**RESOLUTION XXXX-XXXX**

A Resolution of the County Council

of the County of XXX, Indiana

Adopting the 2015 Title VI Implementation Plan

**WHEREAS,** the Federal government enacted the Civil Rights Act of 1964 (Title VI), 49 CFR § 26; and related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency relating to employment and access to public facilities; and

**WHEREAS,** in compliance with Title VI of the Civil Rights Act of 1964 the County of XXXshall adopt and implement a Title VI Implementation Plan to provide equal opportunity and equitable service for the citizens of XXX County.

**WHEREAS,** in compliance with Title VI the County of XXXshall post the Title VI coordinator’s name, office address, and telephone number along with the Title VI Notice and Title VI grievance procedure on its website.

**NOW, THEREFORE, BE IT RESOLVED** by the **County Council of the County of XXX, Indiana:**

That the County of XXX adopts the attached Title VI Implementation Plan, and that the Plan shall be reviewed annually by the County to assess policies and procedures and updating annual goals as deemed appropriate.

**PASSED, APPROVED AND ADOPTED** this [Date] day of [Month], [Year].

[Name], [Title]

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**Non-discrimination Notice**

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| In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the **County of XXX** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.  ***Employment:*** **County of XXX** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.  ***Effective Communication:* County of XXX** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **County of XXX** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.  ***Modifications to Policies and Procedures:*** **County of XXX** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.  For example, individuals with service animals are welcomed in **County of XXX** offices, even where pets are generally prohibited.  Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **County of XXX,** should contact the office of  ***[name and contact information for ADA Coordinator]*** as soon as possible but no later than 48 hours before the scheduled event.  The ADA does not require the **County of XXX** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.  Complaints that a program, service, or activity of **County of XXX** is not accessible to persons with disabilities should be directed to ***[name and contact information for ADA Coordinator].***  **County of XXX** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. |

**Grievance Procedure under  
The Americans with Disabilities Act**

**County of XXX, Indiana**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA").  It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **County of XXX**.  The **County of XXX** Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.  Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**[Insert ADA Coordinator’s name]  
ADA Coordinator [and other title if appropriate]  
[Insert ADA Coordinator’s mailing address, phone number and email address]**

Within 15 calendar days after receipt of the complaint, ***[ADA Coordinator's name]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and the possible resolutions.  Within 15 calendar days of the meeting, ***[ADA Coordinator's name]***or ***[his/her]*** designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape.  The response will explain the position of the**County of XXX** and offer options for substantive resolution of the complaint.

If the response by ***[ADA Coordinator's name]***or ***[his/her]*** designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ***[City Manager/County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee.

Within 15 calendar days after receipt of the appeal, the ***[City Manager/County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will meet with the complainant to discuss the complaint and possible resolutions.  Within 15 calendar days after the meeting, the ***[City Manager/County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ***[name of ADA Coordinator]***or ***[his/her]*** designee, appeals to the ***[City Manager/County Commissioner/ other appropriate high-level official]*** or ***[his/her]*** designee, and responses from these two offices will be retained by the **County of XXX** for at least three years.