

**Topics Tentatively Scheduled for Study Session Discussion
and**

**Topics Requested for Action at Future Business Meetings of the Twenty-Ninth
Town Council of Highland**

This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's Executive Orders 20-04, 20-09 and 20-25 and now extended by Executive Order 20-30 through 4 July 2020 allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform

<https://zoom.us/j/95180290571?pwd=c1AxZGtmOTRGVDU1K1JXOWIGcGhTUT09>

**Monday, July 6, 2020:
Study Session 6:30 p.m.
Virtual/Electronic meeting**

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive.

- X. Mark-up of Ordinance No. 1717 to amend the municipal code establishing an honorific display policy for the Town. Continues.
- X. Mark-up of Ordinance No. 1716 to amend the municipal code establishing a Non Discrimination Plan for the Town. Continues.
- X. Discussion of request to create the position of administrative assistant for the Public Works (Agency)Department, amending the Wage and Salary Ordinance at an hourly rate of \$22.87.
- X. Discussion regarding the Aim Board of Trustees of the Medical Trust vote for member.
- X. Discuss the placement of bid award for projects in the CCMG Project lists Walsh and Kelly is recommended by NIES at \$1,592,654.48.
- X. Interlocal Cooperation Agreement between Town of Highland and Town of Schererville for shared work on Main Street. Highland becomes an enhanced entity.

II.

• **Plenary Business Meeting of Monday, JULY 13, 2020 Likely matters**

- X. Accounts payable vouchers Docket for the period of June 22, 2020 to July 13, 2020 in the amount of \$_____.
- X. Payroll Dockets for the payday of _____ in the amount of \$_____.
- X. Minutes of the Meeting of Monday June 22, 2020.
- X. Introduced Ordinance 1716 to Amend the Municipal Code to adopt a Nondiscrimination plan under Title IV of the Civil Rights Law. *(Delayed)*
- X. Introduced Ordinance 1717 to Amend the Municipal Code to adopt a Banner honorific and ceremonial policy. *(Delayed)*
- X. PUBLIC HEARING: Considering proposed additional appropriations in the **Rainy Day Fund** in the amount of \$250,000 and in the **Park Non Reverting Capital Fund** in the amount of \$6,696 and in the **Gaming Revenue Sharing Fund** in the amount of \$113,297.

• **Statutory Boards and Commissions**

*Executive Appointments (May be made in meeting or at another time)
(Appointments have been placed on agenda in case there is readiness to act. These represent remaining that could be executed)*

Legislative Appointments

Home Rule Commissions

1. **Community Events Commission:**

(1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: vacancy of which term expires January 2022)*

**Ordinance No. 1717
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to ESTABLISH AND CONTROL THE USE OF CEREMONIAL AND HONORIFIC BANNERS ON TOWN OF HIGHLAND PROPERTY SPECIFICALLY DESIGNED FOR THE USES AS DESCRIBED HEREIN

WHEREAS, Over the most recent years last past, the Town of Highland has installed hardware to facilitate the attachment of Ceremonial and Honorific Banners to Town of Highland property, consisting primarily of attachments to various light poles;

WHEREAS, The Town Council has recognized that multiple parties representing different groups, including the Town of Highland Schools and military servicemen and women, including veterans, and are interested in producing honorific banners recognizing individuals and their achievements;

WHEREAS, The Town Council further determines that the Town of Highland will not, in any way, profit or inure any benefit from any fee that may be imposed for the placement of the aforesaid banners beyond the recovery of costs associated placing the honorific and ceremonial banners on the prepared light poles and the care and maintenance associated with readying and preserving the light poles that will accept the aforesaid banners;

WHEREAS, The Town Council further determines that the Town of Highland will benefit from using certain of the light poles with banner attachments, at certain times of year, to announce and inform the citizens of celebrations, matters of civic pride, or other community activities;

WHEREAS, The Town Council hereby declares that the light poles with banner attachments shall not be used for general commercial, political, informative, or other forms of advertising to generate any level or profit or inurement above actual costs and expenses incurred by the Town of Highland.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. Use by School Town of Highland and School Town of Highland Support Groups. The School Town of Highland, and the various groups that support the Town of Highland Schools, shall be permitted to utilize the light pole banner locations for honoring students and student-athletes as follows:

1. During the Fall Term of the School Year, at least Seventy-Five (75) of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
2. During the Spring Term of the School Year, at least Fifty (50) of the banner-equipped light poles will be dedicated to exclusive use by the School Town of Highland and the various groups that support the Town of Highland Schools.
 - a. Groups supporting the Town of Highland Schools shall be approved by the School Town of Highland.

Section 2. Use by Military and Groups supporting the Military and Veterans Affairs. The Military, comprised of all branches of the armed forces of the United States of America, and the various groups that support the Military, shall be permitted to utilize the light pole banner locations for honoring active members of the Military, veterans, and those missing in action and killed in action, as follows:

1. During the period immediately following the Spring Term and prior to the Fall Term of the School Year, all but Thirty (30) of the Town of Highland light pole banner locations shall be used by the Military, veterans, and those missing in action and killed in action.
2. The remaining Thirty (30) banner-equipped light poles shall be utilized by the Town of Highland and its affiliated entities for governmental purposes.

Section 3. Logistics and Miscellaneous.

1. Honorific and Ceremonial Banners shall only be affixed or removed to the banner-equipped light poles by employees, contractors, and agents of the Town of Highland.
2. The Town of Highland may impose a fee for the installation and maintenance of the Honorific and Ceremonial Banners. Said fee, if imposed, shall not exceed the actual cost of the banner installation, removal and maintenance.
3. Maintenance of the banners does not include maintaining the quality or characteristics of the banners, but, rather, includes only the care and maintenance of the light poles and the hardware necessary to affix the banners.
4. Sponsors of the Ceremonial and Honorific Banners may have the

sponsorship acknowledged on the banners, themselves. However, said acknowledgment shall not comprise more than Twenty Percent (20%) of the banner's overall size.

Introduced and Filed on 8th day of June 2020. Consideration on same day or at same meeting of introduction was not considered, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ Day of _____ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark J. Schocke, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

ORDINANCE No. 1716
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE CURRENT CODE OF ORDINANCES FOR THE TOWN OF HIGHLAND, CREATING A NEW CHAPTER, 2.01, TO BE STYLED THE NON DISCRIMINATION PLAN OF THE TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-1-5 AND IC 36-1-27 ET SEQ.

WHEREAS, Title 36, Article 1, Chapter 5 of the Indiana Code provides that the legislative body of a unit **shall** codify, revise, rearrange, or compile the ordinances of the unit into a complete, simplified code excluding formal parts of the ordinances;

WHEREAS, The legislative body of this unit, the Town of Highland, is the Town Council, pursuant to IC 36-1-2-9(5) and IC 36-5-2-2;

WHEREAS, The present general and permanent ordinances of the Town of Highland, formally codified in 2012, are in need of technical and substantive modifications not confined to any particular Title, Article or Chapter but nevertheless desirable to further improve and perfect the Code; and,

WHEREAS, The Town Council, is persuaded that it is necessary and desirable to adopt the several technical and substantive modifications necessary to carry out this requirement and to further improve and perfect the Code,

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Highland Municipal Code, be hereby amended by creating a new Chapter, 2.01, to be called *Non Discrimination Plan of the Town of Highland* which shall read as follows, **subject to section 2 of this ordinance:**

2.01 Non Discrimination Plan of the Town of Highland

Preamble: That the Town of Highland acknowledges that Title IV of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program service or activity that receives federal assistance. It is the policy of the Town of Highland and all its executive departments that discrimination based upon the foregoing is further proscribed for activities and enterprises of the municipality, its executive departments, special taxing districts and enterprises, according to the provisions of this chapter.

TO BE INSERTED after mark-up of the exhibit

Section 2. That the clerk-treasurer and the town attorney are authorized and instructed to review those portions of the non-discrimination plan and make the following modifications, which are deemed to be made as part of this adoption:

- (A) If the organizational chart is required as part of the policy, it should be changed to reflect the version provided by the Clerk-Treasurer;
- (B) Where there are any references to officers of the municipality, bring them into correction and as much as possible, make references to positions rather than persons;

Section 3. That the provisions of HMC Section 1.01.040 still pertain, ... "the clerk-treasurer is authorized and instructed to communicate with the codifier to assign any ordinances of a general and permanent nature and pertaining to a subject or subjects contained in or covered by the code, that were passed and adopted from and after January 22, 2001, and up to and until the passage and adoption of a replacement or successor code, to the appropriate title and section in the code herein adopted, according to its numbering and citation protocols, within a timetable that the clerk-treasurer determines to be reasonable." The Clerk-Treasurer is instructed and authorized to codify the finally adopted provisions of the Non Discrimination Policy, pursuant to the Section cited herein;

Section 4. That this ordinance shall be effective from and after its passage and adoption, as evidenced by the signature of the Town Council President and attested thereto by the Clerk-Treasurer, all pursuant to IC 36-5-2-10 and IC 36-5-2-10.2.

Introduced and Filed on 8th day of June 2020. Consideration on same day or at same meeting of introduction did not sustain any vote pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this ____ Day of _____ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark J. Schocke, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO

Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

**FINAL
TOWN OF HIGHLAND
TITLE VI NON-DISCRIMINATION PLAN**

Prepared for:

Town of Highland
3333 Ridge Road
Highland, Indiana 46322

Title VI Coordinator:
John M. Bach
Public Works Director
(219) 972-5069
Fax: (219) 972-5085
jbach@highland.in.gov



DLZ Job No. 1664-2140.90

April 2020

Table of Contents

1.0	INTRODUCTION.....	1
	I. Discrimination under Title VI.....	3
2.0	NON-DISCRIMINATION POLICY STATEMENT.....	4
3.0	STANDARD TITLE VI ASSURANCE.....	5
4.0	AUTHORITIES.....	7
5.0	DEFINITIONS.....	8
6.0	ADMINISTRATION.....	10
	I. Title VI Coordinator and Responsibilities.....	10
	II. Title VI Liaisons.....	11
	III. Complaints.....	11
	IV. Data Collection.....	11
	V. Program Reviews.....	13
	VI. Title VI Reviews on Sub-Recipients.....	13
	VII. Annual Reporting Form.....	13
	VIII. Training.....	13
	IX. Public Dissemination.....	14
	X. Remedial Action.....	14
7.0	LIMITED ENGLISH PROFICIENCY (LEP).....	15
	Language Assistance.....	16
	Language Assistance Measures.....	16
8.0	ENVIRONMENTAL JUSTICE.....	17
9.0	FILING A TITLE VI COMPLAINT.....	20
	I. Introduction.....	20
	II. Purpose.....	20
	III. Roles and Responsibilities.....	20
	IV. Procedure for Filing a Complaint.....	20
	V. Investigation.....	21
	VI. Appeals, Recordkeeping, and Reporting Requirements.....	22
10.0	PUBLIC INVOLVEMENT AND OUTREACH.....	23
11.0	TITLE VI PROGRAM GOALS FOR 2019.....	24

access the services provided consistent with, and without unduly burdening, the fundamental mission of each federal agency. Additionally, each federal agency shall ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

As a recipient of federal financial assistance, the Town must provide access to individuals with limited ability to speak, write, or understand the English language. The Town will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, national origin, age, sex, or disability or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color, age, sex, disability, or national origin. Therefore, the primary goals and objectives of the Town of Highland's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the Town's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the Town of Highland's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the Town;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the Town's services, programs, or activities.

As the sub-recipient of federal transportation funds, the Town must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs without regard to race, color, religion, national origin, sex, socioeconomic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The Town shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. The Town, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the Town will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

1.0 INTRODUCTION

The Town of Highland (Town) was incorporated in 1910 and is a part of the Chicago metropolitan area. The Town is located in Lake County, just east of the Illinois border, and only 21 miles from Chicago. The Town is bordered by Hammond on the north, Munster on the west, Schererville to the south, and Griffith to the east. The Town had a population of 23,727 at the 2010 census and has had a steady population for several years. Highland is known for its bustling retail, neighborhood restaurants, quality neighborhoods, and schools. The Town serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the Town. The Town recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures 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 benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (42 U.S.C. Section 20009)." The use of the word "person" is important, as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a state within the United States. In addition to Title VI, there are other non-discrimination statutes that afford legal protection, including:

- Section 162(a) of the Federal-Aid Highway Act of 1973 prohibits discrimination based on sex (23 USC 324) and is the enabling legislation of the Federal Highway Administration (FHWA)
- Age Discrimination Act of 1975 prohibits discrimination based on age
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination based on disability

Taken together, these requirements define an over-arching Title VI/Non-Discrimination Program. It is important to also understand that Title VI and the additional non-discrimination requirements are applicable to federal programs in addition to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons displaced or whose property has been acquired as a result of projects which are undertaken with federal financial assistance.

In addition to statutory authorities, there are two Presidential Executive Orders (EO) that place further emphasis upon the Title VI protections of race and national origin. These are EO #12898 ("Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations") and EO #13166 ("Improving Access to Services for Persons with Limited English Proficiency"). EO #12898 (Environmental Justice) directs federal agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of EO 12898. EO #13166 (Limited English Proficiency) directs federal agencies to evaluate services provided and implement a system that ensures that Limited English Proficiency (LEP) persons are able to meaningfully

2.0 NON-DISCRIMINATION POLICY STATEMENT

The Town reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"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 subjected to discrimination under any program or activity receiving Federal financial assistance."

In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town designates John Bach, Town of Highland Public Works Director, as the Town's Title VI Coordinator. Mr. Bach will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town complies with the Title VI regulations, and pursue prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at: 3333 Ridge Road, Highland, IN 46322, Phone: (219) 972-5085, Fax: (219) 972-5085, E-mail: jbach@highland.in.gov.

NOTE: A copy of the signed statement can be found in Appendix F.

I. DISCRIMINATION UNDER TITLE VI

There are two types of discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is "disparate treatment". Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age. The second type of discrimination is "disparate impact". Disparate impact discrimination occurs when a "neutral procedure or practice" results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The Town's efforts to prevent such discrimination must address, but not be limited to, a program's impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The Town has developed this Title VI Plan to assure that services, programs, and activities of the Town are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
 - b. for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property or real property, or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other 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 Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program.

NOTE: A copy of the signed assurance can be found in Appendix F.

3.0 STANDARD TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 20004-42 USC 20004-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, 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 received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(f) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 20004 to 20004-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority 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 race, color, or national origin in consideration for an award."
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

5.0 DEFINITIONS

Adverse effects – the totality of significant (see Appendix D for additional discussion of "significant") individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or, death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or disruption of aesthetic values
- Destruction or disruption of community cohesion or community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person's businesses, farms, or non-profit organizations
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the Town's programs, policies, and activities

Federal Assistance — Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property, or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency – Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit provided by the Town. Persons will be considered as being Limited English Proficient if identified in census information as having the ability to speak English "not well" or "not at all".

Low-income – a person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <https://aspe.hhs.gov/poverty/guidelines>).

Low-income Population – any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Minority – A person who is:

- Black – person having origins in any of the black racial groups of Africa;
- Hispanic – person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- Asian American – person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

4.0 AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d-4; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h): provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Americans with Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

Executive Order 12250: Department of Justice Leadership and coordination of Non-Discrimination Laws.

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations.

28 CFR 80.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

Executive Order 131166: Improving Access to Services for Persons with Limited English Proficiency.

6.0 ADMINISTRATION

I. TITLE VI COORDINATOR AND RESPONSIBILITIES

The Town of Highland designates John Bach, Public Works Director, as the Title VI Coordinator (hereinafter referred to as the "Title VI Coordinator"). Mr. Bach shall have lead responsibility for coordinating the administration of Title VI and related statutes, programs, plans, and assurances. The Town's Title VI Coordinator's responsibilities include:

- Program Administration – Administer and implement the Town of Highland's Title VI plan and policy, ensuring compliance with the assurances, policy, and program objectives.
- Internal Coordination – Develop and maintain a Title VI liaison team, comprised of Department Heads or their designees, to ensure departments are implementing, monitoring, and complying with the Town of Highland's Title VI plan and policy.
- Program Monitoring – Conduct Title VI yearly reviews with liaisons in an effort to assist with identifying, addressing, and eliminating discrimination concerns in every department.
- Training and Continuing Education – Conduct or facilitate Title VI training programs with Department Heads for dissemination to employees and maintain a copy of training attendance logs.
- The Title VI Coordinator is also to receive the necessary training to stay current on Title VI and INDOT requirements.
- Communication of Requirements – Work with liaisons to develop and disseminate Title VI information to contractors, subcontractors, vendors, and consultants.
- Public Outreach – Work with elected officials and department liaisons to ensure community involvement and outreach is in compliance with Title VI and provides equitable opportunities for participation.
- Contract Compliance – Ensure Title VI language is included in Town of Highland contracts as required. Establish procedures for reviewing contracts with sub-recipients, special interest programs, and activities to include Title VI Assurances.
- Data Collection – Collect, review, and preserve statistical data (race, color, national origin, language, gender, etc.) of participants in activities and programs to ensure the Town of Highland's continued compliance with Title VI. This will be done by providing the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
- LEP Plan – Develop and implement the Town's Limited English Proficiency (LEP) Plan. Train department heads on the procedures and resources available when a person requests an interpreter. Identify sources for foreign language translators. Provide Language Identification Flashcards to all liaisons.
- Records Maintenance – Collect, review, and preserve data regarding the number of federally funded projects awarded or ongoing for the past three (3) years. Maintain all Title VI records and correspondence, including but not limited to, signed employee acknowledgements, complaints and all correspondence regarding such, requests for language services, demographic statistics, department compliance reviews, and all Title VI federal agency correspondence and records.
- Administer the Complaint Procedure – Address all Title VI discrimination complaints, including ensuring compliance with complaint procedures and review and investigation of complaints. A complete record of all complaints will be maintained, including the complaint form, all written records resulting from the investigation, and how the complaint was resolved.
- Plan Updates – Review and update the Title VI plan and policy as needed or required.

- American Indian and Alaskan Native — person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races — person that is multi-racial and included in one of the above categories.

Minority Population — any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Town program, policy, or activity.

Non-Compliance — recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons — where designation of persons by race, color, or national origin is required, the following designation ordinarily may be used: "White not of Hispanic origin", "Black not of Hispanic origin", "Hispanic", "Asian or Pacific Islander", and "American Indian or Alaskan Native". Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program — includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

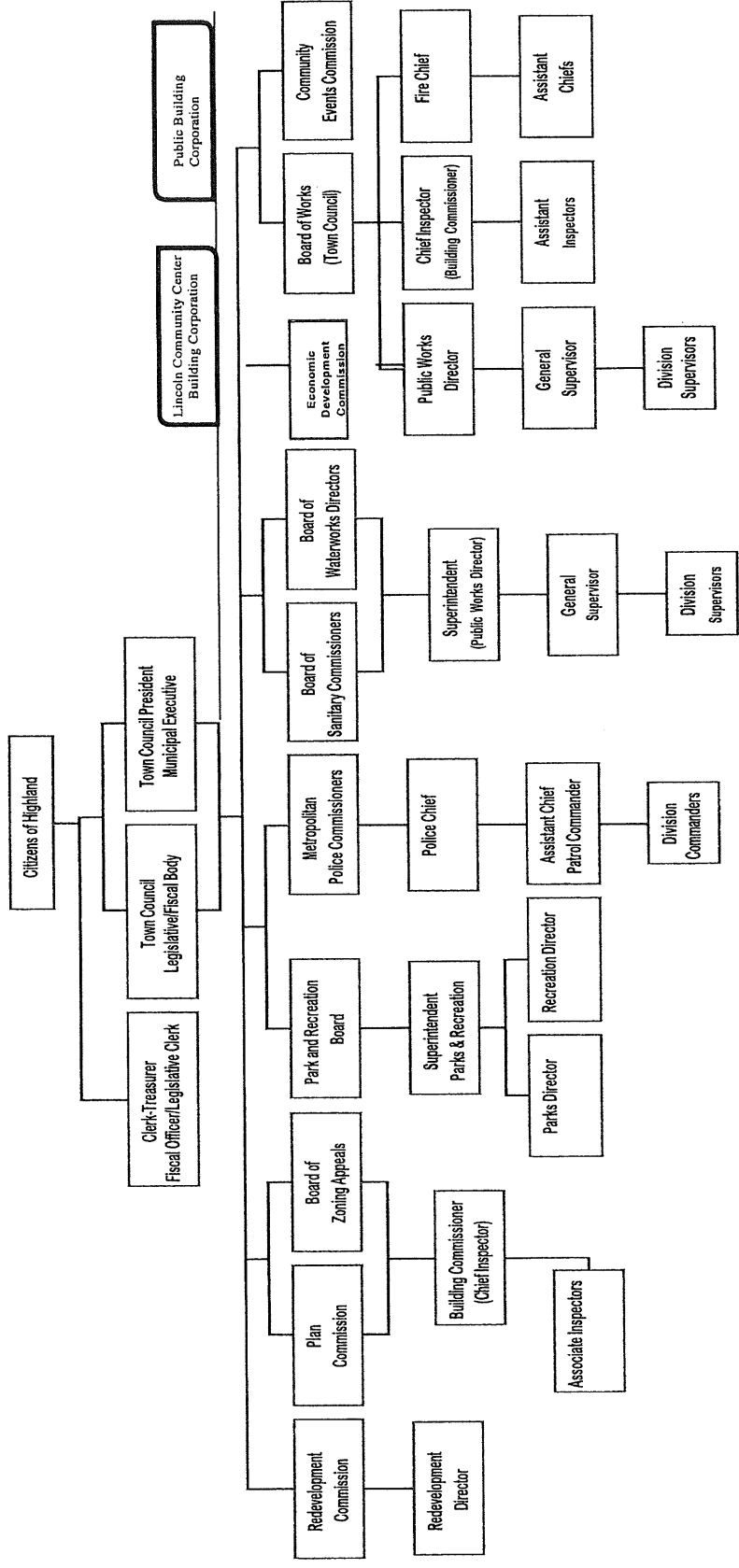
Recipient — any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations — an adverse effect that:

- is predominantly borne by a minority population and/or a low-income population; or
- will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

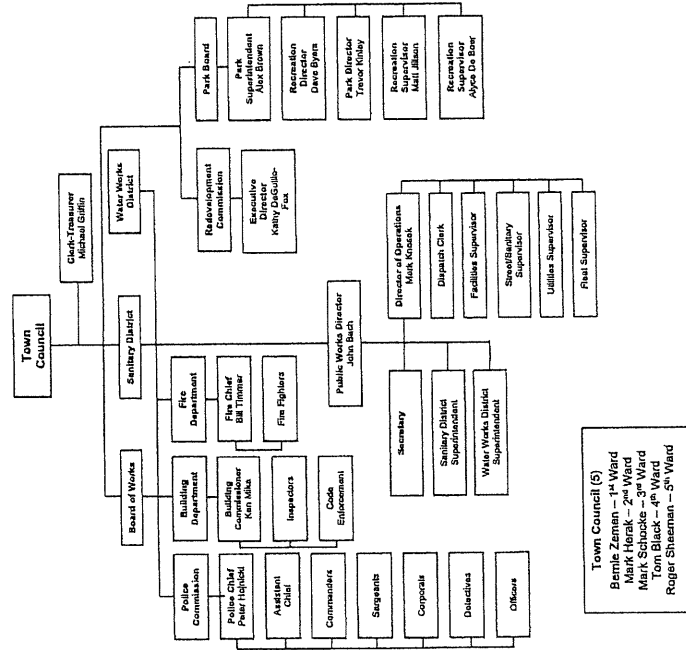
Sub-Recipient — any agency, such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, and consultants that receive these funds are all considered sub-recipients.

Municipal Government of Highland



At June 30, 2012

Highland Town Government Organizational Chart



Organizational Chart as of
April 1, 2020.

- Reporting – Prepare and submit Title VI program updates to INDOT as necessary.

II. TITLE VI LIAISONS

This interdisciplinary team is comprised of Department heads, or their designees, from each department in the Town of Highland. The Title VI Coordinator shall maintain a list of department liaisons. They are responsible for the following:

- Ensure compliance with Title VI and related non-discrimination laws.
- Consult with the Title VI Coordinator when complaints are received or issues arise.
- Ensure all business pertaining to the selection, negotiation, and administration of applicable consultant contracts and agreements is accomplished without discrimination.
- Remove programmatic and architectural barriers from programs and activities in accordance with relevant non-discrimination laws.
- Ensure meaningful access to Town services and programs to minorities, persons with limited English proficiencies, and low-income persons.
- Provide information in the appropriate language or interpreters as needed for individuals with disabilities and LEP.
- Provide input in the development and review of the Title VI and ADA implementation plans.

An organizational chart of the Town of Highland government and departments is on the next page.

III. COMPLAINTS

If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including limited English Proficiency), sex, age, or disability, he/she may exercise his/her right to file a complaint with the town. The complaint process is included in Section 9.0 and the Complaint Form is included in Appendix F. Complaints shall be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

IV. DATA COLLECTION

Statistical data on race, color, national origin, English language ability, and sex of participants in and beneficiaries of the Town programs (e.g., impacted citizens and affected communities) will be gathered and maintained using the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

will include inclusions of Title VI language in contracts and publishing the Title VI Plan on the Town of Highland's website, at www.highland.in.gov/.

X. REMEDIAL ACTION

The Town, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

V. PROGRAM REVIEWS

Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance with Title VI provisions and compliance with the requirements of INDOT. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The Town does not have any special emphasis programs at this time.

VI. TITLE VI REVIEWS ON SUB-RECIPIENTS

Title VI compliance reviews of sub-recipients will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those sub-recipients of federal funds with the greatest potential of impact to those groups covered. The reviews will entail examination of the sub-recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to INDOT upon request. Examples of sub-recipients would include applicants awarded funding through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) administered by the Town and contractors and consultants that receive funding provided to the Town by a Federal agency or through a recipient of monies from a Federal agency (e.g., INDOT through FHWA).

VII. ANNUAL REPORTING FORM

The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to INDOT via the LPA Pre-Award Certification & Assurance, accessible online at <https://lpaas.indot.in.gov/> by 11:59 p.m. on September 1 or as otherwise mandated by INDOT.

Annual updates to the Title VI Implementation Plan shall include goals for the new reporting period and information related to tracking of complaints and training of Town employees.

VIII. TRAINING

The Title VI Coordinator is required to attend an INDOT training session annually, at which time information will be obtained about other training opportunities for the coordinator and other Town staff, if applicable. The Title VI Coordinator will also monitor INDOT's annual directives related to information they require to be provided to prove the Town is meeting their Title VI compliance obligations. Under the direction of the Title VI Coordinator, liaisons will be required to document the Title VI training that is provided to their staff and track attendance. Documentation should include the type of training, number and type of individuals trained, and materials. Identification of training goals and opportunities for the upcoming year should be planned annually. All training needs to be documented on the annual reporting form to INDOT and Annual Goals and Accomplishments form. Frequency of training of staff is to be determined by the Town to meet INDOT requirements and ensure compliance with Title VI.

IX. PUBLIC DISSEMINATION

The Town will disseminate Title VI Program information to Town employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors, and beneficiaries. Public dissemination

uncertainty in their demographic and environmental data, particularly when looking at small geographic areas. This screening tool does not provide data on every environmental impact and demographic factor that may be relevant.

Table 1. Limited English Proficiency population estimates within the Town of Highland, Indiana.

Total Population Age 5 Years and Over	Speak English "very well"	Speak English less than "very well"	Total % Linguistically Isolated Households
22,317	21,603 (95.8%)	703 (3.2%)	3.77%
Totals			

Source: U.S. Census, American Community Survey (ACS) 2010-2014.

LANGUAGE ASSISTANCE

The Town of Highland staff shall consider the following to identify if an interpreter and/or translator are needed or if an LEP person needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- Have Language Identification Flashcards (see Appendix E) available at buildings where the public typically visits, including the Town Municipal Building, Public Works, and Police Department. Flashcards should be available at Human Resources and all Town Departments near customer service areas where they can be easily accessible by staff. Individuals self-identifying as persons not proficient in English may not be able to be accommodated with translation assistance at the time, but it will assist in identifying language assistance needs for future events.

LANGUAGE ASSISTANCE MEASURES

Although there is a low percentage of LEP individuals in the Town of Highland (persons who speak English less than "very well"), the Town will strive to offer language assistance using the following measures:

- If an individual asks for language assistance, the Town of Highland will determine if the individual is an LEP person and language assistance is necessary to provide meaningful access. The Town has the discretion to determine whether language assistance is needed and, if so, the type of language assistance necessary to provide meaningful access.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and access the language interpreting service to be used.
- The Town of Highland will periodically assess the need for language assistance based on requests for interpreters and/or translators.

For more information regarding LEP, visit the Town website at www.highland.in.gov or contact:

John Bach
 Title VI Coordinator
 8001 Kennedy Street
 Highland, IN 46322
 Phone: (219) 972-5069
 Fax: (219) 972-5085
jbach@highland.in.gov

7.0 LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order (Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency) to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This Executive Order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies to non-profits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to the Town of Highland's programs and activities. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language. The Town of Highland will determine when interpretation and/or translation are needed and are reasonable.

According to 2010-2014 American Community Survey information obtained from the U.S. Census, the number of individuals age 5 and over that identified as having the ability to speak English less than "very well" is less than 3.2% percent overall for the Town. Linguistically isolated households (households where no one 14 years of age or older speaks only English or speaks English "very well") speak Spanish (20.7%), other Indo-European languages (73.4%), and other languages (5.9%). The table below includes information about LEP populations in the Town.

Further detailed review using the U.S. EPA's EISCREEN is available by Census Tract Block Group. EISCREEN is a screening tool for pre-decisional use only and can help identify areas that may warrant additional consideration, analysis, or outreach. It does not provide a basis for decision-making, but it may help identify potential areas of EJ concern. Users should keep in mind that screening tools are subject to substantial

to a particular location, and data may be several years old. Screening results should be supplemented with additional information and local knowledge to get a better understanding of the issues in a selected location. Block Groups with minority and income population data are included on Table 4. High minority population (exceeds total Town percentage of 19.76%) and/or LEP populations (identified in the table as linguistically isolated households) are highlighted. Block Groups with low income populations near or above the state average of 35% are also highlighted.

Table 4. Town of Highland, Indiana, Block Group Data.

Census Tract, Block Group	Approximate Population	% Minority Population	% Low Income Population	Linguistically Isolated Households
Tract 405, Block 011	1,052	19%	14%	0%
Tract 405, Block 012	1,362	18%	26%	0%
Tract 405, Block 013	1,030	57%	32%	2%
Tract 405, Block 021	1,736	21%	19%	11%
Tract 405, Block 022	1,333	14%	12%	1%
Tract 406, Block 001	952	15%	24%	0%
Tract 406, Block 002	752	23%	24%	0%
Tract 406, Block 003	864	22%	21%	0%
Tract 406, Block 004	1,047	22%	13%	0%
Tract 407, Block 001	2,003	21%	16%	0%
Tract 407, Block 002	1,133	22%	20%	2%
Tract 407, Block 003	1,565	40%	26%	0%
Tract 407, Block 004	851	15%	20%	0%
Tract 408, Block 011	1,265	13%	11%	0%
Tract 408, Block 012	1,478	25%	14%	1%
Tract 408, Block 013	1,138	24%	33%	0%
Tract 408, Block 021	1,451	15%	20%	3%
Tract 408, Block 022	890	7%	27%	0%
Tract 408, Block 023	1,038	24%	37%	0%

Source: U.S. EPA EJSCREEN Version 2015 (https://ejscreen.epa.gov).

Additional investigation and outreach should be completed for projects in the highlighted Block Group areas. Statistics on Census Tract and Block groups are included in Appendix E. Where a project impacts a small number or area of low income or minority populations, the Town will document that.

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.;
- The project's impact is unavoidable;
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the Town will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the Town will administer potential disproportionate effects test.

8.0 ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies, and activities" undertaken by any agency receiving federal funds. This obligation will be met by the Town of Highland in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. According to U.S. Census data, the Town of Highland has a total minority percentage of 19.76% and over 6% of the population has income below the poverty level. Data summarized below includes information on low income and minority populations.

Table 2. Town of Highland, Indiana, Population by Race.

Race	Total	Percent	405.01	405.02	406	407	408.01	408.02
Total Population	23,727	100.00%	3,613	3,518	3,759	5,031	3,888	3,907
White	21,027	88.62%	2,841	3,057	3,279	4,511	3,578	3,661
African American	997	4.20%	430	211	94	161	68	33
Asian	980	4.13%	125	97	49	37	28	44
American Indian/Alaska Native	49	0.21%	1	4	13	7	10	14
Pacific Islander	1	0.00%	0	0	0	0	0	1
Two or More Races	251	1.06%	57	31	34	64	37	28
Other Race	1,022	4.31%	169	119	190	251	167	126
Total Hispanic Population	3,047	12.85%	497	385	534	631	498	502
Total Non-Hispanic Population	20,680	87.15%	3,116	3,134	3,225	4,400	3,390	3,405
Total Minority Population	4,688	19.76%	30,636%	20.69%	19.26%	17.89%	16.49%	15.92%

Source: U.S. Census Bureau, Census 2010.

Table 3. Town of Highland, Indiana, Income and Low Income Population Data.

Category	Total
Median Household Income	\$52,738
Percentage of Families with Income Below the Poverty Level	4.5%
Percentage of All People with Income Below the Poverty Level	6.1%

NOTE: 2014 Poverty Threshold - \$12,074 for an individual, \$24,230 for four person household.
Source: U.S. Census, American Community Survey (ACS) 2012-2014.

There are two Census Tracts that have a minority population percentage that exceeds the total for the Town and could be considered a high minority population area. Further detailed review using the U.S. EPA's EJSCREEN is available by Census Tract Block Group. EJSCREEN is not intended to provide a risk assessment and does not provide data on every environmental impact and demographic indicator that may be relevant

9.0 FILING A TITLE VI COMPLAINT

I. INTRODUCTION

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding Town programs, activities, and services as required by statute. Any person, who believes they have faced unequal treatment or discrimination as to the receipt of benefits and/or services based on their race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency, has the right to file a written complaint as described herein. Complaints should be filed with the Town of Highland's Title VI Coordinator.

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Act of 1987, the Americans with Disabilities Act of 1990, and other relevant regulations, statutes, directives, and Executive Orders relating to any federally-funded contract or activity administered by the Town. It also applies to sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law.

The procedures do not deny the right of the complainant to file formal complaints with other state and federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties, the Title VI Coordinator, and the Department Heads may be utilized for resolution. A copy of the complaint form can be found in Appendix F.

II. PURPOSE

The purpose of the discrimination complaint procedures is to describe the process used by the Town for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. ROLES AND RESPONSIBILITIES

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion, assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation, collect factual information, and prepare a fact-finding report based upon information obtained from the investigation.

IV. PROCEDURE FOR FILING A COMPLAINT

Any person, group of individuals, or entity that believes they have been excluded from participation in or denied benefits or services of any program or activity administered by the Town or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI. All complaints are to be filed with the Town's Title VI Coordinator. The complainant(s) shall make themselves reasonably available to the designated investigator to ensure completion of the investigation within the timeframes set forth.

In all situations, employees of the Town must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints. Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day

The following steps will be taken to assess the impact of a project on minority and/or low income population groups:

- **STEP ONE:** Determine if a minority or low income population is present within the project area. The means of making this determination may include a detailed review of census tract and/or block group information or other reliable sources. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.
- **STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.
- **STEP THREE:** Propose measures that will avoid, minimize, and/or mitigate disproportionately high and disproportionate adverse impacts, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by the proposed project.
- **STEP FOUR:** If after mitigation, enhancements, and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:
 - o Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?
 - o Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?
 - o Question 3: Considering the overall public interest, is there a substantial need for the project?
 - o Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations
 - (a) have other social economic or environmental impacts that are more severe than those of the proposed action?
 - (b) have increased costs of extraordinary magnitude?
- **STEP FIVE:** Include all findings, determinations, or demonstrations in the environmental document prepared for the project.

- If a Title VI complaint is received on an INDOT-related contract against the Town of Highland, INDOT will be notified and provided the opportunity to participate in the investigation of the complaint. Upon receipt of a Title VI complaint filed against the Town of Highland, the complainant and any pertinent information should immediately be forwarded to INDOT's Title VI Program Manager.
- Complaints made against a Town of Highland's sub-recipient should be investigated by the Town following the complaint process.
- Within 60 days of receiving the complaint, the investigator shall prepare an investigative report and submit the report and supporting documentation to the Title VI Coordinator for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Mayor makes a determination of "probable cause" or "no probable cause" and prepares the decision letter based on the facts of the investigation in consultation with the Title VI Coordinator. A copy of the decision letter will be provided to the complainant.
- The complainant may receive a copy of the investigative report and shall be notified in the decision letter of their appeal rights.
- The Town may, at its discretion, extend any deadline above for a reasonable amount of time if needed to complete a thorough investigation.

The laws enforced by the Town prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If someone experiences retaliation or intimidation separate from the discrimination alleged in this complaint, they should contact the Title VI Coordinator.

VI. APPEALS, RECORDKEEPING, AND REPORTING REQUIREMENTS

The complainant has the right to appeal the decision of the Town to INDOT. The complainant must submit the appeal in writing to the Town's Title VI Coordinator within 14 days of receipt of the Town's decision letter. The appeal must cite the specific portion(s) of the findings that the complainant disagrees with and the reason(s) for the disagreement. The Town will forward the appeal to INDOT's Title VI Program Manager within seven calendar days of receipt and cooperate fully in the appeal process as requested by INDOT.

All records and investigative working files are to be maintained in a confidential area. Records are to be kept for a minimum of three years or the amount of time dictated by the state's Record Retention Schedule, whichever is longer. All complaints shall be documented on the complaint log. A copy of the complaint, together with a copy of the investigation report and final decision letter, will be forwarded to the INDOT Title VI Program Manager following expiration of the appeal period.

period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. See Appendix F for the Title VI Complaint Form. The complaint must set forth, as fully as possible, the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative. Upon review of the information included in the complaint, the Title VI Coordinator shall decide the course of action and notify the complainant of the determination. All complaints will be logged into the Complaint Log (see Appendix F).

Items that should not be considered a formal complaint (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include, but are not limited to:

- An anonymous complaint that is too vague to obtain required information
- Inquiries seeking advice or information
- Courtesy copies of court pleadings
- Newspaper articles
- Courtesy copies of internal grievances
- Oral complaints (unless provided by a Limited English Proficient person)

V. INVESTIGATION

The Title VI Coordinator shall designate a Department Head to lead the investigation. In the event the complaint is against a Department Head, the Title VI Coordinator shall lead the investigation. The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s) basis for complaint
- Issues, events, or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation timeline and remedy sought by the complainant(s)

In conducting the investigation, the following factors will be considered:

- The investigation will address only those issues relevant to the allegations in the complaint.
- In accordance with DOT Order 1000.12, the Town of Highland shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the complainant's identity to the responder or a third party, the investigator must first obtain complainant's written permission. The Complainant Consent/Release form is included in Appendix F. Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

11.0 TITLE VI PROGRAM GOALS FOR 2019

The Town has identified the following Title VI Program goals for 2019. Updates to the program goals will be provided as part of the annual Title VI Implementation Plan to be prepared annually.

1. The Town shall adopt the Non-Discrimination Policy Statement, Title VI Assurance, and Title VI Non-Discrimination Plan following a public hearing.
2. A copy of the Town of Highland's Title VI Non-Discrimination Plan will be provided to each Town Department Head, who will review the plan with departmental employees.
3. Prepare a list of department liaisons and publish that list. A copy of the list should be provided to each department and made readily available to the public upon request.
4. The Town of Highland's Title VI Plan and all forms will be published on the Town of Highland's website.
5. The name and contact information of the Town's Title VI Coordinator will be provided on all relevant publications and on the Town website.
6. Ensure that the Federal-Aid Contract Language included in Appendix A is included in all Town contracts as outlined in the Title VI Plan.
7. The language in Paragraph Number 2 of the Town of Highland's Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
8. The procedure(s) for responding to individuals with Limited English Proficiency will be developed and implemented.
9. The Title VI Coordinator shall attend the mandatory training required by INDOT on Title VI.
10. The Title VI Coordinator shall provide Department Heads with Title VI training and document and maintain attendance records of all training sessions.
11. All Town of Highland employees will be trained or made aware of the requirements of Title VI, the LEP procedure, and the Title VI complaint procedure.
12. Provide copies of the voluntary Title VI Public Participation Survey found in Appendix F at all public meetings.
13. Provide copies of the Language Identification Flashcards found in Appendix F to all Department Heads and ensure that all employees are aware of their location when needed.
14. Identify local foreign language translators that can be contracted to assist LEP individuals.
15. The following data will be collected and reviewed by the Title VI Coordinator and documented as noted in the Title VI Plan:
 - a. Boards and Commissions: The number of vacancies, how vacancies are advertised and filled, the number of applicants, and the representation of minorities on Town boards and commissions will be evaluated.
 - b. Public Meetings: Document the number of open meetings and how meeting dates and times were communicated to the general public and to individuals directly affected by the project will be documented.
 - c. Construction Projects: The number of construction projects, minority contractors bidding, and the number selected will be documented, along with verification that Title VI language was included in bids and contracts for each project.

10.0 PUBLIC INVOLVEMENT AND OUTREACH

The Town will provide information on Title VI responsibilities to the public and employees. Information will be available on postings in Town facilities, Town website, and employee handbooks. A review will be done of the Town's website for compliance with applicable accessibility guidelines and suggested improvements considered to provide better access to users. A voluntary public involvement survey will be available at all public meetings to collect information regarding persons affected by proposed projects. The voluntary survey will be anonymous and collect data regarding gender, ethnicity, race, age, disability status, household income, and other information. The survey will be available at all public hearings and meetings on projects, and completed surveys shall be retained for a minimum of three years from the date of the meeting or completion of the related project, if applicable. A copy of the public involvement survey is included in Appendix F. The Town will strive to modify the public involvement and outreach program based on input from respondents and INDOT as needed.

APPENDICES

- d. LEP Needs: The number of requests for language assistance that were requested or required and the outcome of these requests.
 - e. Complaints: The number of Title VI complaints received, nature of the complaints, and resolution of the complaints.
 - f. Timeliness of Services: The number of requests for services, amount of time from request to when service was delivered, and number of requests denied.
 - g. Right-of-Way/Eminent Domain: The number of such actions and diversity of individuals affected.
 - h. Program Participants: Racial data of program participants, where possible, based on information provided by attendees on the non-mandatory, anonymous public involvement survey.
16. Begin preparation of the 2020 Title VI Implementation Plan in November 2019.

provisions including sanctions for non-compliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX A -- FEDERAL-AID CONTRACT LANGUAGE

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assigns and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-Discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 215.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall 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. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such

APPENDIX B — TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana, all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A", attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, 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 the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, 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 shall on the grounds of race, color, sex, age, disability, income status, or 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 () (angl) (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended () and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C — PERMITS, LEASES, AND LICENSES

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

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX E – LEP AND ENVIRONMENTAL JUSTICE INFORMATION

APPENDIX D – DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

"Significant" requires considerations of both context and intensity:

(a) Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.

(b) Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

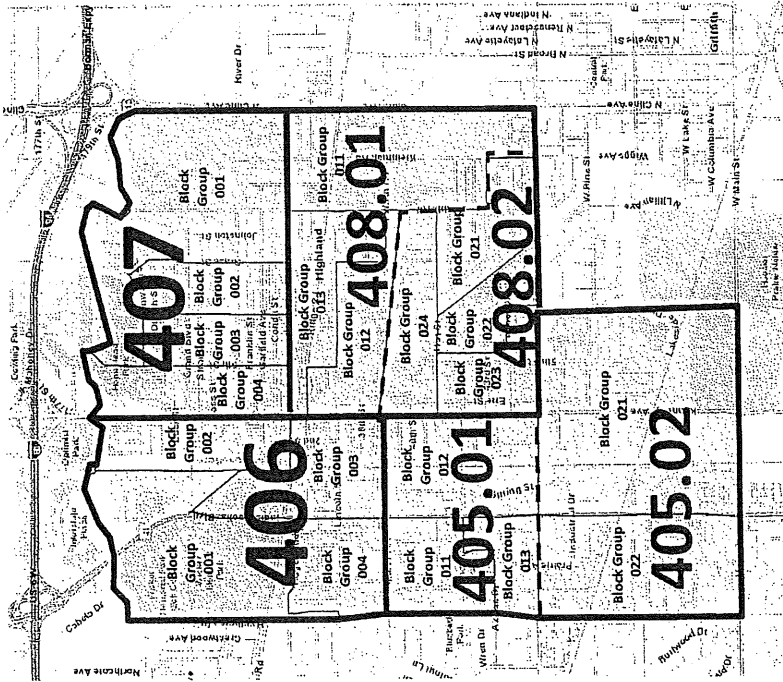
- (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

"Non-significant effect" means no substantial change to an environmental component and this no material bearing on the decision-making process.

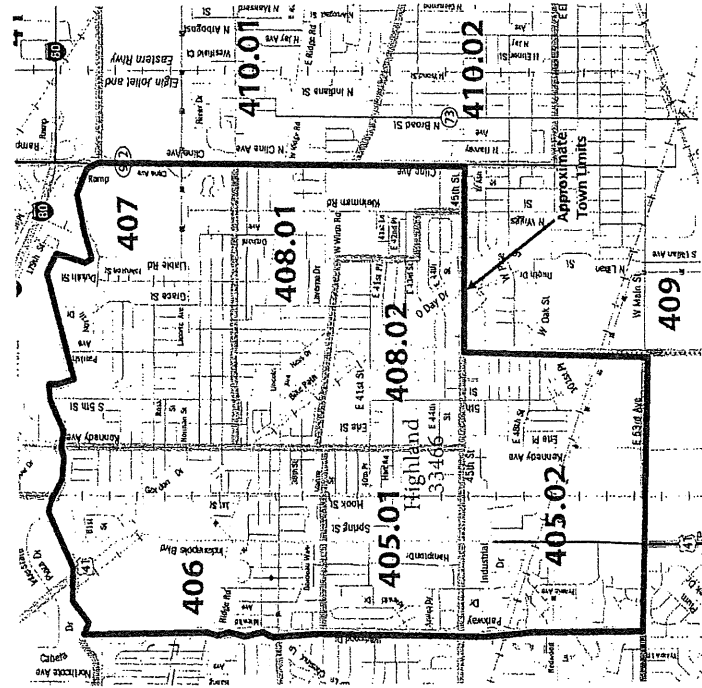
Scientific, technical, institutional, the public's value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of "significant" and "non-significant" effects will be made by Department Heads, in consultation with the Title VI Coordinator.



Town of Highland, Indiana Census Block Groups



2010 Census Tract Map with approximate corporation limits



SELECTED ECONOMIC CHARACTERISTICS
2010-2014 American Community Survey 5-Year Estimates

	2010-2014 ACS Estimates	Percent	MOE (±)
Population by Educational Attainment	18,619	100%	273
Less than 9th Grade	522	3%	68
9th - 12th Grade, No Diploma	841	5%	74
High School Graduate	5,583	30%	185
Some College, No Degree	5,181	28%	169
Associate Degree	1,388	8%	90
Bachelor's Degree or more	4,482	24%	174
Population Age 25+ Years by Ability to Speak English			
Total	22,317	100%	350
Speak only English	19,754	89%	305
Non-English at Home	2,563	11%	105
Speak English "very well"	1,660	7%	68
Speak English "well"	464	2%	28
Speak English "not well"	165	1%	46
Speak English "less than well"	97	0%	113
Speak English "less than very well"	282	1%	113
Speak English "less than well"	703	3%	134
Speak English "less than very well"	189	1%	84
Speak Spanish	35	21%	51
Speak Other Indo-European Languages	124	73%	66
Speak Asian-Pacific Island Languages	0	0%	11
Speak Other Languages	10	6%	17

Town of Highland, Table 1 Reference Information

Census 2010 CDBG Beneficiaries Data Extract

This special data extract was prepared by the Housing Business Research Center at Indiana University's Kelley School of Business, April 2012. Assistance was provided by CDBG Coordinator, April 2012.

Highland town

Total Population	Male	Female	Total	Male	Female
Number of Persons	33,227	16,243	16,984	13,799	3,185
White	21,827	10,941	10,886	4,911	5,975
Black/African American	87	40	47	8	39
Asian	350	123	227	37	190
American Indian/Alaska Native	49	1	48	7	41
Native Hawaiian/Other Pacific Islander	1	0	1	0	1
American Indian/Alaska Native & White	75	4	71	21	50
Asian & White	65	14	51	10	41
Black/African American & White	81	31	50	7	43
American Indian/Alaska Native & Black/African American	10	4	6	2	4
Hispanic	1,222	569	653	110	543
Number of Handicapped (60+)	2,550	141	1,409	114	1,295
Number of Elderly Persons (Age 62 and over)	1,556	800	756	558	198
Number of Persons Under 18 Years of Age	11,519	5,205	6,314	279	6,035

Hispanic Population	Male	Female	Total	Male	Female
Number of Persons	3,517	497	3,020	611	499
White	1,883	254	1,629	371	1,258
Black/African American	13	3	16	9	7
Asian	9	1	10	0	10
American Indian/Alaska Native	23	1	22	1	21
Native Hawaiian/Other Pacific Islander	0	0	0	0	0
American Indian/Alaska Native & White	14	0	14	7	7
Asian & White	6	0	6	0	6
Black/African American & White	9	0	9	0	9
American Indian/Alaska Native & Black/African American	1	0	1	0	1
American	605	155	450	115	335

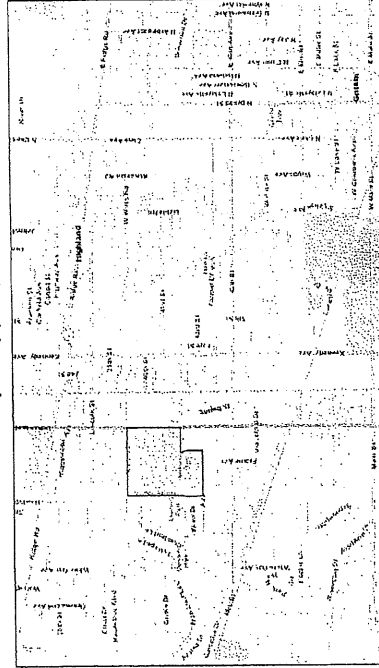
Town of Highland, Table 2 Reference Information



EISCREEN Report (Version 2016)
 Blockgroup: 18089040011, INDIANA, EPA Region 5

Approximate Population: 1,052
 Input Area (sq. miles): 0.23

Tract 405, Block 011



May 23, 2017
 Exported Polygon

Selected Variables	Value	Mile In		%ile In	
		State	Region	EPA	USA
	Avg.	State	Region	EPA	USA
Demographic Indicators					
Demographic Index	16%	27%	29%	34	36%
Minority Population	19%	19%	24%	61	37%
Low Income Population	14%	35%	14	33%	18
Uniquely Isolated Population	0%	2%	63	2%	5%
Population With Less Than High School Education	2%	12%	8	11%	12
Population Under 5 years of age	2%	6%	8	6%	9
Population over 64 years of age	20%	14%	85	14%	83



U.S. Census Bureau
 SELECTED ECONOMIC CHARACTERISTICS
 2010-2014 American Community Survey 5-Year Estimates

SELECTED ECONOMIC CHARACTERISTICS
 2010-2014 American Community Survey 5-Year Estimates

UNIQUE AND BROADEN (IN 2014 INFLATION-ADJUSTED DOLLARS)	Estimated Population	Estimated Median Income	Estimated Poverty Rate	Estimated Unemployment Rate	Estimated Percentage of Population with Bachelor's Degree or Higher
Total population	1,052	\$27,118	14.5%	10.1%	18.1%
White non-Hispanic	948	\$27,118	14.5%	10.1%	18.1%
Black non-Hispanic	24	\$27,118	14.5%	10.1%	18.1%
Hispanic	24	\$27,118	14.5%	10.1%	18.1%
Asian	24	\$27,118	14.5%	10.1%	18.1%
Native Hawaiian or Other Pacific Islander	24	\$27,118	14.5%	10.1%	18.1%
Two or more races	24	\$27,118	14.5%	10.1%	18.1%
Male	526	\$27,118	14.5%	10.1%	18.1%
Female	526	\$27,118	14.5%	10.1%	18.1%
Under 18	105	\$27,118	14.5%	10.1%	18.1%
18 to 24	105	\$27,118	14.5%	10.1%	18.1%
25 to 34	105	\$27,118	14.5%	10.1%	18.1%
35 to 44	105	\$27,118	14.5%	10.1%	18.1%
45 to 54	105	\$27,118	14.5%	10.1%	18.1%
55 to 64	105	\$27,118	14.5%	10.1%	18.1%
65 and over	105	\$27,118	14.5%	10.1%	18.1%

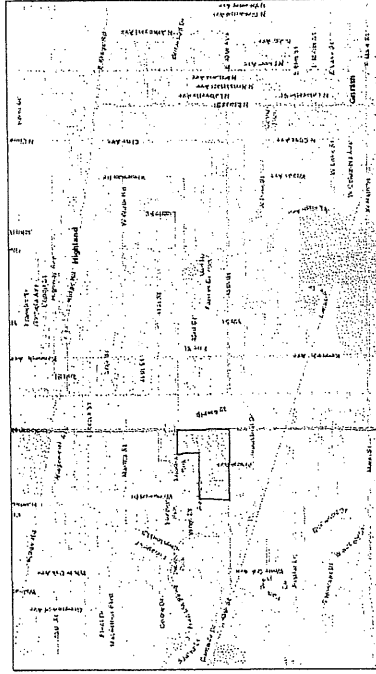
Town of Highland, Table 3 Reference Information



EJSCREEN Report (Version 2016)

Blockgroup: 180890405013, INDIANA, EPA Region 5
Approximate Population: 1,080
Input Area (sq. miles): 0.13

Tract 405, Block 013



May 23, 2017
EPA
U.S. Environmental Protection Agency
EJSCREEN
U.S. Environmental Protection Agency

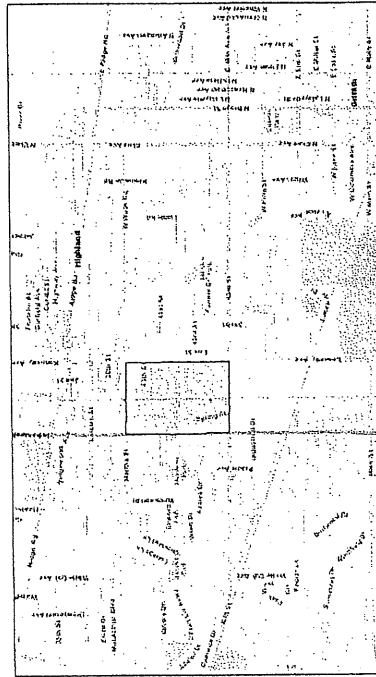
Selected Variables	Value	State		EPA Region		USA	
		Avg.	Mile in State	Avg.	Mile in Region	Avg.	Mile in USA
Demographic Indicators							
Demographic Index	45%	27%	83	28%	80	35%	68
Minority Population	57%	19%	90	24%	85	37%	73
Low Income Population	32%	35%	49	33%	54	35%	50
Linguistically Isolated Population	2%	2%	72	2%	69	5%	53
Population With Less Than High School Education	6%	12%	28	11%	35	14%	30
Population Under 5 years of age	1%	6%	6	6%	5	6%	5
Population over 64 years of age	17%	14%	72	14%	69	14%	71



EJSCREEN Report (Version 2016)

Blockgroup: 180890405012, INDIANA, EPA Region 5
Approximate Population: 1,362
Input Area (sq. miles): 0.38

Tract 405, Block 012



May 23, 2017
EPA
U.S. Environmental Protection Agency
EJSCREEN
U.S. Environmental Protection Agency

Selected Variables	Value	State		EPA Region		USA	
		Avg.	Mile in State	Avg.	Mile in Region	Avg.	Mile in USA
Demographic Indicators							
Demographic Index	22%	27%	49	25%	49	35%	34
Minority Population	18%	19%	65	24%	58	37%	37
Low Income Population	26%	35%	36	33%	43	35%	40
Linguistically Isolated Population	0%	2%	83	2%	59	5%	44
Population With Less Than High School Education	6%	12%	26	11%	33	14%	28
Population Under 5 years of age	3%	6%	21	6%	23	6%	23
Population over 64 years of age	12%	14%	48	14%	46	14%	51



EISCREEN Report (Version 2016)

Blackgroup: 18089040521, INDIANA, EPA Region 5

Approximate Population: 1,736

Input Area (sq. miles): 1.01



EISCREEN Report (Version 2016)

Blackgroup: 18089040521, INDIANA, EPA Region 5

Approximate Population: 1,333

Input Area (sq. miles): 0.50

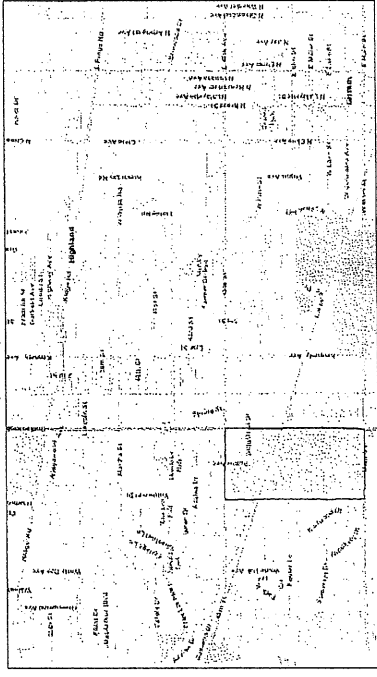


EISCREEN Report (Version 2016)

Blackgroup: 18089040522, INDIANA, EPA Region 5

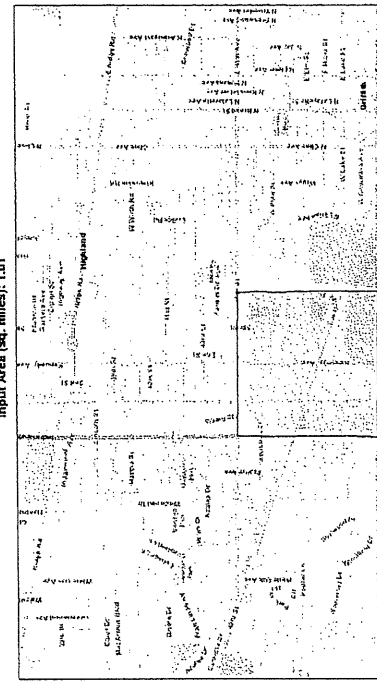
Approximate Population: 1,333

Input Area (sq. miles): 0.50



May 23, 2017 Digitized Polygon

Selected Variables	Value	Mile In		Mile In		Mile In	
		State Avg.	EPA Region Avg.	EPA Region Avg.	USA Avg.	USA Avg.	
Demographic Indicators	13%	27%	23%	23%	23%	38%	14
Demographic Index	14%	15%	37%	24%	52%	37%	81
Minority Population	12%	35%	12	35%	16	35%	15
Low Income Population	1%	2%	68	2%	64	5%	49
Linguistically Isolated Population	7%	15%	35	11%	44	14%	38
Population With Less Than High School Education	6%	8%	44	6%	47	6%	46
Population Under 5 years of age	25%	14%	93	14%	91	14%	91
Population over 64 years of age							



May 23, 2017 Digitized Polygon

Selected Variables	Value	Mile In		Mile In		Mile In	
		State Avg.	EPA Region Avg.	EPA Region Avg.	USA Avg.	USA Avg.	
Demographic Indicators	20%	27%	45	23%	46	38%	31
Demographic Index	21%	19%	71	24%	63	37%	42
Minority Population	19%	35%	25	33%	30	35%	28
Low Income Population	11%	2%	65	2%	63	5%	85
Linguistically Isolated Population	11%	12%	52	11%	60	14%	51
Population With Less Than High School Education	9%	8%	19	6%	21	6%	21
Population Under 5 years of age	25%	14%	93	14%	91	14%	91
Population over 64 years of age							



EISCREEN Report (Version 2016)

Blockgroup: 18085046001, INDIANA, EPA Region 5

Approximate Population: 922

Input Area (sq. miles): 0.60



EISCREEN Report (Version 2016)

Blockgroup: 18085046002, INDIANA, EPA Region 5

Approximate Population: 752

Input Area (sq. miles): 0.25

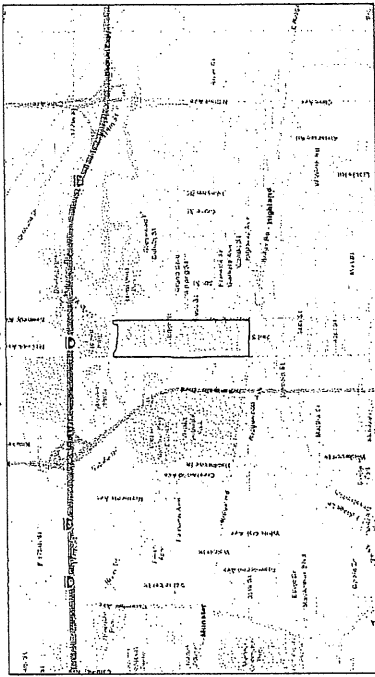


EISCREEN Report (Version 2016)

Blockgroup: 18085046000, INDIANA, EPA Region 5

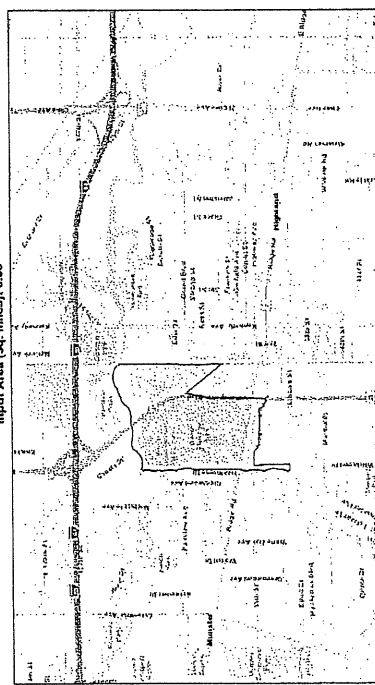
Approximate Population: 922

Input Area (sq. miles): 0.60



May 21, 2017
Deleted Polygon

Selected Variables	Value	State Avg.	Mile in State	Mile in EPA Region		Mile in USA	
				Region Avg.	USA Avg.		
Demographic Indicators							
Demographic Index	23%	27%	54	25%	53	36%	37
Minority Population	23%	19%	73	24%	66	37%	43
Low Income Population	24%	35%	33	35%	39	35%	37
Linguistically Isolated Population	0%	2%	63	2%	56	5%	44
Population With Less Than High School Education	13%	12%	60	11%	68	14%	58
Population Under 5 years of age	7%	6%	62	6%	65	6%	63
Population over 64 years of age	15%	14%	61	14%	58	14%	61



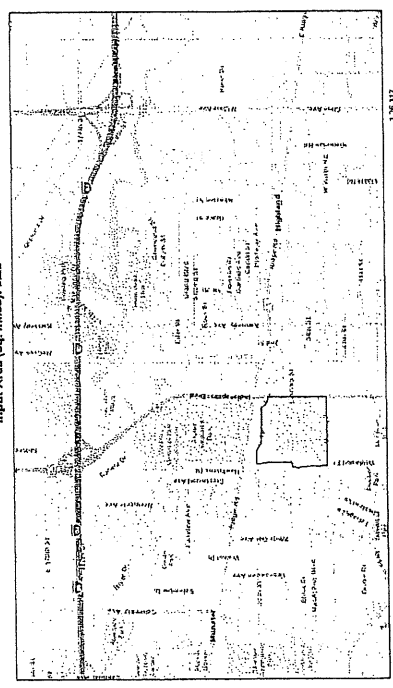
May 21, 2017
Deleted Polygon

Selected Variables	Value	State Avg.	Mile in State	Mile in EPA Region		Mile in USA	
				Region Avg.	USA Avg.		
Demographic Indicators							
Demographic Index	19%	27%	42	28%	43	35%	29
Minority Population	15%	19%	60	24%	56	37%	33
Low Income Population	24%	35%	33	35%	39	35%	38
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	8%	12%	37	11%	45	14%	39
Population Under 5 years of age	6%	6%	48	6%	51	6%	49
Population over 64 years of age	8%	14%	20	14%	21	14%	25



EISCREEN Report (Version 2016)
 Blockgroup: 18089408004, INDIANA, EPA Region 5
 Approximate Population: 1,047
 Input Area (sq. miles): 0.22

Tract 406, Block 004



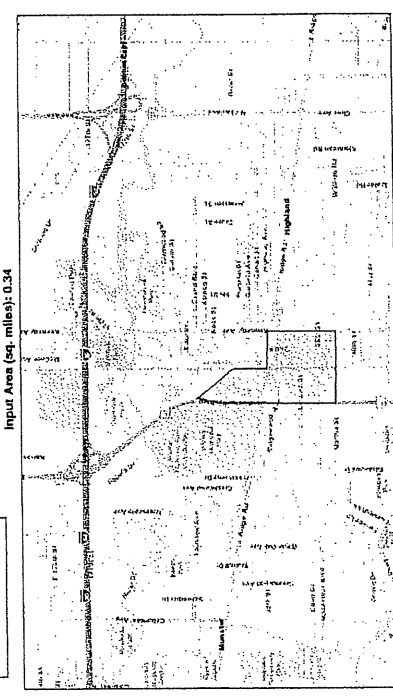
May 23, 2017
 Output Polygon

Selected Variables	Value	%ile in State		%ile in Region		%ile in USA	
		Avg.	87	Avg.	28	Avg.	25
Demographic Indicators							
Demographic Index	18%	27%	37	24%	38	36%	25
Minority Population	22%	19%	72	24%	65	37%	43
Low Income Population	13%	35%	14	33%	18	35%	17
Uniquely Isolated Population	0%	2%	63	2%	69	5%	44
Population With Less Than High School Education	3%	12%	13	11%	17	14%	15
Population Under 5 years of age	6%	6%	44	6%	47	6%	46
Population over 64 years of age	23%	14%	89	14%	87	14%	87



EISCREEN Report (Version 2016)
 Blockgroup: 18089408003, INDIANA, EPA Region 5
 Approximate Population: 864
 Input Area (sq. miles): 0.34

Tract 406, Block 003



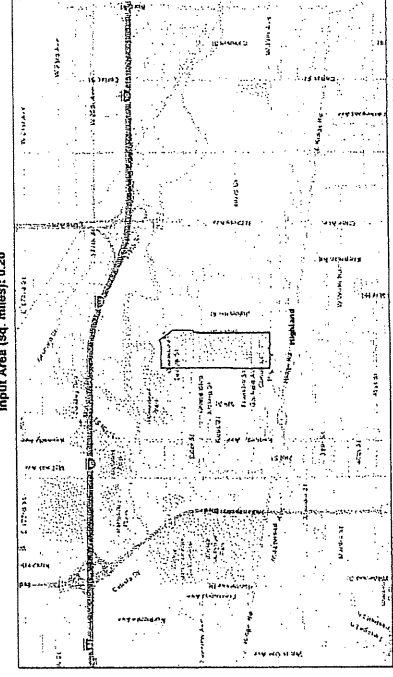
May 23, 2017
 Output Polygon

Selected Variables	Value	%ile in State		%ile in Region		%ile in USA	
		Avg.	48 <th>Avg.</th> <th>49 <th>Avg.</th> <th>34 </th></th>	Avg.	49 <th>Avg.</th> <th>34 </th>	Avg.	34
Demographic Indicators							
Demographic Index	22%	19%	71	24%	64	37%	42
Minority Population	21%	35%	29	33%	34	33%	32
Low Income Population	6%	2%	89	2%	86	5%	74
Uniquely Isolated Population	15%	12%	67	11%	73	14%	63
Population With Less Than High School Education	5%	6%	34	5%	30	5%	35
Population Under 5 years of age	23%	14%	90	14%	88	14%	88



EISCREEN Report (Version 2016)
 Blockgroup: 18089407002, INDIANA, EPA Region 5
 Approximate Population: 1,123
 Input Area (sq. miles): 0.20

EPA Block Group
 Tract 407, Block 002



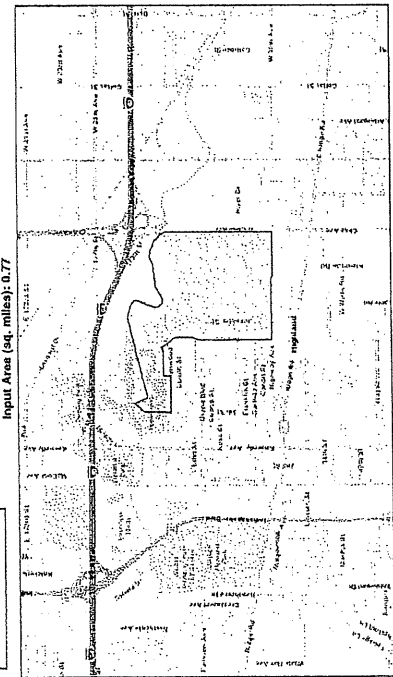
May 23, 2017
 Digitized Polygon

Selected Variables	Value	Mile In		Mile In	
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators					
Demographic Index	21%	27%	47	23%	47
Minority Population	22%	19%	72	24%	64
Low Income Population	20%	35%	85	33%	31
Uniquely Isolated Population	2%	2%	75	2%	72
Population With Less Than High School Education	5%	12%	33	11%	29
Population Under 5 years of age	4%	6%	24	6%	25
Population over 64 years of age	19%	14%	79	14%	77



EISCREEN Report (Version 2016)
 Blockgroup: 18089407001, INDIANA, EPA Region 5
 Approximate Population: 2,003
 Input Area (sq. miles): 0.77

EPA Block Group
 Tract 407, Block 001



May 23, 2017
 Digitized Polygon

Selected Variables	Value	Mile In		Mile In	
		State Avg.	Region Avg.	EPA Region Avg.	USA Avg.
Demographic Indicators					
Demographic Index	19%	27%	39	29%	41
Minority Population	21%	19%	70	24%	63
Low Income Population	16%	35%	20	33%	24
Uniquely Isolated Population	0%	2%	69	2%	59
Population With Less Than High School Education	14%	12%	63	11%	71
Population Under 5 years of age	4%	6%	22	6%	24
Population over 64 years of age	22%	14%	88	14%	85



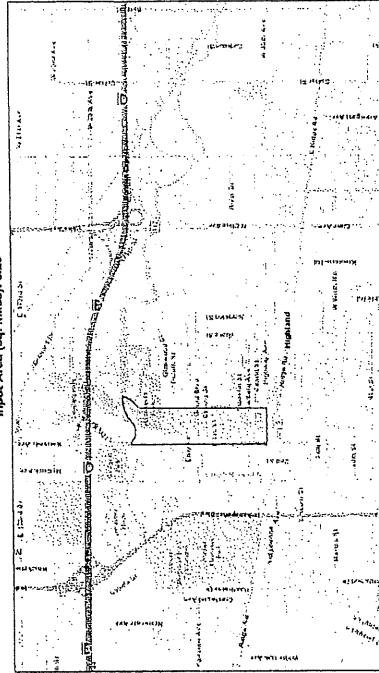
EISCREEN Report (Version 2016)

Blockgroup: 180890407004, INDIANA, EPA Region 5

Approximate Population: 851
Input Area (sq. miles): 0.28



Tract 407, Block 004



May 23, 2017
Display Polygon

Selected Variables	Value	State Avg.	Mile In		EPA Region Avg.		USA Avg.	
			State	Region	State	Region	USA	USA
Demographic Indicators								
Demographic Index	18%	27%	36	28%	38	35%	24	
Minority Population	15%	19%	60	24%	59	37%	33	
Low Income Population	20%	35%	25	33%	31	35%	28	
Unusually Depleted Population	0%	0%	83	2%	58	5%	44	
Population With Less Than High School Education	4%	12%	19	11%	25	14%	22	
Population Under 5 years of Age	9%	6%	15	6%	16	6%	16	
Population over 64 years of age	13%	14%	48	14%	47	14%	51	



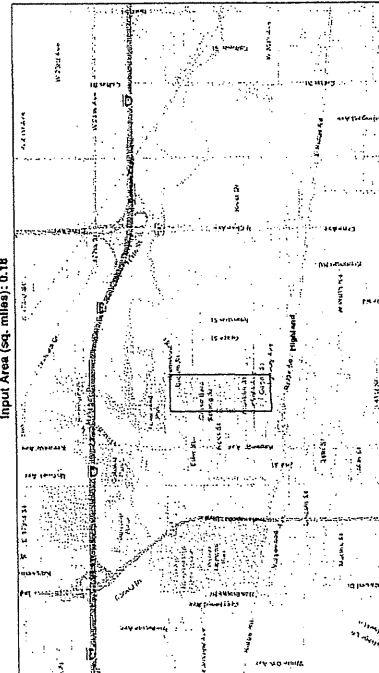
EISCREEN Report (Version 2016)

Blockgroup: 180890407003, INDIANA, EPA Region 5

Approximate Population: 1,383
Input Area (sq. miles): 0.18



Tract 407, Block 003



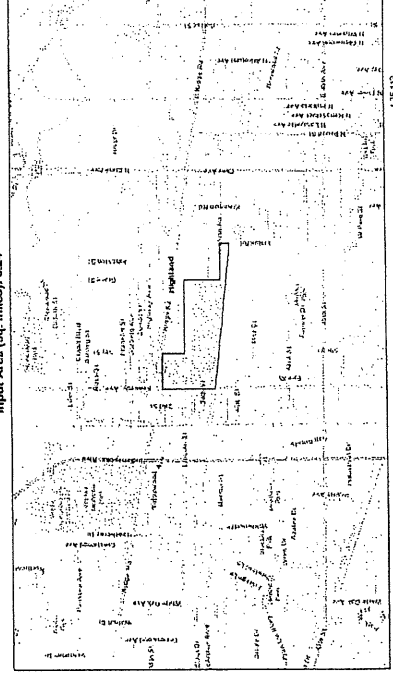
May 23, 2017
Display Polygon

Selected Variables	Value	State Avg.	Mile In		EPA Region Avg.		USA Avg.	
			State	Region	State	Region	USA	USA
Demographic Indicators								
Demographic Index	33%	27%	72	23%	70	35%	54	
Minority Population	40%	19%	65	24%	78	37%	61	
Low Income Population	26%	35%	38	35%	43	35%	40	
Unusually Depleted Population	0%	0%	83	2%	58	5%	44	
Population With Less Than High School Education	11%	12%	55	11%	63	14%	53	
Population Under 5 years of Age	9%	6%	74	6%	78	6%	75	
Population over 64 years of age	9%	14%	26	14%	26	14%	30	



EISCREEN Report (Version 2016)
 Blockgroup: 18089048012, INDIANA, EPA Region 5
 Approximate Population: 1,478
 Input Area (sq. miles): 0.24

Tract 408, Block 012



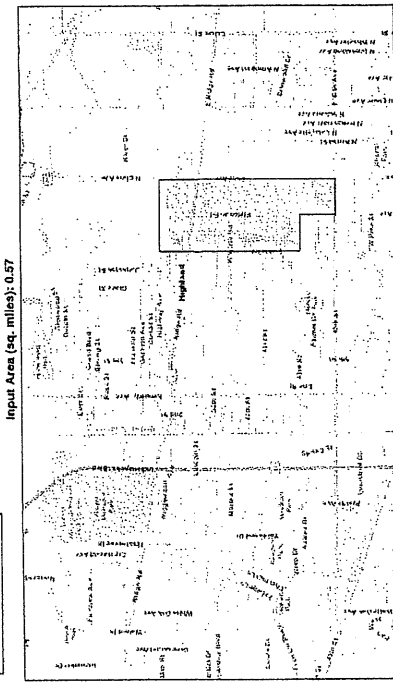
May 23, 2017
 DigiLand Systems

Selected Variables	Value	Mile In		Mile In		Mile In	
		State Avg.	EPA Region Avg.	Region	EPA Region	USA Avg.	USA
Demographic Indicators							
Demographic Index	21%	27%	23%	49	35%	33	
Minority Population	23%	19%	24%	71	37%	50	
Low Income Population	14%	35%	15	20	35%	19	
Linguistically Isolated Population	1%	2%	71	22	60	51	
Population With Less Than High School Education	11%	12%	53	11%	61	52	
Population Under 5 years of age	6%	6%	33	6%	38	35	
Population over 64 years of age	19%	14%	80	14%	77	78	



EISCREEN Report (Version 2016)
 Blockgroup: 18089048011, INDIANA, EPA Region 5
 Approximate Population: 1,265
 Input Area (sq. miles): 0.57

Tract 408, Block 011



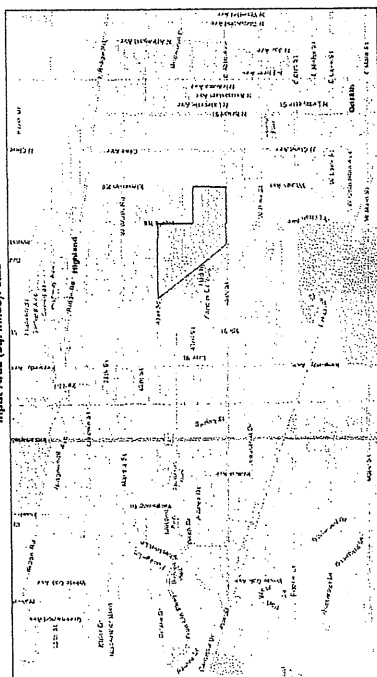
May 23, 2017
 DigiLand Systems

Selected Variables	Value	Mile In		Mile In		Mile In	
		State Avg.	EPA Region Avg.	Region	EPA Region	USA Avg.	USA
Demographic Indicators							
Demographic Index	12%	27%	18	20%	19	35%	
Minority Population	13%	19%	55	24%	50	37%	
Low Income Population	11%	35%	10	33%	13	35%	
Linguistically Isolated Population	0%	2%	83	2%	58	5%	
Population With Less Than High School Education	9%	12%	11	11%	15	14%	
Population Under 5 years of age	8%	6%	65	6%	85	6%	
Population over 64 years of age	13%	14%	52	14%	50	14%	



EISCREEN Report (Version 2016)
 Blockgroup: 18095048021, INDIANA, EPA Region 5
 Approximate Population: 1,451
 Input Area (sq. miles): 0.23

Tract 408, Block 021



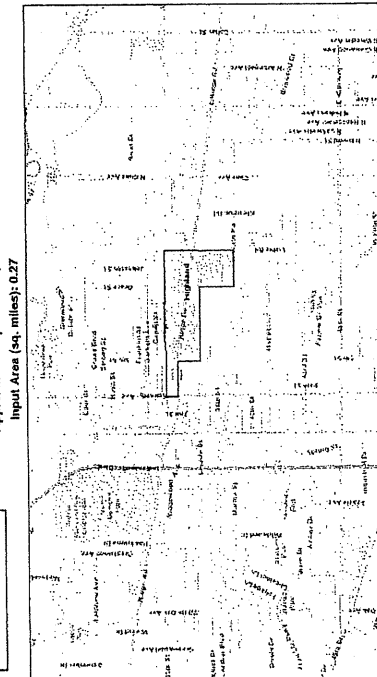
May 23, 2017
 Selected Polygon

Selected Variables	Value	State		EPA Region		USA	
		Avg	Min	Avg	Min	Avg	Min
Demographic Indicators							
Demographic Index	17%	27%	35	29%	37	35%	24
Minority Population	45%	49%	60	24%	54	37%	93
Low Income Population	20%	35%	26	33%	31	35%	29
Linguistically Isolated Population	3%	2%	62	2%	78	6%	64
Population With Less Than High School Education	9%	12%	44	11%	52	14%	44
Population Under 5 Years of Age	1%	6%	4	6%	4	6%	4
Population over 64 years of age	21%	14%	86	14%	84	14%	86



EISCREEN Report (Version 2016)
 Blockgroup: 18095048013, INDIANA, EPA Region 5
 Approximate Population: 1,138
 Input Area (sq. miles): 0.27

Tract 408, Block 013



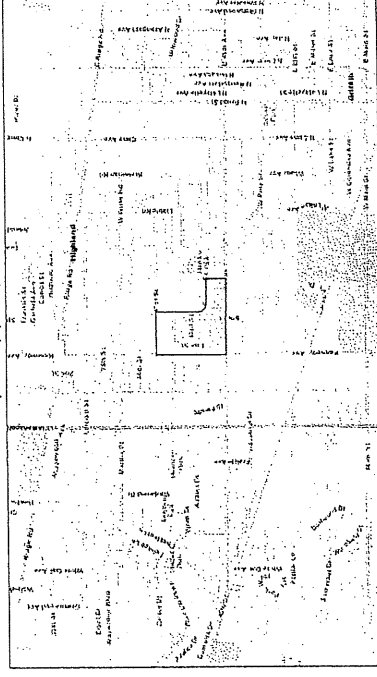
May 23, 2017
 Selected Polygon

Selected Variables	Value	State		EPA Region		USA	
		Avg	Min	Avg	Min	Avg	Min
Demographic Indicators							
Demographic Index	28%	27%	55	25%	64	36%	47
Minority Population	24%	19%	75	24%	67	37%	46
Low Income Population	35%	35%	51	35%	56	35%	52
Linguistically Isolated Population	0%	2%	63	2%	58	5%	44
Population With Less Than High School Education	13%	12%	60	11%	67	14%	58
Population Under 5 Years of Age	6%	6%	43	6%	46	6%	45
Population over 64 years of age	11%	14%	40	14%	38	14%	44



EISCREEN Report (Version 2016)
 Blockgroup: 180890408022, INDIANA, EPA Region 6
 Approximate Population: 1,038
 Input Area (sq. miles): 0.19

Tract 408, Block 023



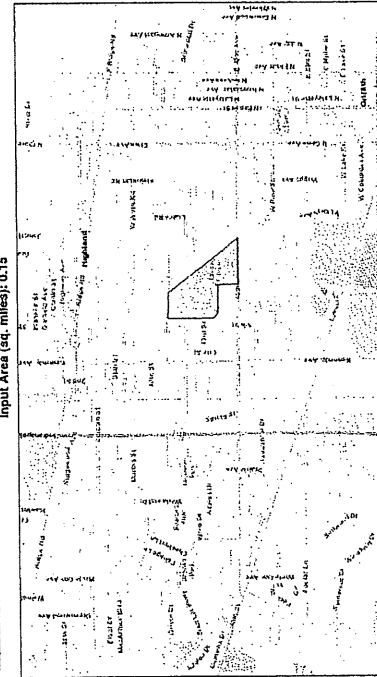
May 23, 2017 Updated Polygon

Selected Variables	Value	Mile In		Mile In	
		State Avg.	EPA Region Avg.	USA Avg.	USA
Demographic Indicators					
Demographic Index	31%	27%	25%	27%	35%
Minority Population	24%	19%	24%	21%	24%
Low Income Population	37%	35%	33%	33%	35%
Uniquely Isolated Population	0%	2%	2%	2%	5%
Population With Less Than High School Education	4%	12%	11%	11%	14%
Population Under 5 years of age	4%	6%	5%	5%	6%
Population over 64 years of age	25%	14%	14%	14%	14%



EISCREEN Report (Version 2016)
 Blockgroup: 180890408022, INDIANA, EPA Region 5
 Approximate Population: 880
 Input Area (sq. miles): 0.15

Tract 408, Block 022



May 23, 2017 Updated Polygon

Selected Variables	Value	Mile In		Mile In	
		State Avg.	EPA Region Avg.	USA Avg.	USA
Demographic Indicators					
Demographic Index	17%	27%	25%	27%	35%
Minority Population	7%	15%	24%	24%	24%
Low Income Population	27%	35%	33%	33%	35%
Uniquely Isolated Population	0%	2%	2%	2%	5%
Population With Less Than High School Education	8%	12%	11%	11%	14%
Population Under 5 years of age	10%	6%	6%	6%	6%
Population over 64 years of age	13%	14%	14%	14%	14%

APPENDIX F – FORMS

TOWN OF HIGHLAND NON-DISCRIMINATION POLICY STATEMENT

The Town of Highland reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"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 subjected to discrimination under any program or activity receiving Federal financial assistance." In applying this policy, the Town, and its sub-recipients of federal funds, shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service or other benefit which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided to others;
5. Adopt or use methods of administration which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way which would limit or impede access to a federally funded service or benefit.

The Town of Highland will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

The Town of Highland designates John Bach, Town of Highland Public Works Director, as the Town's Title VI Coordinator. The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Town of Highland complies with the Title VI regulations, and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the Town of Highland and Title VI may be directed to the Title VI Coordinator at:

John Bach, Town of Highland Title VI Coordinator
8001 Kennedy Street
Highland, IN 46322
Phone: (219) 972-5069 Fax: (219) 972-5085
jbach@highland.in.gov

Dan Vasser
Town Council President

John Bach
Town of Highland Title VI Coordinator

TOWN OF HIGHLAND TITLE VI ASSURANCE

The Town of Highland, Indiana (hereinafter referred to as the "Recipient"), by its Town Council, HEREBY AGREES that as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 20004-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally Assisted Programs for the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, 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 received federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation, and HEREBY GIVES ASSURANCES that it will promptly take any measures necessary to effectuate this assurance. This assurance is required by subsection 21.7 of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The Town of Highland, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority 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 race, color, or national origin in consideration for an award."
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and
- b. for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property or real property, or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other 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 Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

PASSED AND ADOPTED by the Town Council of the Town of Highland by a _____ vote of all members present and voting this _____ day of _____, 2019.

TOWN COUNCIL OF THE TOWN OF HIGHLAND

Bernie Zemen – 1st Ward

Mark Herak – 2nd Ward

Mark Schocke – 3rd Ward

Thomas Black – 4th Ward

Roger Sheeman – 5th Ward

ATTEST:

Michael W. Griffin, Clerk-Treasurer

Appendix A

The following language is to be inserted in all federal-aid contracts:

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. Compliance with Regulations: The contractor shall comply with Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Non-Discrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. Solicitation for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Non-Compliance: In the event the contractor's non-compliance with the non-discrimination provisions of this contract, the State Highway Department shall 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. Cancellation, termination or suspension of the contract, in whole or in part.
6. Incorporation of Provisions: The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Town of Highland, Indiana, will accept title to the lands and maintain the project constructed hereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 20004 to 20004-4), does hereby remise, release, quitclaim and convey unto the Town of Highland, Indiana all the right, title, and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Town of Highland, 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 the Town of Highland, Indiana, its successors and assigns.

The Town of Highland, 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 shall on the grounds of race, color, sex, age, disability, income status, or 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 (L) and (2) that the Town of Highland, Indiana, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (L) and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix C

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

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-assisted programs of the Department of Transportation — Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Town of Highland, Indiana, shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Indiana Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states 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 benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the Town of Highland based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form, please contact John Bach by phone at (219) 972-5069 or via e-mail at jbach@highland.in.gov.

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

Town: _____ State: _____ Zip Code: _____

Telephone: _____ (home) _____ (work) _____ (other)

Please explain your relationship with the individual(s) indicated above:

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

TOWN OF HIGHLAND TITLE VI COMPLAINT FORM (CONTINUED)

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION: If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

Race Color Religion National Origin Age Sex

Disability Income Other (please specify) _____

Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination (attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____

Please return completed form to:

John Bach, Town of Highland Title VI Coordinator
 8001 Kennedy Street
 Highland, IN 46322
 Phone: (219) 972-5069
 Fax: (219) 972-5085
jbach@highland.in.gov

Note: The Town of Highland prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the Town. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

COMPLAINANT CONSENT/RELEASE FORM

Name (first, middle, last)		Telephone number () -	
Address (number and street, city, state, ZIP code)			
Case number(s) (if known)			
<p>As a complainant, I understand that during an investigation it may become necessary for the Town of Highland to reveal my identity to individuals outside of Highland Town Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the Town of Highland to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the town of Highland.</p> <p>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</p> <p><input type="checkbox"/> CONSENT</p> <p>I have read and understand the above information and authorize the Town of Highland to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize the Town of Highland 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><input type="checkbox"/> CONSENT DENIED</p> <p>I have read and understand the above information and do not want the Town of Highland to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without the town of Highland making a determination in my case.</p>			
Signature			Date (month, day, year)

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.3(b)(4)). The Town of Highland 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 and anonymous. This form is a public document that the Town of Highland 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.

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address below.

Date: (month, day, year)					
Meeting:					
<input type="checkbox"/> Town Council	<input type="checkbox"/> Plan Commission	<input type="checkbox"/> Advisory Board of Zoning Appeals	<input type="checkbox"/> Park & Recreation Board		
<input type="checkbox"/> Police Commission	<input type="checkbox"/> Board of Waterworks Directors	<input type="checkbox"/> Other _____			
Proposed Project Location:					
Gender: <input type="checkbox"/> Female	<input type="checkbox"/> Male	Do You Have a Disability: <input type="checkbox"/> Yes	<input type="checkbox"/> No		
Ethnicity: <input type="checkbox"/> Hispanic	<input type="checkbox"/> Not Hispanic	National Origin: <input type="checkbox"/> USA	<input type="checkbox"/> Other _____		
Race: (Check one or more)					
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American	<input type="checkbox"/> White		
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> Multiracial				
English Proficiency: (Check all that apply to members of your household relative to ability to speak English)					
<input type="checkbox"/> Speak English "very well or well"	<input type="checkbox"/> Speak English "not well"	<input type="checkbox"/> Speak English "not at all"			
Primary Non-English Language Spoken: _____ <input type="checkbox"/> Only English is Spoken in our Household					
Age:	<input type="checkbox"/> Under 18 years	<input type="checkbox"/> 18-39	<input type="checkbox"/> 40-65	<input type="checkbox"/> 65 or over	
Household Income:					
<input type="checkbox"/> Less than \$15,000	<input type="checkbox"/> \$15,000-\$24,999	<input type="checkbox"/> \$25,000-\$34,999	<input type="checkbox"/> \$35,000-\$49,999	<input type="checkbox"/> \$50,000-\$74,999	<input type="checkbox"/> \$75,000

If you have any questions regarding the Town of Highland's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact John Darr, Title VI Coordinator at jdarr@highland.in.gov or Phone: (219) 972-5069.

2004 Census Test
LANGUAGE IDENTIFICATION FLASHCARD

- 1. Arabic
جميع علاءة في هذا السربح اذا كنت تقرا ان تتحدث العربية.
- 2. Armenian
Ինչպիսիք է ձեր կրթությունը այն դասարանում:
هياك تعليمك في هذا الصف في هذا الصف:
- 3. Bengali
আপনি আবার বাংলা শেখছেন বা আগে তা শেখা করেছিলেন।
- 4. Cambodian
ល្អប្រសើរណាស់: អ្នកបាន ប្រើប្រាស់ភាសា ខ្មែរ ។
- 5. Chamorro
Maka i kablou ya yungin uningna' anaulai pai uningna' kumanta Chamorro.
- 6. Simplified Chinese
如果你能读中文或讲中文, 请举手此框。
- 7. Traditional Chinese
如果你能读中文或讲中文, 请举手此框。
- 8. Croatian
Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.
- 9. Czech
Značte toto kolonku, pokud čtete a hovoříte česky.
- 10. Dutch
Kruis dit vakje aan als u Nederlands kunt lezen of spreken.
- 11. English
Mark this box if you read or speak English.
- 12. Farsi
اگر خواندن و نوشتن فارسی بلد هستید, این مربع را علامت بزنید.

13. French
Cocher lui si vous lisez ou parlez le français.

14. German
Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.

15. Greek
Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.

16. Haitian Creole
Makse kazyè sa a si ou li ouva ou pale kreòl ayisyen.

17. Hindi
अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।

18. Hmong
Kin lub voj no yng koj paub tum thiab haik lus Hmoob.

19. Hungarian
Jelölje meg ezt a dobozt, ha megérti vagy beszéli a magyar nyelvet.

20. Ilocano
Markam daytoy nga kahon no makabasa wenno makausapen iti Ilocano.

21. Italian
Marché questa casella se legge o parla italiano.

22. Japanese
日本語を話したり、読むことができる場合はこの印を付けてください。

23. Korean
한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.

24. Laotian
Lèan thiab qeej liem thiab qeej lus Hmoob.

25. Polish
Poiniemy o zaznaczenie tego kwadratu, jeżeli posiadamy stać pisać/ mówić po polsku.

U.S. DEPARTMENT OF COMMERCE
Bureau of Economic Analysis
U.S. Census Bureau

26. Portuguese
Assinale este quadrado se você lê ou fala português.

27. Romanian
Însemnăți această căsuță dacă citiți sau vorbiți românește.

28. Russian
Пометьте этот квадратик, если вы читаете или говорите по-русски.

29. Serbian
Obeležite ovaj kvadratah ukoliko čitate ili govorite srpski jezik.

30. Slovak
Označte tento štvorec, ak viete čítať alebo hovoriť po slovensky.

31. Spanish
Marque esta casilla si lee o habla español.

32. Tagalog
Markahan itong kwadrado kung kaya'y maraming magbasa o magasalita ng Tagalog.

33. Thai
ทำเครื่องหมายในช่องนี้ถ้าคุณสามารถอ่านหรือพูดภาษาไทยได้.

34. Tongan
Marka ʻi he puha ni kapau ʻoku ka lau pe kea fakatonga.

35. Ukrainian
Bilnujete uo schitnyky, yakyo vi chitate abo govoryte ukraïnskoyu mowou.

36. Urdu
اگر اردو پڑھ سکتے ہیں یا بول سکتے ہیں۔

37. Vietnamese
Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.

38. Yiddish
באצייןט אים קעסטל אויב איר קענטן אדער רעדן יידיש.

U.S. DEPARTMENT OF COMMERCE
Bureau of Economic Analysis
U.S. Census Bureau

EXEMPT POSITION DESCRIPTION

Title: Administrative Assistant

Date: June 23, 2020

Reports to: Public Works Director

Approved by: _____

Department: Public Works

POSITION SUMMARY: Under the general supervision of the Director of Public Works, assists with the management of operations, budgeting, and personnel in the Public Works Department.

POSITION FUNCTIONS:

Essential Duties:

- Assist the Public Works Director in planning, development, and implementation of department-wide activities and operations;
- Assist the Public Works Director in managing department related budgets and preparation of budget proposals;
- Assist the PWD in hiring, training, motivating, disciplining, evaluating, and terminating employees;
- Assist the PWD in planning, coordinating, and implementing department wide activities and programs;
- Manage and coordinate department purchasing activities;
- Coordinate the Public Works computer network, communication systems, and fuel system;
- Maintain and organize general departmental and personnel files;
- Record and maintain all Payroll/HR/CDL records;
- Process purchases, perform book transfers, and balance accounts;
- Process insurance claims and accident reports;
- Process and maintain Job files;
- Schedule and track Water Meter Replacements and inventory;
- Develop various reports as requested by department head.

Marginal Duties:

- Respond to public inquiries, complaints, and requests;
- Perform other duties as assigned.

This description is not intended to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned or prescribed by statute.

Working Conditions

- **Physical Demands:** While performing duties of the job, employee typically handles office equipment, computers, objects, or controls; employee will sit or stand for long periods of time.
- **Work Environment:** Employee will work in a generally comfortable office setting. Great mental effort required daily and frequent exposure to stress caused by the need to meet deadlines.

Machines, Tools, Equipment, Software:

- **Personal computer and computer software:** MS Word, MS Excel, MS Powerpoint, ESRI GIS software, and other computer programs associated with the duties of the position.

Job Qualification Requirements

- **Education:** High school diploma or equivalency. Preferred: Undergraduate degree in public or business administration, ~~Civil Engineering~~, or related field of education.
- **Knowledge:** Management principles and practices including accounting principles, government budgeting and monitoring, computer skills, organizational skills, supervisory skills, interpersonal skills, and communication skills (oral and written). Ability to work independently without direct supervision. Ability to communicate effectively with the elected and appointed officials, employees, and the public.
- **Experience:** Requires three to five years of administrative experience in the public or private sector
- **Certificates/Licenses:** Valid Driver's license



MEMORANDUM

To: Participating Municipalities
From: Gary Malone, Director of Trust Operations
Date: July 1, 2020
RE: 2020 Trustee Election

I highly encourage member municipalities to participate in the 2020 Trustee election. The Trustees oversee the operations of the Aim Medical Trust and make critical decisions that impact all Trust beneficiaries.

It is important that your municipality participates in this election so that the Aim Medical Trust complies with guidance published by the Internal Revenue Service. To satisfy IRS rules, the Aim Medical Trust must be formed, operated and funded by political subdivisions. Election of Trustees by the governing bodies of Trust members assists the Aim Medical Trust in satisfying this requirement.

- To comply, the Town Council, City Council, or Board of Works President should complete the ballot on behalf of the member city/town.
- Alternatively, the governing board could formally delegate authority to the Mayor, Clerk-Treasurer, Town Manager or Human Resources Director to complete and submit the ballot. If Council or the Board of Works is delegating the authority to another municipal official to complete and submit the ballot, a copy of the minutes or Resolution must be provided with the signed ballot.

The elected Trustee will commence a three year term on August 1, 2020. Each municipal member may submit one ballot. Please vote for one Trustee by marking the blank space before the nominee's name with an X or a \checkmark .

The completed and signed ballot may be electronically submitted to Gary Malone at gmalone@aimindiana.org, faxed to (317) 237-6206 or mailed to:

Aim Medical Trust
Attn: Gary Malone
125 West Market Street, Suite 100
Indianapolis, Indiana 46204

All ballots are due by 5:00 PM (EDT) on Wednesday, July 15, 2020.



June 30, 2020

Mr. Mark Schocke, President
Highland Town Council
3333 Ridge Road
Highland, IN 46322

RE: 2020 CCMG Street Improvement Project
Des. No. 2001326
Report on Bids Received

Dear President Schocke:

In accordance with your instructions, bids for the "2020 CCMG Street Improvement Project" have been tabulated and reviewed. Findings and recommendations from this review are presented.

1. General

Bids were received, opened and read aloud at 10:00 A.M., Local Prevailing Time on June 30, 2020, in accordance with an Invitation to Bid published on June 16 and 23, 2020 in the Times.

2. Bids Received

Three bids were received. The bidders, amount of their bid, and Engineer's Opinion of Probable Cost are shown on the enclosed Bid Tabulation. The low bid for the project is 20.5% lower than the Engineer's Opinion of Probable Cost. A breakdown of the low bid according to the 31 road segments listed in the Community Crossings Match Grant agreement with INDOT is also attached.

3. Irregularities

There were no irregularities in the bids received.

4. Qualifications of Bidders

The apparent low bidder, Walsh & Kelly, Inc., is considered qualified to construct the "2020 CCMG Street Improvement Project".

5. Opinion

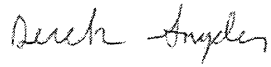
It is our opinion that the "2020 CCMG Street Improvement Project" should be awarded to Walsh & Kelly, Inc. in the Total Base Bid amount of \$1,592,654.48 as the lowest responsive and responsible bidder.

mail@niesengineering.com

www.niesengineering.com

Our recommendation on award is subject to the opinion of the Board's Attorney.

Yours very truly,
NIES Engineering, Inc.

A handwritten signature in cursive script, appearing to read "Derek Snyder".

Derek R. Snyder, P.E.
Principal

cc: Highland Town Council
Mr. John Bach
Mr. Mark Knesek
Mr. Michael Griffin
Mr. John Reed

X:\Projects\HIGHLAND\TOWNGEN\20-517_CCMG\Bid Assistance\2020_CCMG_Bid_Report.doc

Town of Highland Board of Works
2020 CCMG Street Improvement Project
Des. No. 2001326
Bid Tabulation

Bids Received on June 30, 2020 at 10:00 AM				Engineer's Opinion of Probable Cost		Walsh & Kelly, Inc.		Rieth-Riley Construction Co., Inc.		Gallagher Asphalt Corporation	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization/Demobilization	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00	\$ 40,000.00	\$ 40,000.00	\$ 85,000.00	\$ 85,000.00
2	Maintenance of Traffic	1	LS	\$ 55,000.00	\$ 55,000.00	\$ 36,200.00	\$ 36,200.00	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00
3	Curb and Gutter, Concrete, Remove	2,600	LF	\$ 12.00	\$ 31,200.00	\$ 7.00	\$ 18,200.00	\$ 6.50	\$ 16,900.00	\$ 11.00	\$ 28,600.00
4	Sidewalk, Concrete, Remove	1,755	SY	\$ 12.00	\$ 21,060.00	\$ 8.00	\$ 14,040.00	\$ 9.00	\$ 15,795.00	\$ 15.00	\$ 26,325.00
5	Asphalt Milling, 1-1/2 IN. Depth	119,275	SY	\$ 1.75	\$ 208,731.25	\$ 1.35	\$ 161,021.25	\$ 1.75	\$ 208,731.25	\$ 2.30	\$ 274,332.50
6	Compacted Aggregate Base for Patching, No. 53 Limestone	160	TON	\$ 50.00	\$ 8,000.00	\$ 35.00	\$ 5,600.00	\$ 40.00	\$ 6,400.00	\$ 150.00	\$ 24,000.00
7	HMA Patching, Intermediate, 19.0mm, 2.5 IN.	110	TON	\$ 250.00	\$ 27,500.00	\$ 90.00	\$ 9,900.00	\$ 140.00	\$ 15,400.00	\$ 320.00	\$ 35,200.00
8	HMA Overlay, Surface, 9.5 mm, 1.5 IN.	11,825	TON	\$ 70.00	\$ 827,750.00	\$ 60.00	\$ 709,500.00	\$ 56.00	\$ 662,200.00	\$ 82.00	\$ 969,850.00
9	Asphalt for Tack Coat (0.10 Gal/SY)	45,226	SY	\$ 0.25	\$ 11,306.50	\$ 0.25	\$ 11,306.50	\$ 0.35	\$ 15,829.10	\$ 0.01	\$ 452.26
10	Crack Filling Milled Surface	9	TON	\$ 4,500.00	\$ 40,500.00	\$ 800.00	\$ 7,200.00	\$ 500.00	\$ 4,500.00	\$ 5,500.00	\$ 49,500.00
11	Area Reflective Crack Treatment, Geotextile Pavement Interlayer	74,052	SY	\$ 4.00	\$ 296,208.00	\$ 2.60	\$ 192,535.20	\$ 4.07	\$ 301,391.64	\$ 4.50	\$ 333,234.00
12	Area Reflective Crack Treatment, Fiber Reinforced Membrane Interlayer	11,240	SY	\$ 4.50	\$ 50,580.00	\$ 4.00	\$ 44,960.00	\$ 4.10	\$ 46,084.00	\$ 3.80	\$ 42,712.00
13	Sidewalk, Concrete, 4 IN.	782	SY	\$ 65.00	\$ 51,480.00	\$ 70.00	\$ 55,440.00	\$ 60.00	\$ 47,520.00	\$ 68.00	\$ 53,856.00
14	Curb Ramp, Concrete	773	SY	\$ 125.00	\$ 96,625.00	\$ 125.00	\$ 96,625.00	\$ 136.00	\$ 105,128.00	\$ 180.00	\$ 139,140.00
15	Curb and Gutter, Concrete	2,600	LF	\$ 45.00	\$ 117,000.00	\$ 35.00	\$ 91,000.00	\$ 28.00	\$ 72,800.00	\$ 29.00	\$ 75,400.00
16	Topsoil and Mulched Seeding	228	SY	\$ 15.00	\$ 3,420.00	\$ 10.00	\$ 2,280.00	\$ 7.10	\$ 1,618.80	\$ 16.00	\$ 3,648.00
17	Casting, Furnish and Adjust to Grade	8	EA	\$ 500.00	\$ 4,000.00	\$ 500.00	\$ 4,000.00	\$ 500.00	\$ 4,000.00	\$ 300.00	\$ 2,400.00
18	Casting Riser Ring	4	EA	\$ 50.00	\$ 200.00	\$ 125.00	\$ 500.00	\$ 400.00	\$ 1,600.00	\$ 500.00	\$ 2,000.00
19	Valve Box Top Section, Furnish and Adjust to Grade	6	EA	\$ 250.00	\$ 1,500.00	\$ 150.00	\$ 900.00	\$ 250.00	\$ 1,500.00	\$ 350.00	\$ 2,100.00
20	Valve Box Riser Ring or Adjust Ex. Screw Top	4	EA	\$ 50.00	\$ 200.00	\$ 50.00	\$ 200.00	\$ 100.00	\$ 400.00	\$ 500.00	\$ 2,000.00
21	Traffic Loop Detector, Repair	44	EA	\$ 350.00	\$ 15,400.00	\$ 385.00	\$ 16,940.00	\$ 385.00	\$ 16,940.00	\$ 420.00	\$ 18,480.00
22	Wireless Vehicle Detector, Remove & Reinstall	6	EA	\$ 300.00	\$ 1,800.00	\$ 485.00	\$ 2,910.00	\$ 190.00	\$ 1,140.00	\$ 210.00	\$ 1,260.00
23	Traffic Detector Housing, Rehab	5	EA	\$ 700.00	\$ 3,500.00	\$ 625.00	\$ 3,125.00	\$ 340.00	\$ 1,700.00	\$ 380.00	\$ 1,900.00
24	Line, Thermoplastic, Solid, Yellow, 4 IN.	10,379	LF	\$ 0.55	\$ 5,708.45	\$ 0.58	\$ 6,019.82	\$ 0.58	\$ 6,019.82	\$ 0.70	\$ 7,265.30
25	Line, Thermoplastic, Broken, Yellow, 4 IN. (10-30 Skip)	100	LF	\$ 0.75	\$ 75.00	\$ 0.58	\$ 58.00	\$ 0.58	\$ 58.00	\$ 2.20	\$ 220.00
26	Line, Thermoplastic, Solid, White, 4 IN.	1,232	LF	\$ 0.55	\$ 677.60	\$ 0.58	\$ 714.56	\$ 0.58	\$ 714.56	\$ 1.00	\$ 1,232.00
27	Line, Thermoplastic, Broken, White, 4 IN. (10-30 Skip)	440	LF	\$ 0.75	\$ 330.00	\$ 0.58	\$ 255.20	\$ 0.58	\$ 255.20	\$ 1.10	\$ 484.00
28	Line, Thermoplastic, Solid, White, 8 IN.	331	LF	\$ 1.10	\$ 364.10	\$ 1.25	\$ 413.75	\$ 1.25	\$ 413.75	\$ 1.30	\$ 430.30
29	Line, Thermoplastic, Broken, White, 8 IN. (3-9 Skip)	30	LF	\$ 2.20	\$ 66.00	\$ 1.25	\$ 37.50	\$ 1.25	\$ 37.50	\$ 1.30	\$ 39.00
30	Pavement Message Marking, Thermoplastic, ONLY	4	EA	\$ 100.00	\$ 400.00	\$ 105.00	\$ 420.00	\$ 105.00	\$ 420.00	\$ 200.00	\$ 800.00
31	Pavement Message Marking, Thermoplastic, R X R	4	EA	\$ 650.00	\$ 2,600.00	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 700.00	\$ 2,800.00
32	Pavement Message Marking, Thermoplastic, Lane Indication Arrow	20	EA	\$ 100.00	\$ 2,000.00	\$ 95.00	\$ 1,900.00	\$ 95.00	\$ 1,900.00	\$ 180.00	\$ 3,600.00
33	Transverse Marking, Thermoplastic, Crosswalk, White, 6 IN.	7,308	LF	\$ 1.00	\$ 7,308.00	\$ 0.90	\$ 6,577.20	\$ 0.90	\$ 6,577.20	\$ 2.40	\$ 17,539.20
34	Transverse Marking, Thermoplastic, Stop Bar, White, 24 IN.	1,939	LF	\$ 5.00	\$ 9,695.00	\$ 4.75	\$ 9,210.25	\$ 4.75	\$ 9,210.25	\$ 8.35	\$ 16,190.65
35	Transverse Marking, Thermoplastic, Crosshatch Line, Yellow, 12 IN.	132	LF	\$ 3.00	\$ 396.00	\$ 2.50	\$ 330.00	\$ 2.50	\$ 330.00	\$ 7.00	\$ 924.00
36	Transverse Marking, Thermoplastic, Crosshatch Line, White, 12 IN.	175	LF	\$ 3.00	\$ 525.00	\$ 2.50	\$ 437.50	\$ 2.50	\$ 437.50	\$ 7.00	\$ 1,225.00
37	Sign Post, Square, 2, Reinforced Anchor Base	31.50	LF	\$ 12.00	\$ 378.00	\$ 16.00	\$ 504.00	\$ 15.00	\$ 472.50	\$ 16.00	\$ 504.00
38	Sign, Sheet, Encapsulated Lens with Legend, 0.080 IN. Thickness	18.75	SF	\$ 12.00	\$ 225.00	\$ 21.00	\$ 393.75	\$ 14.00	\$ 262.50	\$ 15.00	\$ 281.25
				Total	\$ 2,003,708.90	Total Base Bid	\$ 1,592,654.48	Total Base Bid	\$ 1,645,686.67	Total Base Bid	\$ 2,264,724.46
	Addendum No. 1					Yes		Yes		Yes	
	Addendum No. 2					Yes		Yes		Yes	
	Affidavit of Compliance					Yes		Yes		Yes	
	Contractor's Bid for Public Works - Form 96					Yes		Yes		Yes	
	Certification Regarding Unauthorized Aliens					Yes		Yes		Yes	
	5% Bid Security					Yes		Yes		Yes	

2020 CH&D Street Improvement Project
 Town of Highlands Board of Towns
 D&E No. 2001328
 Low Bid Breakdown by Road Segment

Item	Description	Quantity	Unit	Price	Amount	Item	Description	Quantity	Unit	Price	Amount
1	Asphalt/Concrete	1	LS	0.01	\$ 0.01	2	Asphalt/Concrete	1	LS	0.01	\$ 0.01
3	Concrete	1	LS	0.01	\$ 0.01	4	Concrete	1	LS	0.01	\$ 0.01
5	Concrete	1	LS	0.01	\$ 0.01	6	Concrete	1	LS	0.01	\$ 0.01
7	Concrete	1	LS	0.01	\$ 0.01	8	Concrete	1	LS	0.01	\$ 0.01
9	Concrete	1	LS	0.01	\$ 0.01	10	Concrete	1	LS	0.01	\$ 0.01
11	Concrete	1	LS	0.01	\$ 0.01	12	Concrete	1	LS	0.01	\$ 0.01
13	Concrete	1	LS	0.01	\$ 0.01	14	Concrete	1	LS	0.01	\$ 0.01
15	Concrete	1	LS	0.01	\$ 0.01	16	Concrete	1	LS	0.01	\$ 0.01
17	Concrete	1	LS	0.01	\$ 0.01	18	Concrete	1	LS	0.01	\$ 0.01
19	Concrete	1	LS	0.01	\$ 0.01	20	Concrete	1	LS	0.01	\$ 0.01
21	Concrete	1	LS	0.01	\$ 0.01	22	Concrete	1	LS	0.01	\$ 0.01
23	Concrete	1	LS	0.01	\$ 0.01	24	Concrete	1	LS	0.01	\$ 0.01
25	Concrete	1	LS	0.01	\$ 0.01	26	Concrete	1	LS	0.01	\$ 0.01
27	Concrete	1	LS	0.01	\$ 0.01	28	Concrete	1	LS	0.01	\$ 0.01
29	Concrete	1	LS	0.01	\$ 0.01	30	Concrete	1	LS	0.01	\$ 0.01
31	Concrete	1	LS	0.01	\$ 0.01	32	Concrete	1	LS	0.01	\$ 0.01
33	Concrete	1	LS	0.01	\$ 0.01	34	Concrete	1	LS	0.01	\$ 0.01
35	Concrete	1	LS	0.01	\$ 0.01	36	Concrete	1	LS	0.01	\$ 0.01
37	Concrete	1	LS	0.01	\$ 0.01	38	Concrete	1	LS	0.01	\$ 0.01
39	Concrete	1	LS	0.01	\$ 0.01	40	Concrete	1	LS	0.01	\$ 0.01
41	Concrete	1	LS	0.01	\$ 0.01	42	Concrete	1	LS	0.01	\$ 0.01
43	Concrete	1	LS	0.01	\$ 0.01	44	Concrete	1	LS	0.01	\$ 0.01
45	Concrete	1	LS	0.01	\$ 0.01	46	Concrete	1	LS	0.01	\$ 0.01
47	Concrete	1	LS	0.01	\$ 0.01	48	Concrete	1	LS	0.01	\$ 0.01
49	Concrete	1	LS	0.01	\$ 0.01	50	Concrete	1	LS	0.01	\$ 0.01
51	Concrete	1	LS	0.01	\$ 0.01	52	Concrete	1	LS	0.01	\$ 0.01
53	Concrete	1	LS	0.01	\$ 0.01	54	Concrete	1	LS	0.01	\$ 0.01
55	Concrete	1	LS	0.01	\$ 0.01	56	Concrete	1	LS	0.01	\$ 0.01
57	Concrete	1	LS	0.01	\$ 0.01	58	Concrete	1	LS	0.01	\$ 0.01
59	Concrete	1	LS	0.01	\$ 0.01	60	Concrete	1	LS	0.01	\$ 0.01
61	Concrete	1	LS	0.01	\$ 0.01	62	Concrete	1	LS	0.01	\$ 0.01
63	Concrete	1	LS	0.01	\$ 0.01	64	Concrete	1	LS	0.01	\$ 0.01
65	Concrete	1	LS	0.01	\$ 0.01	66	Concrete	1	LS	0.01	\$ 0.01
67	Concrete	1	LS	0.01	\$ 0.01	68	Concrete	1	LS	0.01	\$ 0.01
69	Concrete	1	LS	0.01	\$ 0.01	70	Concrete	1	LS	0.01	\$ 0.01
71	Concrete	1	LS	0.01	\$ 0.01	72	Concrete	1	LS	0.01	\$ 0.01
73	Concrete	1	LS	0.01	\$ 0.01	74	Concrete	1	LS	0.01	\$ 0.01
75	Concrete	1	LS	0.01	\$ 0.01	76	Concrete	1	LS	0.01	\$ 0.01
77	Concrete	1	LS	0.01	\$ 0.01	78	Concrete	1	LS	0.01	\$ 0.01
79	Concrete	1	LS	0.01	\$ 0.01	80	Concrete	1	LS	0.01	\$ 0.01
81	Concrete	1	LS	0.01	\$ 0.01	82	Concrete	1	LS	0.01	\$ 0.01
83	Concrete	1	LS	0.01	\$ 0.01	84	Concrete	1	LS	0.01	\$ 0.01
85	Concrete	1	LS	0.01	\$ 0.01	86	Concrete	1	LS	0.01	\$ 0.01
87	Concrete	1	LS	0.01	\$ 0.01	88	Concrete	1	LS	0.01	\$ 0.01
89	Concrete	1	LS	0.01	\$ 0.01	90	Concrete	1	LS	0.01	\$ 0.01
91	Concrete	1	LS	0.01	\$ 0.01	92	Concrete	1	LS	0.01	\$ 0.01
93	Concrete	1	LS	0.01	\$ 0.01	94	Concrete	1	LS	0.01	\$ 0.01
95	Concrete	1	LS	0.01	\$ 0.01	96	Concrete	1	LS	0.01	\$ 0.01
97	Concrete	1	LS	0.01	\$ 0.01	98	Concrete	1	LS	0.01	\$ 0.01
99	Concrete	1	LS	0.01	\$ 0.01	100	Concrete	1	LS	0.01	\$ 0.01

ATTACHMENT A

PROJECT DESCRIPTION

Des No: **2001326**
 Program: **Local Roads and Bridges Matching Grants**
 Type of Project: **HMA Overlay Minor Structural**
 Location:

Route Name	From	To	
MAIN ST	1270 FT WEST OF KENNEDY	570 FT EAST OF KENNEDY	
PRAIRIE AV	MAIN ST	RAMBLEWOOD DR	
SOUTHMOOR AV	AZALEA DR	HART RD	
BLUEBIRD LN	TOWN BOUNDARY	WOODWARD AV	
MARTHA ST	TOWN BOUNDARY	IDLEWILD DR	
PRAIRIE AV	KENILWORTH AV	RIDGE RD	
5TH ST	RIDGE RD	DULUTH AV	
DULUTH AV	5TH ST	PARRISH AV	
DULUTH CT	DULUTH AV	DEAD END	
PARRISH AV	LAPORTE ST	STRONG ST	
PARRISH CT	DEAD END	PARRISH AV	
GRAND BLVD	SYCAMORE AV	GORDON DR	
EDER AV	GORDON DR	KENNEDY AV	
STRONG ST	GORDON DR	KENNEDY AV	
ROSS ST	GORDON DR	KENNEDY AV	
5TH ST	100TH ST	45TH ST	
DELAWARE PKWY	97TH PL	45TH ST	
97TH PL	5TH ST	DELAWARE PL	
98TH ST	5TH ST	DEAD END	
98TH PL	5TH ST	DEAD END	
99TH ST	5TH ST	DEAD END	
99TH PL	5TH ST	DEAD END	
LAKESIDE DR	5TH ST	DELAWARE PL	
LAKESIDE DR	DELAWARE PL	5TH ST	
ERIE ST	45TH ST	41ST ST	
43RD ST	KENNEDY AV	5TH ST	
WIRTH RD	GRACE ST	LIABLE RD	

LINCOLN AV	5TH ST	CAROLINA AV	
CLOUGH ST	KLEINMAN RD	CLINE AV	
O'DAY DR	41ST ST	41ST PL	
42ND ST	O'DAY DR	GRACE ST	

Application ID: **8680**

A general scope/description of the Project is as follows:

Location of projects, by priority, is as follows:01: Main St, from 1270' west of Kennedy Av to 570' east of Kennedy Av.02: Prairie Av, from Main St to Ramblewood Dr.03: Southmoor Av, from Azalea Dr to Hart Rd.04: Bluebird Ln, from Town Boundary to Woodward Av.05: Martha St, from Town Boundary to Idlewild Dr.06: Prairie Av, from Kenilworth Av to Ridge Rd.07: 5th St, from

The maximum amount of state funds allocated to the Project is **\$1,000,000.00**

**INTERLOCAL COOPERATION AGREEMENT for the
PURCHASE and UTILIZATION of CONSTRUCTION,
SERVICES for MUTUAL BENEFIT CONNECTED with a
HIGHWAY IMPROVEMENT PROJECT**

Whereas, Indiana Code 36-1-7-1, et seq., allows local government entities to make the most efficient use of their powers by enabling them to mutually purchase and utilize equipment, supplies and services for the mutual benefit of each other;and

Whereas, The Town of Highland, through its Town Council organized pursuant to and the Town of Schererville through its Town Council organized under IC 36-5 et seq., Lake County, Indiana are political subdivisions empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract on behalf of each other on a basis of mutual advantage so as to better provide public services and facilities at a lesser cost;and

Whereas, The Town of Highland, through its Town Council and the Town of Schererville through its Town Council all as participating entities now desire to enter into an agreement constructed pursuant to IC. 36-1-7-1, et seq., with Highland's Town Council, to provide for the ability to provide construction services for the mutual benefit of the participating entities, and at a shared cost;

Now Therefore, In consideration of the mutual terms, covenants, and conditions set forth herein, the Town of Highland, by and through its Town Council and the Town of Schererville by and through its Town Council hereby agree as follows:

Section 1. DURATION. The duration of this agreement shall be from August 1, 2020 through July 31, 2021, provided said agreement is adopted by Resolution by each of the governing boards of the relevant two aforesaid political subdivisions as participating entities, prior to that date, or up to and including July 31, 2021, and may be renewable each calendar year thereafter by agreement of the parties, evidenced by passage of similar resolutions, should the purposes of this agreement or Section 7 herein require it.

Section 2. PURPOSE. The purpose of this agreement is to authorize and allow the Town of Highland through its Town Council to engage in construction, reconstruction and improvement activities on behalf of the two participating entities for the mutual benefit of the participating entities at a substantial savings for the following services related to the Community Crossings Grant Project involving the **improvement of Main Street, 1,270' west Kennedy Avenue to 570' east of Kennedy Avenue (Main Street CCMG Paving Project).**

Section 3. ADMINISTRATION and AUTHORITY DELEGATION. This agreement shall be administered through an *enhanced* entity comprised of the Town of Highland's Works Board, as defined by IC 36-1-2-24 (4). The powers of the enhanced entity shall be as follows:

(a) The powers of the enhanced entity shall be exercised by the Highland Works Board, as defined by IC 36-1-2-24 (4), and shall be construed to include all powers directly granted it under IC 36-5 et seq., those powers permitted under IC. 36-1-7-2 and only those powers exercisable by the participating entities individually and deemed necessary to carry-out the Improvement Project described in section 2 of this agreement.

(b) Change orders will be provided for review and concurrence by all participating entities. By adoption and approval of this agreement, the Town of Schererville has consented to make review and concurrence a ministerial task to be undertaken by a person or officer each will respectively authorize and, once chosen, will be empowered to evidence review and concurrence on behalf of the respective participating entity by letter transmitted to the Schererville Works Board acting as an enhanced entity. The Town of Highland by and through its Works Board, as defined by IC 36-1-2-24 (4), will finally approve all change orders and its proper officers will evidence approval by their signatures.

Section 4. ACCOUNTS and FINANCE. This agreement hereby delegates to the duly elected Clerk-Treasurer of the Town of Highland, the duty to receive, disburse, and account for all moneys of this undertaking pursuant to the terms of this agreement. The Clerk-Treasurer shall perform all usual duties associated with the office and as required by law.

Section 5. TERMS. In consideration of the mutual promises contained herein, it is further agreed as follows:

(a) The Town of Schererville by and through its Town Council agrees that the Highland Town Council, which is the municipal works under IC 36-1-2-24, shall serve as an enhanced entity behalf of the two participating entities. The enhanced entity shall provide administration and supervision over general construction services related to the improvement project described herein. As for those portions of the project related to public way resurfacing, and all other improvement installation, the enhanced entity will carry-out administration and supervision over general construction services on behalf of the participating entities, according to specifications outlined in the project specifications as drafted and duly approved for the improvement project described herein;

(b) The Town of Schererville through its Town Council agrees and shall contribute the amount of *Thirty-one Thousand fourteen Dollars and 04/100 Cents (\$31,014.04)* to the Highland Works Board acting as an enhanced entity, payable from its Community Crossings Matching Grant Fund to be payable upon terms as the enhanced entity may direct, not later than September 1, 2020;

(c) The Town of Highland through its Town Council agrees and shall contribute the amount of *Thirty-one Thousand fourteen Dollars and 04/100 Cents (\$31,014.04)* to the Highland Works Board acting as an enhanced entity, payable from proper Fund or Funds of the Town as it may identify, to be deposited in an appropriate fund, to be payable over the course of the project not later than September 1, 2020;

(d) Further, that the participating entities described in subdivision (c) of Section 5 of this agreement consent to pay the amount herein identified and any that may lawfully be incurred in consequence of this project as a *pro-rata* share of the net amounts due, allowing for that portion of the contribution that under the terms of the community crossings grant or otherwise, would be otherwise reimbursable to each participating entity individually but will be instead reimbursable to the enhanced entity;

(e) Still further, following the conclusion of construction herein, in the event that costs are below the initial estimates used to determine the initial contributions of the participating entities producing refunded savings, the enhanced entity will make a "good faith settlement" with the participating entities as an estimated pro-rata share of the net amounts due of the refunded savings, after allowances;

(f) Still further, following the conclusion of construction herein described, in the event that costs are above the initial estimates used to determine the initial contributions of the participating entities producing additional costs, the participating entities will contribute to the enhanced entity as a pro-rata share of the net amounts due of the additional costs, as identified;

Section 7. MEETINGS and GOVERNING LAW. In acting as an enhanced entity, the Schererville Works Board, as defined by IC 36-1-2-24 (4) shall adhere to and comply with all applicable laws governing its action when acting as a Town Council;

Section 8. TITLE. Upon satisfactory completion and acceptance of the project, the enhanced entity is dissolved, and those improvements of public way and other infrastructure improved or installed in consequence of the **Main Street CCMG Paving Project** described herein, become property of the respective individual political subdivisions, to the extent those improvements

lie within the particular lawful boundaries of the particular political subdivisions, all according to governing law.

Section 9. COUNTERPARTS. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

Section 10. RECORDING. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective under Paragraph 1 of this agreement after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN of HIGHLAND, INDIANA
3333 Ridge Road, Highland, Indiana 46322-2089

By and Through its Town Council

By: _____
Mark Schocke, President

Attest:

Michael W. Griffin, IAMC/ MMC/CPFA/ACPFIM/CMO,
Clerk-Treasurer
Town of Highland, Indiana

Participant Execution Date: _____

Participant Counterpart

EFFECTIVE DATE. This agreement shall be effective under Paragraph 1 of this agreement after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

IN WITNESS WHEREOF, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN of SCHERERVILLE, INDIANA
10 East Joliet Street, Schererville, Indiana 46375

By and Through its Town Council

By: _____
Tom Schmitt, President

Attest:

Mike Troxel, Clerk-Treasurer
Town of Schererville, Indiana

Participant Execution Date: _____