

*City of Huntingburg Transit System  
508 E. 4<sup>th</sup> Street  
P.O. Box 10  
Huntingburg, IN 47542*



## **City of Huntingburg Transit System Title VI Program**

The City of Huntingburg 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.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. National origin discrimination includes, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP).

The City of Huntingburg designated the Safety Director as the ADA Coordinator. The benefits of having one person to fill the role as the ADA Coordinator are that:

- It makes it easier for members of the public to identify someone to help them with questions and concerns about disability discrimination.
- It provides a single source of information so questions by the Department staff and from outside the Department can be answered quickly and consistently.
- It provides an individual who can track complaints/grievances issues while focusing on moving compliance plans forward.

The City of Huntingburg 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. The public notice was reviewed at a public meeting, posted in the lobby of City Hall, posted in work area in City Hall, posted on all City of Huntingburg Transit Vehicles and posted on the City website.

The City of Huntingburg has adopted and published a Grievance Procedure, Resolution No. 2012-34 signed on 11-8-12, for resolving grievances arising under Title II and Title VI of the ADA. The procedures are intended to set out a system for resolving complaints of discrimination in a prompt and fair manner. The City of Huntingburg's Grievance Procedure has been established to make methods clear for any member of the public wishing to inform the City of potential hindrances to public access to city programs, services, activities and or public access along pedestrian rights-of way. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Huntingburg Transit System may file a complaint. Exchange of this information is a critical step in addressing potential ADA noncompliance and preventing the escalation of the grievance to a formal civil complaint.

The Mayor has appointed 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. 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 the Safety Director, Street Superintendent and the Mayor.

The City of Huntingburg provides opportunities for people outside of the agency to give their input into the areas of improvement needed within the City. Three different public listening sessions were hosted by the City for comments from citizens of the community. The City of Huntingburg also holds four 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 get groups input. There is also an input/action form on the City of Huntingburg's website to gather information from the public.

The City of Huntingburg has completed a transition plan in order to reflect best practices in ADA compliance. The City recognizes the need for increased interdepartmental and intradepartmental communication about ADA compliance and the need for increased responsiveness to community ADA-related concerns.

## **TITLE VI PROGRAM REQUIREMENTS**

### ***Title VI Notice to the Public:***

- Notice to the Public has been posted on the City of Huntingburg's website, City of Huntingburg's public notice bulletin board and in transit vehicles.

### ***Title VI Complaint Procedures & Process:***

- Title VI Complaint Procedure and Complaint/Grievance Form have been established by the City of Huntingburg which includes the Huntingburg Transit System. Resolution # 2012-34 was signed on 11-8-2012. Title VI

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

- There have been no transit-related Title VI investigations, complaints or lawsuits that allege discrimination on the basis of race, color or national origin with the City of Huntingburg. A listing of any of the above will be documented and kept on file for 5 years by the City of Huntingburg including the Transit System.

### ***Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the U.S. DOT's LEP Guidance.***

- Language Assistance Plan has been developed to provide assistance to persons with limited English proficiency. \* See attached Language Assistance Plan.

***Establish documentation that the membership of non-elected committees and councils, selected by the transit system and /or parent organization, is representative of the diversity of the service area.***

- The City of Huntingburg has established the Huntingburg ADA Compliance Committee whose members will include representatives of the City, the Transit System and a representative of disabled persons.
- The City Boards which include the Park Board has a member from the ALASI organization currently serving as a representative.
- The City has a good working relationship with members from the ALASI organization. Transit information is shared with the group, City participates in providing space for the yearly Latino Festival and has provided accommodations for the Latino Summit that was held in Huntingburg.

***Documentation of the process the transit system and/or parent organization uses to encourage the participation of minorities on such committees and councils.***

- Contact and meetings with the ALASI Organization, Guadalupe Center and Senior Citizens Center assists the City and Transit System with continued encouragement of the Hispanic and Latino population to participate on City committees and councils.

***Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP).***

- Huntingburg City and Transit Staff are in contact and have attended scheduled meetings with the ALASI (American Latin Association of Southern Indiana) to connect and communicate with LEP populations.
- The City of Huntingburg sponsored Spanish classes at the City Hall.
- The Huntingburg ADA Compliance Committee has been established with representation by persons with disabilities.
- The Transit staff participates in the quarterly Community Connect Events to get transit information out to the public. The informational materials that are handed out during the Community Connect events are printed in both English and Spanish.

***Alternate means of filing a complaint or to receive any of this documentation or forms in an alternative format, contact the City of Huntingburg ADA Coordinator at 812-683-2211 or TTY 1-800-743-3333.***

## Language Assistance Plan

### Four Factor Analysis

- (1) The City of Huntingburg's estimated population according to the 2010 census was 6,101 with 18.5% of this population being persons of Hispanic or Latino origin. The Huntingburg Transit System has made program information available in both Spanish and English language to better serve the community.

The Guadalupe Center located directly across the street from the Transit Dispatch and Garage has been and continues to be a huge asset when interpreters are needed to communicate with Hispanic or Latino families requesting our 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.

- (2)(3) The City of Huntingburg 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.

The Huntingburg Transit Administrative Staff hosts quarterly meetings with this organization to provide transit information/materials and to update list of translators. Transit information is provided to this group for distribution to the Hispanic community.

Huntingburg Transit 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, Alasi meetings, Schools, Churches, Apartment Complexes, Senior Citizens Center, 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 the surrounding area.

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

Transit rider surveys are sent to all passengers which include questions regarding service being given and if needs are being met. Passenger opinions and suggestions are also asked for. These surveys will be available in English and in Spanish.

- (4) Transit staff makes use of the Project Action Easter Seals website to print and make accessible informative materials for transit riders and staff. These materials are available in English and Spanish.

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

The ALASI and Guadalupe Center groups are used by the City of Huntingburg Staff, which includes the Transit department, to communicate and break down language barriers between those of English and Spanish speaking languages.

These methods for LEP outreach are virtually cost free.

The City of Huntingburg staff including 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.