDOT Quantity Purchase Award (QPA) agreements may only be considered on a discretionary basis.

Upon receiving the 5311/5339 grant application, INDOT will evaluate the application according to several weighted factors. The weights of the factors represent the importance of the factor in achieving program goals. The evaluation criteria include:

- a. *Project Justification.* Are vehicles or equipment requests appropriate (i.e., does the vehicle mileage information justify replacement)? Are facilities, expansion, or equipment necessary for continued and/or improved operation? In regard to capital assistance, INDOT will give replacement vehicle projects the highest priority. However, it is critical for approval that sufficient information on

mileage, age, and condition of vehicles is provided. Projects will be prioritized for eligibility as follows:

- Replacement passenger vehicles for existing grantees;
- Replacement of major equipment or maintenance items for existing grantees;
- Passenger vehicles for expanded services for existing grantees and new applicant capital requests;
- Facility rehabilitation; and
- Construction of new facilities.

INDOT may consider projects for new facilities and expansion or rehabilitation of existing facilities. A project of this type must be clearly justified. For example, in the case of a facility expansion project, a transit property may decide to wash buses in-house rather than pay for a third party service. This decision will require the addition of a bus wash bay to the transit facility. To justify this project, the applicant must provide documentation that it is more cost-effective to wash buses in-house

Administrative Capability. The ability of management to administer the grant and meet INDOT's guidelines and requirements.

INDOT staff will look for staff with experience or access to personnel with experience in the fundamental aspects of procuring vehicles, equipment, and other capital assets, and in scheduling and implementing construction projects, if applicable.

Utilization. Extent to which existing area-wide services, manpower, and equipment are used in the project.

The applicant must demonstrate that that applicant has developed cooperative relationships with other agencies involved in providing transportation or other services that involve the use of resources similar to those required by the transit system. All capital projects will be reviewed in terms of the availability of opportunities to fulfill capital needs through cooperative relationships and sharing resources with outside agencies.

Quality. Completeness of the application and compliance with guidelines and requirement of the

application process.

All applications must be complete and follow the requirements. The applicant must provide adequate information for INDOT to evaluate the value and need for the project.

All applicants are required to submit Title VI documentation to INDOT for submission to FTA. Any changes or updates to this information must be included in the annual Section 5311/5339 grant application and/or submitted to INDOT as requested. INDOT monitors subrecipients to make sure there have been no civil rights complaints filed against the transit system since startup.

Transit systems are required to post the Civil Rights Act of 1964 in the workplace where the workers can view it (see Section O for further Civil Rights subrecipient requirements).

Applicants whose service area is within a Metropolitan Planning Organization's (MPO's) planning jurisdiction must provide its capital and operating projects for inclusion in the MPO's Transportation Improvement Program (TIP), approved by the MPO and the Governor and in a Statewide Transportation Improvement Program (STIP) that has been approved by FTA and the Federal Highway Administration (FTA).

Intercity Bus Transportation

INDOT is required to spend 15 percent of the Section 5311 apportionment to carry out a program for the development and support of intercity bus transportation. This percentage set-a-side is effective unless the Governor certifies that the intercity bus service needs of Indiana are being adequately met.

Funding must support intercity bus service in small urban and rural areas. Eligible activities include, but are not limited to: planning and marketing; capital grants for shelters, joint-use stops and depots; operating grants through purchase-of-service agreements, user-side subsidies, demonstration grants, and coordination of small urban/rural transit operations and intercity bus carriers.

Federal guidelines require the State to advertise the availability of these funds, review potential projects for compliance with federal and state criteria and fund those projects which are viable. Indiana undertakes extensive efforts to promote the availability of funding offered through the Section 5311(f) program.

INDOT will solicit projects in the Spring by written notification and posting notices in local newspapers around the state.

Each Fall, INDOT provides the opportunity for public comment regarding the unused intercity funds by publishing a public notice in all major newspapers in Indiana and notifying via mail private intercity carriers providing service in Indiana. The public comment period is fourteen days. If no written or verbal comments are received in response to these notices, a letter from the Governor certifies that the intercity bus service needs of Indiana are being adequately met, and any unused funds are transferred to program reserve. Charter and tour services are not eligible for this assistance in accordance with federal regulation 49 CFR Part 604.

Description of the Procedures Used to Provide Assistance to Potential Subrecipients Including efforts to assist applicants that would serve predominantly minority populations

INDOT's subrecipients include Rural Transit Systems and Specialized Transportation Providers. INDOT provides a variety of assistance to potential subrecipients.

The pool of potential grant applicants is derived from the statewide coordination plans which include the outreach mentioned above in the Human Service Coordination plan process. There are also other outreach efforts to potential grant applicants that are listed below along with procedures for providing assistance to potential subrecipients.

- Prior to distributing the grant application, INDOT puts public notices in at least 31 newspapers throughout Indiana that serve minorities informing them of the availability of grant application packages from INDOT. The grant applications are posted on the INDOT web-site.
- Conducting at least two application assistance workshops, attendance at local Transportation Advisory Committee meetings, and one-on-one direct technical assistance with interested applicants.
- Contacting community leaders to elicit help in reaching low-income and minority community members.
- Holding small-scale meetings or attending existing local meetings in the low-income and minority neighborhoods, hosted by community leaders.
- Holding public hearings/meetings in locations and at times that are easily accessible to low-income and minority people
- Including a Voluntary Title VI Public Involvement Survey in all project mailings and making surveys available at all INDOT public meetings and hearings to gather data about the populations impacted by a proposed transportation improvement project.
- INDOT partners with Metropolitan Planning Organizations, Regional Planning Organizations and Local Public Agencies that have specific strategies on how the transportation needs for minority and low-income populations will be met.
- INDOT provides resources and guidance regarding the Title VI of the Civil Rights Act of 1964, as amended and all of its related statutes and regulations.

INDOT also uses a portion of administrative funds for providing technical assistance through the Indiana Rural Transit Assistance Program (RTAP). RTAP regularly monitors subrecipient activity

Section III: Appendices

Appendix A: Combined Title VI & ADA Complaint Form

EXTERNAL COMPLAINT OF DISCRIMINATION

INDIANA DEPARTMENT OF TRANSPORTATION
PREQUALIFICATION & COMPLIANCE DIVISION



Taffanee Keys, ADA/Title VI Program Manager
INDIANA DEPARTMENT OF TRANSPORTATION

Prequalification & Compliance Division
100 N Senate Ave. Room N758-PQ
Indianapolis, IN 46204
Telephone number: (317) 941-4512
E-mail address: tkeys@indot.in.gov

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the Indiana Department of Transportation (INDOT). If the complaint is against INDOT, INDOT's Title VI/ADA Program Manager will investigate the complaint.

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 printed above.

All items in bold 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, and national origin in connection with programs or activities receiving federal financial assistance from the United States Department of Transportation, Federal Highway Administration and/or Federal Transit Administration. These prohibitions extend to INDOT as a direct recipient of federal financial assistance and to its sub-recipients, consultants, and contractors, whether federally funded or not.

INDOT is also required to implement measures to ensure that persons with limited English proficiency and persons with disabilities have meaningful access to the services, benefits, and information of all its programs and activities under Executive Order 13166, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended.

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. For TTY customers, dial 711 to reach the Indiana Relay Service.

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

INDOT and its sub-recipients, consultants, and contractors are 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 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 above.

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.**

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

Available in an alternative format upon request.

Email Address:

Date (month, day, year)

WHO DO YOU ALLEGE WAS THE VICTIM OF DISCRIMINATION

☐ You

☐ A Third-Party Individual

☐ A Class of Persons

PERSON / AGENCY YOU BELIEVE ENGAGED IN DISCRIMINATION

Name (first, middle, and last)

Title

Name of company

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

Home telephone number

Work telephone number

Cellular telephone number

() -

() -

() -

When was the last alleged discriminatory act? (month, day, year)

Do you consent to the investigator sharing your name and other personal information with other parties to this matter when doing so will assist in investigating and resolving your complaint? ☐ Yes ☐ No

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:

The alleged discrimination was based on:

☐ Race

☐ Color

☐ National Origin

☐ Disability

☐ Retaliation

Have you filed this complaint with any other agency (Federal, State, or Local)? ☐ Yes ☐ No

If yes, please identify: _____

Have you filed a lawsuit regarding this complaint? ☐ Yes ☐ No If yes, please provide a copy of the complaint.

Describe the alleged act(s) of discrimination. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please include any other documentation that is relevant to this complaint. (You may attach additional pages to explain your complaint.)

Signature: _____

Date: _____

Mail form to: Ms. Taffanee Keys
Title VI Manager, Civil Rights Counsel
INDOT Prequalification & Compliance
100 N Senate Ave. Room N758-PQ
Indianapolis, IN 46204

Email form to: tkeys@indot.in.gov

Available in an alternative format upon request.

Appendix B: Spanish Language Documents

1. Title VI Complaint Form
2. Title VI Complaint Procedures
3. Title VI Notice to the Public
4. Translation Request Form
5. ADA Information

Title VI Complaint Form (Spanish)

DENUNCIA EXTERNA POR DISCRIMINACIÓN DEPARTAMENTO DE TRANSPORTE DE INDIANA DIVISIÓN DE PRECALIFICACIÓN Y CUMPLIMIENTO



Taffenei Keys, Gerente de Programa ADA/Título VI
DEPARTAMENTO DE TRANSPORTE DE INDIANA

División de Cumplimiento y Precalificación
Senator Ave. Room N758-PQ Indianápolis,
IN 46204
Número de teléfono: (317) 941-4512
Dirección de correo electrónico: tkays@indot.in.gov

INSTRUCCIONES:

El propósito de este formulario es ayudar a cualquier persona interesada en presentar una queja por discriminación ante el Departamento de Transporte de Indiana (INDOT). Si la queja es contra el INDOT, El Gerente del Programa Título VI/ADA del INDOT investigará la queja.

No es obligatorio utilizar este formulario. Puede escribir una carta con la misma información, firmarla y enviarla a la dirección que aparece arriba.

Todos los elementos en **negrita** deben completarse para que se investigue su queja. No proporcionar información completa puede perjudicar la investigación de su queja.

El Título VI de la Ley de Derechos Civiles de 1964, con sus modificaciones, y sus estatutos y reglamentos relacionados (Título VI) prohíben la discriminación por motivos de raza, color y origen nacional en relación con programas o actividades que reciben asistencia financiera federal del Departamento de Transporte de los Estados Unidos, la Administración Federal de Carreteras y/o la Administración Federal de Tránsito. Estas prohibiciones se extienden al INDOT como receptor directo de asistencia financiera federal y a sus subreceptores, consultores y contratistas, ya sea que reciban o no fondos federales.

INDOT también está obligado a implementar medidas para garantizar que las personas con dominio limitado del inglés y las personas con discapacidades tengan acceso significativo a los servicios, beneficios e información de todos sus programas y actividades según la Orden Ejecutiva 13166, la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Estadounidenses con Discapacidades de 1990, según enmendada.

Si lo solicita, se le brindará asistencia si es una persona con una discapacidad o tiene un dominio limitado del inglés. Las quejas también pueden presentarse en formatos alternativos, como discos de computadora, cintas de audio o Braille. Los clientes de TTY deben marcar 711 para comunicarse con el Servicio de retransmisión de Indiana.

También tiene derecho a presentar una queja ante otras agencias estatales o federales que brinden asistencia financiera federal a INDOT. Además, usted tiene derecho a buscar asesoramiento privado.

INDOT y sus subreceptores, consultores y contratistas tienen prohibido tomar represalias contra cualquier individuo porque se opuso a una política o práctica ilegal, presentó cargos, testificó o participó en cualquier acción de queja bajo el Título VI u otras autoridades de no discriminación.

Haga una copia de su formulario de queja para sus registros. No envíe los documentos originales, ya que no se los devolveremos. Envíe por correo el formulario de queja original junto con las copias de los documentos o registros relacionados con su queja a la dirección indicada anteriormente.

Las denuncias por discriminación deben presentarse dentro de los 180 días a partir de la fecha del supuesto acto discriminatorio. Si el supuesto acto de discriminación ocurrió hace más de 180 días, explique por qué se demoró en presentar esta denuncia.

****Su queja no puede ser procesada sin su firma.**

Nombre (primer, segundo nombre y apellido)		
Dirección (número y calle, ciudad, estado y código postal)		
Número de teléfono de casa ()	Número de teléfono del trabajo ()	Número de teléfono celular ()

Disponible en formato alternativo a pedido.

Director de corrección:

	Fecha (mes, día, año)
--	-----------------------

¿QUIÉN ALEGÓ QUE FUE VÍCTIMA DE DISCRIMINACIÓN?		
☐ Tú	☐ Un tercero	☐ Una clase de personas

PERSONA / AGENCIA QUE USTED CREE QUE ESTÁ INVOLUCRADA EN DISCRIMINACIÓN		
Nombre (primer, segundo nombre y apellido)		Título
Nombre de la empresa		
Dirección (número y calle, ciudad, estado y código postal)		
Número de teléfono de casa () -	Número de teléfono del trabajo () -	Número de teléfono celular () -
¿Cuándo ocurrió el último supuesto acto discriminatorio? (mes, día, año)		
¿Da su consentimiento para que el investigador comparta su nombre y otra información personal con otras partes involucradas en este asunto cuando hacerlo ayudará a investigar y resolver su queja? ☐ Sí ☐ No		

Las denuncias por discriminación deben presentarse dentro de los 180 días a partir de la fecha del supuesto acto discriminatorio. Si el supuesto acto de discriminación ocurrió hace más de 180 días, explique la demora en presentar esta denuncia:

La presunta discriminación se basó en:

☐ Raza ☐ Color

☐ Origen nacional

☐ Discapacidad

☐ Represalias

¿Ha presentado esta queja ante alguna otra agencia (federal, estatal o local)? ☐ Sí ☐ No

En caso afirmativo, identifique: _____

¿Ha presentado una demanda con respecto a esta queja? ☐ Sí ☐ No Si es así, proporcione una copia de la queja.

Describa el supuesto acto de discriminación. Debe incluir detalles específicos como nombres, fechas, horas, testigos y cualquier otra información que nos ayude en nuestra investigación de sus acusaciones. Incluya cualquier otra documentación que sea relevante para esta queja. (Puede adjuntar páginas adicionales para explicar su queja).

Firma: _____

Fecha: _____

Envíe el formulario por correo a: Sra. Taffanee Keys

Gerente del Título VI, Asesor de derechos
civiles Precalificación y cumplimiento de
INDOT 100 N Senate Ave. Sala N758-PQ
Indianápolis, IN 46204

Formulario de correo electrónico a: tkeys@indot.in.gov

Disponible en formato alternativo a pedido.

Procedimientos de Quejas del Título VI

El INDOT valora los derechos civiles de cada individuo y desea brindar igualdad de oportunidades y un servicio equitativo a los ciudadanos de este estado. Como receptor de fondos federales, el INDOT debe cumplir con el Título VI de la Ley de Derechos Civiles de 1964 (Título VI) y todos los estatutos, reglamentos y directivas relacionados, que establecen que ninguna persona será excluida de participar, se le negarán los beneficios ni será objeto de discriminación en ningún programa o actividad que reciba asistencia financiera federal del Departamento de Transporte de los EE. UU. (DOT) por motivos de raza, color u origen nacional.

Cómo presentar una queja o reclamo por discriminación

Cualquier persona que crea que ha sido excluida de participar, que se le han negado los beneficios o que ha sido objeto de discriminación en cualquier servicio, programa o actividad del INDOT, ya sea que esté financiado por el gobierno federal o no, por motivos de raza, color u origen nacional, puede presentar una queja. Un representante de dicha persona también puede presentar una queja en nombre de esa persona. La queja firmada debe presentarse dentro de los 180 días a partir de la fecha de la presunta discriminación. El INDOT investigará de inmediato todas las quejas presentadas debidamente sobre presunta discriminación.

INDOT acusará recibo de su queja dentro de los 10 días y se esforzará por investigar y resolver la queja dentro de los 60 días.

Las quejas se pueden presentar mediante cualquiera de los siguientes métodos:

4. Imprima un formulario de queja del Título VI . Complete, firme, feche y devuelva el formulario a Taffanee Keys, directora y coordinadora del programa del Título VI, INDOT, 100 N. Senate Avenue, Room N658-PQ, Indianápolis, IN 46204.
5. Complete el [formulario de queja en línea](#) .
6. Redacte la queja con sus propias palabras e incluya:
 - Su nombre, dirección y número de teléfono. Si presenta una queja en nombre de otra persona, incluya su nombre, dirección, número de teléfono y su relación con esa persona.
 - El nombre y la dirección de la persona, empresa, agencia, institución o departamento que usted cree que lo discriminó.
 - Una descripción de cómo, por qué y cuándo cree que fue víctima de discriminación. Incluya tantos detalles e información como sea posible sobre los presuntos actos de discriminación.
 - Los nombres de cualquier persona a la que se pueda contactar para obtener información adicional para respaldar o aclarar sus acusaciones.

Nuestro formulario de quejas también está disponible en español y se incluye en este documento como Apéndice B.

Asistencia para presentar su queja

De acuerdo con la Ley de Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) y con previo aviso, INDOT proporcionará adaptaciones para personas con discapacidades que requieran ayudas auxiliares, que incluyen, entre otras, interpretación en lenguaje de señas, documentos en formato alternativo y otros servicios de apoyo de la ADA. Si necesita ayuda para completar este formulario, puede comunicarse con Taffanee Keys al 317-232-0924 o enviarle un correo electrónico a tkeys@indot.in.gov.

Si necesita adaptaciones adicionales, como Braille o un documento con letra grande, comuníquese con Taffanee Keys al 317-232-0924 o envíele un correo electrónico a tkeys@indot.in.gov. Además y de conformidad con el Título VI de la Ley de Derechos Civiles de 1964, INDOT proporcionará adaptaciones para personas con dominio limitado del inglés (LEP) que requieran ayudas auxiliares y/o servicios de apoyo, incluidos, entre otros:

interpretación de idiomas en persona, documentos en formato alternativo y otros servicios según sea necesario. Si necesita adaptaciones, comuníquese con Taffanee Keys al 317-232-0924 o envíele un correo electrónico a tkeys@indot.in.gov.

Elementos de una queja completa

Para que una queja sea completa, debe estar escrita y firmada. Las quejas verbales deben ponerse por escrito y entregarse al denunciante para que las confirme, las revise y las firme antes de procesarlas.

Además, una queja debe incluir la siguiente información:

- El nombre completo y la dirección de la Querellante;
- El nombre completo y la dirección del Demandado (la persona, agencia, departamento o programa que supuestamente discriminó al Demandante); y
- Una descripción de los presuntos actos discriminatorios que violaron el Título VI (es decir, un acto de discriminación intencional o uno que tenga el efecto de discriminar por motivos de raza, color u origen nacional) y la fecha aparición.

El Gerente del Programa del Título VI notificará al Demandante por escrito si su queja está incompleta y le asignará 15 días calendario para que responda y proporcione la información complementaria necesaria para completar la queja.

Tramitación de quejas

El administrador del programa del Título VI procesará todas las quejas. El administrador del programa del Título VI es

Responsable de:

- Mantener un registro de todas las quejas. El gerente del programa del Título VI anotará la queja en el registro por número de caso secuencial según el año, mes y orden en que INDOT recibió la queja. Por ejemplo, si INDOT recibió su primera queja el 4 de marzo de 2025, el número de caso sería 04-03-2025.

Acusar recibo de la queja e informar al Denunciante sobre las medidas adoptadas o propuestas para tramitar la queja en forma de un Carta de reconocimiento. La carta de reconocimiento deberá incluir una reafirmación de la queja, una breve declaración de la jurisdicción del INDOT sobre el subreceptor

y la información de contacto del investigador asignado para realizar la investigación.

- Investigando la queja.
- Redactar una carta de conclusiones (CDC, o LOF por sus letras en Inglés). La CDC se emitirá al concluir la investigación, normalmente dentro de los 60 días a partir de la fecha en que se presentó la denuncia. La CDC incluirá la siguiente:
 - Un resumen del escrito queja;
 - Una breve descripción del estándar de revisión/metodología utilizada para investigar la queja;
 - Conclusiones de los hechos y análisis de las pruebas reunidas. El análisis debe abordar cada alegación de la denuncia y la opinión del demandado. posición;
 - Una determinación, basada en la preponderancia de la evidencia presentada, de si la queja está fundamentada o no. sin fundamento;
 - Propuesta de medidas correctivas para los casos fundamentados; y
 - El derecho a apelar ante el INDOT en caso de que el Demandante no esté satisfecho con el resultado de la investigación.

Acción correctiva

Si el INDOT recomienda una acción correctiva, le dará al Demandado 30 días calendario para informarle sobre las medidas tomadas para el cumplimiento. El Gerente del Programa del Título VI supervisará el cumplimiento de la acción correctiva por parte del Demandado.

Las acciones correctivas pueden incluir acciones que el Demandado completará en una fecha futura después de los 30 días iniciales y deben incluir el tiempo proyectado en el que el Demandado completará la acción.

Si el Demandado no ha tomado las medidas correctivas recomendadas dentro del período de 30 días permitido, el INDOT determinará que el Demandado no cumple con el Título VI y sus reglamentos de implementación. El incumplimiento que no se corrija por medios informales como los descritos anteriormente puede estar sujeto a sanciones según el Título 49 CFR § 21.13.

Cierres Preinvestigativos/Administrativos

Es práctica general del INDOT investigar todas las quejas completas que no se remiten a otras agencias para su investigación; sin embargo, el INDOT puede cerrar administrativamente una queja a su discreción. Los tipos de quejas que pueden cerrarse administrativamente y no se investigarán incluyen, entre otros, los siguientes:

- Quejas incompletas
- Quejas que no enuncian una reclamación ni proporcionan ninguna prueba sustancial o coherente afirmar;
- Quejas que están fuera del alcance del Título VI del INDOT jurisdicción;
- Denuncias inoportunas presentadas más de 180 días después de los supuestos actos discriminatorios hechos;
- Quejas retiradas voluntariamente por el denunciante;
- Quejas en las que la investigación se ha visto perjudicada por la incapacidad del INDOT para localizar al denunciante;
- Quejas que son una continuación de un patrón de quejas presentadas previamente que involucran a las mismas o similares acusaciones contra el mismo destinatario u otros

destinatarios que en repetidas ocasiones han sido consideradas infundadas fáctica o legalmente INDOT;

- Quejas que contienen las mismas acusaciones y cuestiones que se han abordado en una queja recientemente cerrada o una revisión de cumplimiento realizada por INDOT;
- Quejas que contienen acusaciones que están excluidas por decisiones anteriores de los tribunales federales, el Departamento de Justicia o la política del INDOT. determinaciones;
- Quejas presentadas por denunciantes o partes que se niegan a cooperar con la investigación y cuya falta de cooperación perjudica considerablemente la conclusión de la investigación. En tales circunstancias, se debe contactar al denunciante y advertirle que su falta de cooperación ha obstaculizado la investigación. Además, se debe advertir al denunciante que la continua falta de cooperación puede dar lugar al cierre administrativo de la denuncia sin más investigación; y
- Quejas en las que la muerte de un denunciante hace imposible investigar las acusaciones por completo o la muerte del denunciante excluye la posibilidad de reparación porque la queja implicaba una reparación potencial únicamente para el denunciante o los perjudicados. fiesta.

El INDOT notificará por escrito a los denunciantes mediante correo certificado cuando se tome la decisión de cerrar administrativamente un caso sin realizar más investigaciones. La notificación incluirá una explicación del motivo del cierre administrativo.

Procedimientos de Apelación

El denunciante tiene derecho a apelar ante el INDOT cualquier determinación de queja dentro de los 30 días de la emisión de la determinación original. Dicha apelación debe ser por escrito y debe describir la base de la apelación. Al recibir la notificación del ejercicio por parte del denunciante de su derecho a apelar, una persona o un grupo de personas no involucradas en la toma de la determinación original revisará la determinación de queja original y redactará una Carta de Conclusión en respuesta a la apelación.

Confidencialidad

De conformidad con la Orden 1000.12 del DOT, el INDOT mantendrá la confidencialidad de la identidad de todos los denunciantes, excepto en la medida necesaria para llevar a cabo una investigación. Si un investigador determina que es necesario revelar la identidad del denunciante al denunciado o a un tercero, primero debe obtener el permiso por escrito del denunciante.

Archivos

El Gerente del Programa del Título VI del INDOT deberá mantener todos los registros de una investigación en un área confidencial durante tres años después de la finalización de la investigación.

DECLARACIÓN DE INDOT SOBRE EL TÍTULO VI Y LA POLÍTICA DE NO DISCRIMINACIÓN
(Title VI Public Notice, Spanish)

INDOT implementará el cumplimiento del Título VI 49 CFR § 21, 23 CFR Parte 200; y los estatutos y regulaciones relacionados para garantizar que ninguna persona sea excluida de participar, se le nieguen los beneficios o sufra discriminación en cualquier programa o actividad que reciba asistencia financiera federal del Departamento de Transporte de los Estados Unidos (DOT, por sus siglas en inglés) por motivos de raza, color u origen nacional.

Aviso y política de no discriminación del Título VI de INDOT. INDOT valora los derechos civiles de cada persona y tiene la intención de proporcionar igualdad de oportunidades y un servicio equitativo para los ciudadanos de este estado. Como receptor de fondos federales, INDOT se ajusta al Título VI de la Ley de Derechos Civiles de 1964 y todos los estatutos, regulaciones y directivas relacionados, que estipulan que ninguna persona será excluida de participar, se le negarán los beneficios o sufrirá discriminación en cualquier programa o actividad que reciba asistencia financiera federal de INDOT por motivos de raza, color u origen nacional. INDOT además asegura que se hará todo lo posible para garantizar la no discriminación en todos sus programas y actividades, independientemente de si esos programas y actividades están financiados por el gobierno federal.

La política de INDOT requiere cumplir con las siguientes leyes y órdenes ejecutivas:

Nombre común de la Legislación	Cita a la ley
Título VI de 1964 Ley de Derechos Civiles de 1964	78 estat. 252, 42 U.S.C. §2000d-2000d-42

Siempre que INDOT distribuya fondos de ayuda federal a un subreceptor de segundo nivel, INDOT incluirá el lenguaje del Título VI en todos los acuerdos escritos.

La siguiente persona ha sido identificada como el Administrador del Programa Título VI de INDOT (Administrador del Programa) y se le delega la autoridad necesaria para mantener la responsabilidad de iniciar y controlar las actividades del Título VI, preparar informes y llevar a cabo otras responsabilidades, según lo requerido por 23 C.F.R. § 200 y 49 C.F.R. § 21 y está específicamente designado como la persona responsable de INDOT para coordinar, mantener e informar los esfuerzos de cumplimiento del Título VI de INDOT a la Administración Federal de Carreteras (FHWA, por sus siglas en inglés), así como para coordinar los esfuerzos de cumplimiento con otras agencias federales según sea necesario:

Taffanee Keys, Administrador del programa Título VI de INDOT
100 N. Senate Ave, Room N658-PQ
Indianápolis, IN 46204 (317)
941-4512
tkeys@indot.in.gov



INDIANA DEPARTMENT OF TRANSPORTATION

FORMULARIO DE SOLICITUD PARA LA TRADUCCIÓN DE DOCUMENTOS

(Translation Request Form—Spanish)

USO DEL FORMULARIO: Debe usarlo para pedir que se traduzcan los documentos o registros del INDOT (Departamento de Transporte de Indiana). El tiempo que lleve la traducción dependerá de la extensión del documento solicitado. El INDOT dará lugar a los pedidos lógicos de traducción y aceptará traducir los documentos esenciales.

TRANSMISIÓN: Complete el formulario y envíelo por correo postal o electrónico a la dirección que figura a continuación.

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512, tkeys@indot.in.gov

Fecha:	Nombre de quien solicita la traducción:	Dirección de correo electrónico:	Número telefónico:
Condado:	Dirección física:	Ciudad y estado:	Código postal:

¿A qué idioma debe traducirse? (Mencione el dialecto o la región en particular, si corresponde).

Indique los documentos que quiere que traduzca el INDOT.
Use el dorso del formulario si debe incluir más información.

PARA USO EXCLUSIVO DEL INDOT:	Fecha de recepción de la solicitud:	Recibido el:
Páginas y costo:	Fecha de entrega:	Recibido para registro del coordinador del Título VI (firma):

www.in.gov/dot/
Empleador que brinda igualdad de oportunidades





INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N925
Indianapolis, Indiana 46204

PHONE: (317) 232-3019
FAX: (317) 232-1499

Eric Holcomb, Governor
Joe McGuinness,
Commissioner

AVISO DE NO DISCRIMINACIÓN BAJO LA LEY PARA ESTADOUNIDENSES CON DISCAPACIDADES Y LA SECCIÓN 504 DE LA LEY DE REHABILITACIÓN DE 1973

Conforme al Título II de la Ley para estadounidenses con discapacidades (ADA, por sus siglas en inglés) de 1990 y sus enmiendas (42 U.S.C. §§12101 et seq.) y la Sección 504 de la Ley de rehabilitación de 1973, y sus enmiendas (Sección 504) (29 U.S.C. §794) y regulaciones de ejecución que se encuentran en 28 CFR 35 y 49 CFR 27, el Departamento de Transporte de Indiana (INDOT, por sus siglas en inglés) no discrimina a personas calificadas que padecen discapacidades en sus políticas o en la admisión de, acceso a, tratamiento o empleo en sus programas, servicios o actividades.

Prevía solicitud, INDOT hará todo lo posible para proporcionar ayudas y servicios auxiliares adecuados para facilitar una comunicación efectiva a las personas calificadas que padezcan discapacidades a fin de que tengan igualdad de oportunidades para conseguir el mismo resultado, obtener el mismo beneficio o alcanzar el mismo nivel de logros que se proporcionan a otras personas. Estos esfuerzos pueden incluir el suministro de servicios de intérpretes calificados de lenguaje de señas, documentos en Braille y otros productos y servicios para hacer que las comunicaciones sean accesibles a personas con impedimentos del habla, audición y visión.

Prevía solicitud, INDOT realizará modificaciones razonables a las políticas y programas para garantizar que las personas calificadas que padezcan discapacidades tengan igualdad de oportunidades para disfrutar de sus programas y actividades. INDOT no está obligado a tomar ninguna acción que altere fundamentalmente la naturaleza de sus programas o servicios, o que imponga una carga financiera o administrativa indebida.

INDOT no aplicará un recargo a las personas calificadas que padezcan discapacidades para cubrir el costo de proporcionar ayudas auxiliares, servicios o modificaciones razonables de políticas.

Las consultas o quejas relacionadas con la Sección 504 o la ADA deben dirigirse a **Taffanee Keys, Directora del Programa Título VI/ADA, 100 N. Senate Ave. Room N658-PQ, Indianápolis, IN 46204, (317) 941-4512, tkeys@indot.in.gov**. INDOT investigará todas las quejas de acuerdo con el proceso compatible con el Título VI de INDOT, que también se utiliza para las quejas de ADA, e implementará de inmediato cualquier acción correctiva que se considere necesaria para proporcionar una resolución equitativa para superar los efectos de una violación comprobada.

Kent Abernathy
Comisionado de INDOT

Fecha

Appendix C: German Language Documents

1. Title VI Notice to the Public
2. Translation Request Form
3. ADA Information

INDOT (VERKEHRSMINISTERIUM DES US-BUNDESSTAATES INDIANA) TITEL VI UND ABSICHTS-ERKLÄRUNG ZUR NICHTDISKRIMINIERUNG

INDOT führt ein Gleichbehandlungsprogramm gemäß Titel VI 49 CFR (Code of Federal Regulations - Bundesverordnungscode) § 21, 23 CFR Teil 200; und den zugehörigen Satzungen und Richtlinien ein, um sicherzustellen, dass keine Person von der Teilnahme an oder den Leistungen eines Programms oder einer Aktivität ausgeschlossen wird, das/die finanziell vom US-Verkehrsministerium (U.S. Department of Transportation - DOT) gefördert wird und in diesen Programmen/Aktivitäten keinerlei Diskriminierung aufgrund ihrer Rasse, Hautfarbe oder nationalen Herkunft ausgesetzt wird.

Gemäß INDOTs Titel VI - Mitteilung und Richtlinie zur Nichtdiskriminierung - achtet INDOT die Bürgerrechte jeder Person und beabsichtigt, jedem Bürger dieses Staates die gleichen Chancen und gleichberechtigten Zugang zu seinen Diensten bereitzustellen. Als Empfänger von Bundesmitteln befolgt INDOT Titel VI des Civil Rights Act (Bürgerrechtsgesetzes) von 1964 und alle zugehörigen Satzungen, Bestimmungen und Richtlinien, die vorschreiben, dass keine Person von der Teilnahme an oder den Leistungen eines Programms oder einer Aktivität ausgeschlossen wird, das/die finanziell vom INDOT gefördert wird und in diesen Programmen und Aktivitäten keinerlei Diskriminierung aufgrund ihrer Rasse, Hautfarbe oder nationalen Herkunft ausgesetzt wird. INDOT versichert weiterhin, dass alle Anstrengungen unternommen werden, um Nichtdiskriminierung in allen seinen Programmen und Aktivitäten zu gewährleisten, unabhängig davon, ob diese Programme und Aktivitäten bundesstaatlich gefördert werden.

INDOT verpflichtet sich, die folgenden Gesetze und Durchführungsverordnungen zu befolgen:

Gebräuchliche Bezeichnung des Gesetzes	Quellenangabe
Titel VI des Civil Rights Act (Bürgerrechtsgesetzes) von 1964	78 Stat. 252, 42 U.S.C. § 2000d-2000d-42

Immer wenn INDOT Bundesfördermittel an einen untergeordneten Empfänger weiterleitet, nimmt INDOT die Bestimmungen von Titel VI in alle schriftlichen Vereinbarungen auf.

Die folgende Person wurde als Titel-VI-Programmmanager von INDOT benannt und erhält die notwendige Ermächtigung, die zur Übernahme von Verantwortung für die Anbahnung und Überwachung von Titel-VI-Aktivitäten, Anfertigung von Berichten und Durchführung sonstiger Aufgaben gemäß 23 C.F.R. (Bundesverordnungscode) § 200 und 49 C.F.R. § 21 erforderlich ist und ist speziell als INDOTs Verantwortlicher designiert, um die Einhaltungsbemühungen von INDOTs Titel VI mit der Federal Highway Administration (FHWA) zu koordinieren, aufrechtzuerhalten und Bericht zu erstatten sowie die Einhaltungsbemühungen nach Bedarf mit anderen Bundesbehörden zu koordinieren:

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov



INDIANA DEPARTMENT OF TRANSPORTATION

ANFRAGEFORMULAR FÜR DOKUMENTÜBERSETZUNG

VERWENDUNG: Dieses Formular ist für Anfragen zur Übersetzung von Dokumenten bzw. Unterlagen des Verkehrsministeriums von Indiana (INDOT - Indiana Department of Transportation) zu verwenden. Die Übersetzungszeit hängt von der Länge der angeforderten Dokumente ab. INDOT nimmt angemessene Übersetzungsaufträge sowie Aufträge zur Übersetzung unserer wichtigen Dokumente an.

EINSENDUNG: Bitte dieses Formular ausfüllen und per Post oder E-Mail an die folgende Adresse/E-Mail-Adresse schicken:

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
Telefon: (317) 941-4512 Email: tkeys@indot.in.gov

Datum:	Name der anfragenden Person:	E-Mail-Adresse:	Telefonnummer:
County (Kreis):	Straße:	Ort/Staat:	PLZ:
In welche Sprache soll Ihr Dokument übersetzt werden (falls zutreffend, bitte genauen Dialekt/Region angeben):			
Bitte geben Sie an, welche Dokumente Sie INDOT zur Übersetzung übermitteln: <i>Bitte verwenden Sie die Rückseite dieses Formulars für zusätzliche Informationen.</i>			
AMTLICHE VERMERKE DES INDOT:	Eingangsdatum der Anfrage:	Empfänger der Anfrage:	

www.in.gov/dot/

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INDIANA DEPARTMENT OF TRANSPORTATION



100 North Senate Avenue
Room N925
Indianapolis, Indiana
46204

TEL: (+1) 317 232 3019
FAX: (+1) 317 232-
1499

Mike Braun, Gouverneur
Kent Abernathy,
Kommissionsmitglied

MITTEILUNG ZUR NICHTDISKRIMINIERUNG GEMÄSS DEM GESETZ FÜR AMERIKANER MIT BEHINDERUNGEN (AMERICANS WITH DISABILITIES ACT) UND ABSCHNITT 504 DES REHABILITATIONSGESETZES (REHABILITATION ACT) VON 1973

Gemäß Titel II des Gesetzes für Amerikaner mit Behinderungen (Americans with Disabilities Act - ADA) in der Fassung von 1990 (42 United States Code (U.S.C.) §§ 12101 ff.) und Abschnitt 504 des Rehabilitationsgesetzes (Rehabilitation Act) von 1973 in der jeweils gültigen Fassung (Abschnitt 504) (29 United States Code (U.S.C.) § 794) und den Durchführungsverordnungen unter 28 CFR 35 (Code of Federal Regulations - Bundesverordnungscode) und 49 CFR 27, wird hiermit bestätigt, dass beim Verkehrsministerium des US-Bundesstaates Indiana (Indiana Department of Transportation - INDOT) in seinen Richtlinien, in der Zulassung zu, im Zugang zu, der Behandlung von oder der Beschäftigung in seinen Programmen, Diensten oder Aktivitäten qualifizierte Personen nicht aufgrund ihrer Behinderungen diskriminiert werden.

Auf Wunsch wird INDOT sich bemühen, die entsprechenden Hilfsmittel und Dienstleistungen zur Verfügung zu stellen, um qualifizierten Personen mit Behinderungen eine effektive Kommunikation zu ermöglichen, sodass diese die gleichen Chancen erhalten und dasselbe Ergebnis, dieselbe Leistung und dasselbe Leistungsniveau wie andere erzielen können. Zu diesen Bemühungen gehören gegebenenfalls die Bereitstellung von Gebärdensprachdolmetschern, Dokumenten in Blindenschrift und andere Produkte und Dienstleistungen, um Personen mit Sprach-, Hör- und Sehbehinderungen die Kommunikation zugänglich zu machen.

Auf Wunsch wird INDOT seine Richtlinien und Programme angemessen anpassen, um sicherzustellen, dass qualifizierte Personen mit Behinderungen gleiche Chancen haben, seine Programme und Aktivitäten zu genießen. INDOT ist nicht verpflichtet, Maßnahmen zu ergreifen, die seine Programme oder Dienstleistungen grundlegend verändern würden oder mit einer unzumutbaren finanziellen oder administrativen Belastung verbunden wären.

INDOT wird keinen Aufpreis von qualifizierten Personen mit Behinderungen verlangen, um die Kosten für die Bereitstellung von Hilfsmitteln und Dienstleistungen oder für angemessene Richtlinienanpassungen zu decken.

Anfragen oder Beschwerden zu Abschnitt 504 oder zum Gesetz für Amerikaner mit Behinderungen (Americans with Disabilities Act - ADA) richten Sie bitte an Taffanee Keys, Title VI-ADA-Programmdirektor, 100 N. Senate Ave., Room N658-PQ, Indianapolis, IN 46204, USA, (+1) 317 941-4512, tkeys@indot.in.gov. INDOT untersucht alle Beschwerden entsprechend dem INDOT-Prozess gemäß Titel VI, der auch bei ADA-Beschwerden zur Anwendung kommt, und wird umgehend die für nötig befundenen Abhilfemaßnahmen ergreifen, um eine gerechte Lösung zur Überwindung der Auswirkungen eines nachgewiesenen Verstoßes bereitzustellen.

Kent Abernathy, INDOT Kommissionsmitglied

Datum

Appendix D: Chinese Language Documents

1. Title VI Notice to the Public
2. Translation Request Form
3. ADA Information

印第安纳州交通部第 VI 篇规定及非歧视政策声明

印第安纳州交通部将遵从《美国联邦法规》第 VI 篇第 49 章第 21 条、第 23 章第 200 部分，以及相关的法规和条例，以确保没有任何人会因种族、肤色或原国籍而在任何接受联邦财务援助的计划或活动中被排除参与、拒绝给予福利或是遭受歧视。

印第安纳州交通部第 VI 篇非歧视通知和政策
印第安纳州交通部重视所有人的民事权利并且想要为本州公民提供平等的机会和公平的服务。作为联邦资金的接受方，印第安纳州交通部遵守 1964 年《民权法》第 VI 篇以及所有相关的法规、条例和指令要求，这些要求规定了任何人都不得因种族、肤色或原国籍而在印第安纳州交通部接受联邦财务援助的任何计划或活动中被排除参与、拒绝给予福利或是遭受歧视。印第安纳州交通部进一步保证将尽一切努力确保其所有计划和活动中无歧视行为，无论这些计划和活动是否获得联邦资助。

印第安纳州交通部政策要求遵守下列法律和行政命令：

法规常用名称	法律引用
1964 年《民权法》第 VI 篇	第 78 号法规第 252 条，《美国法典》第 42 章第 2000d-2000d-42 条

无论印第安纳州交通部何时向二级子接受方分发联邦援助资金，都会在所有书面协议中包含第 VI 篇规定。

下列个人已被确认为印第安纳州交通部第 VI 篇规定的项目经理，并且经授权获得维护开始和监督第 VI 篇规定的活动，以及准备报告和履行其他职责（根据《美国联邦法规》第 23 章第 200 条和第 49 章第 21 条）所必需的权限，并且被专门指定为印第安纳州交通部的负责人，负责协调、维持和报告印第安纳州交通部第 VI 篇规定与联邦公路管理局 (FHWA) 的合规行动，以及根据需要协调与其他联邦机构的合规行动：

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov



INDIANA DEPARTMENT OF TRANSPORTATION

文件翻译申请表

表格使用: 此表应该用于请求 INDOT (印第安纳州交通部) 文件/记录翻译服务。 翻译时间将根据您所请求服务的文件长度而有所变化。 印第安纳州交通部将满足合理的翻译请求以及对重要文件的翻译。

传送: 请填写此表并以邮件或电子邮件形式发送至:

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov

日期:	请求翻译服务的个人姓名:	电子邮件地址:	电话号码:
县:	街道地址:	城市/州:	邮政编码:
您请求将文件翻译成哪种语言: (请包括具体的方言/区域, 如果适用。)			
请确定您请求印第安纳州交通部翻译的文件: 如果需要填写更多信息, 请使用本表背面。			
仅限印第安纳州交通部使用:	收到请求的日期:	接收者:	
页数/费用:	服务提供日期:	《民权法》第 VI 篇规定协调员接收备案日期: (签名)	



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N750
Indianapolis, Indiana 46204

电话: (317) 232-3019
传真: (317) 232-1499

州长 Mike Braun
部长 Kent Abernathy

《美国残疾人法案》以及 1973 年《康复法案》 第 504 节规定下的 非歧视通知

根据 1990 年经 (《美国法典》第 42 章第 12101 条以及下列等等) 修订的

《美国残疾人法案》(ADA) 第 II 篇、经 (第 504 节) (《美国法典》第 29 部分第 794 条) 修订的 1973 年《康复法案》第 504 节, 以及《美国联邦法规》第 28 章第 35 条和第 49 章第 27 条中发现的实施条例, 印第安纳州交通部 (INDOT) 不会在其政策或是计划、服务或活动的准入、获取、对待或就业方面歧视符合条件的残疾人。

印第安纳州交通部将根据要求尽最大努力为符合条件的残疾人提供适当的辅助援助和服务, 以促进有效沟通, 从而令其有平等的机会获得与他人相同的结果、得到相同的益处或达到相同的成就水平。这些努力可能包括合格的手语译员、盲文文件以及其他的产品和服务, 以方便与言语、听力和视力障碍人士的沟通。

印第安纳州交通部将根据要求对政策和计划做合理的修改, 以确保符合条件的残疾人有享受计划和活动的公平机会。印第安纳州交通部无需采取任何将会在根本上改变其计划或服务性质或是造成不当的财务或行政负担的行动。

印第安纳州交通部不会向符合条件的残疾人征收额外费用, 以负担其提供辅助援助、服务或合理的政策修改之成本。

有关《康复法案》第 504 节或 ADA 的问询或投诉, 请提交给 Taffanee Keys, INDOT Title VI Coordinator, 100 N. Senate Avenue, Room N658-PQ, Indianapolis, IN 46204. (317) 941-4512, tkeys@indot.in.gov

。印第安纳州交通部将根据其第 VI 篇规定的同样用于 ADA 投诉之投诉流程对所有投诉进行调查, 并且及时采取任何被视为对提供有关解决已证实违规之影响的公平解决方案十分必要的补救行动。

Kent Abernathy
印第安纳州交通部部长

日期

Appendix E: Arabic Language Documents

1. Title VI Notice to the Public
2. Translation Request Form
3. ADA Information

بيان سياسة وزارة النقل في ولاية إنديانا INDOT الخاص بالبند السادس وبعدم التمييز

ستقوم وزارة النقل في ولاية إنديانا INDOT بتنفيذ كل ما يلزم للامتثال للبند 21 § 49 CFR، 23 CFR Part 200، والقوانين واللوائح ذات الصلة لضمان عدم استبعاد أي شخص من المشاركة في أي برنامج أو نشاط يتلقى مساعدة مالية اتحادية أو يُحرَم من فوائده أو يتعرض للتمييز.

سياسة وإشعار وزارة النقل في ولاية إنديانا INDOT المتعلق بالبند السادس وعدم التمييز تقوم وزارة النقل في ولاية إنديانا INDOT الحقوق الفردية لكل فرد وتعتزم توفير فرص متكافئة وخدمة منصبة لمواطني هذه الولاية. بصفتها متلقياً للأموال من الحكومة الاتحادية، تلتزم وزارة النقل في ولاية إنديانا INDOT بالبند السادس من قانون الحقوق المدنية لعام 1964 وجميع القوانين واللوائح والتوجيهات ذات الصلة التي تنص على أنه لا يجوز لوزارة النقل في ولاية إنديانا INDOT استبعاد أي شخص من المشاركة في برنامج أو نشاط يستفيد من الدعم المالي الاتحادي أو يحرم من مزايا ذلك البرنامج أو النشاط أو أن يتعرض للتمييز على أساس العرق أو اللون أو الأصل القومي. تؤكد وزارة النقل في ولاية إنديانا INDOT كذلك على أنه سيتم بذل كل جهد ممكن لضمان عدم التمييز في جميع برامجها وأنشطتها بغض النظر عما إذا كانت هذه البرامج والأنشطة ممولة من الحكومة الاتحادية.

تنص سياسة وزارة النقل في ولاية إنديانا INDOT على الامتثال للقوانين والأوامر التنفيذية التالية:

الاسم الشائع للتشريع	المرجع القانوني
البند السادس من قانون الحقوق المدنية لعام 1964	Stat. 252, 42 U.S.C. §2000d- 78 2000d-42

عندما توزع وزارة النقل في ولاية إنديانا INDOT أموال المساعدات الفيدرالية على مستلم ثانوي من الدرجة الثانية، ستدرج وزارة النقل في ولاية إنديانا INDOT لغة البند السادس في جميع الاتفاقيات المكتوبة. تم تحديد الشخص التالي على أنه مدير برنامج البند السادس (مدير البرنامج) لدى وزارة النقل في ولاية إنديانا INDOT وتم تفويضه بالسلطة اللازمة للحفاظ على المسؤولية عن بدء إجراءات البند السادس ومراقبتها وإعداد التقارير والقيام بمسؤوليات أخرى وفقاً لما هو مطلوب في البند 23 من المادة 200 من اللوائح الاتحادية والبند 49 من المادة 21 من اللوائح الاتحادية، وتم تحديده على وجه الخصوص كالفرد المسؤول من وزارة النقل في ولاية إنديانا INDOT عن التنسيق والصيانة ورفع التقارير الدورية المتعلقة بامتثال وزارة النقل في ولاية إنديانا INDOT لتطبيق البند السادس إلى الإدارة الاتحادية للطرق السريعة (FHWA) وكذلك لتنسيق جهود الامتثال مع الوكالات الاتحادية الأخرى كما هو مطلوب:

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov



INDIANA DEPARTMENT OF TRANSPORTATION

نموذج طلب ترجمة الوثائق

يجب استخدام هذا النموذج لطلب ترجمة مستندات / سجلات وزارة النقل في ولاية إنديانا INDOT. سيتفاوت وقت الترجمة حسب طول المستند الذي تطلبه. ستلبي وزارة النقل في ولاية إنديانا INDOT الطلبات المعقولة لترجمة الوثائق المهمة.

استخدام النموذج:

يرجى ملء هذا النموذج وتسليمه عن طريق البريد أو البريد الإلكتروني إلى:

الإحالة:

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov

التاريخ:	اسم الشخص الذي يطلب الترجمة:	عنوان البريد الإلكتروني:	رقم الهاتف:
المقاطعة:	العنوان:	المدينة والولاية:	الرمز البريدي:
ما اللغة التي تطلب الترجمة إليها؟ (يرجى تحديد اللهجة المحددة/ المنطقة أن وجد).			
يرجى تحديد الوثائق التي تطلب من وزارة النقل في ولاية إنديانا INDOT أن تقوم بترجمتها: يرجى استخدام الجزء الخلفي من هذا النموذج إذا كانت هناك معلومات إضافية مطلوبة.			
INDOT USE ONLY لاستخدام وزارة النقل في ولاية إنديانا فقط:	Date Request Received:	Received by:	
Pages / Cost:	Date Provided:	Received for record by Title VI Coordinator: (sign)	





INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Mike Braun، كم الولاية
Kent Abernathy، لامفوض

م الهاتف: (317) 232-3019
لافاكس: (317) 232-1499

North Senate Avenue 100
Room N750
Indianapolis, IN 46204

شباعار بعدم التمييز بموجب قانون الأمريكيين ذوي الإعاقة لمادة 504 قانون إعادة التأهيل لعام 1973

وفقاً للمادة الثانية من قانون الأمريكيين ذوي الإعاقة (ADA) غته المعدلة عام 1990 (29 USC § 42) لا يليها) والمادة 504 من قانون إعادة التأهيل لعام 1973 غته المعدلة (القسم 504) (29 USC § 794) لا نحل التنفيذ لوجود في CFR 35 28 و CFR 49 27، لا يعترّاة النقل في ولاية إنديانا (INDOT) ضد الأفراد المؤهلين ذوي الإعاقة في سياساتها أو في القبول أو الوصول والعلاج أو لتوظيف في برامجها أو خدماتها أو أنشطتها.

د الطلب، ستبذل وزارة النقل في ولاية إنديانا INDOT أرى جهودها لتوفير الوسائل والخدمات للمساعدة لماناسية تسهيل الاتصال لافعال أشخاص ذوي الإعاقة المؤهلين بحيث يكون لديهم فرصة متكافئة للحصول على نفس النتيجة أو لكسب نفس المزايا أو للوصول إلى نفس المستوى من الإنجاز على لائحولامتوفر للآخرين. قد تتضمن هذه لاجهوتوفير مترجمي لغة إشارة مؤهلين ثائق بلغة بريـل وغير ذلك من لمنتجات والخدمات لجعل الاتصالات في متناول الأفراد لاصابينضعف في لانطق لاسمع لاسمع بصر

د الطلب، ستجري وزارة النقل في ولاية إنديانا INDOT بتديلات معقولة على السياسات والبرامج لضمان حصول الأفراد المؤهلين ذوي الإعاقة على فرصة متكافئة للاستمتاع ببرامجها وأنشطتها. لا يُطلب من وزارة النقل في ولاية إنديانا INDOT تاختائي إجراء من شأنه تغيير بعة برامجها أو خدماتها بشكل جفيأو فرض عبء مالي أو إداري لا لزوم له.

تفوض وزارة النقل في ولاية إنديانا INDOT رسو ً إضافية على الأفراد المؤهلين ذوي الإعاقة لتغطية تكلفة تقديم المساعدات أو الخدمات وأجراء بتديلات معقولة للسياسات.

جيتو ه الاستفسارات أو الشكاوى المتعلقة بالمادة 504 قانون الأمريكيين ذوي الإعاقة إلى بوا لون، بيرة التحقيق في المادة السادسة قانون الأمريكيين ذوي الإعاقة

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512
tkeys@indot.in.gov

قوم وزارة النقل في ولاية إنديانا INDOT بالتحقيق في جميع الشكاوى وفقاً لإجراءات وزارة النقل في ولاية إنديانا INDOT

لامعتمدة

لمتفقة مع لابلالسادس والتي تُستخدم أي لظلاوى لامتعلقة نون الأمريكيين ذوي الإعاقة وستتخذ على الفور أي إجراء علاجي يُعتبر ضرورياً لتوفير حل عادل للتغلب على آثار أي انتهاك يتم تأكيد حدوثه.

Appendix F: Burmese Language Documents

1. Title VI Notice to the Public
2. Translation Request Form
3. ADA Information

INDOT ၏ မေါင်းစဉ် VI နှင့် ခွဲခြားဆက်ဆံခြင်းမပြုရန် မူဝါဒ ကြေညာချက်မ

ည်သည်ပုဂ္ဂိုလ်ကိုမျှ မပါဝင်ရန် ဖယ်ခြင်း၊ အကျိုးခံစားခွင့်များကို ငြင်းဆိုခြင်း သို့မဟုတ် လူမျိုး၊ အသားအရောင် သို့မဟုတ် ဇာတိနိုင်ငံတို့အပေါ် အခြေခံပြီး ယူဆကိစ္စ သယ်ယူပို့ဆောင်ရေး ဌာန (DOT) မှ ဖက်ဒရယ်ငွေကြေး အထောက်အပံ့ ရ ခုယူသည့် အစီအစဉ် (သို့) လှုပ်ရှားမှု တစ်ခုခုအောက်တွင် ခွဲခြားဆက်ဆံခံရခြင်း မရှိကြောင်း သေချာစေရန် INDOT သည် မေါင်းစဉ် VI 49 CFR § 21၊ 23 CFR အပိုင်း 200 နှင့် သက်ဆိုင်ရာ ပြဌာန်းဥပဒေများ၊ စည်းမျဉ်းများနှင့်အညီ အကောင်အထည်ဖော် ဆောင်ရွက်ပါမည်။

INDOT ၏ မေါင်းစဉ် VI နှင့် ခွဲခြားဆက်ဆံခြင်းမပြုရေး သတ်မှတ်ချက်နှင့် မူဝါဒက INDOT သည် ပုဂ္ဂိုလ်တစ်ဦးချင်းစီ၏ အများပြည်သူအခွင့်အရေးများကို တန်ဖိုးထားပြီး ဤပြည်နယ်၏ နိုင်ငံသားများအတွက် တူညီသော အခွင့်အလမ်းနှင့် သာ သာတူညီမျှ ဝန်ဆောင်မှုကို ပေးအပ်လိုပါသည်။ မည်သည့်ပုဂ္ဂိုလ်ကိုမျှ မပါဝင်ရန် ဖယ်ခြင်း၊ အကျိုးခံစားခွင့်များကို ငြင်းဆိုခြင်း သို့မဟုတ် လူမျိုး၊ အသားအရောင် သို့မဟုတ် ဇာတိနိုင်ငံတို့အပေါ် အခြေခံပြီး INDOT မှ ဖက်ဒရယ်ငွေကြေး အထောက်အပံ့ ခုယူသည့် အစီအစဉ် (သို့) လှုပ်ရှားမှု တစ်ခုခုအောက်တွင် ခွဲခြားဆက်ဆံခံရခြင်း မရှိစေရန် ပေးအပ်ထားသော အများပြည်သူအခွင့်အရေးများ အက်ဥပဒေ 1964 ၏ မေါင်းစဉ် VI နှင့် သက်ဆိုင်ရာ ပြဌာန်းဥပဒေများ၊ စည်းမျဉ်းများအားလုံးကို ဖက်ဒရယ်အထောက်အပံ့ ခုယူသူတစ်ဦးအနေနှင့် INDOT က လိုက်နာပါသည်။ ထို့အပြင် INDOT သည် အဆိုပါ အစီအစဉ်များနှင့် လှုပ်ရှားမှုများကို ဖက်ဒရယ်အထောက်အပံ့ ပေးသည်ဖြစ်စေ၊ မပေးသည်ဖြစ်စေ ၎င်း၏ ၎င်း၏ အစီအစဉ်များနှင့် လှုပ်ရှားမှုအားလုံးတွင် ခွဲခြားဆက်ဆံခြင်းမပြုကြောင်း သေချာစေရန် တတ်နိုင်သမျှ ကြာ ကြိုးပမ်းအားထုတ်မည်ဖြစ်ကြောင်း ကတိပြုပါသည်။

၎င်းသည် အောက်ပါ ဥပဒေ၊ အမူဆောင်အမိန့်များနှင့် အညီလိုက်နာရန် INDOT ၏ မူဝါဒ ဖြစ်ပါသည်-

ဥပဒေ၏ အမည်	ဥပဒေသို့ တိုးတားချက်
အများပြည်သူအခွင့်အရေးများ အက်ဥပဒေ 1964 ၏ မေါင်းစဉ် VI	78 Stat. 252၊ 42 U.S.C. §2000d-2000d-42

ဒုတိယအဆင့် တစ်ဆင့်ခံလက်ခံသူထံသို့ INDOT က ဖက်ဒရယ်အထောက်အပံ့ ငွေကြေးများ ပေးအပ်သည့်အခါတိုင်း စာဖြင့်ရေးသားသော သဘောတူညီချက်အားလုံးတွင် INDOT သည် မေါင်းစဉ် VI အသုံးအနှုန်းကို ထည့်သွင်းပါမည်။ အောက်ပါပုဂ္ဂိုလ်သည် INDOT ၏ မေါင်းစဉ် VI အစီအစဉ် ညွှန်ကြားရေးမှူး (ပရိုဂရမ် မန်နေဂျာ) အဖြစ် သတ်မှတ်ထားသူဖြစ်ပြီး မေါင်းစဉ် VI လှုပ်ရှားမှုများ စတင်ခြင်းနှင့် စောင့်ကြည့်ခြင်း၊ တင်ပြချက်များ ပြင်ဆင်ခြင်း၊ 23 C.F.R. § 200 နှင့် 49 C.F.R. § 21 တို့က သတ်မှတ်ထားသည့်အတိုင်း အခြားတာဝန်တို့များ ဆောင်ရွက်ခြင်းတို့ ပြုလုပ်ရန် လိုအပ်သော လူ လုပ်ပိုင်ခွင့်ကို ပေးအပ်ထားပါသည်။ ထို့ပြင် ပူးပေါင်းဆောင်ရွက်ရန်၊ ထိန်းသိမ်းရန်နှင့် INDOT ၏ မေါင်းစဉ် VI ဆိုင်ရာ လိုက်နာမှုကြိုးပမ်းချက်များကို ဖက်ဒရယ်အထောက်အပံ့လမ်းမ စီမံအုပ်ချုပ်ရေး (FHWA) သို့ သတင်းပို့ရန်အပြင် သ သတ်မှတ်ထားသည့်အတိုင်း အခြားဖက်ဒရယ် ကိုယ်စားလှယ်များနှင့် ပူးပေါင်းဆောင်ရွက်ရန် INDOT ၏ တာဝန်ရှိသူပုဂ္ဂိုလ်အဖြစ် အထူး သတ်မှတ်ထားပါသည်။

Taffanee Keys, INDOT Title VI Coordinator
100 N. Senate Avenue, Room N658-PQ
Indianapolis, IN 46204
(317) 941-4512 tkeys@indot.in.gov



INDIANA DEPARTMENT OF TRANSPORTATION

စာရွက်စာတမ်း ဘာသာပြန်ဆိုချက် တောင်းဆိုမှု ပုံစံ

ပုံစံ အသုံးပြုခြင်း-

ဤပုံစံကို INDOT စာရွက်စာတမ်းများ / မှတ်တမ်းများ ဘာသာပြန်ဆိုမှု တောင်းဆိုရန် အသုံးပြုပါသည်။ ဘာသာပြန်ရန် ကြားမြင်ချိန်သည် သင်တောင်းဆိုနေသည့် စာရွက်စာတမ်း၏ စုစည်းမှုပေါ်တွင် မူတည်၍ ကွဲပြားပါသည်။ ဘာသာပြန်ရန် အကျိုးအကြောင်း ဆီလျော်သော တောင်းဆိုမှုများနှင့် ကွန်ပတ်တို၏ အရေးကြီးသောစာရွက်စာတမ်းများကို ဘာသာပြန်ရန် INDOT မှ လိုက်လျောပေးပါမည်။

ပေးပို့ခြင်း-

ဤပုံစံကိုဖြည့်ပြီး အောက်ပါလိပ်စာသို့ စာတိုက်မှဖြစ်စေ၊ အီးမေးလ်ဖြင့်ဖြစ်စေ ပေးပို့ပါ။

Taffanee Keys, INDOT Title VI Coordinator

100 N. Senate Avenue, Room N658-PQ

Indianapolis, IN 46204

ဖုန်း- (317) 941-4512 အီးမေးလ်- tkeys@indot.in.gov

ရက်စွဲ-	ဘာသာပြန်တောင်းဆိုသူအမည်-	အီးမေးလ် လိပ်စာ-	ရုန်းနံပါတ်-
ကောင်စီ	အိမ်လိပ်စာ-	မြို့ / ပြည်နယ်-	စစ်ကုတ်-
မည်သည့်ဘာသာဖြင့် ဘာသာပြန်ပေးရန် သင်တောင်းဆိုနေပါသလဲ- (သက်ဆိုင်ပါက ဒေသသုံးစကား / ဒေသကို အတိအကျပြောပါ။)			
INDOT ကို ဘာသာပြန်ပေးရန် သင်တောင်းဆိုနေသော စာရွက်စာတမ်းများကို ဖော်ပြပါ- နောက်ထပ်အချက်အလက်များလိုအပ်ပါက ဤပုံစံ၏ကျောဘက်ကို သုံးပါ။			
INDOT သုံးရန်သား-	တောင်းဆိုမှု ရရှိသည့် ရက်စွဲ-	လက်ခံရရှိသူ-	
စာမျက်နှာများ/ ကုန်ကျစရိတ်-	ပေးထားသည့်ရက်စွဲ-	ခေါင်းစည်း ၆ ညှိနှိုင်းဆောင်ရွက်သူမှ မှတ်တမ်းအတွက် လက်ခံရရှိသည် - (လက်မှတ်ထိုးရန်)	



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N925
Indianapolis, Indiana 46204

ရန်ပုံ - (317) 232-3019
ဖက်စ် - (317) 232-1499

Mike Braun ခြည်နယ်
အုပ်ချုပ်ရေးမှူး
Kent Abernathy
ကော်မရှင်အဖွဲ့ဝင်

မသန်စွမ်း အမေရိကန်များ အက်ဥပဒေနှင့် ပြန်လည်ထူထောင်ရေး အက်ဥပဒေ 1973 ၏ အပိုဒ် 504 အရ ခွဲခြားဆက်ဆံခြင်းမပြုရန် သတိပေးချက်

ပြင်ဆင်ထားသော မသန်စွမ်း အမေရိကန်များ အက်ဥပဒေ (ADA) 1990 (42 U.S. C. 5512101 et seq.) ၏ ခေါင်းစဉ် II နှင့်
ပြင်ဆင်ထားသော ပြန်လည်ထူထောင်ရေး အက်ဥပဒေ 1973 ၏ အပိုဒ် 504 (Section 504) (29 U.S.C. 5794) နှင့် 28 CFR 35၊ 49 CFR 27
တို့တွင် တွေ့ရှိရသော ဆောင်ရွက်နေသည့် စည်းမျဉ်း စည်းကမ်းများနှင့်အညီ Indiana သယ်ယူပို့ဆောင်ရေး ဌာန (INDOT) သည်
၎င်း၏မူဝါဒများ သို့မဟုတ် ၎င်း၏ အစီအစဉ်၊ ဝန်ဆောင်မှုနှင့် လုပ်ငန်းများတွင် ဝင်ရောက်ပေးခြင်း၊ အသုံးပြုခွင့်ပေးခြင်း၊ ပြုမူဆက်ဆံခြင်း
သို့မဟုတ် အလုပ်ခန့်အပ်ခြင်းတို့တွင် အရည်အချင်းရှိသူ မသန်စွမ်း ပုဂ္ဂိုလ်များအား ခွဲခြားဆက်ဆံခြင်း မပြုပါ။

အရည်အချင်းရှိသူ မသန်စွမ်း ပုဂ္ဂိုလ်များအနေနှင့် အခြားသူများနှင့် ရလဒ်တူ ရရှိနိုင်ရန်၊ အကျိုးခံစားခွင့်တူ သို့မဟုတ် အဆင့်တူအောင်မြင်မှုတို့
ရရှိနိုင်ရန်အတွက် တူညီသော အခွင့်အရေး ပေးရာတွင် ၎င်းတို့နှင့် အကျိုးသက်ရောက်မှုရှိသည့် ဆက်သွယ်ရေး ပိုမိုရရှိနိုင်ရန်
တောင်းဆိုသည့်အခါ INDOT သည် သင့်လျော်သော အကူအညီ ပစ္စည်းများနှင့် ဝန်ဆောင်မှုများကို ပေးအပ်ရန် အကောင်းဆုံး
ကြိုးစားအားထုတ်ပါမည်။ အဆိုပါ အားထုတ်မှုများတွင် အရည်အချင်းရှိသော သင်္ကေတဘာသာ စကားပြန်များ၊ မျက်မမြင်စာသုံး
စာရွက်စာတမ်းများနှင့် စကားပြော၊ အကြားအာရုံနှင့် အမြင်အာရုံ ချွတ်ယွင်းမှုရှိသော ပုဂ္ဂိုလ်များနှင့် ဆက်သွယ်မှုပြုလုပ်နိုင်ရန်
အခြားထုတ်ကုန်နှင့် ဝန်ဆောင်မှုများ ပေးအပ်ခြင်းတို့ ပါဝင်နိုင်ပါသည်။

အရည်အချင်းရှိသူ မသန်စွမ်း ပုဂ္ဂိုလ်များအနေနှင့် ၎င်း၏ အစီအစဉ်၊ လုပ်ငန်းများကို အသုံးပြုရာတွင် တူညီသော အခွင့်အရေး ပေးနိုင်ကြောင်း
သေချာရန် တောင်းဆိုသည့်အခါ INDOT သည် မူဝါဒနှင့် အစီအစဉ်များကို သင့်လျော်သော ပြုပြင်မှုများ ပြုလုပ်ပါမည်။ INDOT သည်
အခြေခံအားဖြင့် ၎င်း၏ အစီအစဉ်များ သို့မဟုတ် ဝန်ဆောင်မှုများကို ပြောင်းလဲစေမည့် သို့မဟုတ် ငွေရေးကြေးရေး သို့မဟုတ် စီမံအုပ်ချုပ်ရေး
ဝန်ထုပ်ဝန်ပိုးများ ရရှိစေမည့် လုပ်ဆောင်ချက်များကို ပြုလုပ်ရန်မလိုပါ။

INDOT သည် အကူအညီ ပစ္စည်းများ၊ ဝန်ဆောင်မှုများ သို့မဟုတ် မူဝါဒများအတွက် သင့်လျော်သော ပြုပြင်မှုများ ပေးအပ်ရသည့်
ကုန်ကျစရိတ်ကို ကာမိစေရန် အရည်အချင်းရှိသူ မသန်စွမ်း ပုဂ္ဂိုလ်များ အပိုကြေးယူမည် မဟုတ်ပါ။

အပိုဒ် 504 သို့မဟုတ် ADA နှင့် ပတ်သက်ပြီး စုံစမ်းမေးမြန်းမှုများ သို့မဟုတ် မကျေနပ်ချက်များ ရှိက Taffanee Keys, မိခ စဉ် VI
ADA အစ အစဉ် ညွှန်ကြား ရ မှ 100 N. Senate Ave. Room N658-PQ, Indianapolis, IN 46204, (317)

941-4512, tkeys@indot.in.gov က ဆက် သွယ် ပါ။

INDOT သည် ADA မကျေနပ်ချက်များအတွက်လည်း အသုံးပြုသော INDOT ၏ ခေါင်းစဉ် VI မကျေနပ်ချက် လုပ်ငန်းစဉ် နှင့်အညီ
မကျေနပ်ချက်အားလုံးကို စုံစမ်းစစ်ဆေးမည်ဖြစ်ပြီး အထောက်အထားမိုင်လုံသော ချိုးဖောက်မှုကြောင့်
သက်ရောက်မှုကို ကျော်လွှားနိုင်ရန်အတွက် သာတူညီမျှသော ခြေခွင်းချက်ပေးရန် လိုအပ်သည်ဟု ယူဆရသည့် မည်သည့်အမှားပြင်ဆင်မှု
လုပ်ဆောင်ချက်ကိုမဆို ချက်ချင်း ဆောင်ရွက်မည်ဖြစ်ပါသည်။

Kent Abernathy
INDOT ကော်မရှင်အဖွဲ့ဝင်

ရက်စွဲ

Appendix G: Other INDOT Documents

Forms used by INDOT to Ensure Equitable Distribution of Funds:

1. Section 5311 Feasibility Study Rating Form
2. New Applicant Operating Application Review and Rating Form
3. Discretionary Capital Application Review and Rating Form
4. Title VI Program Approval Document

SECTION 5311 FEASIBILITY STUDY RATING FORM

APPLICANT'S NAME: _____

Ratings: Excellent - 3 Good - 2 Adequate - 1 Poor - 0

1. Completeness of Study: _____
(Comments)

2. Identification of the need for Public Transit Service: _____
(Comments)

3. Identification of Potential Trip Generator: _____
(Comments)

4. Calculation of Service Demand (Peak and Off-Peak): _____
(Comments)

5. Identification of the Most Appropriate Type of Service: _____
(Comments)

6. Identification of Capital Requirements Needed to Meet Demand: _____
(Comments)

7. Identification of Proposed Public Transit Provider(s): _____
(Comments)

Page 2

8. Identification of Projected Operating Cost: _____
(Comments)

9. Determination of Degree of Long-Term Local Community Support: _____
(Comments)

10. Identification of Marketing Effort Required for Start-up: _____
(Comments)

TOTAL SCORE: _____

REVIEWER'S NAME: _____

Please return form to INDOT, Transit Office, 100 N. Senate Ave., Indianapolis, IN 46204-2219.

NOTE: This rating form will be used to evaluate Feasibility Study requests only.

NEW APPLICANT OPERATING APPLICATION REVIEW AND RATING FORM

APPLICANT'S NAME: _____

		Weight
Criteria		Factor x Rating = Score
1.	Completeness of the application and compliance with guidelines and requirements of the application process.	10
2.	Evidence of demand of local financial support	25
3.	Ability of management to administer the grant and meet INDOT's guidelines and requirements and operate a transit system.	20
4.	Extent to which existing area-side services, manpower, and equipment are used in the project.	15
5.	Appropriateness of type of service, level of service, planned improvements/expansion, and equipment.	10
6.	Actions previously implemented and/or planned to reduce operating costs and improve operating revenue.	10
7.	Suitability of the existing and/or proposed promotional techniques and programs to reach riders and potential riders.	10

TOTAL WEIGHTED SCORE (Total points possible: 300) _____

Ratings: Excellent - 3 Good - 2 Adequate - 1 Poor - 0

Reviewer: _____

Please return form to INDOT, Transit Office, 100 N. Senate Ave., Indianapolis, IN 46204-2219

Note: This rating form will be used to evaluate New Applicant Operating requests only.

DISCRETIONARY CAPITAL APPLICATION REVIEW AND RATING FORM

APPLICANT'S NAME: _____

		Weight
Criteria		Factor x Rating = Score
1.	Project Justification: -Vehicle and equipment appropriateness. Or -Facilities, expansion, or equipment necessary for continued and/or improved operation?	40
2.	Ability of management to administer the grant and meet INDOT's guidelines and requirements. Or applicant's history of program compliance and the maintaining and proper use of other federally funded project equipment.	30
3.	Extent to which existing area-side services, manpower, and equipment are used in the project.	20
4.	Completeness of the application and compliance with guidelines and requirements of the application process.	10

TOTAL WEIGHTED SCORE (Total points possible: 300) _____

Ratings: Excellent - 3 Good - 2 Adequate - 1 Poor - 0

Reviewer _____

Please return form to INDOT, Transit Office, 100 N. Senate Ave., Indianapolis, IN 46204-2219

Note: This rating form will be used to evaluate Discretionary Capital requests only.



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758
Indianapolis, Indiana 46204

PHONE: (855) 463-6848

Mike Braun, Governor
Kent Abernathy, Commissioner

Exhibit G

I certify that I have reviewed the attached Indiana Department of Transportation FTA Title VI Plan and find it to meet all requirements set forth in FTA C 4702.1B and do hereby approve the Fiscal Year 2025 FTA Title VI Plan for the Indiana Department of Transportation.

A handwritten signature in blue ink, reading 'Taffanee Keys', written over a horizontal line.

Taffanee Keys

Contract Compliance Attorney
Policy and Compliance

Indiana Department of Transportation

A handwritten date '3/24/2025' in blue ink, written over a horizontal line.

Date