



**2023**  
**Title VI Implementation Plan**

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## Introduction

This Title VI Implementation Plan is a part of the Town of Munster'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 Munster seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

## Policy Statement

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

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

The following individual has been identified as the Town of Munster's Title VI 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.

Jill DiTommaso, PE  
Deputy Town Manager  
1005 Ridge Road  
Munster, Indiana 46321  
Email: [jditommaso@munster.org](mailto:jditommaso@munster.org)  
Phone: (219) 836-6907  
Fax: (219) 836-6540

The Town of Munster affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein. Fully executed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered by the Town of Munster.

The Town of Munster has adopted the updated version of this plan on November 21, 2022. This plan is effective for 2023. This plan will be renewed on or before January 1, 2024.

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Chuck Gardiner, Town Council President

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Date

## **Title VI Complaint Investigation Procedures**

### **Who May File a Complaint?**

The “Complainant” is any person who believes that they have been excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any Town of Munster service, program or activity whether federally funded or not, based on their religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap, low income status or limited English proficiency may file a complaint. A Complainant’s representative may also file a complaint on behalf of such person.

### **Timeliness of Complaints**

For a complaint against the Town of Munster or a sub-recipient to be considered timely, it must be filed within 180 calendar days after the alleged incident has occurred. The file date of a complaint is the earlier of the postmark or date received by the Town.

The Town may waive the 180-day time limit for good cause at the discretion of the Town Manager. Good cause for a waiver shall include, but is not limited to, the following instances:

- Lack of knowledge – The Town may waive the time limit in situations where the person on whose behalf the complaint was filed did not know of and could not have reasonably known of the violation during the 180-day time limit. The complainant must file his or her complaint within 60 days of becoming knowledgeable of the violation.
- Incapacitation – The Town may also waive the time limit in situations where the person on whose behalf the complaint was filed was incapacitated because of illness or other documentation of the purported incapacitation. The complainant must file their complaint within 60 days after the period of incapacity ends.

### **Location/Availability of Complaint Forms**

The Complaint Form is available online via the Town of Munster website. Additionally, persons may contact the Title VI Coordinator to request a copy of the complaint form via email, facsimile or United States mail. The Title VI Coordinator shall provide copies of its complaint form in alternative formats upon request.

### **How to File a Complaint**

While a Complainant may preliminarily submit their complaint by online form submission, 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 Munster does not require a Complainant to use the Town of Munster Complaint Form (Appendix D) when submitting their complaint.

Direct all complaints of discrimination pursuant to Title VI to:

Jill DiTommaso, PE  
Deputy Town Manager  
1005 Ridge Road  
Munster, Indiana 46321

Email: [jditommaso@munster.org](mailto:jditommaso@munster.org)  
Phone: (219) 836-6907  
Fax: (219) 836-6540

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

### **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 Town of Munster website at [www.munster.org](http://www.munster.org).

Additionally, a complaint must include the following information:

- The full name and address of the Complainant;
- The full name and address of the individual, agency, department, or program that allegedly discriminated against Complainant, hereafter referred to as the “Respondent”; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination that has the effect of discriminating on the basis of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency) and the date of occurrence.

## **Processing Complaints**

The Title VI Coordinator will process all complaints. The complaint will be processed as follows:

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, that the complaint meets the 180 day time limit, and that the complaint falls within the jurisdiction of the Town.
- After a complaint has been completed and submitted, the Title VI Coordinator 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 also be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The Respondent will also be notified by certified mail of the complaint. 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 the Town Manager.
- 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 and the final resolution.
- 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," at <http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

## **Appeals Procedures**

If the Complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), they shall be advised of their right to appeal the Town's decision to INDOT. 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.

## **Confidentiality**

The Town of Munster shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the Complainant's identity to the Respondent or a third party the investigator must first obtain Complainant's written permission. Furthermore, the Town shall obtain a Complainant's written consent before providing a copy of the complaint to the respondent or a third party.

## **Records**

The Title VI Coordinator shall maintain all records of an investigation in a confidential area for three years after the completion of the investigation.

## **Environmental Justice Policy**

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:

1. 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;
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. 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 Munster is committed to these three environmental justice principles in all work that the Town performs.

## **Limited English Proficiency (LEP) Policy**

The Limited English Proficiency Policy has been prepared to address the responsibilities of the Town of Munster as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills.

On August 11, 2000, the President of the United States signed 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. Executive Order 13166 indicates that differing treatment based upon a person’s inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipient clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all Town of Munster departments and divisions receiving federal grant funds.

In developing the plan while determining the Town of Munster’s extent of obligation to provide LEP services, the Town of Munster undertook the U.S. Department of Transportation’s four-factor analysis which considers the following factors:



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

### **Summary of the Four-Factor Analysis**

1. **Factor 1: The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town.**

The Town of Munster has a population of 23,603 based on the 2010 Census. The U.S. Census Bureau 2011-20155-Year American Community Survey estimates the population 5 years of age and over is 22,248 persons. It also estimates that the number of people in the Town of Munster who speak a language other than English to be 4,105 with those speaking English less than “very well” estimated at 6.7% or approximately 1,491 individuals who could be considered limited in English proficiency. The margin of error is +/- 6.1%, so the actual number may fluctuate from 1,133 to 1,849.

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

Based on actual contact between Town Staff and the community there have been very few requests from anyone for language translation services. After implementation of the LEP plan, the Town will assess the frequency at which employees have or could have contact with LEP persons over the following six months.

3. **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.

4. **Factor 4: The resources available to the Town and costs.**

The Town of Munster reviewed its available resources that could be used for provided LEP assistance and determined that suitable interpretation services are available in Northwest Indiana. Language assistance services will be made available at no cost to the LEP person.

### **Summary of LEP Accommodation Plan**

The Town of Munster 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 staff where staff may then access a translation service as determined by the Town.

The Town of Munster 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 has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the Town may consider changes to their 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 or regional level and review and update the Town's Title VI plan and procedures as required. Town staff will be provided training on the requirements for providing meaningful access to services for LEP persons. Considering the relatively small size of the Town of Munster and the estimated small number of LEP individuals in the service area and limited resources, current training may be limited to web access to this document and its attachments by all Town Staff.

## **Title VI Training**

Title VI policy education and literature will be provided to all Town of Munster current employees and at the time of hire. Employees will be expected to follow the Title VI policy and guidelines set forth. In addition, Town of Munster 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.

## **Title VI Data Collection**

Pursuant to 23 CFR 200.9(b)(4), the Town of Munster 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 Munster shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings regarding federal-aid highway programs and activities. 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. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request will be made for the attendees to complete the voluntary survey. 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 related 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 and Outreach**

The Town of Munster 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 Town Council of the Town of Munster hosts meetings twice monthly and those meetings are open to the public. Any meetings that are open to the public are published on the Town of Munster website's main page ([www.munster.org](http://www.munster.org)). All Town of Munster 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 within forty-eight (48) hours in advance.

Also published on the Town of Munster website are various meeting agendas, meeting minutes, notices, events and news. Some departments within the Town of Munster utilize signage, media and social media websites as another avenue to communicate with the community. The Town of Munster distributes a paper newsletter each month with the regular water billing.

## **Appendix – Table of Contents**

**Appendix A – Standard U.S. DOT Title VI Assurances**

**Appendix B - Complaint Policy**

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**Appendix E - Public Involvement Survey**

**Appendix F - I Speak... Language Identification Guide**

## Appendix A: Standard U.S. DOT Title VI Assurances

### Title VI Assurances

The **Town of Munster** (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 religion, race color, or national origin, sex (23 USC 324), sexual orientation, gender identity (Executive Order 13672), 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 Indiana Department of Transportation (INDOT), 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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX A (Standard U.S. DOT Assurances)

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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, 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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, 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 nondiscrimination 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 (Standard U.S. DOT Assurances)**

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 Department of Transportation, as authorized by law, and upon the condition that the Indiana Department of Transportation 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 *Indiana Department of Transportation* 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 Indiana Department of Transportation 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 Indiana Department of Transportation its successors and assigns.

The Indiana Department of Transportation, 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, national origin, sex, sexual orientation, gender identity, age, 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 Indiana Department of Transportation 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 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 Department 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 Department of Transportation and its assigns as such interest existed prior to this instruction.\*

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\* 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 (Standard U.S. DOT Assurances)

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Indiana Department of Transportation (INDOT) 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 religion, race, color, national origin, sex, sexual orientation, gender identity, 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 religion, race, color, national origin, sex, sexual orientation, gender identity, 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.

---

\* 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.

[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, INDOT 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 INDOT 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.

## **Appendix B: Complaint Policy**

### **Complaint Policy**

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 Munster 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 . Individuals are not required to use the company's complaint form. If necessary, the company 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:**

Jill DiTommaso  
Deputy Town Manager  
1005 Ridge Road  
Munster, Indiana 46321  
Email: [jditommaso@munster.org](mailto:jditommaso@munster.org)  
Phone: (219) 836-6907  
Fax: (219) 836-6540

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

## Appendix C: Title VI Complaint Log

Case No.	Investigator	Complainant	Sub-recipient	Protected Category	Date Filed	Date of Final Report	Deposition

## **Appendix D: External Complaint Procedure/Form**

### **INSTRUCTIONS**

The purpose of this form is to help any person interested in filing a discrimination complaint with the Town of Munster. 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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap, or low income 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 Munster 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.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the Town of Munster. Additionally, you have the right to seek private counsel.

The Town of Munster 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 cannot be processed without your signature\*\***

## EXTERNAL COMPLAINT FORM

<b>COMPLAINANT INFORMATION</b>		
Name ( <i>first, middle, last</i> )		
Address ( <i>number and street, city, state, ZIP code</i> )		
Home telephone number	Work telephone number	Cell telephone number

<b>PERSON/DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU</b>				
Name ( <i>first, middle, last</i> )			Title	
Name of Department				
Address ( <i>number and street, city, state, ZIP code</i> )				
Home telephone number	Work telephone number	Cellular telephone number		
<b>When was the last alleged discriminatory act? (<i>month, day, year</i>)</b>				
<b>Complaints of discrimination must be filed within 180 days 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.</b>				
<b>The alleged discrimination was based on:</b>				
Religion	Race	Color	National Origin	Sex or Gender
Sexual Orientation	Age	Disability/Handicap	Low Income	Retaliation

Name of complainant	Date ( <i>month, day, year</i> )

**Describe the alleged act(s) of discrimination.** *(Use additional pages, if necessary)*

--

<b>Provide the names of any individuals with additional information regarding your complaint:</b>		
Name of witness 1 <i>(first, middle, last)</i>		Title
Name of company or department		
Address <i>(number and street, city, state, ZIP code)</i>		
Home telephone number	Work telephone number	Cell telephone number
Include a brief description of the relevant information the witness may provide to support your claim of discrimination:		

Name of complainant	Date <i>(month, day, year)</i>



Name of witness 2 ( <i>first, middle, last</i> )		Title
Name of company or department		
Address ( <i>number and street, city, state, ZIP code</i> )		
Home telephone number	Work telephone number	Cell telephone number
Include a brief description of the relevant information the witness may provide to support your claim of discrimination:		

Name of witness 3 ( <i>first, middle, last</i> )		Title
Name of company or department		
Address ( <i>number and street, city, state, ZIP code</i> )		
Home telephone number	Work telephone number	Cell telephone number
Include a brief description of the relevant information the witness may provide to support your claim of discrimination:		

Name of complainant	Date ( <i>month, day, year</i> )

<b>Have you filed a complaint alleging the same discrimination with another state or federal agency?</b>	
<b>Yes          No</b>	
<i>If yes, please provide the following information for each agency:</i>	
Name of the agency	Date complaint filed ( <i>month, day, year</i> )
Current status of your complaint	Case number assigned to your complaint
How did you learn about your right to file a discrimination complaint with INDOT?	
<p>As a complainant, I understand that during an investigation it may become necessary for the Town of Munster to reveal my identity to individuals outside of the Town of Munster Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the Town of Munster to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the Town of Munster.</p>	
<p><i>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one).</i></p> <p>_____ CONSENT</p> <p>I have read and understand the above information and authorize the City of Linton to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize the city of Linton to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p>_____ CONSENT DENIED</p> <p>I have read and understand the above information and do not want the city of Linton to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without the city of Linton making a determination in my case.</p>	
<b>Signature</b>	<b>Date signed (<i>month, day, year</i>)</b>

Name of complainant	Date ( <i>month, day, year</i> )

## Appendix E: 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 Munster is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

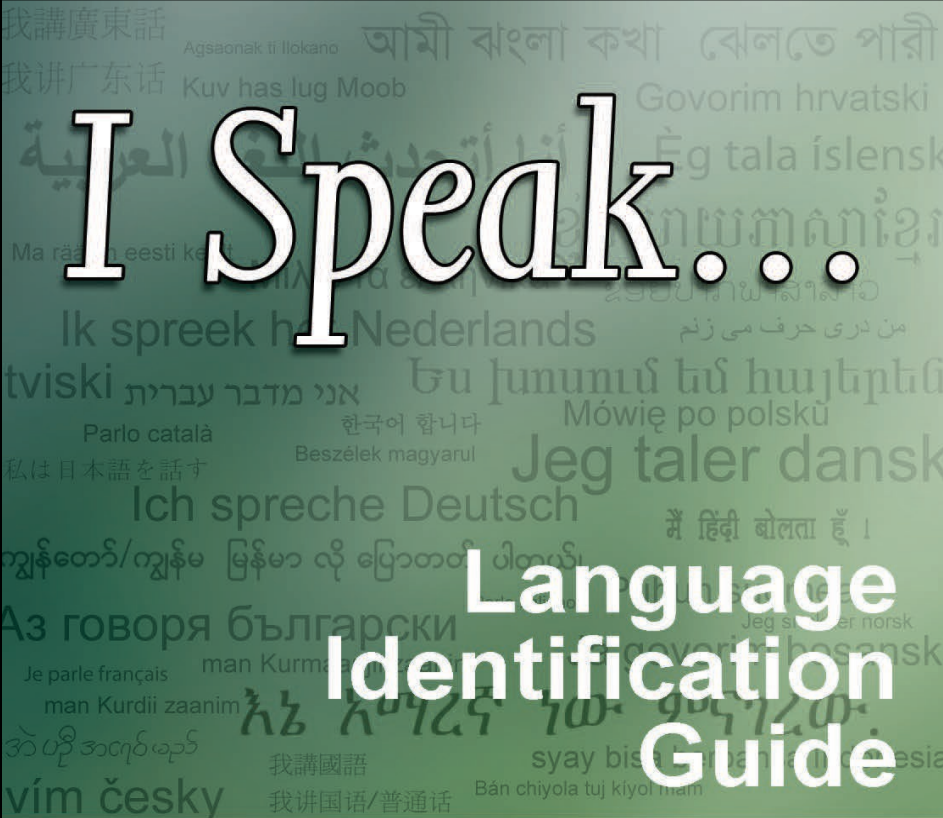
You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the Town of Munster will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding the Town of Munster's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Jill DiTommaso, Title VI Coordinator, 1005 Ridge Road, Munster, IN, 46321, [jditommaso@munster.org](mailto:jditommaso@munster.org).

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.


<b>Date:</b>								
<b>Project Name:</b>								
<b>Proposed Project Location:</b>								
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino								
<b>Race: (Check one or more)</b> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> American Indian or Alaska Native</td><td><input type="checkbox"/> Asian</td></tr><tr><td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td><td><input type="checkbox"/> White</td></tr><tr><td><input type="checkbox"/> Black or African American</td><td><input type="checkbox"/> Multiracial</td></tr></table>			<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Multiracial
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian							
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White							
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Multiracial							
<b>Age:</b> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> 1-21</td><td><input type="checkbox"/> 22-40</td></tr><tr><td><input type="checkbox"/> 41-65</td><td><input type="checkbox"/> 65+</td></tr></table>		<input type="checkbox"/> 1-21	<input type="checkbox"/> 22-40	<input type="checkbox"/> 41-65	<input type="checkbox"/> 65+	<b>Disability:</b> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Yes</td></tr><tr><td><input type="checkbox"/> No</td></tr></table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> 1-21	<input type="checkbox"/> 22-40							
<input type="checkbox"/> 41-65	<input type="checkbox"/> 65+							
<input type="checkbox"/> Yes								
<input type="checkbox"/> No								
<b>Household Income:</b> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> \$0-\$12,000</td><td><input type="checkbox"/> \$12,001-\$24,000</td><td><input type="checkbox"/> \$24,001-\$36,000</td></tr><tr><td><input type="checkbox"/> \$36,001-\$48,000</td><td><input type="checkbox"/> \$48,001-\$60,000</td><td><input type="checkbox"/> \$60,001+</td></tr></table>			<input type="checkbox"/> \$0-\$12,000	<input type="checkbox"/> \$12,001-\$24,000	<input type="checkbox"/> \$24,001-\$36,000	<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,001-\$60,000	<input type="checkbox"/> \$60,001+
<input type="checkbox"/> \$0-\$12,000	<input type="checkbox"/> \$12,001-\$24,000	<input type="checkbox"/> \$24,001-\$36,000						
<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,001-\$60,000	<input type="checkbox"/> \$60,001+						
<b>Name, Title VI Coordinator</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone</b> <b>Email</b>								

## Appendix F: Department of Homeland Security – I Speak... Language Identification Guide



The graphic features the title "I Speak..." in large, white, serif font, followed by "Language Identification Guide" in a smaller, white, sans-serif font. The background is a green-to-white gradient with various phrases in different languages, such as "I speak English", "I speak Spanish", "I speak Chinese", etc., in various colors and sizes.

This guide assists literate individuals who are not proficient in English to identify a preferred language.



**Homeland Security**

# Language Identification Guide for DHS Personnel and Others

As employees of the Department of Homeland Security you may encounter a broad range of persons in the course of your work, including individuals who have limited English proficiency (LEP). DHS is both committed and legally obligated to take reasonable steps to provide meaningful access for these individuals. The DHS Office for Civil Rights and Civil Liberties (CRCL) offers this “I Speak” guide and similar posters as practical ways to identify which language an individual speaks so that you can obtain the necessary assistance. Consult your office or component for resources, such as translation or over-the-phone interpretation.

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

*Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at [CRCLTraining@dhs.gov](mailto:CRCLTraining@dhs.gov) for digital copies of this guide or an "I Speak" poster.*

*Download copies of the DHS LEP plan and guidance to recipients of financial assistance at [www.dhs.gov/crcl](http://www.dhs.gov/crcl).*

# I speak ...

## A

### Amharic

እኔ አማርኛ ነው ምናገረው.

### Arabic

أنا أتحدث اللغة العربية

### Armenian

Ես խոսում եմ հայերեն

## B

### Bengali

আমি বাংলা কথা বলতে পারী

### Bosnian

Ja govorim bosanski

### Bulgarian

Аз говоря български

### Burmese

ကျွန်တော်/ကျွန်မ မြန်မာ လို ပြောတတ် ပါတယ်။

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## C

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### Cambodian

ខ្ញុំនិយាយភាសាខ្មែរ

### Cantonese

我講廣東話 (Traditional)

我讲广东话 (Simplified)

### Catalan

Parlo català

### Croatian

Govorim hrvatski

### Czech

Mluvím česky



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## D

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### Danish

Jeg taler dansk

### Dari

من دری حرف می زنم

### Dutch

Ik spreek het Nederlands

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## E

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### Estonian

Ma räägin eesti keelt

---

## F

---

### Finnish

Puhun suomea

### French

Je parle français

---

## G

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### German

Ich spreche Deutsch

### Greek

Μιλώ τα ελληνικά

### Gujarati

હુ ગુજરાતી બોલુ છુ

---

## H

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### Haitian Creole

M pale kreyòl ayisyen

### Hebrew

אני מדבר עברית

### Hindi

मैं हिंदी बोलता हूँ ।

### Hmong

Kuv has lug Moob

### Hungarian

Beszélek magyarul

---

## I

---

### **Icelandic**

Èg tala íslensku

### **Ilocano**

Agsaonak ti Ilokano

### **Indonesian**

syay bisa berbahsa Indonesia

### **Italian**

Parlo italiano

---

## J

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### **Japanese**

私は日本語を話す

---

## K

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### Kackchiquel

Quin chagüic'ká chabal' ruin' rí  
tzújon cakchiquel

### Korean

한국어 합니다

### Kurdish

man Kurdii zaanim

### Kurmanci

man Kurmaanji zaanim

---

## L

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### Laotian

ຂອຍປາກພາສາລາວ

### Latvian

Es runāju latviski

### Lithuanian

Aš kalbu lietuviškai

---

## M

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### Mandarin

我講國語 (Traditional)

我讲国语/普通话 (Simplified)

### Mam

Bán chiyola tuj kíyol mam

### Mon

အဲဟို အင်္ဂလိပ်စာ

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## N

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### Norwegian

Jeg snakker norsk

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## P

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### Persian

من فارسی صحبت می کنم.

### Polish

Mówię po polsku

### Portuguese

Eu falo português do Brasil  
(for Brazil)

Eu falo português de Portugal  
(for Portugal)

### Punjabi

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

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## Q

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### Qanjobal

Ayin tí chí walq' anjob' al

### Quiche

In kinch'aw k'uin ch'e quiche

---

## R

---

### Romanian

Vorbesc românește

### Russian

Я говорю по-русски

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## S

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### Serbian

Ja говорим српски

### Sign Language (American)



I, ME



SIGN, SIGN LANGUAGE



## **Slovak**

Hovorím po slovensky

## **Slovenian**

Govorim slovensko

## **Somali**

Waxaan ku hadlaa af-Soomaali

## **Spanish**

Yo hablo español

## **Swahili**

Ninaongea Kiswahili

## **Swedish**

Jag talar svenska

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## **T**

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## **Tagalog**

Marunong akong mag-Tagalog

## **Tamil**

நான் தமிழ் பேசுவேன்

Thai

พุดภาษาไทย

Turkish

Türkçe konuşurum

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U

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Ukrainian

Я розмовляю українською мовою

Urdu

میں اردو بولتا ہوں

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V

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Vietnamese

Tôi nói tiếng Việt

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W

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Welsh

Dwi'n siarad

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## X

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**Xhosa**

Ndithetha isiXhosa

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## Y

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**Yiddish**

איך רעד יידיש

**Yoruba**

Mo nso Yooba

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## Z

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**Zulu**

Ngiyasikhuluma isiZulu

# Selected Indigenous Languages of Mexico

Agrupación Lingüística	Variante Lingüística	Frase en español	Frase en lengua
chichimeo jonaz	chichimeco jonaz	yo hablo chichimeca	ikáuj úza' ér'í
mazateco	mazateco del norte	yo hablo mazateco Hablo la lengua de Santa María Chilchotla	Cha'ña enná Cha'ña énn nda xo
maya	maya	Yo hablo maya	teen k-in t'aan maya
mixe	mixe bajo	Yo hablo mixe	Madyakpiëch ayuuk
	mixe alto, de Tlahuitoltpec	Yo hablo mixe	Xaamkëjxpët ayuuikl èts nkajpyxyppy
mixteco	mixteco del oeste de la costa	yo hablo mixteco	Yuu kain se'en savi ñu ñundua

## Selected Indigenous Languages of Mexico

<b>Agrupación Lingüística</b>	<b>Variante Lingüística</b>	<b>Frase en español</b>	<b>Frase en lengua</b>
náhuatl	náhuatl de la huasteca veracruzana (se entiende junto con Veracruz y San Luis Potosí)	yo hablo náhuatl	Na nilajitowa náhuatl
tojolabal	tojolabal	yo hablo tojolabal	Ja 'ke'ni wala kúmaniyon tojol-abál
triqui	triqui de la baja	yo hablo triqui	'unj a'mii xna' ánj nu'a
tseltal	tseltal (variante unificada)	Yo hablo tseltal	Te jo'one ja k'op te bats'il k'op tseltal
tsotsil	tseltal (variante unificada)	Yo hablo tsotsil	Vu'une jina'xi k'opoj ta bats'i k'op
zapoteco	zapoteco de la planicie costera	yo hablo zapoteco	Naa riné' diidxazá
chinanteco	chinanteco del sureste medio	yo hablo chinanteco	Jnea lo'n jujimí k'ee 'dsa mo'kuöo

**A - pg. 3**

Amharic  
Arabic  
Armenian

**B - pg. 3**

Bengali  
Bosnian  
Bulgarian  
Burmese

**C - pg. 4**

Cambodian  
Cantonese  
Catalan  
Croatian  
Czech

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Dari  
Dutch

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Estonian

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French

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German  
Greek  
Gujarati

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Haitian Creole  
Hebrew  
Hindi  
Hmong  
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Icelandic  
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Indonesian  
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Japanese

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Laotian  
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Welsh

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Yiddish  
Yoruba

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Zulu

**See page 16, 17**  
for selected  
indigenous  
languages  
of Mexico.

# Limited English Proficiency Resources

## [www.lep.gov](http://www.lep.gov)

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## Office for Civil Rights and Civil Liberties

### [www.dhs.gov/crcl](http://www.dhs.gov/crcl)

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