



City of Portland
Title VI Implementation Plan
Fiscal Year 27

Prepared by:



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I. Introduction

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

II. Title VI Non-Discrimination Notice & Policy

City of Portland 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, City of Portland 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 City of Portland on the grounds of race, religion, color, age, sex, disability, national origin, income status or limited English proficiency. City of Portland 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 City of Portland to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 USC § 2000e; Age Discrimination Act of 1975, 42 USC §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC §§ 4601-4655; 1973 Federal Aid Highway Act, 23 USC § 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 USC §§ 701 et seq; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 USC §§ 12101 et seq.; Title VIII of the Civil Rights Act 1968, 42 USC §§ 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, subrecipients, and contractors and 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, City of Portland 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.

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

Whenever City of Portland distributes federal-aid funds to a second-tier subrecipient, the City will include Title VI language in all written agreements.

The following individual(s) have been identified as City of Portland's Title VI and ADA Coordinators, responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 CFR § 200 and 49 CFR § 21:

Lori Phillips
City of Portland Title VI Coordinator
321 N. Meridian Street, Portland, IN 47371
260-726-9395 ext. 224
cityclerktreas@thecityofportland.net

Matt Shauver
City of Portland ADA Coordinator
215 S. Wayne Street, Portland, IN 47371
260-726-4077
streetsuperintendent@thecityofportland.net

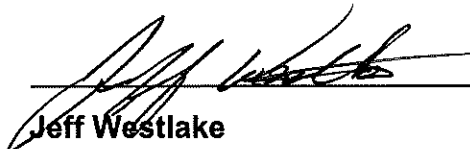
III. Title VI Assurances & Implementation

City of Portland 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 by the City governing body through formal action.

City of Portland, Indiana
(Name of Recipient)

Dated 9.3.26



Jeff Westlake
City of Portland Mayor
(Signature of Authorized Official)

IV. Organization & Staffing

City of Portland includes the Elected Officials, the City Council, and Matt Shauver, the ADA Coordinator, whose role is responsible for developing and overseeing the ADA plans, reports, and surveys. Lori Phillips is the main point of contact for all Civil Rights issues from the public and provides Title VI, LEP, and ADA training to employees annually, and assists all staff members regarding Civil Rights.

Name	Department	Phone	Email
Matt Shauver	ADA Coordinator	260-726-4077	streetsuperintendent@thecityofportland.net
Lori Philips	Title VI Coordinator	260-726-9395	cityclerktreas@thecityofportland.net
Wes Schemenaur	City Attorney		wes@hrslegal.com
Donald C. Gillespie	City Court Judge	260-726-3358	judge@thecityofportland.net
John Hemmelgarn	Building and Zoning Director	260-726-6904	jpbp.jhemmel@gmail.com
Dustin Mock	Chief of Police	260-726-7161	
Chuck Denney	Fire Chief	260-726-4500	FireChief@thecityofportland.net
Matt Shauver	Streets and Parks Superintendent	260-726-4077	streetsuperintendent@thecityofportland.net
Ronnie Reynolds	Parks Department	260-726-4077	N/A
Doug Jackson	Water Department Superintendent	260-726-4525	djackson@thecityofportland.net
Brad Dues	Waste Water Superintendent	260-729-1914	wwtp@thecityofportland.net
John Hemmelgarn	Zoning Administration Director	260-726-6904	jpbp.jhemmel@gmail.com

V. Program Review Procedures

Employee Dissemination & Training

At the time of hire (and annually to all employees if applicable): Title VI policy education and literature will be provided to all City employees. City of Portland employees will be required to sign an acknowledgement of receipt (**Appendix J**) indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature at the new employee orientation. Employees will be provided with updated education and literature as the City deems necessary.

Ongoing training provided to current employees: Current employees will receive training as new training and materials are available. Training may consist of webinars, videos, and educational documents as they become available.

Examples of training may include:

Understanding and Abiding by the Title VI of the Civil Rights Act

<https://www.youtube.com/watch?v=Iw0mefqIZ5Y>

Employees are expected to follow the Title VI policy and guidelines set forth in this policy. 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.

VI. Subrecipient Monitoring, Contractors, Subcontractors, Vendors & Consultants

All contractors, subcontractors and vendors who receive payments from City of Portland where funding originates from any Federal Assistance programs are subject to the provisions of Title VI. The City will include Title VI language, as per the Standard U.S. DOT Title VI Assurances (**Appendix A**), as relevant and appropriate, in written agreements and bid notices. Written agreements relevant to Title VI shall not contain any form of discrimination, either written or implied.

City of Portland is responsible for ensuring that its subrecipients, contractors, subcontractors, vendors, and consultants comply with Title VI requirements. The City will monitor compliance through a risk-based process that may include review of contract language, policies and procedures, and any Title VI-related complaints. Monitoring may occur during procurement, contract administration, or project close-out. If deficiencies are identified, the City will work with the subrecipient to address and correct them in accordance with federal and state requirements.

VII. Complaint Process

City of Portland will promptly and thoroughly investigate all properly submitted complaints of alleged discrimination. The City will also attempt to resolve such complaints and take corrective action upon the finding of a substantiated complaint. The City will make reasonable efforts to facilitate voluntary, early resolution of complaints at the lowest level possible. The complaint investigation procedure is part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Any individual who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City service, program, or activity (whether Federally funded or not), based on their race, color, national origin, gender, age, disability, ancestry, income status, or limited English proficiency may file a complaint with the City of Portland's Title VI Coordinator. Complaint forms can be found in **Appendix D** or by contacting the Title VI Coordinator. For a complaint to be considered, the complainant must file the appropriate documentation within 180 calendar days after the alleged act of discrimination occurred as called out in **Appendix C** External Complaint Procedure. The complaint will be placed in complaint log found in **Appendix B**.

Complaint Requirements

Complaints must be made in writing and shall be signed by the complainant and/or the complainant's representative. City of Portland does not accept anonymous complaints. Complaints must contain the following information and describe as completely as possible the facts and circumstances surrounding the alleged discrimination:

- Name of the complainant
- Contact information of the complainant (telephone number, address, email address)
- The full name and address of the respondent, individual, agency, department, or program that allegedly discriminated against the complainant.
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating based on race, color, national origin, sex, age, or disability). The description must include the date of the incident, and how, where, or why the complainant believes they were discriminated against.
- Names and contact information of all witnesses and
- Any other information that is deemed significant.

If a complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Title VI Coordinator will assist the complainant in completing a written complaint. The Title VI Coordinator will provide a written complaint to the complainant for confirmation, review, and signature before processing.

Conference With Title VI Coordinator

Within fifteen (15) calendar days after receipt of the complaint, the Title VI Coordinator will arrange to speak or meet with the complainant to discuss the complaint and possible resolutions, if applicable. If a complaint is deemed incomplete, additional information will be requested. The complainant has thirty (30) calendar days to respond to the request for additional information. A complainant's failure to respond to the request within thirty (30) calendar days may result in the administrative closure of the complaint. Additionally, the City will notify INDOT of complaints within ten (10) days.

Jurisdiction

If City of Portland does not have sufficient jurisdiction to investigate the complaint, the Title VI Coordinator will refer to the appropriate local, state or federal agency holding such jurisdiction. The Title VI Coordinator will notify the complainant or their representative in writing that the complaint is outside of City of Portland's jurisdiction and where the complaint has been referred for further handling.

Title VI Coordinator Investigation

The Title VI Coordinator will conduct a complete thorough investigation of complaints inside City of Portland's jurisdiction and based upon the information obtained will strive to render a final written response letter to the complainant or their representative by registered mail or hand delivery within sixty (60) calendar days. The Title VI Coordinator will inform the respondent of the complainant's allegations, request a position statement, respond to all aspects of the complainant's allegations, and may assign a staff member to handle the investigation.

The Title VI Coordinator's final written response to the complainant will include a description of the complaint, a summary of the investigation and the findings of such, summaries of all individuals interviewed, and if appropriate, recommendations and resolutions. All written complaints, investigations, and responses will be retained by City of Portland for at least three (3) years.

Confidentiality

A complainant's identity shall be kept confidential except to the extent necessary to complete the investigation. If it is necessary to disclose the complainant's identity to the alleged person who may have discriminated against the complainant or a third party, City of Portland must first obtain the complainant's written consent. The City must also obtain the complainant's written consent before providing a copy of the complaint to any other individual involved with the investigation. A written consent form is in **Appendix E**.

Corrective Action

If City of Portland recommends corrective action, the City will give the respondent thirty (30) calendar days to inform of the actions taken for compliance. The Title VI Coordinator shall monitor the respondent's corrective action compliance. Such corrective action may include actions the respondent will complete at a future date within the initial thirty days and must include the projected time in which the respondent will complete the action.

If the respondent has not taken the recommended correction action within the thirty-day period allowed, City of Portland will take corrective action to comply with Title VI. Noncompliance not corrected may be subject to sanctions as provided in 49 CFR § 21.13.

DOJ Complaint

If a complainant is dissatisfied with the final resolution of the complaint, the complainant has the right to file a complaint with:

Department of Justice

Federal Coordination and Compliance Section -NWB Civil Rights Division
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation (INDOT)
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

Records Retention

City of Portland will maintain all records of an investigation in a confidential area for three (3) years after the completion of the investigation.

Complaint Closure

It is the general practice of City of Portland to investigate all complete complaints. However, the City may administratively close a complaint at its discretion. The types of complaints that may be administratively closed and not investigated include, but are not limited to:

- Complaints that fail to state a claim or provide any substantial or coherent claim.
- Complaints that are outside the scope of City of Portland's Title VI jurisdiction
- Untimely complaints filed more than 180 days after the alleged discriminatory acts.
- Complaints voluntarily withdrawn by the complainant.
- Complaints in which the investigation has been impaired by the City's inability to locate the complainant.
- Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same respondent or other respondents that repeatedly have been found factually or legally unsubstantiated by City of Portland
- Complaints containing the same or similar allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the City.
- Complaints containing allegations that are foreclosed by previous decisions by state and Federal courts, the Department of Justice, or City policy determinations.
- Complaints filed for complainants or parties who refused to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation.
- Complaints transferred to another agency for investigation and
- Complaints where the death of a complainant makes it impossible to investigate the allegations fully.

City of Portland will notify the complainant in writing when a determination is made to administratively close a case without further investigation. The notification shall include a basis for the administrative closure.

VIII. Public Dissemination

Title VI information will be displayed at the City Hall building and all places in which public meetings are held. The name and contact information of City of Portland's Title VI Coordinator will be displayed on Title VI information. This notification is located in **Appendix G**.

City of Portland Title VI plan and policy, which includes the ADA/Section 504 plan, Limited English Proficiency (LEP) plan and complaint procedures, is on City of Portland's Website at <https://thecityofportland.net/>. Any of these plans will be provided upon request. LEP individuals may obtain translated copies of these plans upon request. Any questions or comments regarding this plan should be directed to the Title VI Coordinator.

IX. Community Involvement & Outreach

The City commits to ensure community involvement and outreach is conducted in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation. As such, this plan will be open to public comment and be adopted at a public hearing once approved by the City Council.

City of Portland Council meets bimonthly, and those meetings are open to the public. Any meetings that are open to the public are published on City of Portland's website at <https://thecityofportland.net/> and distributed to local media outlets. All City of Portland 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. All such requests must be made at least (2) business days in advance of the public meeting.

Also published on City of Portland's website are various meeting minutes, and City of Portland notices, events, and news. Some City departments utilize signage, media, and social media websites as another avenue to communicate with the community. All published notices shall include the Title VI language as shown in **Appendix F**.

X. Data Collection

City of Portland will collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all its programs and activities. City of Portland will utilize a voluntary public involvement survey (**Appendix G**) to collect information regarding people affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, disability status, and household income.

As noted above, some information is collected periodically with the objective of determining what data needs to be collected. The following types of data are collected by the City:

- Complaints received, logged, processed, and investigated by the City.
- Limited English Proficiency reports
- Title VI Training, as required.
- Public Involvement Survey
- Records of meeting minutes and discussions related to Title VI in all program areas.
- Project data regarding the race, color, national origin, sex, age, and disability of the property owners of parcels valued, property owners, and property owners/tenants relocated can be collected for any program area and any associated risks with discrimination may be obtained during a project or information meeting. This may include right of way data collection, which includes information on the valuation of impacted, negotiations with impacted property owners, and the relocation of impacted property owners and tenants. This data would be evaluated to determine if the processes in Right of Way were conducted in a non-discriminatory manner. Any data collected should be collected in a manner that is reportable upon request from a funding agency.

City of Portland plans to make this survey available at all public hearings and meetings and in appropriate City buildings. Completed surveys shall be retained for a period of three (3) years from the date of the meeting.

XI. Section 504/Americans with Disabilities Act (ADA)

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (29 USC § 794), as amended, and the Americans with Disabilities Act of 1990, as well as any other local, federal and state laws and regulations, City of Portland will make every reasonable effort to ensure that no individual with a disability will be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of City of Portland's programs or activities.

For more information regarding City of Portland's ADA policy, please visit City of Portland's website at <https://thecityofportland.net/>. ADA complaint forms can be obtained by contacting City of Portland's ADA Coordinator.

Matt Shauver

ADA Coordinator

215 S. Wayne Street

Portland, IN 47371

Phone: 260-726-4077

E-mail: streetsuperintendent@thecityofportland.net

XII. Limited English Proficiency (LEP) Plan

City of Portland has prepared this plan in accordance with Title VI, which states that no person shall be subjected to discrimination on the basis of race, color or national origin. The purpose of this plan is to help identify reasonable steps for providing language assistance to individuals with Limited English proficiency who wish to access services provided by City of Portland.

Presidential Executive Order No. 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that individuals treated differently based upon their inability to speak, read, write, or understand English is a type of national origin discrimination. Presidential Executive Order No. 13166 defines limited English proficiency persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

To prepare this plan, City of Portland utilized the U.S. Department of Transportation's four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP people in the service area who may be served or are likely to encounter a City of Portland program, activity or service.
2. The frequency with which LEP people encounter City of Portland programs, activities, and services.
3. The nature and importance of the programs, activities or services provided by City of Portland to the LEP population; and
4. The resources available to City of Portland and the overall costs to provide LEP assistance.

The number and proportion of LEP persons eligible to be served or likely to be encountered by the City can only be estimated until the actual number of persons who can speak English less than "very well" are documented as needing assistance by City Staff. US Census Bureau information is being used at this time. The total population is provided below to show general distribution of race and ethnicity in the community.

City of Portland uses statistics provided by the U.S. Census Bureau. Figures below utilize Table DP05 2024 American Community Survey (ACS) 5-Year Estimates.

Total population = (6,416)

Population by Ethnicity:

Hispanic or Latino = 714 Non-Hispanic or Latino = 5,702

Population by Race:

White = 5,597; African American = 39; Asian = 0; American Indian or Alaska Native = 0; Native Hawaiian and Pacific Islander = 0; Other = 199; Identified by two or more = 581.

The INDOT LEP Persons by County website - [INDOT: LEP Persons by County](#) provides Counties with LEP estimates while towns and cities must utilize the [U.S. Census Bureau](#) Table S1601 ACS 5-Year Estimates. Persons in City of Portland speaking English less than “very well” estimated at 1.1% or approximately 65 individuals who may be considered limited in English proficiency.

According to the census numbers above, there may be up to 65 individuals who live in City of Portland that may be considered as LEP. Based on actual contact between City Staff and the community there have been limited requests from anyone in the service area asking the City to provide language translation services. Therefore, the LEP population is probably even less than the estimate shown above.

In compliance with the U.S. Department of Transportation’s LEP analysis, City of Portland has considered and implemented the following:

- The number or proportion of LEP persons who may be served or likely to encounter a City of Portland program, activity or service is approximately 1.1%.
- Staff survey data can provide insight into the frequency with which LEP people encounter City of Portland programs, activities, or services.
- To ensure meaningful access to LEP persons pertaining to any City of Portland programs, activities, and services, the City offers free interpretation services, as needed or requested, 2 business days in advance.

City of Portland is aware that its community profile is ever-changing. As a result, this LEP plan will be re-evaluated annually to ensure the plan remains reflective of community needs. Anyone requiring special language services or accommodation must contact the Title VI Coordinator. **Appendix H’s** I-Speak cards are also available to identify specific language translation needed.

XIII. Policy Statement

City of Portland values each individual's civil rights and wishes to provide equal opportunity and equitable service for its citizens. As a recipient of federal funds, the City is required to conform to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation for, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Transportation on the grounds of race, color, age, sex, disability, national origin, or income status.

City of Portland, Indiana

(Name of Recipient)

**Jeff Westlake**

City of Portland Mayor

(Signature of Authorized Official)

Date: 7-3-26**XIV. Social Equity & Environmental Justice**

Ensuring the meaningful involvement of low income, minority, disabled, senior, and other traditionally underrepresented communities is a key component of the City's public participation activities. The City's policies, procedures, and programs are consistent with federal and state environmental justice laws, regulations and requirements, Title VI, related nondiscrimination requirements and reflect the principles of social equity and environmental justice. Social equity means ensuring that all communities are treated fairly and are given equal opportunity to participate in the planning and decision-making process, with an emphasis on ensuring that traditionally disadvantaged groups are not left behind. Environmental justice means ensuring that plans, policies, and actions do not disproportionately affect low income and minority communities.

XV. Title VI Goals & Accomplishments

As provided in **Appendix I**, City of Portland will submit its Title VI goals and accomplishments Report to INDOT annually no later than October 1st, based on the following:

1. Implement compliance and annual reviews of the Title VI plan, making revisions as needed.
2. Review minority participation and examine appropriate methods of encouraging minority participation in City events and activities.
3. Review demographic information relative to the community and provide cost efficient methods of facilitating alternative language formats for those with LEP.
4. Ensure employees have received training on Title VI policies and procedures.

Title VI Reporting/Accomplishments

- Completed ADA and Title VI Plans: 08/28/2026
- Completed ADA Self Evaluation: 8/21/2026
- Adopted Title VI Plans & Assurances: 9/3/2026
- Placement of current Title VI Implementation Plan and forms on website: 9/21/2026
- Review website and digital content for accessibility: 9/15/2026
- ADA and Title VI training handouts provided to all department heads: 09/04/2026
- Identified sub-recipients: 09/15/2026
- Publish Title VI Statement in the local newspaper: 09/04/2026
- Place plan hard copy in clerk-treasurer's office: 10/01/2026

Title VI Goals

- Train employees on Title VI: Ongoing
- Provide training materials for sub-recipients: 01/01/2027
- Review programs for Title VI implications: 07/01/2027
- Complete Title VI plan as needed and post on website with new revision date: 10/01/2027
- Publish Title VI Statement in the local newspaper: 08/01/2027
- Post ADA and Title VI non-discrimination notices at public entrance and public meeting areas
- Work with attorney to ensure non-discrimination language is added to written agreements: 06/01/2027



APPENDICES

APPENDIX A – ASSURANCES

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination DOT Assurances DOT Order No. 1050.2A

City of Portland (hereinafter referred to as the "Recipient") **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 Stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Title 49, C.F.R. Part 21, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, (entitled Non-discrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, 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 DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal Aid Highway Program.

1. The Recipient agrees that each "activity", "facility" or "program" as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Request for Proposals for work, or material subject to the Acts and Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of City of Portland in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin consideration for an award"
3. The Recipient shall insert the clauses of **Appendix A and E of this Assurance** in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient shall insert the subclauses of **Appendix B of this assurance**, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will 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 will extend to rights to space on, over or under such property.
7. That the Recipient will include the clauses set forth in **Appendix C and Appendix D of this Assurance**, as a covenant running with the land, in any future deeds, leases, permits, licenses, permits, and similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project or program;
 - b. for the construction or use of, or access to, space on, over. or under real property acquired or improved under the applicable activity, project, or 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 will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, 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 Acts, 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 Acts, the Regulations, and this Assurance.

By signing this Assurance, City of Portland also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Aid Highway Program access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Aid Highway Program. You must keep records, reports, and submit the material for review upon request to the Federal Aid Highway Program, or its designee in a timely, complete and accurate way. Additionally, you must comply with all other reporting, data collection and evaluation requirements, as prescribed by the law or detailed in program guidance.

City of Portland gives this ASSURANCE is given in consideration of and for obtaining any and all Federal grants, loans, contracts, property, and/or discounts, or other Federal-aid financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Aid Highway Program. This Assurance is binding on Indiana, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Portland, Indiana
(Name of Recipient)



Jeff Westlake
City of Portland Mayor
(Signature of Authorized Official)

Date: 9.3.26

Appendix A of 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 (hereinafter includes consultants) will comply with the Acts and Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, regarding the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in **Appendix B** of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Materials & 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 Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and 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 Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will 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 Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies, and/or

- b. cancelling, terminating, or suspending a contract, in whole or in part.
- 6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B of Assurances

Clauses For Deeds Transferring United States Property

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that City of Portland, Indiana 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 the Federal Aid Highway Programs and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally- assisted programs of the U.S. Department of Transportation 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 City of Portland, Indiana all the right, title and interest of the U.S. 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 City of Portland, Indiana 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 City of Portland, Indiana, its successors and assigns.

City of Portland, Indiana, 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 on the grounds of race, color, national origin 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 City of Portland, Indiana shall use the lands and interests in lands and interests in the land so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21,

Nondiscrimination in Federally- assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and the above described land and facilities will thereon revert to and vest and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

Appendix C of Assurances

Clauses For Transfer of Real Property Acquired or Improved Under the Activity, Facility, or Program

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by City of Portland, Indiana pursuant to the provisions of Assurance 7(a).

- A. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/hers 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:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Portland shall have the right to terminate the (license, lease, permit, etc.) and to enter, reenter and repossess said lands and the facilities thereon, and hold the same as if (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Federal Aid Administration will have the right or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of City of Portland and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

Appendix D of Assurances

Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, Facility or Program

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered by City of Portland pursuant to the provisions of Assurance 7(b):

1. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her 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 (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be 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 race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
2. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Portland will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
3. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Portland will there upon revert to and vest in and become the absolute property of City of Portland and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

Appendix E of Assurances

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination based on race, color, or national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 et seq).

APPENDIX B - Complaint Log

[illegible]

APPENDIX C - Complaint Procedure

Any person who believes that he or she, as a member of a protected class, has been discriminated against based on race, religion, color, age, sex, disability, national origin, 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, the 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 of such a person. It is the policy of City of Portland 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 acted or participated in an action to secure rights protected by civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure provided below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint shall be communicated to the City's Title VI Coordinator. The complaint must be submitted within 180 days of the alleged discrimination. Complaint forms may be found in **Appendix D**, on the City's website at: <https://thecityofportland.net/> or by contacting the Title VI Coordinator. Individuals are not required to use the City's complaint form. If necessary, the City will help an individual reduce his or her complaint to writing for his or her signature. Additionally, the City will notify INDOT of complaints within ten (10) days.

Generally, a complaint must include the name, address, and telephone number of the 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 shall be directed to the Title VI Coordinator:

Lori Phillips

Title VI Coordinator

321 N. Meridian Street, Portland, IN 47371

260-726-9395 ext. 224

cityclerktreas@thecityofportland.net

The City will investigate the allegation based on the information provided and will strive to issue a written report of its findings to the complainant within 60 days of receipt of the complaint. The City will attempt 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 investigate. 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. The complaint investigation procedure is part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

APPENDIX D - External Complaint of Discrimination Form

The purpose of this form is to help any person interested in filing a discrimination complaint with City of Portland. 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 race, color, national origin, sex, age, disability, or income status in connection with programs or activities receiving Federal financial assistance from the U.S. Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to City of Portland 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. Complaints may also be filed using alternative formats such as computer disk, audiotape, or braille. City of Portland 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.

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

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. Complaints should be filed with City of Portland Title VI Coordinator:

Lori Phillips

Title VI Coordinator

321 N. Meridian Street, Portland, IN 47371

260-726-9395 ext. 224

cityclerktreas@thecityofportland.net

City of Portland - Title VI Implementation Plan

Please submit this form to: **Lori Phillips**, 321 N. Meridian Street, Portland, IN 47371,
Phone: 260-726-9395 ext. 224, E-mail: cityclerktreas@thecityofportland.net, or your
complaint cannot be processed without your signature.

Name of complainant		Date
Signature of complainant		
Complainant Information		
Name (first, middle, last)		
Address (number and street, town , state, ZIP code)		
Home phone number () -	Work phone number () -	Cellular phone number () -
Person/Department you believe Discriminated Against You		
Name (first, middle, last)		
Name of Department		
Address		
Home Phone Number () -	Cell Phone Number () -	Work Phone Number () -
When was the last alleged discriminatory act? (month, day, year)		
Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged acts of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.		
The alleged discrimination was based on:		
☐ Race ☐ Color ☐ Age ☐ Gender ☐ National Origin ☐ Disability ☐ Ancestry ☐ Retaliation		
Name of complainant		Date

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

Provide the names of any individuals with additional information regarding your

Name of witness 1 (first, middle, last)

Address

Home Phone Number
() -

Cell Phone Number
() -

Work Phone Number
() -

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 2 (first, middle, last)

Address

Home Phone Number
() -

Cell Phone Number
() -

Work Phone Number
() -

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 3 (first, middle, last)

Address

Home Phone Number
() -

Cell Phone Number
() -

Work Phone Number
() -

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

APPENDIX E - Complainant Consent/Release Form

Name (first, middle, last)	Telephone number () -
Address (number and street, town, state, ZIP code)	
Case number(s) (if known)	
As a complainant, I understand that during an investigation it may become necessary for City of Portland to reveal my identity to individuals outside of City of Portland Government in the course of verifying information or gathering facts and evidence to develop a basis for making civil rights compliance determination. I understand that it may be necessary for City of Portland 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 acting or participating in an action to secure rights protected by the nondiscrimination statutes enforced by City of Portland.	
Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED, and sign below. CONSENT I have read and understand the above information and authorize City of Portland 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 City of Portland 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. CONSENT DENIED I have read and understand the above information and do not want City of Portland 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 City of Portland deciding in my case.	
Signature	Date (month, day, year)
You may return this form by mailing/emailing it to: Lori Phillips, 321 N. Meridian Street, Portland, IN 47371, Phone: 260-726-9395 ext. 224, E-mail: cityclerktreas@thecityofportland.net	

APPENDIX F – Published Notices Title VI Language

City of Portland 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 contract 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, age, disability/handicap and low income in consideration for an award.

APPENDIX G - Voluntary 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)). City of Portland 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 City of Portland 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 City of Portland's responsibilities under Title VI of the Civil Rights Act of 1964, as amended, or the Americans with Disabilities Act, please contact the Title VI/ADA Coordinator or you may return the survey by folding it and placing it on the designated table or by mailing/emailing it to: Lori Phillips, 321 N. Meridian Street, Portland, IN 47371, Phone: 260-726-9395 ext. 224, E-mail: cityclerktreas@thecityofportland.net

Date (month, day, year):	
Event/Project:	
Gender: ☐ Female ☐ Male	
Race: (check one or more) ☐ American Indian or Alaska Native ☐ Asian Native Hawaiian or Other Pacific Islander ☐ White ☐ Black of African-American ☐ Multiracial	Ethnicity : ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Other
Age: ☐ 1-21 ☐ 22-40 ☐ 41-65 ☐ 65+	Disability: ☐ Yes ☐ No
Is English your preferred language? ☐ Yes ☐ No If no, what is your preferred language? _____	
Household Income: ☐ \$0-\$12,000 ☐ \$12,001-\$24,000 ☐ \$24,001-\$36,000 ☐ \$36,001-\$48,000 ☐ \$48,001-\$60,000 ☐ \$60,001+	

APPENDIX H – I-Speak Cards

Language Identification Cards

Side 1 of 2

Instructions: Place a check by the language spoken. ☒

☐ Mark this box if you read or speak English.	English
☐ ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	Arabic
☐ Մարկեք այս քառակուսու, եթե կարդում եք կամ հայերենով խոսում եք:	Armenian
☐ যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	Bengali
☐ ប្រសិនបើអ្នកកំពុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសាខ្មែរ ។	Cambodian
☐ Motka i kahhon ya yangin ñntöngnu' manaitai pat ñntöngnu' kumentos Chamorro.	Chamorro
☐ 如果你能读中文或讲中文，请选择此框。	Simplified Chinese
☐ 如果你能讀中文或講中文，請選擇此框。	Traditional Chinese
☐ Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	Croatian
☐ Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	Czech
☐ Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	Dutch
☐ اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	Farsi
☐ Cocher ici si vous lisez ou parlez le français.	French
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	Haitian Creole
☐ अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	Hindi
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
☐ Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	Hungarian

Source: *Language Identification Flashcard - 2004 Census Test*
 U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce
www.lep.gov/ISpeakCards2004.pdf

AOC
 2012

Language Identification Cards
Side 2 of 2

Instructions: Place a check by the language spoken. ☒

☐ Marchi questa casella se legge o parla italiano.	<i>Italian</i>
☐ 日本語を読んだり、話せる場合はここに印を付けてください。	<i>Japanese</i>
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	<i>Korean</i>
☐ ຂໍໃຫ້ທ່ານຕິດຕັ້ງຕາມພາສາທີ່ທ່ານໃຊ້ໃນການສື່ສານ.	<i>Laotian</i>
☐ Kakōlleiki bōk (box) in elafiñe kwōjela kajin im waakin (read) majōl.	<i>Marshallese</i>
☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	<i>Polish</i>
☐ Assinale este quadrado se você lê ou fala português.	<i>Portuguese</i>
☐ Însemnați această căsuță dacă citiți sau vorbiți românește.	<i>Romanian</i>
☐ Поставьте этот квадратик, если вы читаете или говорите по-русски.	<i>Russian</i>
☐ Обележите овај квадратик уколико читате или говорите српски језик.	<i>Serbian</i>
☐ Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	<i>Slovak</i>
☐ Marque esta casilla si lee o habla español.	<i>Spanish</i>
☐ Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	<i>Tagalog</i>
☐ ຫ້າມຕິດຕັ້ງຕາມພາສາທີ່ທ່ານໃຊ້ໃນການສື່ສານ.	<i>Thai</i>
☐ Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	<i>Tongan</i>
☐ Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	<i>Ukrainian</i>
☐ اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	<i>Urdu</i>
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	<i>Vietnamese</i>
☐ באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	<i>Yiddish</i>

Source: Language Identification Flashcard - 2004 Census Test
U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce
www.lep.gov/ISpeakCards2004.pdf

AOC
2012

APPENDIX I - Title VI Goals & Accomplishments Report

City of Portland will submit its Title VI goals and accomplishments Report to INDOT annually no later than November 1st, based on the following:

1. Implement compliance and annual reviews of the Title VI plan, making revisions as needed.
2. Review minority participation and examine appropriate methods of encouraging minority participation in City events and activities.
3. Review demographic information relative to the community and provide cost efficient methods of facilitating alternative language formats for those with LEP.
4. Ensure employees have received training on Title VI policies and procedures.

Title VI Reporting/Accomplishments

- Completed ADA and Title VI Plans: 08/28/2026
- Completed ADA Self Evaluation: 8/21/2026
- Adopted Title VI Plans & Assurances: 9/3/2026
- Placement of current Title VI Implementation Plan and forms on website: 9/21/2026
- Review website and digital content for accessibility: 9/15/2026
- ADA and Title VI training handouts provided to all department heads: 09/04/2026
- Identified sub-recipients: 09/15/2026
- Publish Title VI Statement in the local newspaper: 09/04/2026
- Place plan hard copy in clerk-treasurer's office: 10/01/2026

Title VI Goals

- Train employees on Title VI: Ongoing
- Provide training materials for sub-recipients: 01/01/2027
- Review programs for Title VI implications: 07/01/2027
- Complete Title VI plan as needed and post on website with new revision date: 10/01/2027
- Publish Title VI Statement in the local newspaper: 08/01/2027
- Post ADA and Title VI non-discrimination notices at public entrance and public meeting areas

- Work with attorney to ensure non-discrimination language is added to written agreements: 06/01/2027

APPENDIX J – Title VI – Staff Acknowledgement Form & Training Materials

City of Portland

Title VI Nondiscrimination & ADA Training Program

The following employees have signed below indicating they have reviewed the Title VI Nondiscrimination and ADA Training with an understanding that all necessary forms, resources and updated plans are available for employee and public review (at any time) at the City Auditor's office or the City's website.

Date of Training	Employee Name (Print)	Employee Signature	Department

MANAGER INSTRUCTIONS: ****You may use more than one form to complete your department's signatures**

Once all department employees have received training (and verified on this form), please scan this sheet via email to: **Lori Phillips**, City of Portland, Title VI Coordinator, 321 N. Meridian Street, Portland, IN 47371. Phone: 260-726-9395. Email: cityclerktreas@thecityofportland.net.

If you elect to utilize email verification as your documentation, please print the emails documenting training received from the trained employee and forward to the Title VI Coordinator.

Questions about training for Title VI and ADA should be directed to **Lori Phillips**, City of Portland, Title VI Coordinator, 321 N. Meridian Street, Portland, IN 47371. Phone: 260-726-9395. Email: cityclerktreas@thecityofportland.net.



501.123.4567

Agenda



Introduction
American with Disabilities Act
ADA/Title VI Coordinator(s)
Why is this training important?
Compliance
Examples
Title VI Discrimination
Q&A

WHAT IS AMERICANS WITH DISABILITIES ACT?

Prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in mainstream of American life regarding employment, state and local government services, private businesses, telecommunications, and transportation.

This means they must be able to enjoy employment opportunities, to purchase goods and services, and to participate in all state and local government programs and services.

ADA AMERICANS WITH DISABILITIES ACT

Why must Local Public Agencies demonstrate compliance with ADA/Section 504?

- A state or local government with 50 employees or more is required to:
 - Develop a City employee as ADA Coordinator
 - Develop & Post an ADA Policy
 - Complete a self-evaluation of all Public Facilities & Programs
 - Develop an ADA Transition Plan
 - Have a complaint and public input procedure
 - Review & Monitor compliance

Why is this training important?

To receive federal funds through grant programs, highway projects, etc., we are **REQUIRED to do more to demonstrate our compliance** with these regulations. **OR** we risk losing our **Federal funding assistance**.

What is ADA's Purpose?

- Ensures that people with disabilities have the same rights and opportunities as everyone else.
- Gives civil rights protections to individuals with disabilities.
- Guarantees equal opportunity for individuals with disabilities.
- Prohibits discrimination in all employment practices.

Who is protected by the ADA?

- Persons with a physical or mental impairment that substantially limits one or more major life activities.
- A person with a substantially limiting impairment.
- ADA only protects a person qualified for the job s/he has or wants.
- Disabled individuals must meet job-related requirements.
- Must be able to perform the job's essential functions.



Barriers and How to Identify Them

Physical (environmental, but not with enough, etc.)

Telephones
 Drinking fountains
 Signs and Paper-based Systems
 Conventional bookshelves and operating controls
 Communication (Blind, Deaf, Mentally Challenged)
 Lack of Conventional Signs
 No Access Alarm Systems
 No Auxiliary Aids
 Braille etc.
 Language Barrier



Other Physical Barrier Examples

Examples of what an employee may notice and should advise the ADA/Title VI Coordinator

Shower Stall Shower space with no grab bars for disabled person.	Lift Device used to lift people from ground level.	Stair Ramp No an handrail system for the ramp.
City Walk LEP Language Barrier when interacting with the public.	City Count Large electronic device used to count people.	City Page Machine that prints the public's name and address.

ADA Notice: Program Accessibility

Examples of the Target Audience for the ADA Notice

- a recipient of social services that accepts or provides assistance provided by the state or local government
- an applicant for a public utility card
- a person who uses the City community center, a facility
- a person who receives the City's public transit services
- a person who receives the City's public transit services
- a person who receives the City's public transit services
- a person who receives the City's public transit services
- a person who receives the City's public transit services

City of Portland does not discriminate based on disability in its programs, services, facilities, and employment practices. If you need auxiliary aids and services for effective communication (such as a sign language interpreter or assistive listening device or print material in digital format) or a reasonable modification to its programs, services, or facilities, contact the ADA Coordinator as soon as possible. Providing for business days before the activity or event. A grievance procedure is available to resolve complaints. Upon request, this notice is available in alternative formats such as large print or Braille.

ADA Coordinator: Matt Shaver at 202-726-4277

Summarized Non-Discrimination Statement

"In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities."

A link to this statement will soon be added to the City website and posted in common areas of City facilities.

ADA & Title VI Coordinator(s)

ADA/Title VI Coordinator
Matt Shaver
202-726-4277
mshaver@portland.gov
mshaver@portland.gov

ADA/Title VI Coordinator
Matt Shaver
202-726-4277
mshaver@portland.gov
mshaver@portland.gov

ADA Work Group & Role

ADA Coordinator
Governing Body Members
Auditor
Attorney
Sheriff

Having a working ADA group is important to help the City maintain its compliance. Members of this group (may vary) upon several functions based on their varied expertise. This collaboration intends to leverage the constituent members' skills, experience, and expertise in matters involving ADA compliance and accessibility.



ADA Coordinator Role

- Monitoring the City's ADA Transition Plan
- Monitoring established procedures
- Conduct reviews of ADA programs areas
- Conducting ADA training programs
- ADA information for dissemination to the general public
- Identifying, investigating, and addressing ADA discrimination

Recognizing Disabilities Covered Under ADA

An individual with epilepsy, anxiety, depression, ADHD, a physical hearing or visual impairment, intellectual disability, mental illness, or a heart condition is covered.



<https://youtu.be/88P8A8yGM>

For Department Heads: What is a "Reasonable Accommodation?"



EMPLOYER-Reasonable Accommodation Examples

- Making existing facilities accessible
- Job restructuring/modifying work schedules, reassignment to a vacant position
- Acquiring or modifying equipment, devices, materials, or policies
- Reduced/modifying work schedules

Undue Hardship: What if it costs too much to accommodate?

- An employer does not have to provide a reasonable accommodation
- An employer is not required to lower quality or standards to make an accommodation
- Example of Undue Hardship: <https://www.eeoc.gov/policy/docs/accommodations.html#undue>

Other Accommodations Program Accessibility

Program accessibility may be achieved in a variety of ways. City governments may choose to make structural changes to existing facilities to achieve access. But City governments can also pursue alternative structural changes to achieve program accessibility.

EXAMPLE 1

The City can move public meetings to accessible buildings and can ensure access to information with accessible accessible forms or parts of buildings.

EXAMPLE 2

If an individual does not have ADA compliance, the City must make the necessary means or structural changes to make it accessible. Separate meeting rooms with disabilities to the accessible features and spaces, a facility must also be provided.

IMPORTANT: Public Complaints for ADA Access

If a COMPLAINT regarding ADA access, ability to utilize City services is reported:

1. Contact the individual to the City Website or a physical location where they can obtain a formal complaint form.

2. Provide them with the ADA Coordinator contact information:

ADA Coordinator
303 E. Main Street
Portland, OR 97201
503-248-4444
Fax: 503-248-4444

If the individual is extremely upset, or your staff feel ill-equipped to handle the situation, contact the ADA Title VI Coordinator.

ADA Self-evaluations: Priorities for Accessible Facilities – What we look for?



The checklist follows the four priorities in the Department of Justice ADA Title II regulations. These priorities are equally applicable to state and local government facilities.

- Priority 1 - Accessible approach and entrance
- Priority 2 - Access to goods and services
- Priority 3 - Access to public toilet rooms
- Priority 4 - Access to other items such as communication devices

ADA Self-evaluations What to look for...

- High pedestrian traffic areas (City sidewalks, parks, etc.)
- Areas near facilities frequently used by the public (Parks, City Hall, etc.)
- Identify physical barriers that might restrict access to individuals with disabilities that should be considered

ADA Self-evaluations When evaluating your area, where do we start?

1. Identify
2. Determine familiarity with the public entity's ADA obligations
3. Determine when and how to arrange for auxiliary aids and services
4. Review service, activity, and program policies and procedures
5. Survey facilities and determine whether there are physical barriers to accessing programs

ADA Self-evaluations What are some Physical Accessibility to Facilities Used by the Public

The following list of facilities should not only be evaluated but also reported by City employees for any non-compliance:

- Elevators
- Signage
- Parking Spaces
- Ramps
- Entrances
- Driveways and Entrances
- Stairs
- Restrooms
- Public Phone Coverings
- Block Frontiers (those are blocking obstacles)
- Identification (for room or office)
- Lighting
- Switches and Controls
- Emergency Signals (lights, heat, etc.)
- Public Meeting Rooms
- Hazardous materials (including)
- Fax Boxes (non-emergency objects)
- Communication Barriers

ADA Self-evaluations:

- This is conducted every 3 years
- Newly added buildings, programs, or services

ADA Self-evaluations Frequently Asked Questions (Public Only)

- What if a City building is not open to the public?
- If the existing sidewalk stops before intersecting the street, do we still need to construct a curb ramp?
- Do I have to worry about the railroad crossing?



City of Portland - Title VI Implementation Plan

Civil Rights: Restoration Act of 1937

The goal of Title VI is "voluntary compliance."



- Title VI includes ALL programs and activities of Federal-aid recipients and contractors regardless of the programs are federally funded or not

What is Title VI Purpose?

- The VI was enacted as part of the landmark Civil Rights Act of 1964
- The primary purpose of Title VI is to "prevent discrimination"

Public Non-Discrimination Assurances



How the City Demonstrates Title VI Compliance

- Designate an official Title VI Coordinator
- Develop and post the Title VI policy in public areas/buildings
- Show non-discrimination in our programs, facilities, activities, and employment practices
- Submit assurances (signed by the Commissioners) that no such discrimination will occur
- Communicate and train our employees on Title VI requirements, including what to do if they receive a complaint

Important Changes that Impact YOU

PUBLIC MEETINGS

Voluntary Title VI Public Involvement Survey

"As a recipient of federal funds, and in support of the City's efforts to ensure non-discrimination and equal access to all citizens, the City gathers additional data regarding participation in City activities. Therefore, we have provided a **Voluntary Title VI Public Involvement Survey** at this meeting. You are not required to complete this survey. However, the form is anonymous and will be used solely for the purpose of monitoring our compliance with Title VI and ADA."

Important Changes that Impact YOU

PUBLIC COMPLAINTS - TITLE VI DISCRIMINATION

If you or anyone in your department receives a discrimination complaint:

- Handle the situation calmly
- Be professional, empathetic without admitting any blame
- Can submit by City website's online form, email, facsimile, or email the Title VI Coordinator
- If the individual is upset or your staff feel ill-equipped to handle the situation, feel free to call the Title VI Coordinator
- A courtesy email to the Coordinator to provide whatever limited information you may have (in a heads up to a possible complaint) is advised and appreciated

FOUR FACTOR ANALYSIS

Factor One Is the individual a person of color? Is the individual a person with a disability? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class?	Factor Two Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class?
Factor Three Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class?	Factor Four Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class? Is the individual a person who is a member of a protected class?

Required and Demonstrates Title VI Compliance

Language Barrier:
Limited English Proficient (LEP)

Title VI: Contractors to the City

- Any and all contracts that we funded in any part by Federal dollars will include language that assures the City that each contractor is in compliance with Title VI.
- City Council and Attorney will ensure each language is included and that review all contracts of this nature for compliance.
- If you contract with any company/individual/organization, and pay for the services using a Grant and/or Federal funds, please be sure you inform the ADA/Title VI Coordinator and include appropriate City required assurances.



Next Steps in Training

Department Heads, District Offices, and other leaders who have received the training are required to:

- Provide the training to all employees under their supervision within 30 days of receiving the training.
- Provide the training to all employees under their supervision within 30 days of receiving the training.
- Provide the training to all employees under their supervision within 30 days of receiving the training.
- Provide the training to all employees under their supervision within 30 days of receiving the training.
- Provide the training to all employees under their supervision within 30 days of receiving the training.



Thank you for being an advocate for equal access and the fair treatment/non-discrimination of the citizens we serve.

QUESTIONS?

ADA/Title VI Coordinator
Mort Walker
215 S. Wilson Street
Portland, OR 97213
Phone: 503.725.4077
Fax: N/A

ADA/Title VI Coordinator
Mort Walker
215 S. Wilson Street
Portland, OR 97213
Phone: 503.725.4077
Fax: 503.725.4077

PLEASE DON'T FORGET TO SIGN THE ACKNOWLEDGMENT FORMS BEFORE YOU LEAVE

APPENDIX K – City of Portland Title VI and ADA Adoption Resolution

RESOLUTION 2026-_____

**A RESOLUTION By City of Portland, Indiana
APPOINTING THE AMERICANS WITH DISABILITIES ACT (ADA) & TITLE VI
COORDINATOR AND ADOPTING PROCEDURES**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities.

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall name an ADA & Title VI Coordinator;

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall adopt grievance and complaint procedures for resolving complaints alleging violation of Title II of the ADA; and complaints for Title VI; and

WHEREAS, in compliance with Title II of the ADA, City of Portland Indiana shall publish notice to the public regarding the ADA and Title VI plan; and

WHEREAS, in compliance with Title II of the ADA, City of Portland, Indiana shall post the ADA & Title VI coordinator's name, office address, and telephone number along with the ADA & Title VI Notices and grievance procedures on its website.

NOW, THEREFORE, BE IT RESOLVED by City of Portland, Indiana:

1. Street and Parks Superintendent, Matt Shauver is designated as the ADA Coordinator for City of Portland.
2. Clerk Treasurer, Lori Phillips is designated as the Title VI Coordinator for City of Portland.
3. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice under the Americans with Disabilities Act.
4. The ADA Transition Plan Public Input, a copy of which is attached hereto, is adopted as the Public Input notice to the ADA/Title VI Coordinator.
5. City of Portland Grievance Procedure under the ADA, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination based on a disability in the provision of services, activities, programs, or benefits by the government agencies of City of Portland.
6. City of Portland Complaint Procedure under the Title VI Implementation Plan, a copy of which is attached hereto.
7. In compliance with Federal and State laws as set forth above, City of Portland resolves to post the required information regarding the ADA coordinator, notice under the Americans with Disabilities Act, and City of Portland Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

8. City of Portland, hereby, adopts the updated ADA Transition Plan and Title VI Implementation Plan.

RESOLVED AND ADOPTED this 3rd day of Sept, 2026.

City of Portland Board of Works

Jeff Westlake, Mayor

Jerry Leonhard, BOW Member

Steve McIntosh, BOW Member

Attest:



Lori Phillips, Clerk-Treasurer