

# CITY OF HUNTINGBURG HUNTINGBURG TRANSIT

## TITLE VI PLAN



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## **Policy Statement**

The **City of Huntingburg/Huntingburg Transit** as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Indiana Department of Transportation (INDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

The **City of Huntingburg/Huntingburg Transit** is committed to establishing and maintaining an accessible community. We want all of our community members to enjoy the benefits of our programs, services and activities. We recognize that access is not only a civil right, but our social responsibility to uphold and promote diversity and inclusion.

The **City of Huntingburg/Huntingburg Transit** designated the Office Manager as the ADA Coordinator; Sue Tooley, 508 E. 4<sup>th</sup> Street, Huntingburg, IN 47542-812-683-2211 ext.1071. An ADA Compliance Committee to oversee the administration of the policy and grievance procedure and to serve as a support group to help resolve local issues at the local level has also been appointed by the Mayor. Members consist of Council Person at Large, Clerk-Treasurer, City Office Manager, City Attorney and a Citizen appointed by the Mayor. Ex-officio Members are Safety Director, Street Superintendent and the Mayor.

The **City of Huntingburg/Huntingburg Transit** has provided and will continue to provide public notice about the rights of the public under the ADA and the responsibility of the City under the ADA. A complaint procedure and form has been adopted. The procedure/forms are intended to set out a system for resolving complaints of discrimination in a prompt and fair manner.

The **City of Huntingburg/Huntingburg Transit** provides opportunities for people outside of the agency to give their input into the areas of improvement needed within the City. Public listening sessions are hosted by the City for comments from citizens of the community. The City of Huntingburg holds 4 public meetings per month throughout the year. The City Transit System performs a yearly survey to gather information from the public. The City routinely hosts the ALASI (Asociacion Latino American Del Sur De Indiana, Inc.) meetings with staff in attendance to focus on the Hispanic/Latino populations input. An input/action form is available to the public on the City's website as a means to gather information.

Title VI of the Civil Rights Act of 1964 language prohibiting discrimination reads “No person in the United States, shall, on the grounds of race, color, religion, sex, sexual orientation, gender identity, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

### **Title VI Definitions**

**Color:** Skin color or complexion

**Title VI Discrimination:** Refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

**National Origin:** A person’s, or his or her ancestor’s, place of birth. May also refer to the physical, cultural or linguistic characteristics associated with ethnicity or ancestry.

**Race (as defined by the U.S. Census):** A social classification of people which includes, at a minimum, White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic or Latino Origin. (Based on the demographics of the area, other races may be included.)

### **Title VI Plan Elements**

The City of Huntingburg/Huntingburg Transit’s Title VI plan includes the following elements:

1. *Evidence of Policy Approval*
2. *Notice to the Public*
3. *Complaint Procedure*
4. *Complaint Form*
5. *List of transit related Title VI Investigations, Complaints and Lawsuits*
6. *Public Participation Plan*
7. *Language Assistance Plan*
8. *Minority Representation/ Data Collection*

Note: Additional materials will be attached, if required.

## TITLE VI Notice to the Public

The City of Huntingburg/Huntingburg Transit's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

### THE CITY OF HUNTINGBURG HUNTINGBURG TRANSIT

- ✓ The City of Huntingburg/Huntingburg Transit operates its programs and services without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Huntingburg/Huntingburg Transit.
- ✓ For more information on the City of Huntingburg/Huntingburg Transit's civil rights program, and the procedures to file a complaint, contact Sue Tooley @ 812-683-2211, (TTY 711 or 1-800-743-3333); email [stooley@huntingburg-in.gov](mailto:stooley@huntingburg-in.gov) or visit our office at 508 E 4<sup>th</sup> Street, Huntingburg, IN 47542. For more information, visit [www.huntingburg-in.gov](http://www.huntingburg-in.gov)
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC, 20590.
- ✓ If information is needed in another language, contact 812-683-2211.  
*Si se necesita informacion en otro idioma de contacto, 812-683-2211.*

The City of Huntingburg/Huntingburg Transit's Notice to the Public is posted in the following locations:

- Agency website [www.huntingburg-in.gov](http://www.huntingburg-in.gov)
- Public areas of the agency office (Public Entrance/Lobby, Breakroom, Copy Room)
- Inside Transit vehicles
- Rider Guides
- Senior Citizens Center

## Title VI Complaint Procedure

The **City of Huntingburg/Huntingburg Transit's** Title VI Complaint Procedure is made available in the following locations:

- Agency website
  - Hard copy in the central office
  - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
  - Transit Vans
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Any person who believes she or he has been discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin by the **City of Huntingburg/Huntingburg Transit** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The **City of Huntingburg/Huntingburg Transit** investigates complaints received no more than 30 days after the alleged incident. The **City of Huntingburg/Huntingburg Transit** will process complaints that are complete.

Once the complaint is received, the **City of Huntingburg/Huntingburg Transit** will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The **City of Huntingburg/Huntingburg Transit** has **15** days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact **812-683-2211**.

Isi se necesita informacion en otro idioma de contacto **812-683-2211**

## City of Huntingburg/Huntingburg Transit Complaint/Grievance Form

<b>Section I:</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Telephone (Home):</b>			<b>Telephone (Work):</b>	
<b>Electronic Mail Address:</b>				
<b>Accessible Format Requirements?</b>	<b>Large Print</b>		<b>Audio Tape</b>	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Gender Identity <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____				
_____				
_____				
_____				
_____				
_____				
_____				
_____				
What type of Corrective Action is the Complainant Seeking: _____				
_____				
_____				



**List of Transit Related Title VI Investigations, Complaints and Lawsuits**

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

\_\_\_\_\_

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

\_\_\_\_\_

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, religion, sex, sexual orientation, gender identity, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## Public Participation Plan

### Strategies and Desired Outcomes

To promote inclusive public participation, the **City of Huntingburg/Huntingburg Transit** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. See Listed examples:
  - \* Senior Citizen Center
  - \* Huntingburg Housing Authority
  - \* Alasi (La Asociacion Hispana) Meeting
  - \* Guadalupe Center
  - \* Latino Festival
  - \* Farbest Turkey Factory
  - \* Apartment Laundry Mats
  - \* Hair Salons, Barbershops
  - \* Herbstfest
  - \* Community Connect Events
  - \* Senior Housing
  - \* Faith-based Institutions
  - \* Libraries,
  - \* Day Cares
  - \* Vocational Rehabilitation
  - \* Local medical facilities
  - \* Schools
  - \* Park & Recreation Programs
  - \* Information in Utility Billing, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Gather Public input by conducting annual surveys
- ✓ Participate in Alasi (La Asociacion Hispana) Meeting, Latino Festival, and partnership with Guadalupe Center for translation services.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations.



## Language Assistance Plan

### Plan Components

As a recipient of federal US DOT funding, the **City of Huntingburg/Huntingburg Transit** is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

**Limited English Proficient (LEP):** Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Most individuals in Indiana read, write, speak and understand English. There are some individuals for whom English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered limited English proficient, or "LEP."

The **City of Huntingburg/Huntingburg Transit's** Language Assistance Plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of how language assistance services are provided by language
- A description of how LEP persons are informed of the availability of language assistance service
- A description of how the language assistance plan is monitored and updated
- A description of how employees are trained to provide language assistance to LEP persons
- Additional information deemed necessary

### Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **City of Huntingburg/Huntingburg Transit** has conducted a *Four Factor Analysis*<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

### **LEP Four Factor Analysis-Item #1 Results of the Four Factor Analysis**

- ✓ **Factor 1: Demography:** What is the number or proportion of LEP persons served and the languages spoken in the service area?

### Overview

The Huntingburg Transit System provides transportation services within a 2 miles radius of the City of Huntingburg.

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<sup>1</sup> DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

The City of Huntingburg's estimated population according to the 2010 Census was 6,101 according to the U.S. Census Bureau American Fact Finder 2009-2013 American Community Survey 5-Year Estimates report on Limited English Speaking Households 13.9% of the population is Hispanic/Latino Origin, 74.4% of the 13.9% are Spanish Speaking. (13.9% of 6,101 = 848.039. 848.039 x 74.4% = 630.94

The City of Huntingburg/Huntingburg Transit analyzed the LEP demographic data by calculating the Safe Harbor Threshold for the Spanish Speaking Households. (13.9% of the total population 6,101 = 848.039. 74.4% speaking Spanish 848.039 x 74.4% =630.94)

The Huntingburg Transit System has made program information available in both Spanish and English language to better serve the community. Other examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public, Title VI Complaint Procedure and Title VI Complaint Forms.

**Factor 2: Frequency:** How often do LEP persons come into contact with the service or program?

#### Overview

The City of Huntingburg/Huntingburg Transit provides at least weekly service to members of the Spanish speaking community through the transit program.

The City of Huntingburg/Huntingburg Transit staff will be trained on what to do when they encounter a person that speaks English less than well. The Transit Dispatcher that takes the initial call has attended Spanish speaking classes sponsored by the City in conjunction with the Guadalupe Center. Staff members are familiar with translation services provided by the local Guadalupe Center and are encouraged to work hand in hand with the center.

**Factor 3: Importance:** How does the program, service or activity affect people's lives?

#### Overview

The City of Huntingburg/Huntingburg Transit understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment.

The City of Huntingburg/Huntingburg Transit works hand in hand with the local ALAS! Organization and the Guadalupe Center to assist with translation and resource connections if needed. The City of Huntingburg/Huntingburg Transit provides transportation to employment, parent teacher meetings at school, medical appointments, food bank, grocery store, laundry mats, banking etc.

**Factor 4: Resources and Costs:** What funding and other resources are available for LEP outreach?

#### Overview

Even though the City of Huntingburg/Huntingburg Transit does not have a separate budget for LEP outreach, the transit staff has worked to implement low cost methods of reaching LEP persons.

The Guadalupe Center has been and continues to be a huge asset when interpreters are needed to communicate with Hispanic or Latino families requesting service. Transit staff

work hand in hand with Center personnel to distribute information as well as translate English forms into Spanish. A list of Spanish speaking translators will be kept to assist in this capacity.

The City of Huntingburg/Huntingburg Transit is fortunate to have the A.L.A.S.I (American Latin Association of Southern Indiana) organization in the City of Huntingburg. The general objective of this group is to integrate the Hispanic Community in a solid group parallel with the development of other cultures. City of Huntingburg staff participates in meeting with this organization to provide transit information/materials and to update the list of translators. Transit information is provided to this group for distribution to the Hispanic Community.

Transit staff uses the Project Action Easter Seals website as a resource to print and make accessible informative materials for transit riders and staff. These materials are available in English and Spanish.

These methods for LEP outreach are virtually cost free.

***Item #2 –Description of how Language Assistance Services are Provided, by Language***

The City of Huntingburg/Huntingburg Transit staff work to ensure mechanisms are in place to reach LEP persons in the service area. Rider Guides are printed in English, Spanish, Large Print and also available in audio format to provide riders with contact information, guidance, procedures and transit policies. These guides are available to all transit riders at the City Hall, Community Connect Events, Schools, Apartment Complexes, City website, in all Transit vehicles available from the transit drivers, distributed throughout the city and also taken to Farbest Foods which employs a large number of the Hispanic population of Huntingburg and surrounding areas.

The ALASI and Guadalupe Center groups are used by the City of Huntingburg/Huntingburg Transit staff to communicate and break down language barriers between those of English and Spanish speaking languages.

The City of Huntingburg has hosted Spanish speaking classes at the City Hall for employees.

***Item #3-Description of how LEP Persons are Informed of the Availability of Language Assistance Service***

The City of Huntingburg/Huntingburg Transit conducts rider surveys which include questions regarding service being given and if needs are being met. Passenger opinions and suggestions are also requested. These surveys are available in English and in Spanish.

The City of Huntingburg/Huntingburg Transit work hand in hand with the Guadalupe Center and the ALASI Organization making sure information is available to circulate to the Hispanic/Latino population.

Transit staff provides and distributes Transit Rider Guides to all passengers which offers LEP assistance. Employee training meetings are held periodically to assist drivers with information and feedback.

Transit Rider Guides which contain transit information and policies/procedures are available on the City of Huntingburg website in English and Spanish language.

***Item #4-Description of how the Language Assistance Plan is Monitored and Updated***

The City of Huntingburg/Huntingburg Transit reviews its plan on an annual basis or more frequently as needed.

The City of Huntingburg/Huntingburg Transit evaluates the information collected by the annual surveys, outreach efforts, community events to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

***Item #5-Description of how Employees are Trained to Provide Language Assistance to LEP Persons***

The City of Huntingburg/Huntingburg Transit employees are educated on the principles of Title VI as well as the Language Assistance Plan. Handouts and webinars made available through Indiana Rtap, Project Action Easter Seals, and in.gov are all incorporated within this training program. New employees will be provided with guidance on the needs of clients served and how best to meet their needs.

The City of Huntingburg/Huntingburg Transit Staff have had the opportunity to attend Spanish speaking classes made available by a team effort between City of Huntingburg and the Guadalupe Center.

The City of Huntingburg staff including the Transit department will continue to make use of websites such as [www.fta.dot.gov/civilrights](http://www.fta.dot.gov/civilrights) which assist in the understanding and implementation of LEP plans, etc.

Staff Meetings are held to discuss issues and collect driver/dispatchers input into problems and solutions. Strategies are then identified to meet the language needs of the participants of the program or service.

**Minority Representation/ Data Collection**

The City of Huntingburg/Huntingburg Transit System understands diverse representation on committees, councils, boards and public attendees results in sound policy reflective of its entire population. As such, the City encourages participation of all its citizens. At this time the Transit System reports to the City of Huntingburg Common Council Board. The City of Huntingburg monitors attendance of each public meeting to ensure equal opportunity. Contacts and meetings with the ALASI Organization, Guadalupe Center, Senior Center and Huntingburg Housing Authority assists the City and Transit system in keeping the lines of communication open.

# City of Huntington

The City of Huntington monitors attendance to ensure equal opportunity. We appreciate you providing this information. This information will only be used to monitor attendance at meetings or for affirmative action purposes.

Meeting/Topic:

Date:

Location:

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Disabled	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Disabled	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
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S1602 LIMITED ENGLISH SPEAKING HOUSEHOLDS

2009-2013 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Huntingburg city, Indiana	
	No one age 14 and over speaks English only or speaks English "very well"	
	Estimate	Margin of Error
All households	13.9%	+/-6.8
Households speaking --		
Spanish	74.4%	+/-20.7
Other Indo-European languages	0.0%	+/-49.6
Asian and Pacific Island languages	-	**
Other languages	-	**
PERCENT IMPUTED		
Language status	2.9%	(X)
Language status (speak a language other than English)	4.5%	(X)
Ability to speak English	4.5%	(X)

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group. Previous Census Bureau data products have referred to these households as "linguistically isolated" and "Households in which no one 14 and over speaks English only or speaks a language other than English at home and speaks English 'very well'." This table is directly comparable to tables from earlier years that used these labels.

The household language assigned to the housing unit is the non-English language spoken by the first person with a non-English language. This assignment scheme ranks household members in the following order: householder, spouse, parent, sibling, child, grandchild, other relative, stepchild, unmarried partner, housemate or roommate, and other nonrelatives. If no member of the household age 5 and over speaks a language other than English at home then the household language is English only.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013.

While the 2009-2013 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget

(OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey

#### Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

## **Public Notice of Rights Under Title VI of the Civil Rights Act of 1964**

The City of Huntingburg and City Transit System operates its programs and services without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Huntingburg.

For information on the City of Huntingburg and City Transit System's civil rights program, and the procedures to file a complaint, contact Sue Tooley @ 812-683-2211, (TTY 711 or 1-800-743-3333): email [stooley@huntingburg-in.gov](mailto:stooley@huntingburg-in.gov), or visit our office at 508 E. 4<sup>th</sup> Street, Huntingburg, IN 47542. For more information visit [www.huntingburg-in.gov](http://www.huntingburg-in.gov)

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor -TCR, 1200 New Jersey Avenue, SE, Washington, DC, 20590.

If information is needed in another language, contact 812-683-2211 or [stooley@huntingburg-in.gov](mailto:stooley@huntingburg-in.gov)

Si se necesita informacion en otro idioma de contacto 812-683-2211 or [stooley@huntingburg-in.gov](mailto:stooley@huntingburg-in.gov)

