

[Letterhead]

[date]

Erin L. Hall, JD
Title VI & ADA Program Manager
Indiana Department of Transportation
Indiana Government Center North, Room 750
100 N. Senate Ave.
Indianapolis, IN 46204

RE: [name of community]'s Nondiscrimination & Accessibility Letter of Commitment to INDOT

Ms. Hall;

[Community] is submitting this correspondence to INDOT as a good faith representation that it intends to improve its compliance with those nondiscrimination & accessibility requirements which are conditions of receiving federal funds. INDOT has reviewed [community]'s compliance efforts and identified the following potential deficiencies:

[List deficiencies identified or attach list and reference attachment here]

[Community] has enclosed documents in evidence that [community] is in compliance with the following:

[list potential deficiency identified by INDOT]	[list item enclosed that demonstrates compliance]
e.g. Community does not have an ADA Transition Plan.	e.g. Copy of Communities transition plan is enclosed.

[Community] commits to address the remaining deficiencies (if any) as follows:

- I. [identify first deficiency] (e.g. Community does not have a Title VI Implementation Plan.)
 - a. [Community] plans to address this deficiency by [date].
 - b. In 2016 [Community] plans to take the following steps toward resolving this deficiency:
 - i. By [Month / Date] [Community] will (e.g. identify program areas with Title VI Implications)
 - ii. By [Month / Date] [Community] will (e.g. review existing policies for incorporation or reference into the Title VI Implementation Plan)
 - iii. [identify next action step]
- II. [identify next deficiency]

[Community] represents that the above representations are made in good faith and represent its commitment toward achieving compliance with all nondiscrimination and accessibility requirements. [Community] represents that the undersigned individual is authorized to make these commitments on behalf of [Community] and understands that INDOT may monitor [Community]'s progress toward achieving its goals as represented herein.

This letter of Commitment is being submitted by:

[name] [Title / role]

[address]

[email]

[phone]

[fax]

Sincerely,

[Name]