

CITY OF BLUFFTON INDIANA

TITLE VI NONDISCRIMINATION PLAN AND POLICY

*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

-Title VI of the Civil Rights Act of 1964

Approved by City Council: August 19, 2014

Re-written and approved by City Council: September 25, 2018

Update Approved by City Council: April 18, 2023

CITY OF BLUFFTON, INDIANA  
TITLE VI NONDISCRIMINATION PLAN AND POLICY

I. **POLICY STATEMENT**

This plan is part of the City of Bluffton's continual and ongoing efforts to comply with civil rights regulations. This plan and policy detail the City's intent to proactively meet its compliance requirements under Title VI of the Civil Rights Act, as amended ("Title VI"), and the related anti-discrimination statutes and regulations.

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Pursuant to Title VI, Section 162(a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324), Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act of 1990, Executive Order #12898, Executive Order #13166, and the Civil Rights Restoration Act of 1987, the City of Bluffton, Indiana, will not exclude from participation in, deny the benefits of, or subject to discrimination any individual on the ground of race, color, or national origin, sex, age, disability, limited English proficiency, or income status.

Objectives of this policy are to:

- A. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- B. Promote the fair and full participation of all affected populations and activities that benefit minority populations or low-income populations;
- C. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- D. Ensure meaningful access to programs and activities by persons with limited English proficiency.

The City of Bluffton is an equal employment opportunity employer. The City provides equal opportunity in employment to all employees and applicants for employment and prohibits discrimination in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other classification protected under applicable law. This protection applies to all terms, conditions, and privileges of employment. This plan details The City of Bluffton's compliance with Title VI and the related anti-discrimination laws that apply to entities receiving Federal financial assistance.

II. **TITLE VI/ADA COORDINATORS**

Bri Lautzenheiser, Title VI Coordinator, ADA Coordinator  
Deputy Clerk Treasurer/Human Resources  
128 East Market Street  
Bluffton, IN 46714  
[bri@BlufftonIndiana.gov](mailto:bri@BlufftonIndiana.gov)  
260.824.1299

Tim Simpson, ADA Coordinator  
Street Commissioner  
1205 South Wayne Street  
Bluffton, IN 46714  
[tim.simpson@blufftonindiana.gov](mailto:tim.simpson@blufftonindiana.gov)  
260.824.0714

The City of Bluffton Title VI Coordinator will:

- Administer and implement the City of Bluffton's Title VI Plan and Policy
- Conduct Title VI reviews in an effort to assist with identifying, addressing and eliminating discrimination concerns in every department.
- Conduct Title VI training programs with department heads for dissemination to employees.
- Develop and disseminate Title VI information to contractors, subcontractors, vendors and consultants.
- Ensure community involvement and outreach are in compliance with Title VI and provide equitable opportunities for participation.
- Ensure Title VI language is included in City contracts.
- Collect, review and preserve statistical data (e.g. race, color, national origin, language, gender) of participants in activities and programs to ensure the City's continued compliance with Title VI.
- Maintain all Title VI records and correspondence, including but not limited to, signed employee acknowledgements, Title VI complaints and all correspondence regarding such complaints, requests for language services, demographic statistics, department compliance reviews and all Title VI Federal agency correspondence and records.
- Address all Title VI discrimination complaints.
- Review and update the Title VI plan and policy as needed or required.
- Prepare and submit the annual Title VI update report.
- Maintain a log of all Title VI complaints.

All concerns should be directed to the Title VI or ADA Coordinators.

### III. **EMPLOYER/EMPLOYEE DISSEMINATION AND TRAINING**

Title VI plan and policy education and literature will be provided to all City of Bluffton Employees. Employees are required to watch a video about discrimination and required to sign an acknowledgement that they watched the video.

Employees are expected to follow the Title VI policy and guidelines set forth in this policy. Employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, take prompt and reasonable action to avoid or minimize discrimination incidences, and immediately notify the Title VI Coordinator, in writing, of any questions, complaints, or allegations of discrimination.

### IV. **CONTRACTORS, SUBCONTRACTORS, VENDORS AND CONSULTANTS**

All contractors, subcontractors and vendors who receive payments from the City of Bluffton where funding originates from any Federal Assistance programs are subject to the provisions of Title VI. The City of Bluffton will include Title VI language, as per the Standard U.S. DOT Title VI Assurances (Appendices A, B, and C), as relevant and appropriate, in written agreements and bid notices. Written agreements relevant to Title VI shall not contain any form of discrimination, either written or implied.

## V. **COMPLAINT PROCESS**

The City of Bluffton will promptly and thoroughly investigate all properly submitted complaints of alleged discrimination. The City of Bluffton will also attempt to resolve such complaints and take corrective action upon a finding of a substantiated complaint. The City will make reasonable efforts to facilitate a voluntary, early resolution of complaints at the lowest level possible. The complaint investigation procedure is part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Any individual who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City of Bluffton service, program, or activity (whether Federally funded or not), based on their race, color, national origin, gender, age, disability, ancestry, income status, or limited English proficiency may file a complaint with the City of Bluffton's Title VI Coordinator. Complaint forms can be found in Appendix F, on The City of Bluffton's website at: [www.blufftonindiana.net](http://www.blufftonindiana.net) or by contacting the Title VI Coordinator. In order for a complaint to be considered, the complainant must file the appropriate documentation within 180 calendar days after the alleged act of discrimination occurred.

### **Complaint Requirements**

Complaints must be made in writing and shall be signed by the complainant and/or the complainant's representative. The City of Bluffton does not accept anonymous complaints. Complaints must contain the following information and describe as completely as possible the facts and circumstances surrounding the alleged discrimination:

- Name of the complainant
- Contact information of the complainant (telephone number, address, email address)
- The full name and address of the respondent, individual, agency, department, or program that allegedly discriminated against the complainant
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, age, or disability). The description must include the date of the incident, and how, where or why the complainant believes they were discriminated against
- Names and contact information of all witnesses and
- Any other information that is deemed significant.

If a complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Title VI Coordinator. Under these circumstances, the complainant will be interviewed and the Title VI Coordinator will assist the complainant in completing a written complaint. The Title VI Coordinator will provide the written complaint to the complainant for confirmation, review and signature before processing.

### **Conference With Title VI Coordinator**

Within fifteen (15) calendar days after receipt of the complaint, the Title VI Coordinator will arrange to speak or meet with the complainant to discuss the complaint and possible resolutions, if applicable. If a complaint is deemed incomplete, additional information will be requested. The complainant has thirty (30) calendar days to respond to the request for additional information. A complainant's failure to respond to the request within thirty (30) calendar days may result in the administrative closure of complaint.

### **Jurisdiction**

If the City of Bluffton does not have sufficient jurisdiction to investigate the complaint, the Title VI Coordinator will refer the complaint to the appropriate local, state or federal agency holding such jurisdiction. The Title VI Coordinator will notify the complainant or their representative in writing that the complaint is outside of City of Bluffton's jurisdiction and where the complaint has been referred for further handling.

### **Title VI Coordinator Investigation**

The Title VI Coordinator will conduct a complete and thorough investigation of complaints inside the City of Bluffton's jurisdiction and based upon the information obtained will strive to render a final written response letter to the complainant or their representative by registered mail or hand delivery within sixty (60) calendar days. The Title VI Coordinator will inform the respondent of the complainant's allegations and request a position statement and a response to all aspects of the complainant's allegations. The Title VI Coordinator may assign a staff member to handle the investigation.

The Title VI Coordinator's final written response to the complainant will include a description of the complaint, a summary of the investigation and the findings of such, summaries of all individuals interviewed, and if appropriate, recommendations and resolutions. All written complaints, investigations, and responses will be retained by the City of Bluffton for at least three (3) years.

### **Confidentiality**

A complainant's identity shall be kept confidential except to the extent necessary to complete the investigation. If it is necessary to disclose the complainant's identity to the alleged person who may have discriminated against the complainant or a third-party, the City of Bluffton must first obtain the complainant's written consent. The City of Bluffton must also obtain the complainant's written consent before providing a copy of the complaint to any other individual(s) involved with the investigation.

### **Corrective Action**

If the City of Bluffton recommends corrective action, the City will give the respondent thirty (30) calendar days to inform the City of the actions taken for compliance. The Title VI Coordinator shall monitor the respondent's corrective action compliance. Such corrective action may include actions the respondent will complete at a future date within the initial thirty days, and must include the projected time in which the respondent will complete the action.

If the respondent has not taken the recommended correction action within the thirty-day period allowed, the City of Bluffton will take corrective action to be in compliance with Title VI. Noncompliance not corrected may be subject to sanctions as provided in 49 C.F.R. § 21.13.

### **DOJ Complaint**

If a complainant is dissatisfied with the final resolution of the complaint, the complainant has the right to file a complaint with:

Department of Justice  
Federal Coordination and Compliance Section -NWB Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

### **Records Retention**

The City of Bluffton will maintain all records of an investigation in a confidential area for three (3) years after the completion of the investigation.

### **Complaint Closure**

It is the general practice of the City of Bluffton to investigate all complete complaints. However, the City may administratively close a complaint at its discretion. The types of complaints that may be administratively closed and not investigated include, but are not limited to:

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

The City of Bluffton will notify the complainant in writing when a determination is made to administratively close a case without further investigation. The notification shall include a basis for the administrative closure.

### **VI. PUBLIC DISSEMINATION**

Title VI information will be displayed at City Hall and all places in which public meetings are held. The name and contact information of the City of Bluffton Title VI Coordinator will be displayed on the Title VI information.

The City of Bluffton Title VI plan and policy, which includes the ADA/Section 504 plan, Limited English Proficiency (LEP) plan and complaint procedures, is available on the City of Bluffton's Website at [www.blufftonindiana.net](http://www.blufftonindiana.net) Copies of any of these plans will be provided upon request. LEP individuals may obtain translated copies of these plans upon request. Any questions or comments regarding this plan should be directed to the Title VI Coordinator.

### **VII. COMMUNITY INVOLVEMENT AND OUTREACH**

The City of Bluffton is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation.

The City of Bluffton Board of Public Works and Safety meets weekly and the City of Bluffton Council meets bimonthly and those meetings are open to the public. Any meetings that are open to the public are published on the City of Bluffton's website and distributed to local media outlets. All City of Bluffton public meetings are held in locations accessible to individuals with disabilities. Upon request, translators can be provided free of charge to those individuals with limited English proficiency. Auxiliary aids are also available upon request. All such requests must be made at least forty-eight (48) hours in advance of the public meeting.

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

#### **VIII. DATA COLLECTION**

The City of Bluffton will collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities. The City of Bluffton will utilize a voluntary public involvement survey (Appendix H) to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, disability status, and household income.

The City of Bluffton plans to make this survey available at all public hearings and meetings and in appropriate City buildings. Completed surveys shall be retained for a period of three (3) years from the date of the meeting.

#### **IX. SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA)**

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and the Americans with Disabilities Act of 1990, as well as any other local, federal and state laws and regulations, the City of Bluffton will make every reasonable effort to ensure that no individual with a disability will be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of the City of Bluffton's programs or activities.

For more information regarding the City of Bluffton's ADA policy, please visit the City of Bluffton's website at [www.blufftonindiana.net](http://www.blufftonindiana.net). ADA complaint forms can also be obtained on the City of Bluffton's website or by contacting one of the City of Bluffton's ADA Coordinators.

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Phone: 260.824.1299

Tim Simpson, Street Commissioner  
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Phone: 260.824.0714

#### **X. LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

The City of Bluffton has prepared this plan in accordance with Title VI, which states that no person

shall be subjected to discrimination on the basis of race, color or national origin. The purpose of this plan is to help identify reasonable steps for providing language assistance to individuals with Limited English proficiency who wish to access services provided by the City of Bluffton.

Presidential Executive Order No. 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that individuals treated differently based upon their inability to speak, read, write or understand English is a type of national origin discrimination. Presidential Executive Order No. 13166 defines limited English proficiency persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

In order to prepare this plan, the City of Bluffton utilized the U.S. Department of Transportation four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City of Bluffton program, activity or service;
2. The frequency with which LEP persons come in contact with the City of Bluffton programs, activities and services;
3. The nature and importance of the programs, activities or services provided by the City of Bluffton to the LEP population; and
4. The resources available to the City of Bluffton and the overall costs to provide LEP assistance.

Using the U.S. Census Bureau's American Community Survey 2020 5-Year Estimates, approximately 0.8% of people in the City of Bluffton, age 5 years and older, speak English "less than very well." The City of Bluffton also surveyed its staff regarding the frequency of problems encountered with persons that are LEP. These surveys affirmed that the City of Bluffton staff rarely, if ever, have had issues communicating with and providing services for LEP individuals. When there has been contact with an LEP individual, the staff has been able to accommodate the language barrier.

The City also utilizes a Voluntary Title VI Public Involvement Survey (Appendix H) to assess the frequency with which LEP individuals come into contact with City programs, activities, and services. The Voluntary Title VI Public Involvement Survey is made available at public meetings and in appropriate public buildings.

In compliance with the U.S. Department of Transportation's LEP analysis, the City of Bluffton has considered and implemented the following:

- The number or proportion of LEP persons who may be served or likely to encounter a City of Bluffton program, activity or service is very small (approximately 0.8%).
- The frequency with which LEP persons come into contact with the City of Bluffton programs, activities, or services is very low, based on our staff survey.
- To ensure meaningful access to LEP persons to the City of Bluffton programs, activities, and services, the City offers interpretation services on an as needed basis if requested forty-eight (48) hours in advance. This service is provided free of charge.

The City of Bluffton is aware that its community profile is ever-changing. As a result, this LEP plan will be re-evaluated annually to ensure the plan remains reflective of community needs. Anyone



requiring special language services or accommodations must contact the Title VI Coordinator.

## **XI. POLICY AND MISSION STATEMENT**

### **The City of Bluffton Title VI Policy Statement**

The City of Bluffton values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, the City of Bluffton is required to conform to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation for, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Transportation on the grounds of race, color, age, sex, disability, national origin, or income status.

### **The City of Bluffton Title VI Mission Statement**

The City of Bluffton will comply with Title VI and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, national origin, age, sex, disability, or income status.

## **XII. SOCIAL EQUITY AND ENVIRONMENTAL JUSTICE**

Ensuring the meaningful involvement of low income, minority, disabled, senior, and other traditionally underrepresented communities is a key component of the City's public participation activities. The City of Bluffton's policies, procedures, and programs are consistent with federal and state environmental justice laws, regulations and requirements, Title VI, related nondiscrimination requirements and reflect the principles of social equity and environmental justice. Social equity means ensuring that all communities are treated fairly and are given equal opportunity to participate in the planning and decision-making process, with an emphasis on ensuring that traditionally disadvantaged groups are not left behind. Environmental justice means ensuring that plans, policies, and actions do not disproportionately affect low income and minority communities.

## **XIII. TITLE VI ASSURANCES**

The City of Bluffton (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 59, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that is in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Federal Aid Transportation Program and, HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21 .7(a)(1) of the Regulations.

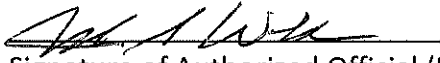
More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to the Federal Aid Transportation Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. The Recipient shall insert the following notification in all solicitations or bids for work or material subject to the Regulations and made in connection with the Federal Aid Transportation Program and, in adapted form, in all proposals for negotiated agreements: *Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, or national origin in consideration for an award.*
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance as a covenant running with the land, in any deed from the United States effecting transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisitions of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this Assurance as a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Transportation Program; and (b) for the construction or use of or access to space on, over, or under real property acquired or improved under the Federal Aid Transportation Program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following period: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subrecipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal Aid Transportation Program and is binding on it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The person or persons whose signature(s) appear below are authorized to sign this Assurance on behalf of the Recipient.

City of Bluffton, Indiana

Name of Recipient



Signature of Authorized Official (Mayor)

Date: 4/20/23

**XIV. MAJOR GOALS AND OBJECTIVES**

The major goals and objects are as follows:

1. Implement compliance and annual reviews of the Title VI plan making revisions as needed.
2. Review minority participation and examine appropriate methods of encouraging minority participation in City events and activities.
3. Review demographic information relative to the community and provide cost efficient methods of facilitating alternative language formats for those with LEP.
4. Ensure employees have received training on Title VI policies and procedures.

**XV. Title VI Reporting/Accomplishments**

Implement Title VI Policy: 8/19/2014

Train Department Heads on Title VI Program and LEP Plan: 11/17/2016

Rewrite Title VI Policy: 8/25/2018

Placement of Title VI Implementation Plan and forms on City of Bluffton Website: 8/26/2018

**XVI. Title VI Goals**

Train employees on Title VI: Ongoing

Identify sub-recipients: 06/30/2023

Provide training for sub-recipients: 09/30/2023

Publish Title VI Statement annually in the local Newspaper: 12/31/2023

Review all programs for Title VI implications: 12/31/2023

Update Title VI plan as needed and post on website with new revision date: 12/31/2023

XVII.

**APPENDICES**

- A. Title VI Assurance – General
- B. Title VI Assurance – Clauses for Deeds Transferring United States Property
- C. Title VI Assurance – Clauses for Transfer of, or Construction/Use/Access to Real Property Acquired or Improved Under the Activity, Facility, or Program
- D. Title VI Complaint Log
- E. Title VI Complaint Procedure
- F. External Complaint of Discrimination Form
- G. Complainant Consent/Release Form
- H. Voluntary Title VI Public Involvement Survey
- I. Acknowledgement of Receipt of Title VI Policy Guidelines

## APPENDIX A

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

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability, and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, and low income.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, and directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Bluffton, Indiana or the Indiana Department of Transportation ("INDOT") or to the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the City of Bluffton, Indiana or INDOT or the FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Bluffton, Indiana shall impose such contract sanctions as it or INDOT or the FHWA may determine to be appropriate, including but not limited to:
  - a. Withholding of payments to the contract under the contract until the contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs One (1) through six (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by Regulations, or directives issued pursuant thereto.

The contractor shall take such actions with respect to any subcontract or procurement as the City of Bluffton, Indiana or INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier as a result of such direction, the contractor may request the City of Bluffton, Indiana to enter into such litigation to protect the interests of the City of Bluffton, Indiana and, in addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses shall be included in all deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

#### (Granting Clause)

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

#### (Habendum Clause)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Bluffton, Indiana and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the City of Bluffton, Indiana, its successors and assigns.

The City of Bluffton, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person on the grounds of race, color, national origin, sex, age, disability, or low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the City of Bluffton, Indiana shall use the lands and interests in lands and interests in the land so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally- assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes - Implementation and Review Procedures, and as said Regulations and Acts be amended[, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to enter or re-enter said lands and facilities on said land, and the above described land and facilities will thereon revert to and vest and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Bluffton, Indiana pursuant to the provisions of **Assurance 7(a)**:

- A. The (grantee, lessees, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that: In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations as may be amended, such that no person on the grounds of race, color, national origin, sex, age, disability, or low income will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above nondiscrimination covenants, the City of Bluffton, Indiana will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said land and the facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*
- C. With respect to a deed, in the event of breach of any of the above nondiscrimination covenants, the City of Bluffton, Indiana shall have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the City of Bluffton, Indiana and its assigns. \*

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the City of Bluffton, Indiana pursuant to the provisions of **Assurance 7(b)**:

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives successors in interest, and assigns as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add “as a covenant running with the land”) that (1) no person on the ground of race, color, national origin, sex, age, disability, or low income shall be excluded from the participation in, denied the benefits, of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, low income, or limited English proficiency will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (Grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as may be amended, set forth in this Assurance.
  - B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above nondiscrimination covenants, the City of Bluffton, Indiana shall have the right to terminate the (license, lease, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc., as appropriate) had never been made or issued. \*
  - C. With respect to deeds, in the event of breach of any of the above nondiscrimination covenants, the City of Bluffton, Indiana shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the City of Bluffton, Indiana and its assigns. \*
- (\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**COMPLAINT LOG**

<b>CITY OF BLUFFTON INDIANA</b>							
<b>TITLE VI COMPLAINT LOG</b>							
<b>Case No.</b>	<b>Investigator</b>	<b>Complainant</b>	<b>Sub-recipient</b>	<b>Protected Category</b>	<b>Date Filed</b>	<b>Date of Final Report</b>	<b>Disposition</b>



**TITLE VI COMPLAINT PROCEDURE**

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, color, national origin, gender, age, disability, or low income status in violation of Title VI of the Civil Rights Act of 1964, as amended, and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative of such a person. It is the policy of the City of Bluffton to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure provided below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint shall be communicated to the City Title VI Coordinator. The complaint must be submitted within 180 days of the alleged discrimination. Complaint forms may be found in Appendix F, on the City of Bluffton's website at: [www.blufftonindiana.net](http://www.blufftonindiana.net), or by contacting the Title VI Coordinator. Individuals are not required to use the City's complaint form. If necessary, the City will help an individual reduce his or her complaint to writing for his or her signature.

Generally, a complaint must include the name, address, and telephone number of the complainant and a brief description of the alleged discriminatory conduct, including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation. Complaints shall be directed to the Title VI Coordinator:

Bri Lautzenheiser, Title VI Coordinator, ADA Coordinator  
Deputy Clerk Treasurer/Human Resources  
128 East Market Street  
Bluffton, IN 46714  
[bri@BlufftonIndiana.gov](mailto:bri@BlufftonIndiana.gov)  
260.824.1299

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

A complainant's identity shall be kept confidential except to the extent necessary to investigate.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination. The complaint investigation procedure is part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

**EXTERNAL COMPLAINT OF DISCRIMINATION FORM**

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

Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations ("Title VI") prohibit discrimination on the basis of race, color, national origin, sex, age, disability, or income status in connection with programs or activities receiving Federal financial assistance from the U.S. Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to City of Bluffton as a sub-recipient of Federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or braille. The City of Bluffton is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

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

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

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint. Complaints should be filed with the City of Bluffton Title VI Coordinator:

Bri Lautzenheiser, Title VI Coordinator, ADA Coordinator  
Deputy Clerk Treasurer/Human Resources  
128 East Market Street  
Bluffton, IN 46714  
[bri@BlufftonIndiana.gov](mailto:bri@BlufftonIndiana.gov)  
260.824.1299

Your complaint cannot be processed without your signature.

Name of complainant	Date
Signature of complainant	

<b>Complainant Information</b>		
Name (first, middle, last)		
Address (number and street, city, state, ZIP code)		
Home phone number ( ) -	Work phone number ( ) -	Cellular phone number ( ) -

<b>Person/Department you believe Discriminated Against You</b>		
Name (first, middle, last)		
Name of Department		
Address		
Home Phone Number ( ) -	Cell Phone Number ( ) -	Work Phone Number ( ) -
When was the last alleged discriminatory act? (month, day, year)		
Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged acts of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.		
The alleged discrimination was based on:  <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Gender <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Ancestry <input type="checkbox"/> Retaliation		
Name of complainant	Date	

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

Provide the names of any individuals with additional information regarding your complaint:

Name of witness 1 (first, middle, last)

Address

Home Phone Number ( ) -	Cell Phone Number ( ) -	Work Phone Number ( ) -
----------------------------	----------------------------	----------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 2 (first, middle, last)

Address

Home Phone Number ( ) -	Cell Phone Number ( ) -	Work Phone Number ( ) -
----------------------------	----------------------------	----------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 3 (first, middle, last)

Address

Home Phone Number ( ) -	Cell Phone Number ( ) -	Work Phone Number ( ) -
----------------------------	----------------------------	----------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

**COMPLAINANT CONSENT/RELEASE FORM**

Name (first, middle, last)	Telephone number (    )       -
Address (number and street, city, state, ZIP code)	
Case number(s) (if known)	
<p>As a complainant, I understand that during an investigation it may become necessary for the City of Bluffton to reveal my identity to individuals outside of the City of Bluffton Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the City of Bluffton to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the City of Bluffton.</p>	
<p>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED, and sign below.</p> <p><input type="checkbox"/> CONSENT</p> <p>I have read and understand the above information and authorize City of Bluffton to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize City of Bluffton to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p><input type="checkbox"/> CONSENT DENIED</p> <p>I have read and understand the above information and do not want the City of Bluffton to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without the City of Bluffton making a determination in my case.</p>	
Signature	Date (month, day, year)

**VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY**

As a recipient of Federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its Federal-aid highway programs and activities (23 C.F.R. § 200.9(b)(4)). The City of Bluffton is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the City of Bluffton will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended, and its related statutes and regulations.

If you have any questions regarding the City of Bluffton’s responsibilities under Title VI of the Civil Rights Act of 1964, as amended, or the Americans with Disabilities Act, please contact the Title VI/ADA Coordinator Bri Lautzenheiser. You may return the survey by folding it and placing it on the designated table or by mailing/emailing it to:

City of Bluffton  
 128 East Market Street  
 Bluffton, IN 46714  
[bri@BlufftonIndiana.gov](mailto:bri@BlufftonIndiana.gov)  
 260.824.1299

Date (month, day, year):	
Event/Project:	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Race: (check one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Black of African-American <input type="checkbox"/> Multiracial	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Other
Age: <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+	Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is English your preferred language? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what is your preferred language? _____	
Household Income: <input type="checkbox"/> \$0-\$12,000 <input type="checkbox"/> \$12,001-\$24,000 <input type="checkbox"/> \$24,001-\$36,000 <input type="checkbox"/> \$36,001-\$48,000 <input type="checkbox"/> \$48,001-\$60,000 <input type="checkbox"/> \$60,001+	

## Language Identification Cards

Side 1 of 2

Instructions: Place a check by the language spoken. 

- |  |                            |
|--|----------------------------|
| <input type="checkbox"/> Mark this box if you read or speak English.   | <i>English</i>             |
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                                       | <i>Arabic</i>              |
| <input type="checkbox"/> Խոսողո՞ւմ ե՞սք նշո՞ւմ կառուարեք այս քառակուսու՞մ, կթե՞ն խոսո՞ւմ կա՞մ կարողո՞ւմ եք հայերե՞ս: | <i>Armenian</i>            |
| <input type="checkbox"/> যদি আপনি বাংলা পাড়েন বা বলেন তা হলে এই বাক্স দাগ দিন।                                      | <i>Bengali</i>             |
| <input type="checkbox"/> សូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                                       | <i>Cambodian</i>           |
| <input type="checkbox"/> Motka i kahhon ya yangin òntòngnu' manaitai pat òntòngnu' kumentos Chamorro.                | <i>Chamorro</i>            |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。  | <i>Simplified Chinese</i>  |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。  | <i>Traditional Chinese</i> |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                             | <i>Croatian</i>            |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                                      | <i>Czech</i>               |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                                 | <i>Dutch</i>               |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بنید.                                 | <i>Farsi</i>               |
| <input type="checkbox"/> Cocher ici si vous lisez ou parlez le français.   | <i>French</i>              |
| <input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                       | <i>German</i>              |
| <input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.                                   | <i>Greek</i>               |
| <input type="checkbox"/> Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.                                       | <i>Haitian Creole</i>      |
| <input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                              | <i>Hindi</i>               |
| <input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob.                                       | <i>Hmong</i>               |
| <input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.                          | <i>Hungarian</i>           |

Source: *Language Identification Flashcard - 2004 Census Test*  
 U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce  
[www.lep.gov/ISpeakCards2004.pdf](http://www.lep.gov/ISpeakCards2004.pdf)

AOC  
2012

**Language Identification Cards**

Side 2 of 2

*Instructions: Place a check by the language spoken.* 

<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	<i>Italian</i>
<input type="checkbox"/> 日本語を讀んだり、話せる場合はここに印を付けてください。	<i>Japanese</i>
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	<i>Korean</i>
<input type="checkbox"/> ຈຳນວນໃຫຍ່ທີ່ ຖືກນຳມາໃຊ້ປະຈຳວັນ.	<i>Laotian</i>
<input type="checkbox"/> Kakōlleiki bōok (box) in elañfe kwōjela kajin im waakin (read) majōl.	<i>Marshallese</i>
<input type="checkbox"/> Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	<i>Polish</i>
<input type="checkbox"/> Assinale este quadrado se você lê ou fala português.	<i>Portuguese</i>
<input type="checkbox"/> Însemnați această căsuță dacă citiți sau vorbiți românește.	<i>Romanian</i>
<input type="checkbox"/> Пометьте этот квадратик, если вы читаете или говорите по-русски.	<i>Russian</i>
<input type="checkbox"/> Обележите овај квадратик уколико читате или говорите српски језик.	<i>Serbian</i>
<input type="checkbox"/> Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	<i>Slovak</i>
<input type="checkbox"/> Marque esta casilla si lee o habla español.	<i>Spanish</i>
<input type="checkbox"/> Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	<i>Tagalog</i>
<input type="checkbox"/> ให้ทำเครื่องหมายในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	<i>Thai</i>
<input type="checkbox"/> Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	<i>Tongan</i>
<input type="checkbox"/> Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	<i>Ukrainian</i>
<input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	<i>Urdu</i>
<input type="checkbox"/> Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	<i>Vietnamese</i>
<input type="checkbox"/> באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	<i>Yiddish</i>

Source: *Language Identification Flashcard - 2004 Census Test*  
 U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce  
[www.lep.gov/ISpeakCards2004.pdf](http://www.lep.gov/ISpeakCards2004.pdf)

AOC  
2012



Adopted by the Common Council of the City of Bluffton, Indiana, this 18<sup>th</sup> day of April, 2023, by the following vote:

AYES 5, to-wit:

[Signature]

[Signature]

[Signature]

[Signature]

Josh Hunt via Zoom

NAYS     , to-wit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT     , to-wit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Signature]  
Mayor John Whicker

ATTEST:

Tamara D Runyon  
Tamara D. Runyon, IAMC, MMC, CPFA, CMO  
Municipal Clerk-Treasurer

Presented by me to the Mayor of the City of Bluffton, Indiana, this 18<sup>th</sup> day of April, 2023.

Tamara D Runyon  
Tamara D. Runyon, IAMC, MMC, CPFA, CMO  
Municipal Clerk-Treasurer

Approved by me this 18<sup>th</sup> day of April, 2023.

[Signature]  
Mayor John Whicker

