

**HANCOCK COUNTY, INDIANA
TITLE VI IMPLEMENTATION PLAN**

Elimination of Discrimination

Hancock County will continue to work to identify and eliminate discrimination on race, color, national origin, sex, age, disability, low income status, sexual orientation or limited English proficiency. If discrimination is found to exist, Hancock County will implement appropriate policies, procedures or programs to eliminate the discrimination. Programs and procedures, include, but are not limited to: Limited English Proficiency access plan; extend contracting and subcontracting activities to Disadvantaged Business Enterprises (DBE) and non DBE minority and female owned business; and monitoring contractors and consultants for Title VI compliance.

Limited English Proficiency

Hancock County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

For any program or project receiving federal funds Hancock County will conduct a four part analysis to determine what, if any, limited English proficiency services will be required.

The four factors to be considered in determining the need and type of language assistance services are:

1. Number or Proportion of LEP Individuals
2. Frequency of Contact with the Program
3. Nature and Importance of the Program
4. Resources Available to Hancock County

If a review of the first two factors show that less than five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, no language assistance measures will be developed for that program or project. This will be determined through *United States Census Bureau* data as well as a review of encounters at our offices.

However, in an effort to ensure that persons with Limited English Proficiency have meaningful access and equal opportunity, Hancock County will take reasonable steps to ensure requests for oral or written translation services.

If more the five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, Hancock County will review the nature and importance of the program or project to determine what language assistance measures should be developed for the program or project. The resources available to Hancock County should be considered in determining the appropriate language assistance measures. Language assistance measures may include, but are not limited to, oral translation services, including the use of a telephone interpreter line, and written translation services.

Monitoring Contractors and Consultants

Hancock County will ensure that all federally funded contracts contain required Title VI assurances prohibiting discrimination in violation of Hancock County's policy on non-discrimination. Hancock County will monitor our consultants and contractors for compliance with Hancock County's non-discrimination policy. Hancock County will promptly investigate any alleged claim of discrimination and will work with the consultant or contractor to obtain voluntary compliance with Hancock County's non-discrimination policy.

Data Collection

Hancock County shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

Hancock County 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. Completed surveys will be retained by the Title VI Coordinator 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, any requests for language services, demographic statistics and department compliance reviews.

Community Involvement & Outreach

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

The Hancock County Council and the Hancock County Board of Commissioners meet monthly and those meetings are open to the public, as well as other various Hancock County meetings. Any meetings that are open to the public are published on Hancock County website's main page. All Hancock County public meetings are held in locations accessible to individuals with disabilities. Auxiliary aids are also available upon request. Requests must be made within forty-eight (48) hours in advance.