

RESOLUTION NO. 2018-R-29

BY THE CLARKSVILLE TOWN COUNCIL

ADOPTING TITLE VI IMPLEMENTATION PLAN

WHEREAS, the Town of Clarksville has adopted policies prohibiting discrimination on the grounds of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or Limited English Proficiency; and

WHEREAS, the Town of Clarksville has developed the attached Title VI Implementation Plan to implement, fulfill, maintain and monitor compliance with the policies of non-discrimination; and

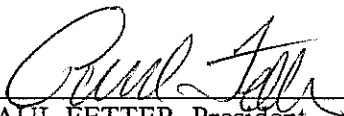
WHEREAS, the Town Council has reviewed the proposed Title VI Implementation Plan; and

WHEREAS, the Town Council finds the proposed Plan appropriate to implement, fulfill, maintain and monitor the Town of Clarksville's policies of non-discrimination;

BE IT RESOLVED BY THE TOWN COUNCIL that the Town of Clarksville hereby adopts the attached Title VI Implementation Plan for the Town of Clarksville.

SO RESOLVED THIS 16th DAY OF OCTOBER, 2018.

BY:

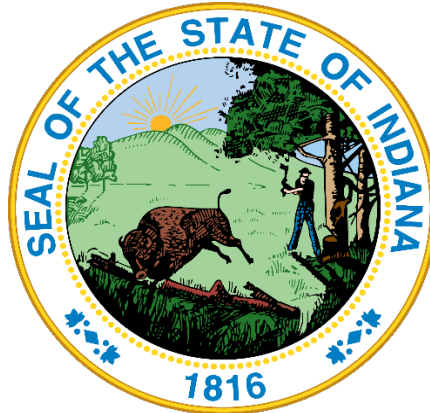


PAUL FETTER, President

ATTEST:



ROBERT LEUTHART, Clerk-Treasurer



TOWN OF CLARKSVILLE

TITLE VI IMPLEMENTATION PLAN

2018

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INTRODUCTION

This Title VI Implementation Plan is a part of the Town of Clarksville's continual and ongoing effort to proactively meet and exceed the minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. With this Implementation Plan, the Town of Clarksville seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

TOWN OF CLARKSVILLE TITLE VI NON-DISCRIMINATION NOTICE & POLICY

The Town of Clarksville values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, the Town of Clarksville conforms to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the Town of Clarksville on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. The Town of Clarksville further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of the Town of Clarksville to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, sub recipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the Town of Clarksville hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

The Town of Clarksville also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, the

Town of Clarksville will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). Where necessary and appropriate, the Town of Clarksville will revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

Whenever the Town of Clarksville distributes federal-aid funds to a second-tier sub recipient, the Town of Clarksville will include Title VI language in all written agreements.

The following individual has been identified as the Town of Clarksville's Title VI and ADA Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Anita Elliott-Neeld
Administrative Assistant & Title VI / ADA Program Manager
2000 Broadway, Suite 208
Clarksville, Indiana 47129
P: (812) 283-1504
Office Hours: M-F 8:30 AM - 4:30 PM
aneeld@townofclarksville.com

The Town of Clarksville affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein (see next page).

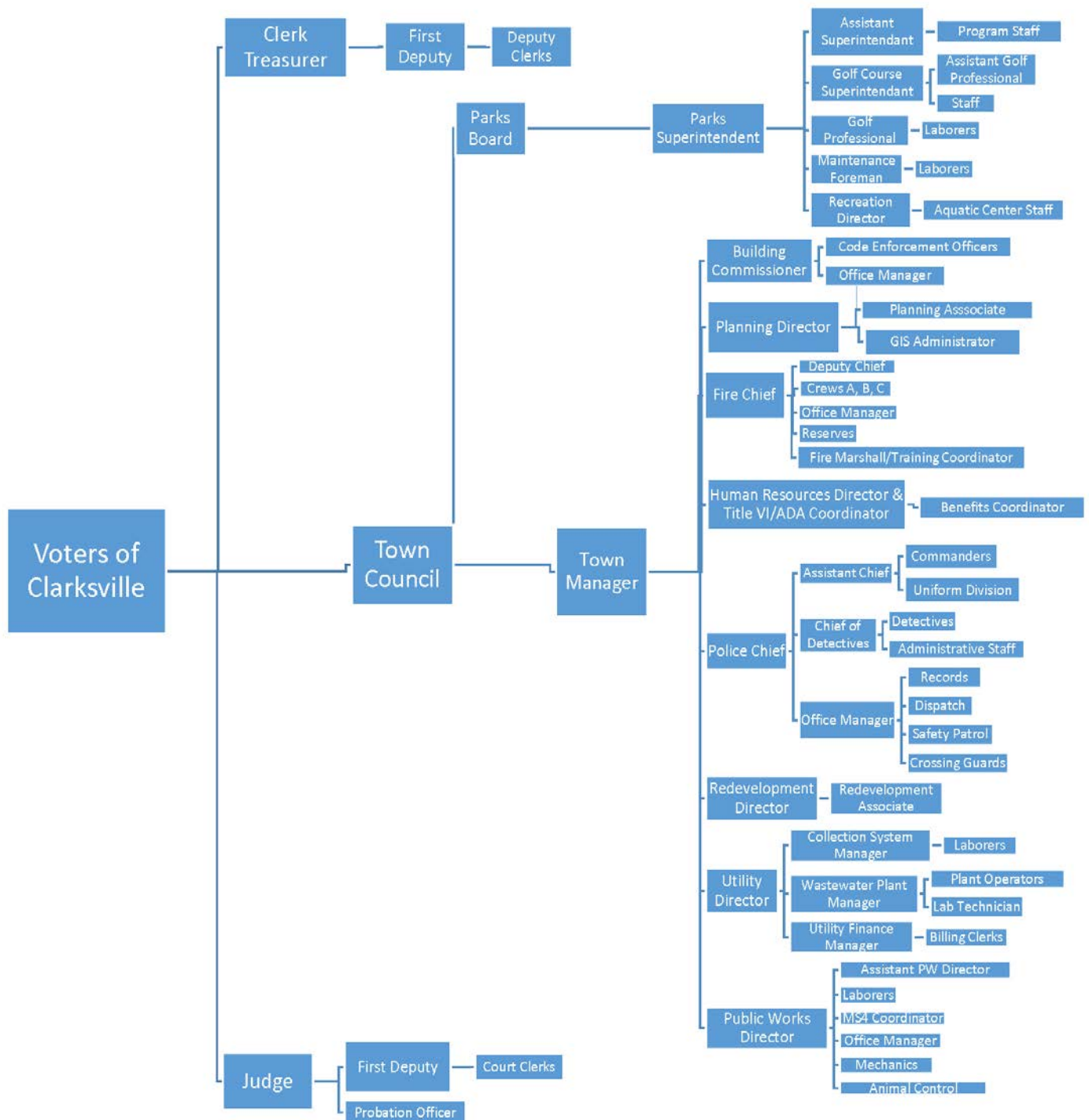
TITLE VI ASSURANCES & IMPLEMENTATION

Fully executed and signed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered to by the Town of Clarksville. The Town of Clarksville has implemented this plan by [Insert Resolution #/ other means... please describe] and it is effective for 2018-2019. This plan will be renewed on or before Oct 19th, 2021.

Signed by: _____ Date: _____
[Name / Title]

The individual above is a duly authorized representative of the Town of Clarksville.

TOWN OF CLARKSVILLE ORGANIZATION AND STAFFING



TOWN OF CLARKSVILLE OVERVIEW OF TITLE VI PROGRAM: DATA COLLECTION, ANALYSIS & REPORTING

The type of data collected is dependent on the program area's objective. The Town of Clarksville collects various types of data to ensure compliance with Title VI. Some information is collected for a period of time with the objective of determining what data needs to be collected.

The following types of data will be collected by the Town of Clarksville:

- Complaints received, logged, processed and investigated by the Town of Clarksville
- Environmental Justice analysis and reports
- Limited English Proficiency reports
- Title VI Training
- Public Involvement Survey
- Records of meeting minutes and discussions related to Title VI in all program areas.
- The Town of Clarksville collects data related to specific program areas being reviewed this year for disparate / disproportionate impacts or other evidence of potential discrimination or discriminatory outcomes.

COMPLAINTS OF DISCRIMINATION

HOW TO FILE A COMPLAINT?

While a Complainant may preliminarily submit his or her complaint by mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file his or her complaint using an alternative format. The Town of Clarksville does not require a Complainant to use the Town's official complaint form when submitting his or her complaint. Direct all complaints of discrimination pursuant to Title VI to:

Anita Elliott-Neeld, Administrative Assistant, Title VI Coordinator

2000 Broadway, Suite 208

Clarksville, Indiana 47129

P: (812) 283-1504

aneeld@townofclarksville.com

ELEMENTS OF A COMPLETE COMPLAINT

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

form is available for download from the the Town of Clarksville's website at:

<http://www.townofclarksville.com/hr.php>

Additionally, a complaint must include the following information:

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

PROCESSING COMPLAINTS

The Title VI Coordinator will process complaints. The Coordinator is responsible for the following:

- Reviewing the complaint upon receipt to ensure that all required information is provided, the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred, and falls within the jurisdiction of the Town.
- Investigating the complaint, if the complaint is against the Town then the Council's office or their designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the Town Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency. The party alleged to have acted in a discriminatory manner will also be notified of the complaint by certified mail. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator and Town Council.
- Once the Town has investigated the report findings, the Town will adopt a final resolution.
- All parties associated with the complaint will be properly notified of the outcome of the Town's investigative report within 45 days of receipt of the complaint. If an investigation is longer than 45 days, the Town will notify associated parties as soon as feasible without interrupting the integrity or accuracy of the investigative process.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), the complainant shall be advised of their right to appeal the Town's decision. Appeals must be filed within 180 days after the Town's final resolution. Unless new facts not previously considered come to light, reconsideration of the Town's determination will not be available. The Town will reply to appeals within 45 days. If new evidence is presented and further investigation is required, this 45-day timeline may be extended to ensure the investigation is completed accurately.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at:
<http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

ENVIRONMENTAL JUSTICE ANALYSIS & REPORTS

In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin. Part of Title VI reads, “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 subject to discrimination under any program or activity receiving Federal financial assistance.”

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

The Town of Clarksville is committed to these three environmental justice principles in all work that the Town performs.

LIMITED ENGLISH PROFICIENCY (LEP) POLICY

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, The US Department of Transportation published Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the Town uses to access the LEP populations in the Town of Clarksville.

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the Town and costs.

In addition, the Town of Clarksville has not implemented the safe harbor provision whereby it identifies and translate all vital documents into any language where the 5% threshold is met whereby 5% or more of the population in the county both:

- Does not speak English very well AND
- Primarily speaks another specific language as identified in current census data or other publically available records.

SUMMARY OF THE FOUR FACTOR ANALYSIS

Factor 1:

The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town are limited to estimations until the actual number of persons who can speak English less than “very well” are documented as needing assistance by Town Staff . With this Title VI Plan in early development stages and considered a document that may need regular updates, US Census Bureau information is being used at this time. The total population is provided below to shown general distribution of race and ethnicity in the community. The estimated number of persons that may not speak English “very well” is following in the US Census Bureau 2012-2016 American Community Survey.

The U.S. Census Bureau provides statistics from 2010 for the Town of Clarksville as follows:

Total population = 21,724

Hispanic or Latino = 2,056

Non-Hispanic or Latino = 19,668

White = 18,477

African American = 1,221

Asian = 155

American Indian or Alaska Native = 75

Hawaiian and Pacific Islander = 8

Other = 1,248

Identified by two or more = 540

The Town of Clarksville utilized American Community Survey 5-Year Estimate 2012-2016 Table S1601, Language Spoken at Home. Based on this data, the Town of Clarksville does not meet the 1,000 or 5% LEP person threshold for any languages or Language(s) identified. Based on actual contact between Town Staff and the community there have been very few requests from anyone in the service area asking the Town to provide language translation services.

Factor 2: The frequency with which LEP individuals come into contact with the program, activity or service:

Due to the infrequent requests for translation services, and the comparatively high number of English speakers, there appears to be a minimal need for translation services from the Town.

Factor 3: The nature and importance of the program, activity, or service provided by the program:

If at any time a LEP individual requests translation services that are considered important such that denial or delay of access or services or information could have serious or even life-threatening implications, the Town will provide, upon request, services to assist the LEP population including translation of vital Town documents and interpretation services.

Factor 4: The resources available to the City and costs:

Currently, internet sites can be utilized to translate some written materials and the town has access to paid translation services via telephone. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents. Limited LAP measures are reasonable given the Town's small proportion of LEP individuals and the resources available to the Town of Clarksville.

SUMMARY OF LEP ACCOMMODATION PLAN

- The Town of Clarksville strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to Town services.
- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to Town Staff whereas Town Staff may then access a translation service as determined by the Town.
- The Town of Clarksville utilizes a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, sex, disability status, and household income. Once the survey data is collected, it is then reviewed and placed in a file for future reference. In the case that enough surveys are collected over time to show a significant increase in LEP populations, the Town may consider changes to the LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The Town reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local level and update the Town's Title VI plan and procedures as required.
- Town Staff will be given training on proper engagement with LEP persons; new employees will receive the same training.

TITLE VI TRAINING

EMPLOYER/EMPLOYEE DISSEMINATION & TRAINING

At the time of Hire: Title VI policy education and literature will be provided to all Town of Clarksville employees. Town employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature at new employee orientation. Employees will be provided with updated education and literature as the Town deems necessary.

Ongoing Training provided to current employees: Current employees will receive training every two years. Training will consist of an explanatory background of Title VI, the Civil Rights Act of 1964, and understanding the process, rules, and regulations associated with complaint procedures. Training will also consist of learning methods to help LEP individuals, identify protected classes who may face discrimination, and instruction to apply the methods and tools to proactively mitigate and eliminate discrimination in the Town of Clarksville. Training will be provided in person, it may also take place through leaflets and online tutorials to implement and measure understanding.

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, Town of Clarksville 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.

PUBLIC INVOLVEMENT

DATA COLLECTION

Pursuant to 23 CFR 200.9(b) (4), the Town of Clarksville shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

The Town of Clarksville shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnicity, race, age, income, and if they are disabled or mobility impaired. Public hearing and meeting facilitators will make an announcement at the beginning of meetings to inform attendees of the survey and its purpose. Facilitators will request attendees to complete the voluntary survey. The Title VI Coordinator will retain surveys for three (3) years.

The Title VI Coordinator will also collect and report statistical data for the past three (3) years as it relates to the number of federally funded projects, complaints filed and the results of those complaints, requests for language services, demographic statistics, and department compliance reviews.

COMMUNITY INVOLVEMENT & OUTREACH

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

The Town of Clarksville host meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on the Town's website on the main page. All Town of Clarksville 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. Requests must be made forty-eight (48) hours in advance of the scheduled meeting.

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

ANNUAL WORK PLAN

Accomplishments	Completion Date
INPUT ACCOMPLISHMENTS HERE	INPUT COMPLETION DATE HERE
Police: Sexual Harrassment Training	Oct 2017
LanguageLine Solutions: Translation Service	Nov 2017

Goals	Target Completion Date
INPUT GOALS HERE	INPUT TARGET COMPLETION DATE HERE
Disparate Treatment Study: Public Works, Building Commission, Wastewater and Stormwater	Sept 19, 2021
Disparate Treatment Study: Police	Sept 19, 2021
Disparate Treatment Study: Fire	Sept 19, 2021
Disparate Treatment Study: Selling and Purchasing of Properties	Sept 19, 2021
Disparate Treatment Study: Park and Town Event Locations	Sept 19, 2021
ADA Assessments Near Town Hall	Nov 19, 2018
Re-Paving Program	Jan 31, 2019
Monthly Title VI, ADA, and EEO Meetings	Nov 27, 2018

APPENDIX

- A. Assurances
- B. Complaint Policy
- C. Complaint Log
- D. External Complaint Procedure/Form
- E. Public Involvement Survey
- F. I Speak Cards
- G. Training Materials & Records of Training Attendance

RESOLUTION NO. 2016-R- 15

BY THE CLARKSVILLE TOWN COUNCIL

ASSURING A POLICY OF NON-DISCRIMINATION

WHEREAS, Town of Clarksville provides and obtains a variety of services to and for the benefit of its residents; and

WHEREAS, the Town receives funding for many services and projects from a variety of sources, including the United States Government and the State of Indiana; and

WHEREAS, the Town of Clarksville has had a policy of non-discrimination in place for several years; and

WHEREAS, the Town Council for the Town of Clarksville finds that the Town's non-discrimination policy needs to be updated and brought into alignment with the laws and policies of the United States Government and the State of Indiana; and

WHEREAS, the United States Government and the State of Indiana require assurances of non-discrimination;

BE IT RESOLVED BY THE TOWN COUNCIL that the Town of Clarksville hereby adopts and makes the following policies and assurances regarding non-discrimination for the Town of Clarksville, effective upon passage of this Resolution:

The Civil Town of Clarksville, Title VI Assurances

The Civil Town of Clarksville (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 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 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race color, or national origin, sex (23 USC 324), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from

the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

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

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

The 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 the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, sexual orientation, gender identify, age, disability/handicap, religion and / or low income 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 Acts 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 a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, 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 Highway

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 Highway 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 periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the 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 delegates specific authority to give reasonable guarantee that it, other recipients, 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 Department of Transportation under the Federal-Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

BE IT FURTHER RESOLVED that it is hereby the policy of the Civil Town of Clarksville, its departments, agencies, boards, and commissions, that no person shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or Limited English Proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Town of Clarksville regardless of whether those programs and activities are federally-funded or not.

SO RESOLVED THIS _____ DAY OF OCTOBER, 2016.

CLARKSVILLE TOWN COUNCIL

ATTEST:

BY:



PAUL FETTER, President



ROBERT LEUTHART, Clerk-Treasurer

**APPENDIX
A**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest

(hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Indiana Department of Transportation (INDOT) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to 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 nondiscrimi- nation provisions of this contract, INDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - (a.) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b.) cancellation, termination or suspension of the contract, in whole or in part.

- (6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Indiana Department of Transportation to enter into such litigation to protect the interests of the Indiana Department of Transportation and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**APPENDIX
B**

A. The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

**(GRANTING
CLAUSE)**

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

**(HABENDUM
CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto the _____ 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 _____ its successors and assigns.

The _____, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of religion, race, color, or national origin, sex, sexual orientation, gender identify, age, and disability/handicap, and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] [and)* (2) that the _____ shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

Transportation, Subtitle A, Office of -the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the _____ shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the _____ and its assigns as such interest existed prior to this instruction.*

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the _____ pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as 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 said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title

23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended. [Include in licenses, leases, permits, etc.]

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

[Include in
deed.]*

That in the event of breach of any of the above nondiscrimination covenants, Indiana Department of Transportation shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of INDOT and its assigns.

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

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, sex, age, disability/handicap, and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, or national origin, sex, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee,

permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations. Department of Transportation, Subtitle A, Office of the Secretary. Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964), Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits,
etc.]*

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

[Include in
deeds]*

That in the event of breach of any of the above nondiscrimination covenants, 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 and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**ORDINANCE NO. 2016-G-11
BY THE CLARKSVILLE TOWN COUNCIL**

An Ordinance amending Ordinance No. 98-G-07

NOW THEREFORE BE IT ORDAINED by the Town Council that Ordinance 98-G-07 as enacted and amended, is hereby amended so that Section 1.02 of the Handbook is amended to read as follows:

1.02 Equal Employment Opportunity

The Town is an equal opportunity employer and no person shall on the grounds of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or Limited English Proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Town of Clarksville.

Accordingly, we promote equal opportunity in the areas of recruitment, employment, training, development, transfer and promotion. Employment decisions are based on merit, qualifications, and abilities.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SO ORDAINED THIS 17th. DAY OF October, 2016.

AYES 7

NAYS 0

CLARKSVILLE TOWN COUNCIL:

ATTEST:

By: _____
PAUL FETTER, President

ROBERT LEUTHART, Clerk-Treasurer

Appendix B: Complaint Policy



Town of Clarksville

Complaint Procedure for Contractors Hired by Town

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, religion, low income status, or Limited English Proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, 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 on behalf of such a person.

It is the policy of the Town of Clarksville to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

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

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any company supervisor or to the company EEO Officer. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found in Suite 208 on the second floor of Town Hall, 2000 Broadway St, Clarksville, IN 47129. Individuals are not required to use the Town's complaint form. If necessary, the Town will help an individual reduce his or her complaint to writing for his or her signature.

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

Complaints should be directed to:

Anita Elliott-Neeld, Title VI Coordinator

**2000 Broadway, Suite 208
Clarksville, Indiana 47129
E-mail: aneeld@townofclarksville.com**

Within 60 days of the receipt of the complaint the company will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The company 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 conduct an investigation. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate, Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204
Phone: (800) 669-4000
Fax: (317) 226-7953
TTY: 1 (800) 669-6820

Indiana Civil Rights Commission
100 N. Senate Ave., Room N103
Indianapolis, IN 46204
Toll Free: 1 (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-3336

TITLE VI COMPLAINT LOG

[illegible]

APPENDIX D: EXTERNAL COMPLAINT PROCEDURE



TOWN OF CLARKSVILLE

EXTERNAL COMPLAINT PROCEDURE EXTERNAL COMPLAINT OF DISCRIMINATION

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the Town of Clarksville. 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, intellectual or physical disability, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to the Town of Clarksville 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.

You also have the right to file a complaint with other state or federal agencies that provide federal financial and project assistance to the Town. You also have the right to seek private counsel.

The Town of Clarksville 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.

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.

****Your complaint must include your signature to be processed**

Town of Clarksville: External Complaint Form

Name of complainant	Date (month, day, year)
---------------------	-------------------------

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

Name of witness 1 (first, middle, and last)

Title

Name of company

Home telephone number
() -

Work telephone number
() -

cellular telephone 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, and last)

Title

Name of company

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

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

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

Name of witness 3 (first, middle, and last)

Title

Name of company

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

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

How would you like your complaint to be resolved?

Name of complainant	Date (month, day, year)
Have you filed a complaint alleging the same discrimination with another state or federal agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes, please provide the following information for each agency:</i>	
Name of the agency (or agencies)	Date complaint filed (month, day, year)
	Status of your complaint
How did you learn about your right to file a discrimination complaint with INDOT?	
Signature	Date signed (month, day, year)

Complaints should be delivered in person, mailed, or emailed to:

Anita Elliott-Neeld, Title VI Coordinator

Town of Clarksville, Town Hall

2000 Broadway, Suite 208

Clarksville, Indiana 47129

E-mail: aneeld@townofclarksville.com

APPENDIX E: VOLUNTARY PUBLIC INVOLVEMENT SURVEY



TOWN OF CLARKSVILLE

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). The Town of Clarksville 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 Town of Clarksville will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended, and to its related statutes and regulations.

If you have any questions regarding the Town of Clarksville's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact:

Anita Elliott-Neeld, Title VI Coordinator


Town of Clarksville, Town Hall

2000 Broadway, Suite 208

Clarksville, Indiana 47129

E-mail: aneeld@townofclarksville.com

TOWN OF CLARKSVILLE VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY
(Please fill out to completion and circle or check according boxes)

Date:		
Project Name:		
Proposed Project Location:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Race: (Check one or more) <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> American Indiana or Alaska Native</div><div><input type="checkbox"/> Asian</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</div><div><input type="checkbox"/> White</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> Black or African-American</div><div><input type="checkbox"/> Multiracial</div></div>		
Age: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> 1-21</div><div><input type="checkbox"/> 22-40</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> 41-65</div><div><input type="checkbox"/> 65+</div></div>		Disability: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>
Household Income: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> \$0-\$12,000</div><div><input type="checkbox"/> \$12,001-\$24,000</div><div><input type="checkbox"/> \$24,001-\$36,000</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div><input type="checkbox"/> \$36,001-\$48,000</div><div><input type="checkbox"/> \$48,001-\$60,000</div><div><input type="checkbox"/> \$60,001+</div></div>		
<p>You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"><div style="width: 70%;"><p>Anita Elliott-Neeld, Title VI Coordinator</p><p>Address: 2000 Broadway, Suite 208</p><p>City, State, Zip: Clarksville, Indiana 47129</p><p>Phone: (812) 283-1504</p><p>Email: aneeld@townofclarksville.com</p></div><div style="width: 25%; text-align: center;"><p>The seal of Clarksville, Indiana, is circular with a gold border. Inside the border, the text 'CLARKSVILLE, INDIANA' is written in a semi-circle at the top and '1783' at the bottom. In the center is a figure of George Rogers Clark standing and holding a rifle.</p></div></div>		

APPENDIX F: I-Speak Card

TOWN OF CLARKSVILLE LANGUAGE IDENTIFICATION CARD



<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/>	Խոսողում ես՞ք հայում՞ կատարեք այս քանակությունը, եթե խոսում կամ կարդում եք հայերեն:	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/>	ល្មើមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/>	Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/>	如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/>	如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/>	Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/>	Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/>	Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/>	Mark this box if you read or speak English.	11. English
<input type="checkbox"/>	اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກມາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

APPENDIX G



LAW ENFORCEMENT TRAINING ROSTER

State Form 46167 (R / 5-09)

LAW ENFORCEMENT TRAINING BOARD / INDIANA LAW ENFORCEMENT ACADEMY

Please type or print clearly.

Name of provider or instructor Clarksville Police Department		Telephone number (812) 288-7151	
Location of training Clarksville Police Department		Name of contact person at training site Lt. Shane Bassett	
Title of course Sexual Harassment Training		Name of primary instructor	
Check one <input checked="" type="checkbox"/> Successfully completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Failed <input type="checkbox"/> Other _____			
I affirm that the information contained herein is complete and accurate to the best of my knowledge.			
Signature of applicant <i>[Signature]</i>		Printed name James Vanwinkle	
Date of training (month, day, year) From 06/26/2017 To 06/26/2017		Date (month, day, year) 06/26/2017	
Provider or instructor number 5212-2868		Course number TD-31	
		Inservice credit (hours) 2 (Officers)	

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Atwood	ERIC	V	Fair Dept.
2.	Roth	Kevin	M	Parks
3.	Barr	RICK	N	BUILDING
4.	Roederer	RYAN	D	CPD
5.	McCotcheon	Noble	E	C.P.D
6.	Ross	David	K	CPD
7.	Smith	Penelope	K	CPD
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



LAW ENFORCEMENT TRAINING ROSTER

State Form 46167 (R / 5-09)

LAW ENFORCEMENT TRAINING BOARD / INDIANA LAW ENFORCEMENT ACADEMY

Please type or print clearly.

Name of provider or instructor Clarksville Police Department		Telephone number (812) 288-7151	
Location of training Clarksville Police Department		Name of contact person at training site Lt. Shane Bassett	
Title of course Sexual Harassment Training		Name of primary instructor Lt. Shane Bassett	
Check one <input checked="" type="checkbox"/> Successfully completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Failed <input type="checkbox"/> Other _____			
I affirm that the information contained herein is complete and accurate to the best of my knowledge.			
Signature of applicant 		Printed name Shane Bassett	
Date of training (month, day, year) From 06/28/2017 To 06/30/2017		Provider or instructor number 8429-8219	Course number 11-31
		Date (month, day, year) 06/30/2017	Inservice credit (hours) 2

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Weatherford	Willy	R	C.P.D.
2.	Coburn	Bryan	J	CPD.
3.	Hoskins	Joseph	✓	CPD
4.	Lehman	Tony	L	CPTD
5.	CUNNINGHAM Jr.	STEVEN	G.	C.P.D.
6.	Naomi Polston			Council
7.	JAMES A Ferguson			CSD
8.	ROSS	DAVID	L	PARKS
9.	LAMARR	ALIXIS	R	PARKS
10.	Bearden	Judy	M	Town Court
11.	Kraft	Mercedeth	R	Court
12.	Sturgeon	Steve		PARKS
13.	DENNIS	MIKE		PARKS
14.	TAYLOR	JENNY	W	Bldg Comm.
15.	Kaskie	Deanna	K	Maint Bldg Comm.
16.	Cobb	Maranda	K	Parks
17.	Conklin	Kenneth	L	Parks
18.	Abell	Dana	A	POL
19.	Laird	Sarah	E	CPD
20.	Striegel	Megan	E	Parks



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Signature of applicant 		Printed name Shane Bassett	
Date of training (month, day, year) From 06/28/2017 To 06/30/2017		Provider or instructor number 8429-8219	Date (month, day, year) 06/30/2017
		Course number	Inservice credit (hours) 2

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Fisher	Dylan	W	Redevelopment
2.	Rea Ric	Scott	J	Fire
3.	Johnson	Kyle	E	Fire!!!!
4.	Lehner	Jana	D	Fire
5. 9122-2675	RHOER	KELLEY	J	Fire
6.	Potts	Cory	C	FIRE
7.	Salas	Michelle		Fire
8. 2018-6648	Hendrick	James	L	Fire
9.	Liter	ERNEST	E	PARKS
10.	LITN	Robert		PARKS
11.	Groskreutz	Katherine	H	Planning
12.	Woolsey	Ashley	E	Planning
13.	Kaluzny	Robert	R.	Parks
14.	Schnell	Steven	A.	Public Works
15.	Legs	Stephen	H	"
16.	Kirby	David	W	CPD
17.	Fields	Brent	R	CPD
18.	KARR	DANIEL	T	CPD
19.	Poole	Arthur	R	CPD
20.	Coughlin	Kevin	P	CPD



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Date of training (month, day, year) From 06/28/2017 To 06/30/2017		Provider or instructor number 8429-8219	Date (month, day, year) 06/30/2017
		Course number	Inservice credit (hours) 2

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Gary	Scott		Waste Water
2.	Shepherd	Calvin		Street
3.	Rick	Samples		street
4.	Rob	Hall		Street +
5.	Jim	Hall		Street
6.	LEUTHART	CHINKY		POLICE
7.	Combs	Lauren		Parks
8.	Hitt	Justice		Police
9.	Wilson	Sharon		Planning
10.	Kendle	Brad		W.I.V.
11.	SOCKSDALE	Clifford		W.I.V.
12.	KERTON	DAVID		W.I.V.
13.	CANTRELL	FRED		W.I.V.
14.	CROWDER	JAMES		PARKS
15.	Lynton	BJ		Parks
16.	Craig	Amanda		Court
17.	JOLINSON	KAREN		POLICE
18.	Burks	Rebecca		Waste Water
19.	Disposnett	James		Town Court
20.	TARVIN	Heway		




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Date of training (month, day, year) From 06/28/2017 To 06/30/2017		Provider or instructor number 8429-8219	Course number 06/30/2017
		Inservice credit (hours) 2	

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Beyerle	Tom	A	CPD
2.	Durbin	Carl	R	CPD
3.	Aben	Andrew	R	CPD
4.	Allen	Brittany	K	CPD
5.	BARTLEY	CHRIS	m	CPD
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I affirm that the information contained herein is complete and accurate to the best of my knowledge.			
Signature of applicant		Printed name	Date (month, day, year) 06/28/2017
Date of training (month, day, year) From 06/28/2017 To 06/28/2017	Provider or instructor number	Course number	Inservice credit (hours) 2 (Officers)

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1. 9058	Howell	Bobby	P	Public Works
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LAW ENFORCEMENT TRAINING ROSTER

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Signature of applicant <i>Shane Bassett</i>		Printed name Shane Bassett	
Date of training (month, day, year) From 06/26/2017 To 06/30/2017		Date (month, day, year) 06/30/2017	
Provider or instructor number 1912-8429-8210-F		Course number 2	

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Jackson	Jordan	S	CPD
2.	Denny Wiseman	Denny	A	CWW
3.	Palmer	Wick	R	CPD
4.	Been	William	E	Parks
5.	Liter	William	D	Parks
6.	Bronson	Louis	A	Parks
7.	VANCE	BRIAN	L	Parks
8.	Cary Adams	Cary	W	C.P.W
9.	William Neff	William	R	C.P.W
10.	Jack Foustee	Jack	M	C.P.W
11.	Weber	Matt	S	C.P.W
12.	Fitzgerald	Dalton	J	C.P.W.
13.	Helfton	Marshall	A	Parks
14.	Wiseman	Tyler	E	Parks
15.	Stoner	Phillip	J	Parks
16.	Jones	Gravin	N	Parks
17.	ET Thompson	ELMER	W.	PARKS
18.	Marion	Brandon	C	Parks
19.	Gargano	Bryan	E	Parks
20.	Lienhart	Brad	S	CPD

21 Fitzgerald Mike W CPD
 22 Hall Ray CPD



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Signature of applicant <i>Shane Bassett</i>		Printed name Shane Bassett
Date of training (month, day, year) From 06/26/2017 To 06/30/2017		Date (month, day, year) 06/30/2017
Provider or instructor number 1912-8429-8210-F		Course number 2

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Fight	Matthew	J	CFD
2.	Lewis	Brian		CFD
3.	GABRIEL	NICK	C	CPW
4.	WEBBER	JAMES		CPW
5.	D. Messer	JOE	S	CFD
6.	WALKER	NATE	W	CPO
7.	Jackson	Jason	T	CPD
8.	Miller	John	L	CPD
9.	McCutcheon	Todd	N	CPD
10.	Whalin	Matt	R	CFD
11.	Leake	Bryan	K	CFD
12.	Van Winkle	Samuel	R	CPD
13.	Bassett	Shane		CPO
14.	Sloan	John	C	Public Works
15.	SCHUPP	Corey	N	Public Works
16.	HAMMOND	Doug		GOLF COURSE
17.	MILLS	Jamie	C	Building/Planning
18.	Hill	Teri	K	Court
19.	Goodlett	MARK	A	CFD
20.	Geary	Dominic	J	CFD



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Provider or instructor number 1912-8429-8210-F		Course number 2

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	PHILLIPS	JARED	W	CPD
2.	Roeder	Jacob	K	GOIR
3.	Kidwell	Joshua	G	CPW
4.	Johnson	Christy	G	COURT
5.	Abell	Kyle	C	CPD
6.	Middleton	Blake	S	CPD
7.	Drum	Jacob	S	Parks
8.	Lane	Dicky	J	Parks
9.	Cummings	Bradley	W	Public Works
10.	Townsend	Wayne		CPD
11.	Sharp	Ronnie	I	Public works
12.	Gouldy	Justin	M	CPD
13.	Mason	Scott	E	CFD
14.	WOOD	David	E	CFD
15.	Minard	Patrick	T	CFD
16.	Popplewell	Artie	L	CPD
17.	Ingle	Duane	S	CPD
18.	Hester	Michael	A	CFD
19.	Moody	Daniel	L	CFD
20.	Adams	Lory	B	CPD

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PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Olson	STEVEN	D	CPH
2.	Harris	Lorne		
3.	Bob Mann			Wooded View
4.	Jean Wagner			Wooded View
5.	Chris Smith			
6.	Blum	Michael	D	CFD
7.	Parker	Jim		Waste water
8.	Hicks	Dario		CWWD
9.	Bell	JEFF		CFD
10.	Stenberg	Chad		CFD
11.	BRISHA BCR	DENNIS		CFD
12.	HAMILTON	CHRIS		CPH
13.	VARBLE	Tom		CPW
14.	Arbital	Jacob		Planning
15.	Wilson	Cindy	L	CPD
16.	Camilotto	Ben	R	CPD
17.	Armstrong	Thomas	G	CPD
18.	CLEVIDENCE	TOM	L	PUBLIC WORKS
19.	Huff	Mike		Public Works
20.	Foushee	Russell		Public Works



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Provider or instructor number 1912-8429-8210-F		Course number 2 (initials)	

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Braun	Luke		Parks
2.	Anderson	Kevin		WASTEWATER
3.	Cappola	Mark		Parks
4.	SEARCY	Roy		PARKS
5.	RABE	AL		PARKS
6.	Clyatt	Brian		Police
7.	Redmon	Nichole		Fire
8.	KESSINGER	Richard		Clarksville Public works
9.	KINGSMITH	DANIEL		PUBLIC WORKS DEPT.
10.	Parrish	Marguise		Clarksville Public Works
11.	Marathon			
12.	Thompson	Lecirra		Wastewater Dept
13. 1380-1698	Skaggs	stepha	B	CFD
14. 2522-8102	Johnson	Dennis	K	CFD
15.	Miller	Devon	M	CPD
16.	Reed	Jason	S	CPD
17.	Glenn	Scott	J	CPD
18.	Purlee	Matt	S	CPD
19.	Sellers	Joel	A	CPD
20.	TACKETT	JASON	C	CPD



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Provider or instructor number 1912-8429-8210-F		Course number 2 (2017)	

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	Thomas	Randy	R	CPD
2.	Smith	John	W	CPD
3.	Merchant	David	S	CPD
4.	Dewey	John	W	CPD
5.	Booth	Jonathon	E	CPW
6.	Wells	Jacob	T	CPW
7.	Shoemaker	ICNC	W	CPK
8.	Price	Casey	J	CPW
9.	Bubenchik	Steven	R	CPW
10.	Maier	David	A	CPD
11.	Thoms	Steve	V	CWTP (workwater)
12.	McLellan	FRANK	E	CWNT P
13.	Archer	Andrew	L	CPD
14.	Wyzard	Charles	W	CPD Safety
15.	Hall	Tim	D	CPAD
16.	Drew	Elijah	J	CPRD
17.	Kennedy	WAGNE	R	PARKS
18.	Ricky	Grider		PARKS
19.	Lind	Justin	E	PARKS
20.	Schultz	Stacey	R	WW Billing
	Skaggs	Zach	R	CPD



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Signature of applicant		Printed name	Date (month, day, year) 06/29/2017
Date of training (month, day, year) From 06/29/2017 To 06/29/2017	Provider or instructor number	Course number	Inservice credit (hours) 2 (1.000000)

PSID NUMBER	LAST NAME	FIRST NAME	M.I.	DEPARTMENT
1.	SMITH	PENNY		CPD
2.	Montgomery	Brittany		Utility
3.	FRYKLE	Steve		CPD
4.	KRAFT	Christopher	L	CPD
5. 3010	HENNESSEY	DALE	R	Golf Course
6.	ROSS	Michael	S	CPD
7.	Thomas	Charles	J	CPD
8.	Roth	Brian	W	CPD
9.	Crawford	Derek	K	CPD
10.	Bauer	Matthew	C	CPD
11.	Loyal	Stacy	M	Public Works
12.	Loyal	Mark	A	Public Works
13. 3510	Wright	Bruce	G	CPD - SAFETY
14.	Kane	Nathan	A	Parks & Rec
15.	Lewis	NORMAN	J	Public works
16.	CURTIS	DAVID		Parks & Rec
17.	CURTIS	Larry		Parks & Rec
18.	JEWETT	DARRYL	A	PARKS
19.	WOLF	David	D	PARKS
20.	Ham	Nick	E	PARKS