

Appendix B: Grievance Policy

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, ADA Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of the City to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any City supervisor or to the ADA Coordinator. The complaint should be submitted within 60 days of the alleged discrimination. Complaint forms may be accessed at the Special Project Director's office. 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.

Generally, a complaint should include the name, address, and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation. **Complaints should be directed to:**

Samantha Copley
City of Rushville ADA Coordinator
330 N Main St, Suite 200, Rushville, IN 46173
765-932-3735
compliance@cityofrushville.in.gov

Within 30 days of receipt of the complaint the City shall conduct an investigation of the allegation based on the information provided and issue a written report of its findings to

the complainant. The City will try to obtain an informal voluntary resolution to all complaints at the lowest level possible. The City will notify INDOT of the complaint within ten (10) days, if required.

A complainant's identity shall be kept confidential except to the extent necessary to investigate. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Appendix C: Grievance Form

COMPLAINANT INFORMATION:	
Name:	
Address:	
Daytime Phone:	
Email:	
LOCATION INFORMATION	
Address (If known):	
Location Description:	
NATURE OF GRIEVANCE	
Sidewalk, Ramp:	
Crosswalk, Pedestrian Signal:	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
FOR LOCAL/ADA COORDINATOR USE ONLY	
City Representative Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by City Council:	
Date First on City Council Agenda:	
Date City Council Decision:	
Date City Council Decision Mailed:	

Please return this form to and for any questions contact: Samantha Copley, City of Rushville ADA Coordinator, 330 N Main St, Suite 200, Rushville, IN 46173,

compliance@cityofrushville.in.gov

and 765-932-3735.

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

Appendix D: 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 CRF §200.9(b)(4)). The City of Rushville is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that The City of Rushville 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 City of Rushville's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Samantha Copley, City of Rushville ADA Coordinator, 330 N Main St, Suite 200, Rushville, IN 46173. EMAIL: compliance@cityofrushville.in.gov, and PHONE: 765-932-3735.

You may return the survey by mailing or e-mailing it to the address below.

Date:		
Project Name:		
Proposed Project Location:		
Gender: Female ☐ Male ☐ Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino		
Race: (Check one or more)		
☐	American Indiana or Alaska Native	☐ Asian
☐	Native Hawaiian or Other Pacific Islander	☐ White
☐	Black or African American	☐ Multiracial
Age:		Disability:
☐ 1-21	☐ 22-40	☐ Yes
☐ 41-65	☐ 65+	☐ No
Household Income:		
☐ \$0-\$12,000	☐ \$12,001-\$24,000	☐ \$24,001-\$36,000
☐ \$36,001-\$48,000	☐ \$48,001-\$60,000	☐ \$60,001+
Samantha Copley City of Rushville ADA Coordinator 330 N Main St, Suite 200, Rushville, IN 46173 compliance@cityofrushville.in.gov 765-932-3735		