# RESOLUTION NO. 2026-35

## TOWN OF SAINT PAUL, INDIANA

## A RESOLUTION ADOPTING THE TITLE VI IMPLEMENTATION PLAN AND AUTHORIZING ITS IMPLEMENTATION

WHEREAS, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., prohibits discrimination based on race, color, or national origin in programs and activities receiving federal financial assistance; and

WHEREAS, the Town of Saint Paul, Indiana (the "Town"), intends to comply with the nondiscrimination requirements applicable to the federal financial assistance it receives or seeks, including applicable requirements administered by the Indiana Department of Transportation ("INDOT") and the Federal Highway Administration ("FHWA"); and

WHEREAS, the Town Council desires to establish written policies, assigned responsibilities, complaint procedures, assurances, training, public participation, and reporting practices through a Town-specific Title VI Implementation Plan; and

WHEREAS, the Town Council has reviewed the Title VI Implementation Plan attached to this Resolution as Exhibit A, including its appendices, and desires to adopt and implement that Plan;

**NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Saint Paul, Indiana, as follows:**

**Section 1. Adoption.** The Title VI Implementation Plan attached as Exhibit A, including Appendices A through G (the "Plan"), is adopted and incorporated into this Resolution. The Town's officials, employees, and persons administering Town programs shall carry out their assigned responsibilities under the Plan.

**Section 2. Nondiscrimination policy.** The Town adopts the nondiscrimination policy in the Plan. Title VI protections based on race, color, and national origin apply as required by federal law. The broader protections stated in the Plan are also adopted as Town policy and shall be administered consistently with other applicable federal, state, and local laws.

**Section 3. Coordinator.** Alyssa Hall, serving as Title VI Coordinator, is designated the Town's Title VI Coordinator. For Title VI matters, the Coordinator shall have direct access to the Town Council President and the Town Council and authority to obtain relevant Town records and staff cooperation, subject to applicable law. This designation does not constitute appointment of an ADA Coordinator.

TOWN OF SAINT PAUL, INDIANA

## Resolution No. 2026-35

**Section 4. Assurances and execution.** The Town Council President is authorized to execute the assurances in Appendix A on behalf of the Town and, after review by the Town Attorney, the corresponding nondiscrimination assurance forms prescribed by an applicable funding agency. The Clerk-Treasurer may attest and certify the documents. Any prescribed form imposing materially different commitments shall be returned to the Council before execution.

**Section 5. Implementation and resources.** The Coordinator shall arrange publication of the Plan and public notice, implementation of the complaint procedure, appropriate training, program reviews, and required submissions. Officials responsible for Town programs shall cooperate and supply information. Expenditures remain subject to lawful appropriations and applicable purchasing requirements. Implementation milestones do not extend any statutory, grant, or agency deadline.

**Section 6. Review and administration.** The Coordinator shall maintain implementation records and prepare an annual accomplishments-and-goals report for Council review and any required agency submission. With the Town Attorney's review, the Coordinator may update contact information, factual records, and administrative forms without changing substantive policy. Changes to the designated Coordinator or substantive commitments require Council approval. The Clerk-Treasurer shall retain the adopted and subsequently updated versions.

**Section 7. Other obligations; effective date.** This Resolution and Plan do not replace the Town's separate ADA obligations, any applicable agency-specific plan or assurance, or actual implementation. They do not certify completion of actions not performed or agency approval not received. Inconsistent prior Town Title VI policies are superseded prospectively, without impairing existing legal or contractual obligations. This Resolution takes effect upon adoption.

ADOPTED AND PASSED by the Town Council of the Town of Saint Paul, Indiana, this 3rd day of November, 2026, at a duly convened public meeting.

**TOWN COUNCIL OF THE TOWN OF SAINT PAUL**

Printed name: Joshua Sandy President

Printed name: Kimberly Livingston Member

Printed name: Tom Ray Member

**ATTEST:**

Alyssa Hall, Clerk-Treasurer

**EXHIBIT A**

# TITLE VI IMPLEMENTATION PLAN

## Town of Saint Paul, Indiana

Adopted by Resolution No. 2026-35 on November 3, 2026.

This Plan establishes the Town's Title VI program and the procedures for carrying it out. Its policies take effect with the adopting Resolution. Actual program information and accomplishments are maintained in the records described below; future goals are not statements of completed work.

### Program contact

**Alyssa Hall, Title VI Coordinator**
c/o Saint Paul Clerk-Treasurer's Office
106 N. Webster Street | P.O. Box 235 | Saint Paul, IN 47272
Telephone: 765-525-7631 | Email: stpaulclerktreas@tds.net

Public posting location: Saint Paul Clerk-Treasurer's Office and other public-facing Town facilities.
Electronic posting location: https://www.stpaulin.org/.

### Plan contents


| Section | Subject |
|---|---|
| 1 | Introduction and nondiscrimination policy |
| 2 | Coordinator, organization, and staff training |
| 3 | Assurances, contracting, and program review |
| 4 | Complaints of discrimination |
| 5 | Limited English proficiency and language access |
| 6 | Public involvement, data, and annual reporting |
| Appendix A | Town assurances and contract/property supplements A-1 through A-5 |
| Appendix B | Public notice and complaint policy |
| Appendix C | Complaint, investigation, and lawsuit log |
| Appendix D | Discrimination complaint form |
| Appendix E | Voluntary public involvement survey |
| Appendix F | Language-assistance request record and four-factor assessment |
| Appendix G | Annual accomplishments, program inventory, and initial work plan |

## 1. Introduction and nondiscrimination policy

The Town adopts this Plan to organize compliance with Title VI and related nondiscrimination requirements applicable to its programs, activities, facilities, and federal financial assistance. The highway-related procedures are designed for assistance administered through INDOT and FHWA. Where assistance comes from another agency, the Coordinator shall identify and comply with that agency's applicable procedures and supplementary requirements.

### Title VI protections and Town policy

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under a Town program or activity receiving federal financial assistance. Retaliation, intimidation, threats, coercion, or interference with the exercise of protected rights are prohibited.

As Town policy, the Town also prohibits discrimination in its programs and activities based on age, sex, sexual orientation, gender identity, disability, religion, income status, or limited English proficiency. These broader protections are not represented to be categories covered by Title VI itself. They operate as Town policy and, where applicable, under other nondiscrimination laws. The Town will make reasonable efforts to remove barriers to participation and to provide fair access to its services regardless of a program's funding source.

Federal coverage extends to the operations included in the definition of "program or activity" in 42 U.S.C. § 2000d-4a. The Town's policy applies to all Town programs and activities without narrowing the coverage required by law. Contractors and subrecipients must comply with requirements applicable to their covered work and agreements.

### Related authorities and separate responsibilities

The Town will comply, as applicable, with 49 C.F.R. Part 21; 23 C.F.R. Part 200; Section 504 of the Rehabilitation Act, 29 U.S.C. § 794; Title II of the Americans with Disabilities Act, 42 U.S.C. § 12131 et seq.; the Age Discrimination Act, 42 U.S.C. § 6101 et seq.; and 23 U.S.C. § 324. Additional authorities applicable to particular programs are identified in Appendix A-5. Each authority applies according to its own scope, requirements, and exceptions, as legally in effect.

The Town will not exclude a qualified individual with a disability from a covered program or service because of disability and will meet its applicable effective-communication and reasonable-modification obligations. This Plan does not adopt or replace an ADA self-evaluation, transition plan, grievance procedure, accommodation process, or coordinator designation required by applicable law. Employment, housing, education, and other specialized matters shall also be directed to the appropriate process.

### Publication and access

The Coordinator shall post Appendix B in the Clerk-Treasurer's Office and public-facing Town facilities, publish the Plan and complaint materials through the designated public website or public host, and provide paper copies on request. Staff shall explain how to obtain assistance and file a complaint. The public must not be required to use the internet to exercise these rights.

## 2. Coordinator, organization, and staff training

The Coordinator designated by the Council is Alyssa Hall, Title VI Coordinator. The central contact information appears at the beginning of this Plan and in Appendix B. The Coordinator shall report directly to the Council President and Council on Title VI matters. This administrative arrangement does not alter an elected official's independent statutory powers.

| Role | Title VI responsibilities |
|---|---|
| Town Council | Adopt policy, designate the Coordinator, consider findings and corrective measures, and approve necessary resources and substantive changes. |
| Council President | Provide executive oversight for this program, support prompt access to records and officials, and sign authorized assurances. |
| Title VI Coordinator | Maintain the Plan, receive and refer complaints, provide training, coordinate language access and outreach, review covered programs, monitor compliance, and prepare reports. |
| Clerk-Treasurer's Office | Maintain the adopted record, receive public submissions, help identify funding and procurement records, and support publication and reporting. |
| Program officials / designees | Carry out the Plan in their assigned programs; provide project, contract, service, complaint, language, and training records; implement corrective measures. |
| Town Attorney | Advise on legal requirements, conflicts, complaint referrals, agency forms, public records issues, and substantive Plan amendments. |

The Coordinator shall keep a current roster of the Town's actual departments, programs, responsible officials, and outside administrators. Each program shall identify a responsible liaison. The roster is an administrative record maintained with this Plan. During a coordinator vacancy or absence, the Clerk-Treasurer's Office shall receive and promptly route complaints; the Council shall designate an acting or successor Coordinator without interrupting required referrals.

### Training and employee dissemination

The Coordinator shall complete relevant INDOT or other appropriate Title VI training promptly after designation and at least every two years for the INDOT program, or more frequently if required. Before handling public inquiries, staff shall receive instructions on nondiscrimination, complaint intake and the three-business-day referral requirement, language assistance, disability-related referrals, record preservation, and retaliation.

The Coordinator shall arrange an annual staff briefing, provide orientation materials to new employees and program designees, and provide updates when procedures change. Employees shall promptly deliver complaints and requests to the Coordinator rather than attempt to screen them out. The training record shall identify the date, provider, topic, attendees, materials, and any completion certificate. Planned training shall not be listed as completed training.

## 3. Assurances, contracting, and program review

### Execution and use of assurances

Appendix A contains the Town's assurances for its Federal-Aid Highway Program, with contract and property clauses and related authorities. The Council President shall sign under the authority of the adopting Resolution. The Coordinator shall retain a complete executed copy, including all applicable supplements, and include it with submissions when required. Adoption of this Plan does not itself sign the assurances.

Where INDOT or another awarding agency requires its own form, the Town shall use the agency-prescribed form after the Town Attorney reviews it. The Town shall obtain agency acceptance of any modified required assurance before relying on that modification. The Appendix A form does not establish that an awarding agency has accepted it or excuse execution of a separately required form.

### Procurement and property transactions

Before issuing a covered solicitation, the responsible official shall confirm the funding source and include the required nondiscrimination notice. Before execution of a covered agreement, the official shall confirm inclusion of applicable assurances, contract clauses, flow-down requirements, and agency-required provisions. Covered work includes professional services, construction, supplies, equipment, and subawards as applicable. No separate disadvantaged-business program is created by this Plan; requirements of any applicable program remain independently controlling.

Property transactions involving federally assisted land, facilities, or interests shall be submitted to the Town Attorney for the appropriate covenants in Supplements A-2, A-3, and A-4 and any agency-prescribed language. Incorporating these specimens into the Plan does not itself convey property, impose a new covenant on a particular parcel, or exercise a reverter. A transaction-specific instrument must be properly approved and executed.

### Monitoring and correction

At least annually and before a new covered program begins, the Coordinator and responsible officials shall review program access, public notices, service delivery, complaint handling, language needs, contracting, property acquisition, outreach, and training. The review shall consider who benefits, how decisions are made, and whether evidence indicates unlawful discrimination. A statistical difference may warrant inquiry; it is not, by itself, a finding of a Title VI violation.

For contractors and any lower-tier subrecipients, the Town shall review required clauses and compliance information, follow up on complaints or identified deficiencies, and document corrective action. The Town will cooperate with INDOT, FHWA, and other authorized reviews and provide lawful access to relevant records, facilities, and personnel.

A documented deficiency shall identify the issue, responsible official, required corrective action, target date, agency notification if applicable, and completion evidence. Immediate protective action shall be taken when warranted. Unresolved issues shall be referred to the Council and Town Attorney. Contract remedies shall be exercised consistently with the contract, applicable law, and any controlling agency direction; federal enforcement remains with the appropriate agency.

## 4. Complaints of discrimination

### Filing and assistance

A person or representative may submit a complaint concerning Town programs, contractors, or subrecipients to the Coordinator, the Clerk-Treasurer's Office, or directly to an appropriate state or federal agency. Appendix D is available but is not mandatory. A signed letter or signed scanned complaint sent by email is acceptable for Town intake; the Town does not require a separately mailed original before recording or referring a complaint.

A complaint should identify the complainant and contact information, the respondent or program, the alleged basis of discrimination, what occurred, and the date of the most recent alleged act. Staff shall assist with reducing an oral complaint to writing for the complainant's review and signature and arrange language assistance or an accessible format when needed. Do not delay recording or required referral while seeking missing information.

A Title VI complaint ordinarily must be filed within 180 calendar days of the last alleged discriminatory act, unless the agency with jurisdiction grants an extension. An ongoing violation should be described. The receiving agency determines timeliness, jurisdiction, and any extension; the Town shall not screen out an FHWA-related complaint as untimely or incomplete instead of forwarding it.

### Town intake and FHWA referral

**1. Record and preserve.** Date-stamp the initial receipt, enter the complaint in Appendix C, preserve attachments and related records, and notify the Coordinator and Town Attorney promptly. Staff shall deliver a complaint to the Coordinator immediately upon receipt.

**2. Refer within three business days.** The Coordinator shall forward every FHWA Title VI complaint received by the Town to INDOT within three business days of the Town's initial receipt, with available supporting material. INDOT forwards the matter to FHWA. A request for missing information does not restart or suspend this period. If the funding source is uncertain, the Coordinator shall promptly consult INDOT rather than allow the referral period to expire.

**3. Acknowledge and cooperate.** The Coordinator shall promptly notify the complainant of receipt and referral and provide agency contact information. FHWA determines acceptance, investigation arrangements, and federal findings. The Town shall not substitute a local adjudication or appeal process for the federal process.

**4. Address local concerns without obstruction.** The Town may preserve evidence, prevent retaliation, correct service problems, and consider voluntary corrective action in consultation with counsel and the responsible agency. Such action shall not delay referral or condition access to external remedies. A person named in a complaint shall not control its disposition; a nonconflicted official shall manage Town coordination.

Complaints governed by another funding agency or a separate employment, disability, housing, or local policy process shall be routed promptly to that process with legal guidance. Local intake does not extend an external deadline, require exhaustion of Town remedies, or eliminate the right to seek counsel. Records will be protected as required by law, but absolute confidentiality is not promised. See Appendix B for direct INDOT and FHWA filing addresses.

## 5. Limited English proficiency and language access

The Town will take reasonable steps to provide meaningful access to Town programs and vital information for persons with limited English proficiency (LEP). This is a Town service policy as well as a means of meeting applicable nondiscrimination and funding requirements. The Town will evaluate current legal and agency requirements without treating a revoked executive order as independent authority.

### Four-factor assessment

The Coordinator shall document the following assessment in Appendix F and update it at least annually and when a new program, changed service area, or request pattern warrants. Use current, identified data appropriate to the Town or the actual program service area.

**1. Number and proportion.** Identify LEP language groups among people eligible to be served or likely to encounter the program, using current Census/ACS data and appropriate local information. Record the geography, data vintage, counts, percentages, and significant limitations.

**2. Frequency of contact.** Review actual requests and contacts across Town programs. A lack of recorded requests is not proof that no assistance is needed; consider awareness and access barriers.

**3. Nature and importance.** Identify vital documents and services, including complaint materials, safety or service-interruption notices, applications, and decisions affecting important rights or benefits, as applicable.

**4. Resources and cost.** Identify available qualified interpretation and translation resources, access arrangements, estimated costs, staff responsible for arranging service, and any additional resources requiring approval.

### Providing assistance

Staff shall ask for the preferred language, contact the Coordinator or designated backup, and arrange competent interpretation or translation without charging the person. A person need not bring a family member or friend. Staff should not rely on a minor as interpreter except for an immediate emergency until competent assistance is available. Translation quality shall be checked for vital materials; automated translation alone shall not be relied upon where an error could affect important rights, safety, or access.

The Coordinator shall arrange translation of vital materials for identified language groups and individual circumstances. As a Town planning trigger, an LEP language group reaching five percent or 1,000 persons, whichever is less, of persons eligible to be served will trigger review and provision of written translations of vital documents. This trigger does not limit assistance to smaller groups or replace a more protective applicable agency requirement.

Appendix F records requests, the assistance provided, response time, provider, and any follow-up. For public meetings, advance notice of a request is helpful, preferably 48 hours, but is not an automatic cutoff. The Town shall make reasonable efforts to address late requests. Assistance duties begin with the Plan; data collection or a future work-plan date is not a reason to defer an immediate request.

## 6. Public involvement, data, and annual reporting

### Public involvement

For covered projects and programs, the responsible official shall identify affected communities, provide understandable notice through public postings and the designated Town website or public host, and use additional appropriate channels such as direct notice, local media, or community organizations to reach people who may otherwise be missed. Outreach shall not depend solely on internet access. The Town will seek participation by affected racial, ethnic, language, and disability communities and other interested persons without excluding anyone.

Meetings shall be held in accessible locations. Notices shall identify how to request language assistance, disability-related assistance, and alternative ways to comment. The official shall document comments received, how they were considered, and any changes or responses. Appendix E may be offered to gather voluntary participant information. Completing the survey or identifying a protected characteristic shall never be a condition of attendance, comment, service, or benefits.

### Data collection, review, and retention

The Coordinator shall maintain the program and funding inventory; current service-area demographic and language data; public participation records and optional survey results; complaints, investigations, and lawsuits; language-assistance requests and responses; training records; executed assurances and relevant contract reviews; and documented program reviews and corrective actions. Where applicable, data shall distinguish persons eligible to be served from actual participants and beneficiaries.

The annual review shall evaluate whether notices reach affected persons, services and benefits are administered without unlawful discrimination, language and disability assistance is effective, complaint referrals are timely, and contracts contain the required provisions. Demographic patterns shall be assessed in context as possible indicators requiring inquiry, not automatic findings of discrimination.

Records shall be retained for at least three years and longer when required by an applicable award, approved Indiana records-retention schedule, audit, complaint, investigation, or litigation hold. For award records subject to 2 C.F.R. § 200.334, the applicable retention period and starting event control; a general three-year period measured from creation shall not shorten them. Access and disclosure shall comply with applicable law. Public reports should use aggregate information and avoid unnecessary personal identifiers.

### Annual accomplishments and goals

The Coordinator shall use Appendix G to distinguish verified accomplishments from future work. The report shall identify its reporting period, program changes, complaints and their status, training, assistance requests, outreach, contract reviews, corrective actions, and next-year goals. Record an absence of activity only after checking the relevant records. Do not infer "none" from an empty form.

For the initial submission, the Coordinator shall promptly confirm the agency's deadline and required package. Beginning in 2027, an annual review shall be prepared for Council consideration by September 15, allowing an updated Plan, assurances, and accomplishments-and-goals report to be submitted by INDOT's October 1 annual deadline unless INDOT directs otherwise. Other agencies' schedules also apply. Retain submission and receipt records, track agency comments, and respond to identified deficiencies. No planned completion date extends an earlier legal or agency deadline.

APPENDIX A

## Town nondiscrimination assurances

### Federal-Aid Highway Program | USDOT / FHWA assistance

The Town of Saint Paul, Indiana (the "Recipient"), as a condition of receiving federal financial assistance from the United States Department of Transportation ("USDOT"), including assistance through the Federal Highway Administration ("FHWA") and the Indiana Department of Transportation ("INDOT"), agrees to comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; 49 C.F.R. Part 21; 23 C.F.R. Part 200 as applicable; and other applicable nondiscrimination authorities. These are referred to below as the "Acts and Regulations."

The Recipient gives assurance that it will promptly take the measures necessary so that no person in the United States, on the ground of race, color, or national origin, is excluded from participation in, denied the benefits of, or subjected to discrimination under a program or activity for which it receives federal financial assistance. Other protected categories and obligations apply under the pertinent authorities and the Town policy stated in the Plan.

These assurances apply to all operations included within the statutory definition of "program or activity," including 42 U.S.C. § 2000d-4a, without limiting any broader applicable obligation. They are continuing commitments, not a representation that all implementation actions have already been completed.

### Specific assurances

**1. Program operation.** Each covered activity, facility, and program will be conducted or operated in compliance with requirements imposed by the Acts and Regulations.

**2. Solicitation notice.** The Recipient will include the following notice in covered solicitations and requests for proposals and, in adapted form, proposals for negotiated agreements. Any additional or specifically prescribed agency notice shall also be used:

"The Town of Saint Paul, Indiana, in accordance with Title VI of the Civil Rights Act of 1964 and applicable regulations, notifies all bidders and proposers that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids and proposals and that no person or enterprise will be discriminated against on the grounds of race, color, or national origin in consideration for an award."

**3. Contract clauses.** The Recipient will insert Supplements A-1 and A-5, and any additional agency-prescribed clauses, in every contract or agreement subject to the Acts and Regulations.

**4. Federal property conveyances.** The Recipient will include the clauses in Supplement A-2 as a covenant running with the land in any deed from the United States transferring covered real property, structures, use, improvements, or interests to the Recipient.

**5. Federally assisted facilities.** When federal assistance is provided to construct a facility or part of a facility, these assurances extend to the entire facility and facilities operated in connection with it.

APPENDIX A

## Town nondiscrimination assurances (continued)

**6. Property interests.** When federal assistance is provided in the form of, or for the acquisition of, real property or an interest in real property, these assurances extend to rights to space on, over, or under that property.

**7. Subsequent transfers and use.** The Recipient will include the applicable clauses in Supplements A-3 and A-4 as covenants running with the land in future deeds, leases, licenses, permits, and similar instruments with other parties for (a) subsequent transfer of real property acquired or improved under a covered activity, facility, or program, and (b) construction, use of, or access to space on, over, or under such property.

**8. Duration.** These assurances bind the Recipient for the period federal assistance is extended to the program. Where assistance provides personal property, real property, an interest in property, structures, or improvements, the assurances bind the Recipient or transferee for the longer of (a) the period the property is used for the assisted purpose or another purpose involving similar services or benefits, or (b) the period the Recipient retains ownership or possession.

**9. Administration and flow-down.** The Recipient will maintain methods of administration sufficient to give reasonable assurance of compliance by the Recipient and covered subrecipients, subgrantees, contractors, subcontractors, consultants, transferees, successors, and other program participants. It will monitor compliance and take appropriate action concerning identified deficiencies.

**10. Enforcement and access.** The United States may seek judicial enforcement of these assurances. The Recipient will comply, and require covered downstream participants to comply, with applicable requirements concerning access to records, accounts, information, facilities, and staff; program and compliance reviews; complaint investigations; data collection; evaluation; and timely, complete, accurate reporting to USDOT, FHWA, INDOT, or their authorized designees.

These assurances are given in consideration of obtaining federal grants, loans, contracts, agreements, property, discounts, and other federal financial assistance through the covered program. They bind the Recipient and applicable successors, transferees, and downstream participants. Agency-prescribed assurances and award conditions shall also be executed and satisfied where required. No alteration to a prescribed assurance is effective against the awarding agency without its acceptance.

**TOWN OF SAINT PAUL, INDIANA**

By: _____

Printed name: Joshua Sapp

Title: President, Saint Paul Town Council

Date: November 3, 2026

Authorized by Resolution No. 2026-35 adopted November 3, 2026.

## Contract nondiscrimination clauses

During performance of this contract, the contractor, including a consultant where applicable, for itself, its assignees, and successors in interest, agrees as follows:

**1. Compliance.** The contractor shall comply with the Acts and Regulations relative to nondiscrimination in federally assisted USDOT/FHWA programs, as legally amended and applicable to the work. Those requirements and Supplement A-5 are incorporated into this contract.

**2. Nondiscrimination.** The contractor shall not discriminate on the grounds of race, color, or national origin in performing the work or selecting and retaining subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate directly or indirectly in discrimination prohibited by the Acts and Regulations, including employment practices to the extent covered by 49 C.F.R. Part 21. The contractor shall also comply with other applicable statutory protections and the broader nondiscrimination requirements expressly included in the Town's contract.

**3. Solicitation of subcontracts.** In every competitive or negotiated solicitation for subcontract work, materials, or equipment covered by this contract, the contractor shall notify potential subcontractors and suppliers of the obligations under the Acts and Regulations and this contract concerning nondiscrimination based on race, color, or national origin and any additional applicable contract requirements.

**4. Information and reports.** The contractor shall provide information and reports required by the Acts and Regulations and applicable directives and permit access to its books, records, accounts, other information, and facilities as the Town, INDOT, or FHWA determines pertinent to compliance. If necessary information is exclusively held by another person who fails or refuses to provide it, the contractor shall certify that fact to the Town, INDOT, or FHWA, as appropriate, and describe its efforts to obtain the information.

**5. Noncompliance.** In the event of noncompliance, the Town shall impose such lawful contract sanctions as it or the responsible agency determines appropriate, including withholding payments pending compliance or cancelling, terminating, or suspending the contract in whole or in part, subject to the governing agreement and applicable law. The contractor shall comply with authorized corrective directions.

**6. Incorporation and enforcement.** The contractor shall include paragraphs 1 through 6 and applicable nondiscrimination authorities in every covered subcontract, including materials and equipment leases, unless exempt under the Acts and Regulations or applicable directives. The contractor shall take action concerning a subcontract or procurement as the Town, INDOT, or FHWA directs to enforce these provisions. If such direction causes or threatens litigation by a subcontractor or supplier, the contractor may request that the Town enter the litigation to protect its interests and that the United States enter to protect the interests of the United States.

These clauses supplement, and do not replace, any mandatory agency contract provisions. The responsible official shall include the exact agency-prescribed clauses when required and obtain legal review of any conflict before executing the agreement.

APPENDIX A | SUPPLEMENT A-2

## Deeds transferring United States property

For use in an instrument transferring covered property from the United States under Assurance 4. The transaction-specific legal description, authority, parties, and any agency-required terms must be supplied in the actual instrument.

### Granting clause

NOW, THEREFORE, the United States Department of Transportation, as authorized by applicable federal law and upon the condition that the Town of Saint Paul, Indiana, will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the regulations governing the Federal-Aid Highway Program, and the policies and procedures prescribed by FHWA, and in compliance with 49 C.F.R. Part 21 implementing Title VI of the Civil Rights Act of 1964, does hereby remise, release, quitclaim, and convey unto the Town of Saint Paul, Indiana, all right, title, and interest of the United States Department of Transportation in the lands described in the legal-description exhibit attached to the conveyance instrument.

### Habendum and nondiscrimination covenant

TO HAVE AND TO HOLD those lands and interests unto the Town of Saint Paul, Indiana, and its successors forever, subject to the covenants, conditions, restrictions, and reservations in the instrument. The nondiscrimination covenant remains effective during the period the property or structures are used for the federally assisted purpose or another purpose involving similar services or benefits and is binding on the Town, its successors, and assigns.

In consideration of the conveyance, the Town covenants and agrees, as a covenant running with the land for itself, its successors, and assigns, that:

**(1)** No person shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination regarding any facility located wholly or partly on, over, or under the conveyed land.

**(2)** The Town will use the conveyed lands and interests in compliance with the requirements imposed by or under Title VI and 49 C.F.R. Part 21, as legally amended and applicable, and any other nondiscrimination requirements imposed by the conveyance or governing assistance.

### Conditional reverter language

If required by the conveying federal agency for the particular instrument, include: "In the event of breach of the foregoing nondiscrimination covenants, the United States Department of Transportation shall have the right to enter or re-enter the lands and facilities, and the described lands and facilities shall revert to and vest in the United States Department of Transportation and its assigns, as its interest existed before this conveyance."

A reverter and related language shall be included only when required or determined appropriate for the specific transaction by the responsible agency and approved through the Town's transaction review. Adoption of this specimen is not the execution of a deed or the creation of a parcel-specific reverter.

APPENDIX A | SUPPLEMENT A-3

## Later transfers of federally assisted property

For deeds, licenses, leases, permits, and similar instruments under Assurance 7(a) involving property acquired or improved through a covered program. Identify the actual transferee and property in the transaction instrument.

### Nondiscrimination covenant

The grantee, lessee, licensee, permittee, or other transferee, as applicable (the "Transferee"), for itself and its heirs, personal representatives, successors in interest, and assigns, as part of the consideration for the instrument, covenants and agrees as follows. In deeds and leases, this covenant shall be stated to run with the land.

If facilities are constructed, maintained, or otherwise operated on the described property for a purpose for which a USDOT activity, facility, or program is extended, or another purpose involving similar services or benefits, the Transferee shall maintain and operate those facilities and services in compliance with the applicable Acts and Regulations, including Title VI and 49 C.F.R. Part 21, as legally amended, so that no person, on the ground of race, color, or national origin, is excluded from participation in, denied the benefits of, or subjected to discrimination in their use.

The Transferee shall comply with any additional nondiscrimination covenant required by the applicable federal assistance or the transaction instrument and shall preserve required covenants in subsequent covered transfers.

### Conditional remedies for the transaction

**Licenses, leases, and permits.** Where required or appropriately included in the actual instrument: "Upon breach of a foregoing nondiscrimination covenant, the Town of Saint Paul, Indiana, may terminate the license, lease, permit, or other instrument and enter, re-enter, and repossess the lands and facilities and hold them as provided in that instrument and applicable law."

**Deeds.** Where a reverter is required or determined necessary for the actual transaction: "Upon breach of a foregoing nondiscrimination covenant, the Town of Saint Paul, Indiana, may enter or re-enter the described lands and facilities, which shall revert to and vest in the Town and its assigns as provided in this deed."

The Town Attorney and responsible agency shall review the necessity, scope, and wording of any termination, re-entry, or reverter provision for the particular transaction. This Plan does not itself convey property, create a reverter, or authorize a property transaction otherwise requiring Council approval.

APPENDIX A | SUPPLEMENT A-4

## Construction, use, and access to assisted property

For deeds, licenses, leases, permits, and similar instruments under Assurance 7(b) involving construction, use, or access to real property acquired or improved through a covered program.

The grantee, lessee, licensee, permittee, or other authorized user (the "User"), for itself and its heirs, personal representatives, successors in interest, and assigns, as part of the consideration for the instrument, covenants and agrees as follows. In deeds and leases, the covenant shall be stated to run with the land:

**(1)** No person, on the ground of race, color, or national origin, shall be excluded from participation in, denied the benefits of, or subjected to discrimination in using the covered facilities.

**(2)** In constructing improvements on, over, or under the land and furnishing services thereon, no person, on the ground of race, color, or national origin, shall be excluded from participation in, denied the benefits of, or subjected to discrimination.

**(3)** The User shall use the premises in compliance with the applicable requirements imposed by or under Title VI, 49 C.F.R. Part 21, and other applicable Acts and Regulations, as legally amended, and the nondiscrimination provisions of the governing assistance and instrument.

### Conditional remedies for the transaction

For a license, lease, permit, or similar instrument, include the required or appropriate termination and re-entry remedy after legal review: "Upon breach of the foregoing nondiscrimination covenants, the Town of Saint Paul, Indiana, may terminate this instrument and enter, re-enter, and repossess the land and facilities as provided in the instrument and applicable law."

For a deed, include a reverter only when required or determined necessary for the particular transaction: "Upon breach of the foregoing nondiscrimination covenants, the Town of Saint Paul, Indiana, may enter or re-enter the land and facilities, which shall revert to and vest in the Town and its assigns as provided in the deed."

Required agency language and the terms of the approved transaction instrument control. No parcel-specific instrument or remedy is executed or exercised by adoption of this specimen.

APPENDIX A | SUPPLEMENT A-5

## Pertinent nondiscrimination authorities

During performance of a covered agreement, the contractor, for itself, its assignees, and successors in interest, shall comply with the following authorities to the extent applicable to the work and legally in effect. The scope of each authority is determined by that authority, not by this list.

| Subject | Authority and application |
|---|---|
| Title VI | Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., and 49 C.F.R. Part 21: race, color, and national-origin nondiscrimination in covered federally assisted programs. |
| Highway program | 23 U.S.C. § 324 and applicable provisions of 23 C.F.R. Part 200: sex nondiscrimination and administration of the highway nondiscrimination program. |
| Disability | Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 49 C.F.R. Part 27; and applicable provisions of the Americans with Disabilities Act, including 42 U.S.C. § 12131 et seq., 28 C.F.R. Part 35, and transportation regulations where applicable. |
| Age | Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107, and applicable implementing regulations. |
| Institutional coverage | Civil Rights Restoration Act of 1987, Public Law 100-259, including the applicable definition of program or activity in 42 U.S.C. § 2000d-4a and the corresponding provisions for other covered civil rights statutes. |
| Acquisition / relocation | Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C. § 4601 et seq., and applicable regulations for covered acquisitions and displacements. |
| Education | Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., for covered education programs or activities. |
| Other applicable protections | Title VII, 42 U.S.C. § 2000e et seq., for covered employment; the Fair Housing Act, 42 U.S.C. § 3601 et seq., for covered housing matters; and applicable state, local, and program-specific nondiscrimination requirements. |

The Town's broader nondiscrimination policy does not convert every listed category or activity into a Title VI claim. Agency-prescribed terms, including any additional required statutory references or contract provisions, must be used for the applicable award. This list does not revive a revoked executive order or superseded regulation.

# Public notice and complaint policy

## Town of Saint Paul, Indiana

The Town of Saint Paul does not discriminate on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. The Town also maintains broader nondiscrimination protections as stated in its Title VI Implementation Plan and complies with other applicable civil rights laws. Retaliation for raising a concern, filing a complaint, or participating in a protected process is prohibited.

### How to file a complaint

A person or representative who believes discrimination occurred may submit a signed complaint using the Town's form or a letter. Describe what happened, the program or person involved, the alleged basis, the date of the last alleged act, and your contact information. A Title VI complaint ordinarily must be filed within 180 calendar days of the last alleged discriminatory act, unless the responsible agency extends the time. Do not wait for a local decision before protecting any external deadline.

You may submit a complaint in person, by mail, or as a signed scanned attachment by email. The Town will assist with writing down an oral complaint and obtaining your confirmation and signature. The Town's particular form is not required. Language assistance and accessible formats are available without charge for access to this process.

**Alyssa Hall, Title VI Coordinator**
c/o Saint Paul Clerk-Treasurer's Office
106 N. Webster Street | P.O. Box 235 | Saint Paul, IN 47272
Telephone: 765-525-7631 | Email: stpaulclerktreas@tds.net

**INDOT:** Title VI / ADA Program, Prequalification & Compliance Division, 100 N. Senate Avenue, Room N758-PQ, Indianapolis, IN 46204; AccessForAll@INDOT.in.gov; 317-941-4512.

**FHWA:** Office of Civil Rights, Federal Highway Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590. A complaint may be filed directly with FHWA without first using the Town's process.

### What happens next

The Town records complaints and forwards FHWA Title VI complaints to INDOT within three business days of Town receipt. INDOT forwards them to FHWA for processing. The Town cooperates with the responsible agency and may take appropriate corrective action, but does not replace the federal process with a local adjudication. Other complaints are referred to the appropriate process. You may seek private counsel and file directly with the agency having jurisdiction.

For a complaint naming the Coordinator, deliver it to the Council President through the Clerk-Treasurer's Office or directly to INDOT or FHWA. A named individual will not control the Town's handling. Information will be protected and disclosed according to applicable law; absolute confidentiality cannot be guaranteed.

Copies of the Plan and complaint form are available at the Clerk-Treasurer's Office and through https://www.stpaulin.org/. Requests for disability-related assistance will also be directed to the appropriate Town official. This notice does not replace a separate ADA notice or grievance procedure.

APPENDIX C

## Complaint, investigation, and lawsuit log

Reporting period: _____ Maintained by: _____

Enter each external discrimination complaint, agency investigation, or related lawsuit. Maintain supporting details in the individual case record. This log is an administrative record; prepare any public summary with appropriate legal review. An empty log is not a verified report that no complaints exist.

| Case ID / type | Town receipt / alleged act date | Complainant; respondent / program; alleged basis | INDOT or other agency referral / date | Status; finding; corrective action / date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Case record checklist: contact details; signed complaint or intake record; relevant protected-category information voluntarily provided; original receipt date; last alleged act; attachments; conflict screening; agency referral and confirmation; acknowledgments; correspondence; investigator or agency; findings/disposition and dates; corrective steps; closure date; retention hold.

**FHWA referral control: forward within three business days of initial Town receipt; retain proof. Do not use this log to dismiss or delay a complaint while obtaining additional information.**

## Discrimination complaint form

### Town of Saint Paul, Indiana

Use of this form is optional. A signed letter with the necessary information is also accepted. Assistance and accessible formats are available without charge. Keep a copy and submit copies, not irreplaceable originals, of supporting documents.

**Your name and, if applicable, the person you represent:**

_____

**Mailing address:**

_____

**Telephone / email / preferred method of contact:**

_____

**Preferred language or assistance needed:**

_____

**Person, department, contractor, or program involved:**

_____

**Date of the last alleged discriminatory act:**

_____

Title VI complaints ordinarily must be filed within 180 calendar days of the last alleged act. An agency with jurisdiction may extend that time. An ongoing matter or a delay in filing may be explained below. Do not delay filing because you do not know every answer.

**Basis of the complaint (select any that apply):**

☐ Race ☐ Color ☐ National origin ☐ Retaliation

☐ Other discrimination / access concern: _____

Other concerns, including disability, age, sex, religion, or another Town-policy protection, will be routed to the appropriate process. Not every listed concern is a Title VI claim.

**Describe what occurred, where it occurred, who was involved, and why you believe it was discriminatory. Explain any ongoing conduct or filing delay. Attach pages as needed.**

_____

_____

_____

_____

## Discrimination complaint form (continued)

**Complainant name:**

_____

**Additional description / relevant documents (attach copies or extra pages):**

_____

_____

_____

**Witnesses or others with relevant information and contact details, if known:**

_____

_____

**Have you filed the same matter with another agency or a court? Identify the agency, filing date, case number, and status, if known.**

_____

_____

**What action or resolution are you requesting?**

_____

_____

I confirm that this complaint describes my concerns to the best of my knowledge. A representative should identify the person represented and the authority to act.

Signature: _____ Date: _____

**Submit to:**

**Alyssa Hall, Title VI Coordinator**

c/o Saint Paul Clerk-Treasurer's Office

106 N. Webster Street | P.O. Box 235 | Saint Paul, IN 47272

Telephone: 765-525-7631 | Email: stpaulclerktreas@tds.net

You may also file directly with INDOT, Title VI / ADA Program, 100 N. Senate Avenue, Room N758-PQ, Indianapolis, IN 46204; AccessForAll@INDOT.in.gov; or FHWA, Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590. Filing with the Town does not extend another agency's deadline.

TOWN USE ONLY: Case ID _____ Initial receipt _____ Referral agency/date _____

APPENDIX E

## Voluntary public involvement survey

**Town of Saint Paul, Indiana**

This optional survey helps the Town understand who participates in its projects and programs and improve access. You may skip any question and need not provide your name. Your participation, comment, service, or benefits do not depend on completing this survey. Completed surveys may be subject to disclosure under applicable public-records law.

**Meeting / project / program and date:**

_____

**Community or area affected (no street address needed):**

_____

**Race (select one or more, or self-describe):**

☐ American Indian or Alaska Native ☐ Asian
☐ Black or African American ☐ White
☐ Native Hawaiian or Other Pacific Islander
☐ Two or more races ☐ Self-describe: _____
☐ Prefer not to answer

**Ethnicity:**

☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Prefer not to answer

**Gender (optional):**

☐ Female ☐ Male ☐ Self-describe: _____ ☐ Prefer not to answer

**Age range:**

☐ Under 18 ☐ 18-39 ☐ 40-64 ☐ 65 or older ☐ Prefer not to answer

**Do you identify as a person with a disability?**

☐ Yes ☐ No ☐ Prefer not to answer

**Annual household income (optional):**

☐ Less than $12,000 ☐ $12,000-$23,999 ☐ $24,000-$35,999
☐ $36,000-$47,999 ☐ $48,000-$59,999 ☐ $60,000 or more
☐ Prefer not to answer

**Preferred language / any barrier to participating or obtaining information:**

_____

_____

Return to the meeting organizer or the Title VI Coordinator through the Clerk-Treasurer's Office. For an individual response or assistance request, contact the Coordinator separately; this survey may remain anonymous.

**APPENDIX F | FORM 1**

## Language-assistance request and response record

### Town of Saint Paul, Indiana

A written request is not required to obtain assistance. Staff may complete this record from an oral request or an identified need. Do not require unnecessary identity, immigration, or citizenship information.

**Date / time received; staff member; program, service, document, or meeting:**

_____

**Preferred language and assistance requested:**

_____

**Contact information needed to arrange assistance (only as necessary):**

_____

**Time sensitivity / important right, benefit, safety issue, or deadline:**

_____

**Coordinator or backup notified; date / time:**

_____

**Interpreter / translation source used; qualification or quality check:**

_____

**Assistance provided; date / time; format; recipient charge (must be $0):**

_____

_____

**Any delay, problem, declined assistance, or follow-up needed; action taken:**

_____

_____

**Town cost / payment reference; staff completing record:**

_____

Staff procedure: identify the language; contact the Coordinator or backup; arrange competent service promptly; explain that assistance is free; protect privacy; record the outcome. For a disability-related communication request, coordinate the separate effective-communication process without delaying access.

Keep this record with the program's language-access records and provide an aggregate summary to the Coordinator for annual review. Do not interpret the absence of recorded requests as a finding that no LEP persons are served.

**APPENDIX F | FORM 2**

## Service-area and four-factor language assessment

Assessment date: _____ Prepared by: _____

**Town or actual program service area; program(s) assessed:**

_____

**Data source(s), table(s), vintage, geography, denominator, and limitations:**

_____

| Language group | Eligible population / denominator | LEP count | LEP percentage | Data / local evidence |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

| Factor | Findings, sources, and resulting action |
|---|---|
| 1. Number / proportion | |
| 2. Frequency of contact | |
| 3. Nature / importance | |
| 4. Resources / costs | |

**Vital documents and languages identified for translation; schedule:**

_____

**Confirmed provider / access arrangement / backup / authorized resources:**

_____

**Outreach method; person responsible; next review date:**

_____

Document actual findings before presenting this as a completed assessment. Where information is not yet available, record the gap and specific action/date to resolve it; do not insert zeros or a no-need conclusion. The Town's language-assistance policy applies while data are collected. Confirm any additional agency-required translation measures.

## Annual accomplishments and program inventory

Reporting period: _____ Prepared / reviewed on: _____

Coordinator: _____ Submission recipient / due date: _____

Report only verified activity for the stated period. Use "none" only after reviewing relevant records; use "not yet verified" with an action date when necessary. Keep supporting records. This form is not a certification of agency approval.

| Reporting item | Verified activity, date, source, or outstanding follow-up |
|---|---|
| Adoption / coordinator / signed assurances | |
| Complaints, investigations, lawsuits; disposition / referrals | |
| Coordinator and staff training; provider / attendees | |
| Language requests / assistance; updated assessment | |
| Public notice / outreach / participation | |
| Contract / subrecipient reviews and corrective actions | |

### Programs and funding reviewed

| Program / project / award | Funding source / administering agency | Responsible official / service area | Assurance / review status |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Attach additional inventory pages as needed. Include existing assistance and proposed applications, relevant public works or service programs, any subawards, and any separate transit or other agency requirements. Do not assume an INDOT highway plan satisfies another agency's entire program.

Prepared by: _____ Council review date: _____

Submitted by / date: _____ Receipt / follow-up: _____

## Initial implementation work plan

These are work assignments and target intervals measured from adoption. An earlier legal, award, or agency deadline controls. A target date is not evidence of completion and does not suspend the nondiscrimination, complaint-referral, or assistance obligations.

| Action | Responsible role | Target / completion evidence |
|---|---|---|
| Confirm submission notice, funding requirements, reporting period, and agency-prescribed assurance forms. | Coordinator / Clerk-Treasurer / Town Attorney | Before the applicable initial submission; retain notice and agency confirmation. |
| Fill adoption fields; designate Coordinator; approve and execute required documents. | Town Council / President / Clerk-Treasurer | At lawful adoption / before required submission; signed resolution and assurances. |
| Publish public notice, Plan, and complaint materials; identify intake backup. | Coordinator / Clerk-Treasurer | At adoption or within 5 business days; posting and publication records. |
| Provide initial staff instructions on intake, referrals, retaliation, and assistance. | Coordinator | At implementation; written instructions and staff acknowledgment. |
| Confirm immediately available interpretation / translation arrangements and payment authority. | Coordinator / fiscal officials | Before using the Plan as an implemented program; provider/access record. |
| Complete initial program inventory and service-area language assessment; arrange needed translations. | Coordinator / program officials | Before submission as completed materials; any unresolved item requires agency direction and a specific corrective date. |
| Complete Coordinator training and annual staff briefing; maintain certificates. | Coordinator / program officials | Promptly; goal within 30 days if not already complete, subject to earlier agency requirements; recurring Coordinator training at least every 2 years. |
| Review covered contracts, property instruments, and any subrecipients; document corrections. | Program officials / Coordinator / Town Attorney | Before a new covered transaction; initial existing-file review within 60 days unless an earlier deadline applies. |
| Prepare next annual report and any substantive amendments for Council review. | Coordinator / Council | By September 15 beginning in 2027, for applicable October 1 INDOT submission; retain receipt and responses. |

Progress review: At the next regular Council meeting following the initial submission, the Coordinator shall identify completed steps, unresolved items, agency feedback, and proposed corrective deadlines. Additional funding or material changes shall be presented for approval through the usual Town process.

**No official shall sign a certification of completed compliance steps without a factual basis for each certified statement.**