



Cass County

FISCAL YEAR 2026

TITLE VI IMPLEMENTATION PLAN

Table of Contents

I. Introduction 3

II. Title VI Non-Discrimination Notice & Policy..... 3

III. Title VI Assurances & Implementation 5

IV. Organization & Staffing 6

V. Program Review Procedures 7

VI. Contractors, Subcontractors, Vendors & Consultants 7

VII. Complaint Process 8

VIII. Public Dissemination 13

IX. Community Involvement & Outreach..... 13

X. Data Collection 13

XI. Section 504/Americans with Disabilities Act (ADA) 15

XII. Limited English Proficiency (LEP) Plan 15

XIII. Policy Statement 17

XIV. Social Equity & Environmental Justice 17

XV. Title VI Goals & Accomplishments 18

APPENDIX A – USDOT 1050.2A Assurances 20

APPENDIX B - Complaint Log 32

APPENDIX C - Complaint Procedure..... 33

APPENDIX D - External Complaint of Discrimination Form 35

APPENDIX E - Complainant Consent/Release Form..... 38

APPENDIX F – Published Notices Title VI Language 39

APPENDIX G - Voluntary Public Involvement Survey 40

APPENDIX H – I-Speak Cards..... 41

APPENDIX I - Title VI Goals & Accomplishments Report 43

APPENDIX J – Title VI – Staff Acknowledgement Form & Training Materials..... 44

APPENDIX K – Cass County Title VI Adoption 47

I. Introduction

This Title VI Implementation Plan is a part of Cass County'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, Cass County 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

Cass County 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, Cass County 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 Cass County on the grounds of race, color, or national origin. Cass County 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 Cass County 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.

Cass County - Title VI Implementation Plan

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, Cass County 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.

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

Whenever Cass County distributes federal-aid funds to a second-tier subrecipient, Cass County will include Title VI language in all written agreements.

The following individuals have been identified as Cass County's Title VI and ADA Coordinators, responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21:

Jeremy Hall
Cass County ADA/Title VI Coordinator
200 Court Park, Room 202
Logansport, IN 46947
jeremy.hall@co.cass.in.us
574-732-2540

III. Title VI Assurances & Implementation

Cass County 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 Cass County governing body through formal action. See Appendix K.

Cass County, Indiana
(Name of Recipient)



Ruth Baker
Cass County Commissioner
(Signature of Authorized Official)

Date: 2/17/2026

IV. Organization & Staffing

Cass County includes the Elected Officials, the County Council, and the County Commissioners, and Jeremy Hall, HR Manager, as the ADA/Title VI Coordinator, whose role is responsible for developing and overseeing the Title VI, LEP, and ADA plans, reports, and surveys. The Title VI Coordinator is also 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
Jeremy Hall	ADA/Title VI Coordinator	574-732-2540	Jeremy.hall@co.cass.in.us
Ruth Baker	Commissioner President	574-753-7889	ruth.baker@co.cass.in.us
David Redweik	Council President	574-753-7720	david.redweik@co.cass.in.us
Cathy Isaacs	County Assessor	574-753-7710	Cathy.Isaacs@co.cass.in.us
Alicia Pifer	Auditor	574-753-7720	Alicia.Pifer@co.cass.in.us
Stephen Roger Kitts II	Circuit Court	574-753-7730	
Destry Richey	Clerk	574-753-7740	Destry.Richey@co.cass.in.us
George Franklin Jr	Coroner	574-992-1311	george.franklin@co.cass.in.us
Christy Householder	Economic Development Commission	574-732-2590	christy.householder@co.cass.in.us
Dr. Dori Ditty	Health Department	574-753-7039	Dori.Ditty@co.cass.in.us
Jeff Smith	Highway Department	574-753-3749	highway@co.cass.in.us
Jeremy Hall	Human Resources	574-732-2540	jeremy.hall@co.cass.in.us
CJ Gilsinger	Information Technology	574-516-2180	Cj.Gilsinger@co.cass.in.us
Arin Shaver	Planning Department	574-753-7775	arin.shaver@co.cass.in.us
Terry Haney	Probation Department	574-753-7780	terry.haney@co.cass.in.us
Noah Schafer	Prosecutor's Office	574-753-7790	Noah.Schafer@co.cass.in.us
Beth Liming	Recorder's Office	574-753-7810	beth.liming@co.cass.in.us
Josh LeDonne	Surveyor	574-753-7840	josh.ledonne@co.cass.in.us
Ed Schroder	Sheriff	574-753-7805	ed.schroder@co.cass.in.us
Heather Draper	Treasurer's Office	574-753-7850	heather.draper@co.cass.in.us

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 county employees. Cass County 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 county 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=lw0mefglZ5Y>

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 Cass County where funding originates from any Federal Assistance programs are subject to the provisions of Title VI. Cass County will include Title VI language, as per the Standard U.S. DOT Title VI Assurances (**Appendices 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.

Cass County is responsible for ensuring that its subrecipients, contractors, subcontractors, vendors, and consultants comply with Title VI requirements. The County 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, Cass County will work with the subrecipient to address and correct them in accordance with federal and state requirements.

VII. Complaint Process

Cass County will promptly and thoroughly investigate all properly submitted complaints of alleged discrimination. Cass County will also attempt to resolve such complaints and take corrective action upon the finding of a substantiated complaint. The county 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 Cass County 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 Cass County'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** 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. Cass County 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 county will notify INDOT of complaints within ten (10) days.

Jurisdiction

If Cass County 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 the Cass County'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 Cass County'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 Cass County 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, Cass County must first obtain the complainant's written consent. The county must also obtain the complainant's written consent before providing a copy of the complaint to any other individual involved with the investigation.

Corrective Action

If Cass County recommends corrective action, the county 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, Cass County will take corrective action to comply with Title VI. Noncompliance not corrected may be subject to sanctions as provided in 49 C.F.R. § 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

Cass County 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 Cass County to investigate all complete complaints. However, the county 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 Cass County'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 County'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 the county of Cass County
- Complaints containing the same or similar allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the county.
- Complaints contain allegations that are foreclosed by previous decisions by state and Federal courts, the Department of Justice, or county 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.

Cass County 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 County Commissioner's meeting room and all places in which public meetings are held. The name and contact information of Cass County's Title VI Coordinator will be displayed on Title VI information. This notification is located in **Appendix G**.

Cass County Title VI plan and policy, which includes the ADA/Section 504 plan, Limited English Proficiency (LEP) plan and complaint procedures, available on Cass County's website [Cass County: County ADA/Title VI](#). 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 county 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.

Cass County Commissioners meet bimonthly, and those meetings are open to the public. Any meetings that are open to the public are published on Cass County's website www.in.gov/counties/cass/ and distributed to local media outlets. All Cass County 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 the Cass County's website are various meeting minutes, and Cass County notices, events, and news. Some county 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

Cass County will collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all its programs and activities. Cass County 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 County:

- Complaints received, logged, processed, and investigated by the county.
- 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.
- Identifying a program area and any associated risks may be obtained during project or other county-related information meetings or 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. 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. 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 it is reportable upon request from a funding agency.

Cass County's plans to make this survey available at all public hearings and meetings and in appropriate county 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, Cass County 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 the Cass County's programs or activities.

For more information regarding the Cass County's ADA policy, please visit Cass County's website www.in.gov/counties/cass/. ADA complaint forms can be obtained on the Cass County's website or by contacting Cass County's ADA Coordinator.

Jeremy Hall
Cass County ADA/Title VI Coordinator
200 Court Park, Room 202,
Logansport, IN 46947
jeremy.hall@co.cass.in.us
574-732-2540

XII. Limited English Proficiency (LEP) Plan

Cass County 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 the Cass County.

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, Cass County 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 Cass County program, activity or service.
2. The frequency with which LEP people encounter Cass County's programs, activities, and services.
3. The nature and importance of the programs, activities or services provided by Cass County to the LEP population; and

4. The resources available to Cass County 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 County can only be estimated until the actual number of persons who can speak English less than “very well” are documented as needing assistance by County 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.

Cass County uses statistics provided by the U.S. Census Bureau. Figures below utilize Table DP05 from the 2023 American Community Survey (ACS) 5-Year estimates.

Total population = 37,703

Population by Ethnicity:

Hispanic or Latino = 6,810 Non-Hispanic or Latino = 30,893

Population by Race:

White = 30,508, African American = 494, Asian = 604, American Indian or Alaska Native = 285, Native Hawaiian and Pacific Islander = 0, Other = 3,139, Identified by two or more = 2,673.

The INDOT LEP Persons by County website - [INDOT: LEP Persons by County](#) estimates the number of people in Cass County speaking English less than “very well” estimated at 7.76% or approximately 2,809 individuals who may be considered limited in English proficiency.

According to the census numbers above, there may be up to 2,809 individuals who live in Cass County that may be considered as LEP. Based on actual contact between County Staff and the community there have been limited requests from anyone in the service area asking the County 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, Cass County has considered and implemented the following:

- The number or proportion of LEP persons who may be served or likely to encounter a Cass County program, activity or service is approximately 7.76%.
- The frequency with which LEP people encounter Cass County programs, activities, or services is low, based on our staff survey.
- To ensure meaningful access to LEP persons pertaining to any Cass County programs, activities, and services, the county offers free interpretation services, as needed or requested, 2 business days in advance.

Cass County 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

Cass County 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 county 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.

Cass County, Indiana
(Name of Recipient)



Ruth Baker
Cass County Commissioner
(Signature of Authorized Official)

Date: 2/17/2026

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 county's public participation activities. The county'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**, Cass County 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 county 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

- Hired consultant to complete self evaluation and assist with completing ADA and Title VI Plans: 11/24/2025
- Submitted Voluntary Compliance Letter: 9/30/2025

Title VI Goals

- Complete ADA and Title VI Plans: 2/17/2026
- Complete ADA Inventory: 1/23/2026
- Adopted Title VI Plans & Assurances: 2/17/2026
- Placement of Title VI Implementation Plan and forms on Cass County Website: 4/17/2026
- Train employees on Title VI: Ongoing
- Identify sub-recipients: 7/01/2026
- Provide training for sub-recipients: 7/01/2026
- Publish Title VI Statement annually in the local newspaper: 7/01/2026
- Review programs for Title VI implications: 7/01/2026
- Update Title VI plan as needed and post on website with new revision date: 7/01/2026

APPENDICES

APPENDIX A –

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

Cass County (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 County of Cass County 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, Cass County 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.

Cass County 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.

Cass County, Indiana
(Name of Recipient)

A handwritten signature in cursive script that reads "Ruth Baker". The signature is written in black ink and is positioned above a solid horizontal line.

Ruth Baker
Cass County Commissioner
(Signature of Authorized Official)

Date: 2/17/2026

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 the County of Cass County, 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 the County of Cass County, 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 Cass County, 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 Cass County, Indiana, its successors and assigns.

Cass County, 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 Cass County, 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 Cass County, 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, Cass County 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 reenter 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 Cass County 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 Cass County pursuant to the provisions of Assurance 7(b):

- A. 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.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the County of Cass County 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.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Cass County will there upon revert to and vest in and become the absolute property of Cass County 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 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, color, national origin, gender, age, disability, or low income status 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 Cass County 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 County 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 county's website at: www.in.gov/counties/cass/ or by contacting the Title VI Coordinator. Individuals are not required to use the County's complaint form. If necessary, the county will help an individual reduce his or her complaint to writing for his or her signature. Additionally, the county 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:

Jeremy Hall
Cass County ADA/Title VI Coordinator
200 Court Park, Room 202
Logansport, IN 46947
jeremy.hall@co.cass.in.us
574-732-2540

The county 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 county 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 Cass County. 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 Cass County 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. Cass County 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 Cass County. 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 Cass County Title VI Coordinator:

Jeremy Hall
Cass County ADA/Title VI Coordinator
200 Court Park, Room 202,
Logansport, IN 46947
jeremy.hall@co.cass.in.us
574-732-2540

Cass County - Title VI Implementation Plan

Please submit this form to: Jeremy Hall, Cass Co ADA/Title VI Coordinator, 200 Court Park, Room 202, Logansport, IN 46947 or jeremy.hall@co.cass.in.us

Name of complainant		Date
Signature of complainant		
Complainant Information		
Name (first, middle, last)		
Address (number and street, county , 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:		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Gender <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Ancestry <input type="checkbox"/> 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, county, state, ZIP code)	
Case number(s) (if known)	
<p>As a complainant, I understand that during an investigation it may become necessary for Cass County to reveal my identity to individuals outside of Cass County 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 Cass County 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 Cass County.</p>	
<p>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED, and sign below.</p> <p>CONSENT I have read and understand the above information and authorize Cass County 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 Cass County to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p>CONSENT DENIED I have read and understand the above information and do not want Cass County 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 Cass County deciding in my case.</p>	
Signature	Date (month, day, year)
<p>You may return this form by mailing/emailing it to: Jeremy Hall, Cass Co ADA/Title VI Coordinator, 200 Court Park, Room 202, Logansport, IN 46947 or jeremy.hall@co.cass.in.us</p>	

APPENDIX F – Published Notices Title VI Language

Cass County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

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 C.F.R. § 200.9(b)(4)). Cass County 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 Cass County will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended, and its related statutes and regulations.

If you have any questions regarding the Cass County’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 Jeremy Hall, Cass Co ADA/Title VI Coordinator, 200 Court Park, Room 202, Logansport, IN 46947 or jeremy.hall@co.cass.in.us.

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

APPENDIX H – I-Speak Cards

Language Identification Cards

Side 1 of 2

Instructions: Place a check by the language spoken.

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

Language Identification Cards

Side 2 of 2

Instructions: Place a check by the language spoken.

<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	<i>Italian</i>
<input type="checkbox"/> 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>
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	<i>Korean</i>
<input type="checkbox"/> ຫ້າມນຳໃສ່ຄຳຊື່ນີ້ ຖ້າທ່ານອ່ານຫຼືເວົ້າພາສາລາວ.	<i>Laotian</i>
<input type="checkbox"/> Kakōlleiki bōok (box) in elafiñe kwōjela kajin im waakin (read) majōl.	<i>Marshallese</i>
<input type="checkbox"/> Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	<i>Polish</i>
<input type="checkbox"/> Assinale este quadrado se você lê ou fala português.	<i>Portuguese</i>
<input type="checkbox"/> Însemnați această căsuță dacă citiți sau vorbiți românește.	<i>Romanian</i>
<input type="checkbox"/> Пометьте этот квадратик, если вы читаете или говорите по-русски.	<i>Russian</i>
<input type="checkbox"/> Обележите овај квадратих уколико читате или говорите српски језик.	<i>Serbian</i>
<input type="checkbox"/> Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	<i>Slovak</i>
<input type="checkbox"/> Marque esta casilla si lee o habla español.	<i>Spanish</i>
<input type="checkbox"/> Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	<i>Tagalog</i>
<input type="checkbox"/> ให้ทำเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	<i>Thai</i>
<input type="checkbox"/> Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	<i>Tongan</i>
<input type="checkbox"/> Відмітьте що клітинку, якщо ви читаете або говорите українською мовою.	<i>Ukrainian</i>
<input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	<i>Urdu</i>
<input type="checkbox"/> Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	<i>Vietnamese</i>
<input type="checkbox"/> 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

APPENDIX I - Title VI Goals & Accomplishments Report

Cass County 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 county 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

- Hired consultant to complete self evaluation and assist with completing ADA and Title VI Plans: 11/24/2025
- Submitted Voluntary Compliance Letter: 9/30/2025

Title VI Goals

- Complete ADA and Title VI Plans: 2/17/2026
- Complete ADA Inventory: 1/23/2026
- Adopted Title VI Plans & Assurances: 2/17/2026
- Placement of Title VI Implementation Plan and forms on Cass County Website: 4/17/2026
- Train employees on Title VI: Ongoing
- Identify sub-recipients: 7/01/2026
- Provide training for sub-recipients: 7/01/2026
- Publish Title VI Statement annually in the local newspaper: 7/01/2026
- Review programs for Title VI implications: 7/01/2026
- Update Title VI plan as needed and post on website with new revision date: 7/01/2026

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

CASS COUNTY

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 County Auditor's office or the County'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: **Jeremy Hall**, Cass County, Title VI Coordinator, 200 Court Park, Suite 202, Logansport, IN 46947, (574) 732-2540, jeremy.hall@co.cass.in.us.

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/ADA Coordinator.

Questions about training for Title VI and ADA should be directed to **Jeremy Hall**, Cass County, Title VI Coordinator, 200 Court Park, Suite 202, Logansport, IN 46947, (574) 732-2540, jeremy.hall@co.cass.in.us.

ADA / TITLE VI ANNUAL EMPLOYEE TRAINING

1

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

- Federal requirement to all agencies providing public services
- Federal funding requirements
- Compliance with state and local laws
- Public works and services
- Public buildings and facilities
- Public programs and services

4

Who is protected by the ADA?

- Persons with physical or mental impairments that substantially limit one or more major life activities
- Persons with a record of such an impairment
- Persons who are regarded as having such an impairment
- Includes persons with temporary, minor, or non-chronic impairments
- Includes persons with impairments that are episodic or in remission
- Includes persons with impairments that are not currently manifesting themselves

7

Agenda

- Introduction
- Americans with Disabilities Act / Title VI Overview
- Why is this training important?
- Compliance
- Title VI Distribution
- Q&A

2

Why is this training important?

It is the best way to ensure that your agency is meeting the requirements of the ADA/Section 504. It is also the best way to ensure that your agency is providing the highest quality of service to all citizens.

5

Barriers and How to Identify Them

Physical barriers that are not accessible to all people.

- Physical barriers that are not accessible to all people
- Physical barriers that are not accessible to all people
- Physical barriers that are not accessible to all people

8

WHAT IS AMERICANS WITH DISABILITIES ACT?

Public Law 101-336, signed by President George H.W. Bush on July 26, 1990. It is the first major piece of civil rights legislation in the United States to prohibit discrimination against people with disabilities.

The purpose of the ADA is to ensure that people with disabilities have the same opportunities as everyone else to live independently and participate fully in all aspects of society.

3

What is ADA's Purpose?

- To ensure that people with disabilities have the same opportunities as everyone else to live independently and participate fully in all aspects of society.
- To ensure that people with disabilities have the same opportunities as everyone else to live independently and participate fully in all aspects of society.
- To ensure that people with disabilities have the same opportunities as everyone else to live independently and participate fully in all aspects of society.

6

Other Physical Barrier Examples

Examples of physical barriers that are not accessible to all people.

Public Office Building	Public Office Building	Public Office Building
Public Office Building	Public Office Building	Public Office Building
Public Office Building	Public Office Building	Public Office Building

9

ADA Notice: Program Accessibility

Examples of the "Target Audience" for the ADA Notice:

- All employees of the County
- All contractors of the County
- All vendors of the County
- All customers of the County
- All citizens of the County

10

ADA Work Group & Role

ADA Coordinator: County Administrator

County Board: County Board

County Staff: County Staff

13

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

REASONABLE ACCOMMODATIONS: Changes to the work environment that enable a qualified individual with a disability to perform the essential functions of the job.

16

Summarized Non-Discrimination Statement

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

11

ADA Coordinator Role

- Working with State and Federal Agencies
- Working with other agencies
- Conducting ADA training programs
- Developing and implementing the ADA plan
- Working with the County Board

14

EMPLOYER-Reasonable Accommodation Examples

- Making workstations accessible
- Providing flexible work schedules
- Providing assistive technology
- Providing sign language interpreters
- Providing accessible workstations

17

ADA & Title VI Coordinators

Title VI Coordinator: County Administrator

ADA Coordinator: County Administrator

12

Recognizing Disabilities Covered Under ADA

An individual with a physical or mental impairment that substantially limits one or more major life activities is a person with a disability under the ADA.

15

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

- An employer does not have to provide a reasonable accommodation if it causes undue hardship to the employer.
- An employer is not required to bear the financial burden of an accommodation.

Example of Undue Hardship: www.eeoc.gov/ada/unduehardship.html

18

APPENDIX K – Cass County Title VI Adoption

COMMISSIONER RESOLUTION 2026- 03_
A RESOLUTION BY CASS COUNTY, 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, Cass County, Indiana shall name an ADA & Title VI Coordinator;

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

WHEREAS, in compliance with Title II of the ADA, Cass County, 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 Cass County, Indiana:

- 1. HUMAN RESOURCES DIRECTOR, Jeremy Hall is designated as the ADA & Title VI Coordinator for Cass County.
2. 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.
3. 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.
4. The Cass County 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 Cass County.
5. The Cass County Complaint Procedure under the Title VI Implementation Plan, a copy of which is attached hereto.
6. In compliance with Federal and State laws as set forth above, Cass County resolves to post the required information regarding the ADA Coordinator, notice under the Americans with Disabilities Act, and Cass County Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.
7. Cass County, hereby, adopts the updated ADA Transition Plan and Title VI Implementation Plan, a copy of which is attached hereto.

RESOLVED AND ADOPTED this 17 day of February 2026

CASS COUNTY BOARD OF COMMISSIONERS

[Signature of Ruth Baker]
Ruth Baker

[Signature of Mike Deitrich]
Mike Deitrich

[Signature of Roger Spencer]
Roger Spencer

ATTEST: [Signature of Alicia Pifer]
Alicia Pifer, Cass County Auditor