



Metropolitan Government  
of Nashville and Davidson County

# Title VI

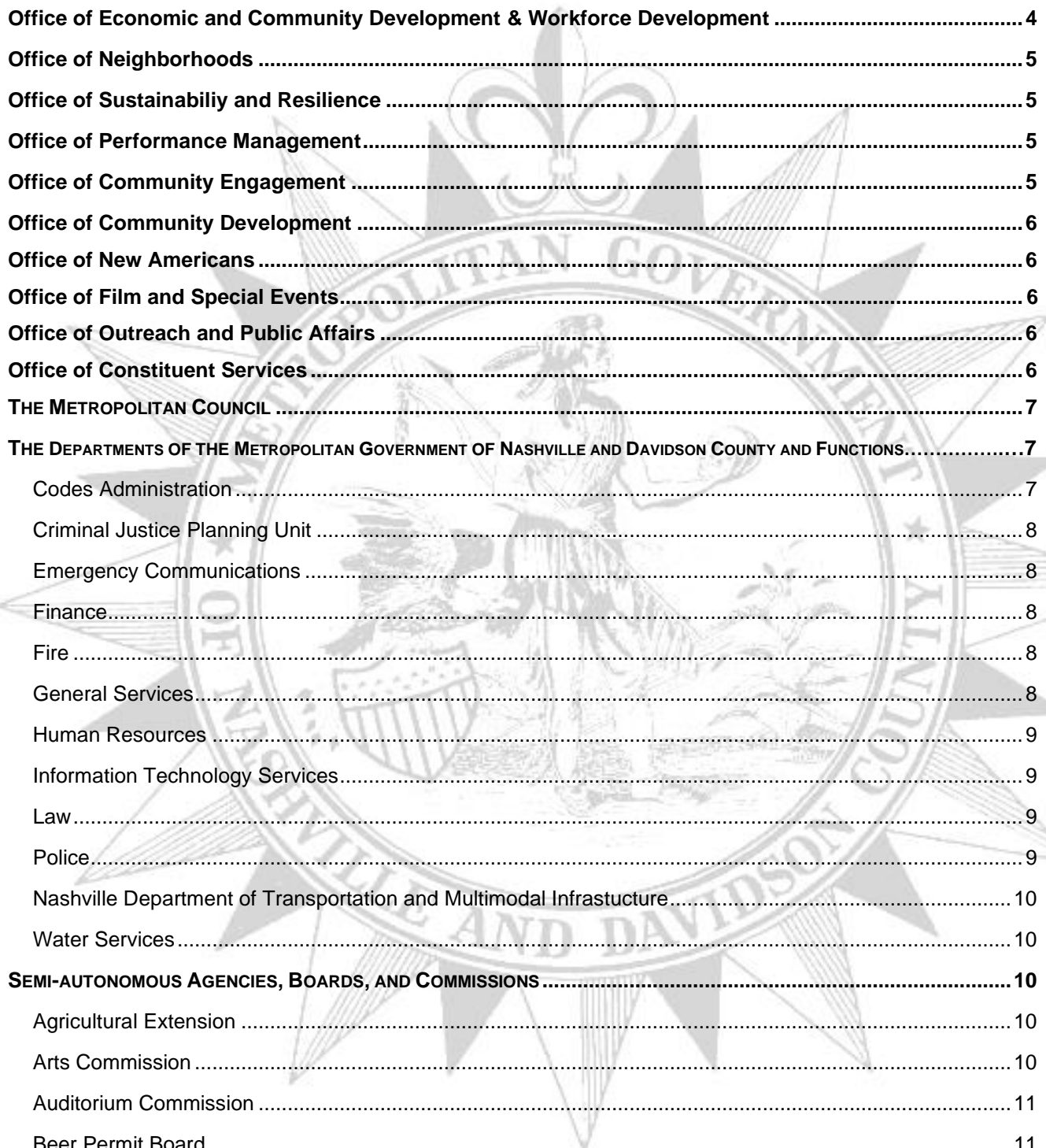
---

## Compliance Implementation Report

---

**2023**

Department of Human Resources



The seal of the Metropolitan Government of Nashville and Davidson County is centered in the background. It features a central figure holding a scale and a sword, surrounded by a circular border with the text 'METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY'. The seal is set against a starburst pattern.

<b>INTRODUCTION .....</b>	<b>4</b>
<b>THE OFFICE OF THE MAYOR .....</b>	<b>4</b>
<b>Executive Office.....</b>	<b>4</b>
<b>Office of Communications.....</b>	<b>4</b>
<b>Office of Economic and Community Development &amp; Workforce Development .....</b>	<b>4</b>
<b>Office of Neighborhoods .....</b>	<b>5</b>
<b>Office of Sustainability and Resilience .....</b>	<b>5</b>
<b>Office of Performance Management.....</b>	<b>5</b>
<b>Office of Community Engagement .....</b>	<b>5</b>
<b>Office of Community Development .....</b>	<b>6</b>
<b>Office of New Americans .....</b>	<b>6</b>
<b>Office of Film and Special Events.....</b>	<b>6</b>
<b>Office of Outreach and Public Affairs .....</b>	<b>6</b>
<b>Office of Constituent Services .....</b>	<b>6</b>
<b>THE METROPOLITAN COUNCIL .....</b>	<b>7</b>
<b>THE DEPARTMENTS OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND FUNCTIONS.....</b>	<b>7</b>
Codes Administration .....	7
Criminal Justice Planning Unit .....	8
Emergency Communications .....	8
Finance.....	8
Fire .....	8
General Services.....	8
Human Resources .....	9
Information Technology Services.....	9
Law.....	9
Police.....	9
Nashville Department of Transportation and Multimodal Infrastructure.....	10
Water Services .....	10
<b>SEMI-AUTONOMOUS AGENCIES, BOARDS, AND COMMISSIONS .....</b>	<b>10</b>
Agricultural Extension .....	10
Arts Commission .....	10
Auditorium Commission .....	11
Beer Permit Board.....	11
Community Oversight Board.....	11
Convention Center Authority .....	11
Election Commission.....	11

Farmer’s Market Board .....	12
Historical Commission.....	12
Human Relations.....	12
Justice Integration Systems Policy Committee .....	12
Library Board.....	12
Metro Action Commission .....	13
Parks and Recreation.....	13
Planning Commission .....	13
Public Health Board .....	13
Social Services.....	13
<b>OTHER ELECTED OFFICIALS.....</b>	<b>14</b>
Assessor of Property .....	14
Board of Education.....	14
Circuit Court Clerk.....	14
County Clerk .....	14
Criminal Court Clerk.....	14
District Attorney General.....	15
General Sessions Court Judges .....	15
Juvenile Court Clerk.....	15
Public Defender.....	15
Register of Deeds .....	16
Sheriff.....	16
State Trial Courts.....	16
Trustee .....	17
<b>PROGRAM COVERAGE .....</b>	<b>17</b>
Federal Funding in Metro.....	17
<b>RESOURCES COMMITTED TO TITLE VI COMPLIANCE.....</b>	<b>17</b>
<b>TITLE VI PROCEDURES .....</b>	<b>18</b>
<b>Communication .....</b>	<b>18</b>
<b>Individual Department Reports.....</b>	<b>Begin page 19</b>
<b>Appendix A - Title VI Coordinators .....</b>	<b>162</b>
<b>Appendix B - Council Roster .....</b>	<b>163</b>
<b>Appendix C - Metro Organizational Structure.....</b>	<b>164</b>
<b>Appendix D - Grant Title VI Report FY23 .....</b>	<b>165</b>
<b>Appendix E - Minority and Women Business FY23 by Department .....</b>	<b>171</b>

\*\*Detailed EEO reports for General Government are available upon request.

## **INTRODUCTION**

Title VI is a federal law which requires the non-discriminatory delivery of services which are supported by federal financial assistance. It prohibits discrimination on the basis of race, color, or national origin. Other civil rights laws prohibit discrimination based on gender, age, and disability.

## **THE OFFICE OF THE MAYOR**

John Cooper is the ninth mayor of the Metropolitan Government of Nashville and Davidson County. Born in Nashville and raised in Shelbyville, Mayor Cooper served as an At-Large member of Metro Council from 2015 to 2019 and brings to public service more than 30 years of business and financial experience in the banking, real estate, and retail business.

The mission of the Mayor's Office is to serve the citizens of Davidson County by directing the executive and administrative functions of the Metropolitan Government through collaborative outreach and engagement while ensuring the local government operates in an efficient, transparent, and fiscally responsible manner.

## **OFFICES AND RESPONSIBILITIES**

---

### **Executive Office**

The Executive Office is led by the Deputy Mayor/Chief of Staff, who coordinates the Mayor's staff and policy, and the Mayor's Chief Operating Officer, who coordinates Metro departments and agencies. The Executive Office is comprised of functions that serve and support the entire Mayor's staff: education, event support, legislative relationships, health and wellness and youth, as well as security and administrative support staff. Metro's Chief Diversity Officer and Workforce Diversity Manager, positioned under the Finance and HR Departments respectively, are also now classified service positions within Metro government.

### **Office of Communications**

The Office of Communications is focused on informing the public of developments, objectives, and announcements by the administration and the efforts to implement the Mayor's vision. This is done primarily through engagement with the media, responding to inquiries and proactively providing information, as well as engaging in direct communication with the public through press releases, emails, social media, videos, letters, and flyers. The Office further assists the Mayor in preparing public remarks for events throughout the community while coordinating production of photos and videos from these events.

### **Office of Economic and Community Development & Workforce Development**

The Mayor's Office of Economic and Community Development (ECD) assists the Mayor in recruiting new businesses to the city, helping existing businesses expand, and working to ensure all Nashvillians have the opportunity to participate in the city's success. The ECD works with government and community partners to promote workforce development and works with businesses of all sizes and types – from new entrepreneurial ventures to re-locations of global businesses.

## **Office of Neighborhoods**

The Mayor's Office of Neighborhoods (MOON) works to improve the quality of life in Nashville's neighborhoods through a more informed, active, and involved citizenry and enhanced governmental response to community needs. The main functions of MOON are to provide constituent response for the Mayor's Office, administer neighborhood and community group support, increase community inclusion, provide public safety/criminal justice policy advice, and to support special initiatives led by the Mayor.

Within the Mayor's Office of Neighborhoods, the Mayor's Office of New Americans (MONA) works to engage the immigrant and refugee communities and empower them to participate in our government and our community. (See further MONA details below.)

## **Office of Sustainability and Resilience**

The Mayor's Office of Sustainability and Resilience works to preserve our region's natural resources, implement more sustainable, efficient, and environmentally friendly development and policies, and incorporate sustainability throughout all operations of Metro Government and the city at-large. The office further leads citywide efforts to help Nashville prepare for, withstand, and rebound from acute 'shocks' – catastrophic events like floods, tornadoes, and fires – and 'stresses' – chronic slow-moving issues like affordable housing, poverty, and inequality. The Mayor has prioritized economic inclusion and equity as a lens for building urban resilience. The office works across city departments and the community to develop and implement policies and programs that ensure Nashville is ready to respond to disasters, whether economic or environmental.

## **Office of Performance Management**

The Office of Performance Management is responsible for tracking impactful and relevant operating performance variations, identifying items that require immediate attention, and supporting data-based decision making. The OPM goal is to strengthen transparency and accountability within Metro by developing a metro-wide culture of ongoing performance reporting.

Shifting from on-demand analysis to continuous performance tracking, OPM has developed a set of measures within each department. OPM creates and maintains public dashboards that showcase the variety of metrics monitored by the team.

## **Office of Community Engagement**

The Office of Community Engagement, led by Deputy Mayor Brenda Haywood, works to ensure that our entire city is engaged and strengthened. The OCE serves as a direct link between the Mayor's Office and local communities. The primary goal is to establish meaningful and inclusive community relationships, coupled with designing a strategic plan to make community resources and services more accessible. As Deputy Mayor, Brenda Haywood works to help create a city where Nashville's citizens will not only survive but thrive. "Success for all" is the mantra, being accomplished by collaborating with community stakeholders to address community needs. Deputy Mayor Haywood conducts outreach through collaboration with neighborhood groups, Council Members, the MNPS Superintendent, School Board Members, nonprofits, civic organizations, advisory groups, city agencies, and members of Metro's boards and commissions. Deputy Mayor Haywood also focuses on Nashville's youth and their access to essential services, including health, education and career development. She ensures that information is accessible

and provide to our youth, their families, and their local community with the necessary resources and tools to increase the capacity for all to experience success.

Among the programs and organizations Deputy Mayor Haywood oversees are after school activities (YMCA, Boys and Girls Club, Bus Stop Strong, *etc.*), college fair programs, college tours, career fairs, application workshops, youth scholarship opportunities, Childhood LITERACY, the Food Insecurity Task Force, and many more.

### **Office of Community Development**

The Office of Community Development promotes the strengthening and improvement of Nashville's diverse communities by using tools that impact the built environment. Participatory Budgeting allows the office to empower residents through self-help approaches to capture their needs and desires and impact the areas where they live and work. This is a community-based approach in which community members not only have a stake but become engaged and invested in the process of making changes that will ultimately benefit their community and its future.

### **Office of New Americans**

The Mayor's Office of New Americans (MONA) works to improve the lives of Nashville's immigrant and refugee communities by engaging them in decisions regarding Nashville's future, empowering them to participate in our government and our community, and improving the city's programs and services to meet the needs of these new constituents, as well as *all* Nashvillians.

Nashville is a welcoming city where diversity, equity, and inclusion is valued and prized. MONA does not inquire about citizenship status, but rather serves all residents, regardless of immigration status.

### **Office of Film and Special Events**

The Office of Film and Special Events reviews applications for film, special event, and parade permit requests. A primary function of the office is to facilitate the approval process for permit applicants by coordinating communication between the applicant and staff at multiple other Metro departments (*e.g.*, Police, Fire, Parks, OEM, WeGo, NDOT, General Services, Beer Board). The office also provides regular updates to the applicant and Metro staff involved in the approval process about the permit status of the event. When all the permit request requirements have been met, a permit is issued to the applicant.

### **Office of Outreach and Public Affairs**

The Office of Outreach and Public Affairs works with organizations, non-profits, and other individuals and entities, including accessing a wide range of community events, to promote Metro policies and initiatives and derive feedback and input for effective government. Significantly, this includes the coordination of the process whereby qualified residents are identified for and appointed to Metro Boards and Commissions.

### **Office of Constituent Services**

The Office of Constituent Services is committed to being the liaison between the Mayor's Office and the community. Office duties include responding to constituent phone calls on behalf of the Mayor, answering

emails submitted to the [mayor@nashville.gov](mailto:mayor@nashville.gov) email address, and working closely with the HUB Nashville portal to address constituent service needs.

The Office further assists other staff members by providing constituent services information and counsel. The Office Director attends neighborhood meetings and community gatherings on behalf of the Mayor and works closely with the Mayor's scheduler. The Office falls under the umbrella of the Office of Community Engagement.

## **THE METROPOLITAN COUNCIL**

The Metropolitan Council is the legislative body of Nashville and Davidson County. Members are elected to serve a term of four years. There is one Vice-Mayor, five council members-at-large, and thirty-five district council representatives. Specific information on the Metropolitan Council can be found in Article 3 of the Metropolitan Charter.

The Metropolitan Council meets regularly on the first and third Tuesdays of each month at 6:30 p.m. Meetings are open to the public and are held in the Historic Courthouse at One Public Square, Suite 204.

Meetings on the first Tuesday of every month except June (which is reserved for budget public hearings) are reserved for public hearings on bills on zoning matters. The Vice-Mayor presides over these meetings. Agendas of the Council meetings and minutes of prior meetings are prepared by the Metropolitan Clerk's Office. Appendix C provides a listing of Metropolitan Council members for the 2019-2023 term.

## **THE DEPARTMENTS OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND FUNCTIONS**

Metro delivers services and performs operations through the activities and functions of its departments, boards, commissions, and other elected offices. The following provides detail with regard to Metro's Executive Departments, semi-autonomous agencies, boards and commissions, and other elected officials which comprise the Metropolitan Government of Nashville and Davidson County. See Appendix D for an organizational chart of the structure of the Operating Departments.

### **Codes Administration**

The Codes Department provides direction and coordination of departmental policy and support for the operating programs. This includes the licensing of Electrical, Plumbing, and Mechanical/Gas contractors, and serving as secretary to six administrative boards.

The mission of the Department of Codes & Building Safety is to provide permit, inspection, enforcement and information products to the Nashville Community so they can experience safe buildings and improved quality of life.

## **Criminal Justice Planning Unit**

The goal of the Criminal Justice Planning Unit is to assist policy makers in better planning for the expected population of correctional facilities, intermediate sanctions, and other criminal justice services and programs. The CJPU's main focus is to forecast inmate populations under correctional supervision by the use of computer modeling. The CJPU currently presents a semiannual report which predicts and assesses the ten-year correctional inmate population for Davidson County. Starting with the 2004 semiannual report, the CJPU will provide five-year correctional population projections. Additionally, the unit is available to provide accurate data and credible analysis to policy makers when making decisions for the Davidson County Justice System.

## **Emergency Communications**

The Operations Division of the Department of Emergency Communications Center consists of the dispatchers who are the voice on the other end of the phone calls made to 9-1-1, 862-8600, and a number of other public safety emergency numbers within Metro. They are also the voice on the other end of the radio for Metro's Police and Fire field personnel. MNPD and NFD field personnel receive calls for service from ECC telecommunicators, who provide the informational support work needed to complete those calls.

The mission of the Department of Emergency Communications Center is to enhance the quality of life for all citizens in our community by processing all 9-1-1 calls and by the dispatching of appropriate emergency responders in an expeditious, courteous, and professional manner; thereby saving lives, protecting property, curbing crime, and preventing major fire losses.

## **Finance**

The Finance Department is charged with administering the financial affairs of the Metropolitan Government in accordance with applicable provisions of the Charter, applicable ordinances, and principles and practices of sound municipal fiscal administration.

The mission of the Department of Finance is to provide financial management, information, and business products to policy makers, departments, agencies, investors, and the Nashville community so they can have confidence in Metro Government, make informed decisions, and achieve their results.

## **Fire**

The Fire Department is charged with providing class 6 to 9 level of fire protection services and a strong first responder emergency medical service to all residents of the General Services District outside the Urban Services District; to provide class 3 level of fire coverage and first responder emergency medical service to residents of the USD through the following programs: suppression, rescue, communications, training, safety, maintenance and repair, and prevention and required administrative activities; and to provide the highest possible level and quality of emergency medical care and rescue services to the residents of Metropolitan Nashville/Davidson County.

## **General Services**

The General Services Department serves all of the other departments in Metro Nashville Davidson County Government through a system of support services including building maintenance and operation, radio



communications, motor pool services, security services, postal services, photographic services and printing services.

The mission of the General Services Department is to provide radio communications, facilities maintenance and operations, photographic, postal, printing, and security products to Metropolitan Government Departments so they can provide the highest level of service to their customers and citizens.

## **Human Resources**

The Department of Human Resources provides information and support to our customers, both internal and external, in such areas as recruitment, compensation, benefits, training, employment relations, workforce diversity, inclusion, and equity, and HR data support and compliance with all local, state and Federal laws, rules and regulations. The department also support Metro's veterans services division which assists all veterans in Davidson County pursuing veteran benefits for which they are entitled.

Our mission is to provide human resources business and benefits support and products to employees and departments so they can provide quality government services and to retirees so they can receive the benefits to which they are entitled. Our goal is to recruit and retain a highly-qualified and diverse municipal workforce, provide opportunities that promote professional development and to foster a safe, healthy, and productive work environment that will allow us to provide quality services to the public.

Both the Metropolitan Employees Benefit Board and the Civil Service Commission are housed in the Department of Human Resources.

## **Information Technology Services**

Information Technology Services Department's Mission Statement:

Work together to deliver exceptional technology solutions that improve the lives of the citizens of Davidson County through the Metropolitan Government entities we serve.

## **Law**

The Legal Department provides complete legal advice and representation to all levels of the administrative, legislative and operational divisions of The Metropolitan Government of Nashville and Davidson County. The Department provides legal counsel to all Metro departments, agencies, and commissions; handles all litigation involving the Metropolitan Government; provides legal counsel to the Mayor, Council, and other Metropolitan officials; acts as a liaison with other governmental agencies on legal issues; administers insurance and safety program to identify, analyze, evaluate and make recommendations for treatment of loss risks; and provides loss prevention services.

## **Police**

The Police Department is charged with enforcing the law and to protect the general public in accordance with the provisions of the Metropolitan Charter and ordinances.

The mission of the Police Department is to provide community-based police services through crime prevention strategies and partnerships, to ensure a safe and peaceful Nashville. In carrying out its mission, the members of the Police Department will continue to value:

- organizational excellence and professionalism
- the impartial enforcement of the law
- the people we serve and each other
- problem-solving partnerships
- open communication
- ethics and integrity

### **Nashville Department of Transportation and Multimodal Infrastructure**

The mission of the Nashville Department of Transportation and Multimodal Infrastructure is to develop and maintain a transportation network that offers choice and connects neighborhoods, residents, and businesses to the places they need and want to go in a safe and efficient manner.

### **Water Services**

Water Services works to provide quality water services at an economical price, including construction, operation and maintenance of all water and sanitary sewerage facilities of the Metropolitan Government and for the collection of all charges for the services of such utilities.

### **SEMI-AUTONOMOUS AGENCIES, BOARDS, AND COMMISSIONS**

Metro delivers services and performs operations through the activities and functions of its agencies, boards, commissions, and other elected offices. The following provides detail with regard to Metro's Semi-autonomous agencies, boards, and commissions. Only those entities supported by the Metro Budget are listed below.

### **Agricultural Extension**

The Smith-Lever Act of 1914 established the Agricultural Extension Service (AES). It is the off-campus educational unit of two land grant universities (The University of Tennessee and Tennessee State University). Agricultural Extension Service provides informal educational programs in agriculture, horticulture, family and consumer sciences, and supports and organizes 4-H programs.

The mission of the Agricultural Extension Service is to help people improve their lives through education, using research-based information focused on issues and needs.

### **Arts Commission**

Administrative staff serves as the liaison with the Commission, the Office of the Mayor, and Metro Council. The staff is responsible for budget preparation; seeking outside funding from regional, state, and national sources; overseeing public information programs; planning and managing the department's finances;

coordinating Commission and committee work; and engaging in cultural planning and research pertaining to public policy issues.

The mission of the Metropolitan Nashville Arts Commission is to provide leadership that stimulates and advances the arts to enrich the human experience for the community. In order to create a vibrant, vigorous, healthy community where all the arts flourish and grow, the Arts Commission's goals are to promote organizational stability and growth, foster excellence, generate awareness, increase accessibility, respond to diverse community needs, and facilitate cooperation and partnerships.

### **Auditorium Commission**

The Nashville Municipal Auditorium is a public-service oriented entertainment facility that seeks to attract a broad spectrum of events for the Nashville community and the Middle Tennessee area.

### **Beer Permit Board**

The Beer Board regulates the transportation, storage, sale, distribution, and possession of alcoholic beverages that have less than five percent alcohol by weight. The board is additionally responsible for the issuance of permits to operate dance halls. The board consists of seven members appointed by the Mayor and approved by the Metropolitan Council. Members serve a four-year term. Six board staff members are responsible for issuing permits and monitoring and inspecting permitted establishments for compliance with the beer and public dance laws. The board and staff work in conjunction with the Police, Health, Zoning, and Fire Marshall's offices.

### **Community Oversight Board**

The mission of the Community Oversight Board (COB) is to provide an accessible, respectful, independent and effective forum for community participation in the investigation and resolution of complaints of Metropolitan Nashville Police Department ("MNPD") misconduct; to examine and issue policy recommendations regarding local law enforcement policies and practices; to encourage open and constructive communication and cooperation between local law enforcement and Metro's residents; and to protect civilians' rights and promote professionalism and best practices in the MNPD, enhancing community-police relations and creating a safer Nashville.

The COB staff, Metro Nashville Community Oversight (MNCO), is managed by the Executive Director. The Executive Director and staff handle all administrative, fiscal, legal and program areas of the Board.

### **Convention Center Authority**

The mission of the Music City Center is to create significant economic benefits for the citizens of the greater Nashville region by attracting local and national events while focusing on community inclusion, sustainability and exceptional customer service delivered by our talented team members.

### **Election Commission**

The Election Commission was created to maintain voter registration files and conduct all elections for Davidson County (Federal, State, and Metro) and the six incorporated satellite cities within Davidson County. The Commission is governed by five commissioners appointed by the State Election Commission

for two-year terms. The commissioners are charged with ensuring compliance with state election laws and operating within Metro's purchasing and budgetary laws.

### **Farmer's Market Board**

Through a collaboration of government and local owner-operators, the Farmer's Market provides a diverse collection of the freshest, highest-quality foods available; service to customers that is second to none, and products that provide a good value for the dollar in an atmosphere that provides a unique shopping experience with an emphasis on Tennessee.

### **Historical Commission**

The Historical Commission seeks to preserve, protect, and document the history, historic places, buildings, and neighborhoods of Davidson County through education, technical assistance, and advocacy. The Historic Zoning Program provides technical/design assistance to property owners within historic zoning areas and works with neighborhoods seeking stabilization and revitalization. They are also responsible for issuing preservation permits and regulatory historic zoning properties.

### **Human Relations**

The mission of the Human Relations Commission is to protect and promote the personal dignity of all people by protecting and promoting their safety, health, security, peace, and general welfare. Human Relations Commissioners are appointed by the Mayor and confirmed by the Metro Council to represent the conscience of the Nashville and Davidson County community. Commissioners are responsible for the oversight, resolution, and addressing of community concern issues and complaints of discrimination (real and perceived).

The Executive Director manages the day-to-day operations of the Human Relations Commission. The Director is responsible for all fiscal, administrative, and program areas of the Commission.

### **Justice Integration Systems Policy Committee**

The mission of the Justice Integration Services Department is to provide comprehensive, integrated justice information management products to Metro Justice and Public Safety agencies, Metro departments, other jurisdictions and the general public so they can benefit from shared justice information and make informed decisions and recommendations that impact the safety and well-being of their communities.

### **Library Board**

The Library Board seeks to collect and make accessible to the public, printed, electronic, audiovisual, non-print, and broadcast information materials to facilitate the informal self-education of all persons, including the disabled; to enrich and further develop the knowledge of persons undertaking formal education; to encourage recreational reading and constructive use of leisure time; to support the cause of literacy; and to meet the day-to-day informational needs of all persons in the community.

Twenty branch libraries throughout Davidson County provide a full range of library service in local or regional settings. Functions include reference service, children's service, reader's advisory assistance and public programming. Each branch maintains a book collection offering a full range of nonfiction, popular reading, and study materials for all ages. Many provide books-on-tape as well as popular videos. Most

branches also furnish copy machines, tax forms, and limited access to the Volunteer Income Tax Assistance Program (VITA) during tax season, Free Application for Federal Student Aid (FAFSA) forms, and magnet school applications. Online catalog terminals and public PCs, available at every location, provide access to the system wide collection and the Internet.

### **Metro Action Commission**

The mission of the Metropolitan Action Commission (MAC) is to administer Head Start, Community Services Block Grant (CSBG), Low Income Home Energy Assistance Program (LIHEAP), USDA Summer Food and other social service programs for Metropolitan Government.

### **Parks and Recreation**

Parks and Recreation works to provide and maintain sufficient acreage, facilities, and programming to effectively offer the most diversified recreational services possible, ensuring that all citizens, regardless of income level, have equal opportunity and choice of participation.

In addition, Parks maintains and increases the usability of the region's physical structures for the enjoyment of the citizens of Davidson County and their guests.

### **Planning Commission**

The Planning Commission acts as the official planning agency for the Metropolitan Government and assumes the responsibilities granted to municipal, regional, or metropolitan planning agencies by state law including general planning, zoning, and subdivision regulations.

The mission of the Planning Department is to promote livability and quality growth in Metropolitan Nashville-Davidson County that enhances the built environment, conserves the natural environment, and preserves cultural and historical resources. With this purpose, the Planning Department will:

- Ensure meaningful citizen participation,
- Promote responsible growth and development,
- Encourage development that accommodates a variety of lifestyles, housing, transportation alternatives, and employment opportunities,
- Promote regional cooperation in planning throughout Middle Tennessee, and
- Serve as an accessible resource for information and technical assistance for residents, neighborhoods, and the business community.

### **Public Health Board**

The Public Health Board is responsible for protecting and promoting the health of the residents of the county and the thousands of others who work, shop, and play in the city every day. The department's employees are committed to providing high quality services.

### **Social Services**

The Metropolitan Social Services Department's primary purpose is to respond to persons in need of assistance, opportunities and information when challenged by economic, social or behavioral problems.

In delivering these services, Metropolitan Social Services will respect the dignity of people in need and support their unique ability to grow, change and succeed through personal choices.

Metropolitan Social Services staff works in conjunction with other agencies to develop professional, comprehensive and effective responses to individual and community challenges and to build understanding and support by the public.

Metropolitan Social Services will provide research and analysis of social problems within the county to other branches and departments of Metropolitan Government as needed.

## **OTHER ELECTED OFFICIALS**

### **Assessor of Property**

The mission of the Assessor of Property is to appraise real property at its market value, and business tangible personal property under schedules provided by law; to classify property correctly under the law; to apply property assessment in accordance with each parcel's proper classification; to maintain accurate public records; to reappraise every real parcel at least every four years and to reappraise all business tangible personal property annually; to provide property owners easy access to appeal rights; to generate annually an assessment roll for the purpose of property taxation by the Metropolitan Council.

### **Board of Education**

The purpose of the Metro Board of Education is to do whatever it takes for all students to acquire the knowledge and skills to become productive, responsible citizens. The vision is to be the top-performing school district in the nation.

### **Circuit Court Clerk**

The Circuit Court Clerk's mission is to serve the eight Circuit Courts, the Civil Division of the General Sessions Court, the Metropolitan Traffic Courts, and the public as a record keeping office; to file and maintain all records associated with Civil Court cases; to collect, disburse and report on funds according to state statutes and court orders.

### **County Clerk**

The County Clerk serves to collect certain state privilege license fees as well as other state and local revenues, fees, commissions, and taxes as provided by law.

### **Criminal Court Clerk**

The Criminal Court Clerk's mission is to serve the courts having criminal jurisdiction, to be responsible for all records generated from arrest through disposal of charges on state warrants or indictments, and as an elective office, to serve the legal, financial, and public communities by rendering service in an efficient manner.

## **District Attorney General**

By authority granted in TCA § 8-7-10, the District Attorney General serves to investigate and prosecute all criminal offenses that occur within Davidson County where there is sufficient evidence to warrant conviction. All prosecutions are designed to punish offenders, incapacitate violent and repeat criminals, and generally to deter future criminal activity. Additionally, the office is committed to treating victims and witnesses with dignity.

## **General Sessions Court Judges**

Metropolitan General Sessions Court is committed to excellence in administering justice and is a contributing partner working toward a safe and vital community in Nashville-Davidson County.

The Court Judges of the Metropolitan General Sessions Court of Nashville-Davidson County is a high volume, limited jurisdiction Court that was first established in 1937. It has grown to an eleven division Court that handles civil cases with monetary limits not greater than \$15,000. The criminal case jurisdiction covers preliminary hearings in felony cases and misdemeanor trials in which the defendant waives the right to a jury. Since it is not a “court of record,” its decisions are subject to appeal. Since 1971, this Court has been authorized under the Metropolitan Charter to handle Metropolitan ordinance violations involving traffic, environmental, and other county ordinance violations. General Sessions judges are elected to an eight-year term.

In addition to the eleven judges, a part-time referee conducts the initial hearings for environmental cases and the non-traffic Metro ordinance violations, and five law trained judicial commissioners preside over Night Court 24 hours per day, 365 days per year.

The General Sessions Courts have dockets that adjudicate the following types of cases: criminal bond, traffic, civil, driver’s license, jail review, orders of protection, domestic violence, environmental, emergency committals, special committals, state traffic and felony drug, probation, and Mental Health Court.

## **Juvenile Court Clerk**

The Juvenile Court Clerk is responsible for keeping all records of the Court. The Clerk’s Office maintains separate minutes, dockets and records for all matters pertaining to Juvenile Court proceedings. In addition, this office collects payments, fines and restitutions and maintains accounts in excess of \$1.7 million for child victim criminal injuries. The Clerk’s staff files litigation and paternity petitions, sets Court costs and dates and files all motions. The Juvenile Court Clerk is an elected official and maintains a separate budget from the Juvenile Court.

## **Public Defender**

The Metropolitan Public Defender’s Office operates under the authority of the Metropolitan Charter, Title II, Section 2-16-010, which states as follows: The public defender shall render legal aid and defend only those indigent defendants who are in jail, charged with the commission of a crime and are unable to make bond, or such other defendants as a court with criminal jurisdiction shall determine to be indigent. In addition, the public defender shall provide guardian *ad litem* services when such services are deemed required by the Davidson County juvenile court for children who are the subject of proceedings in such

court and the Metropolitan Government would be required by law to pay reasonable compensation for such services if not provided by the public defender. The Public Defender's Office is staffed with 42 licensed attorneys who represent indigent clients on charges ranging from public drunkenness to first degree murder.

### **Register of Deeds**

The Register of Deeds Office records deeds, mortgages, plats, leases, liens, limited partnership agreements, charters, and service discharges. All documents are imaged and indexed.

The mission of the Register of Deeds is to record all documents pertaining to real estate and documents relative to the Uniform Commercial Code. We also strive to maintain the integrity of all official records and to offer courteous, friendly, and expeditious service to all who use the Register's Office.

### **Sheriff**

With a commitment to excellence, the mission of the Sheriff's Department is to strive to be the leader in the field of corrections, service to civil process, and innovative community-based programs, emphasizing accountability, diversity, integrity, and professionalism.

Since 1963, DCSO has devoted 100% of its efforts and resources to two major areas of critical concern, corrections and civil process. In the mid-1990s, the DCSO [Correctional Work Center](#) was awarded national accreditation by the [American Correctional Association](#). The [Training Academy](#) followed in 1999, becoming the first local Sheriff's Office Training Academy in America to achieve national ACA accreditation. In January 2001, DCSO became the first County correctional administration in the United States to be accredited by the ACA. The [Criminal Justice Center](#) and the [Hill Detention Center](#) were accredited in 2002.

### **State Trial Courts**

State Trial Courts, under Circuit, Criminal and Chancery Judges, consist of the following two divisions.

#### **Clerk and Master**

The Clerk and Master serves the four elected chancellors, performs judicial duties pursuant to state law and the Metro Charter, conducts hearings as judicial officer, writes reports of findings to the chancellors upon referred cases, and oversees a staff of 19 clerks.

The Clerk and Master administers the caseload for the four chancellors, including maintenance of books, records and case files; collecting and reporting substantial revenue from delinquent taxes and court costs; issuing process and investing funds held as trustee as an arm of the Chancery Court; and providing public records and information to citizens.

#### **Juvenile Court**

The Juvenile Court provides a judicial and non-judicial service delivery system that is fair, accessible, efficient and responsive that will meet the immediate and long-term needs of the citizens of Greater Nashville and Davidson County Tennessee in a manner consistent with public safety.



## **Trustee**

The Trustee is responsible for collecting Davidson County's Real Property Tax, Public Utility Tax, Personal Property Tax, and Central Business Improvement District Tax, Vegetation Liens and Demolition Liens each year; and administering the Tax Relief Program for the State of Tennessee and Metro Government. The Office of the Trustee accepts the Certified Real Property and Personal Tax Roll from the Assessor of Property in September each year. The Trustee's office then mails printed tax statements by October 1. The Tennessee Regulatory Authority sends the Utility Tax Roll to the Trustee in December each year, and tax statements are printed and mailed in January. This office also collects and processes the Central Business Improvement District tax receivables.

## **PROGRAM COVERAGE**

Title VI applies to both Metro functions, facilities, operations programs and projects that receive federal funding as well as to services provided by sub-recipients that receive federal financial assistance through contracts from Metro. It is the city's goal that all services be administered in a nondiscriminatory manner.

### **Federal Funding in Metro**

Currently, there are several Metro Departments which benefit from outside funding as a viable programming resource. A variety of mechanisms exist to manage grants in Metro. The Division of Grants Coordination was established to better enable Metro to manage its current grants and to seek additional outside funding.

The Division of Grants Coordination assists Metro departments with identifying funding opportunities, fostering collaborations and developing sound grant proposals; serving as a "gatekeeper" and monitor of grants as they move through the Metro approval process; developing and implementing policies and procedures for grants to Metro; providing technical assistance and grants-related training to departments, maintaining a database of Metro's grants, acting as a liaison between user departments and the Finance Department on grants-related matters and managing Title VI activities.

In that Metro, through the Division of Grants Coordination, is able to comprehensively identify and track all of its federal grants, information regarding those grants is readily available. A list of current Metro grants from Federal sources (including pass thru grants) is found in Appendix D.

## **RESOURCES COMMITTED TO TITLE VI COMPLIANCE**

Metro has committed significant resources to program areas with a direct impact on Title VI implementation planning and compliance review efforts. The Metro Title VI coordination function has been assigned to staff in the Human Relations Commission; however, each department has an assigned Title VI coordinator with departmental responsibility lying ultimately with the Department Head and overall responsibility for the Metro's compliance lying with the Mayor. Each department is responsible for implementation, compliance and data collection in their respective areas.

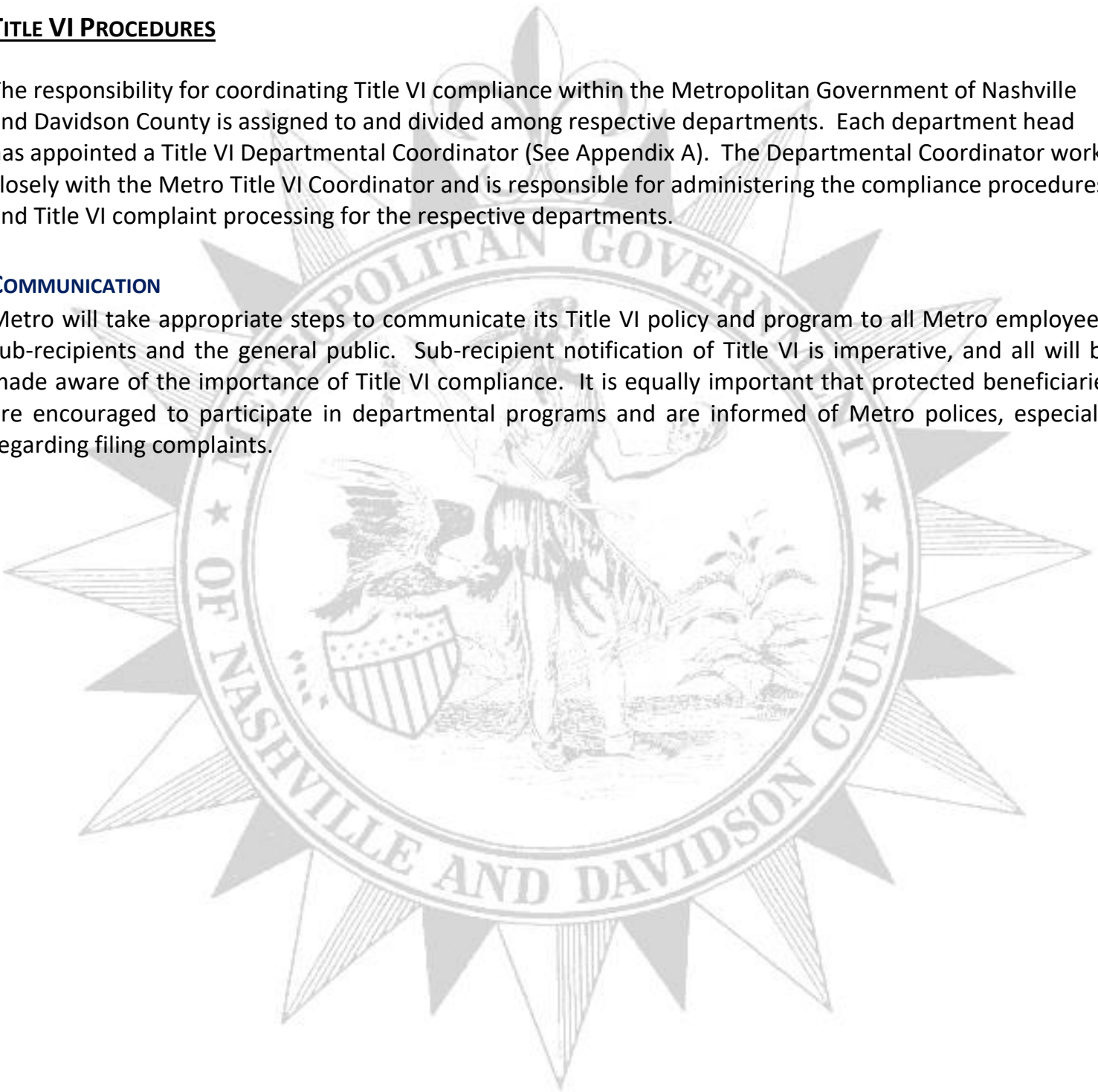
Additionally, the Office of Financial Accountability (OFA) in the Office of Management and Budget is responsible for the monitoring of Metro's state and federal grants contracts. This Office also monitors Metro's direct appropriation grant contracts to non-profits organizations. As a part of the grant monitoring reviews, civil rights program issues are reviewed for compliance.

## **TITLE VI PROCEDURES**

The responsibility for coordinating Title VI compliance within the Metropolitan Government of Nashville and Davidson County is assigned to and divided among respective departments. Each department head has appointed a Title VI Departmental Coordinator (See Appendix A). The Departmental Coordinator works closely with the Metro Title VI Coordinator and is responsible for administering the compliance procedures and Title VI complaint processing for the respective departments.

## **COMMUNICATION**

Metro will take appropriate steps to communicate its Title VI policy and program to all Metro employees, sub-recipients and the general public. Sub-recipient notification of Title VI is imperative, and all will be made aware of the importance of Title VI compliance. It is equally important that protected beneficiaries are encouraged to participate in departmental programs and are informed of Metro policies, especially regarding filing complaints.



## ARTS

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Arts Commission Year: 2023

Title VI Coordinator: Ian Myers Form Completed By: Skylar Peterson

Form Completion Date: 7/21/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Training Videos

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

All staff must State Arts Commission Title VI training, MHRC Language plan/resource is distributed to staff through email.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Title VI Poster in Metro Arts Offices, Grant/Funding Guidelines and Grant Contracts

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other We direct people to people to make complaints to MRHC in our funding guidelines.

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

We are the recipient of operational support from the Tennessee Arts Commission, which includes funding from the National Endowment for the Arts. We, in turn, provide operational support to local arts nonprofits. These recipients are monitored for Title VI compliance.

Subrecipients are required to provide proof of compliance, receipt of complaints and procedure for managing complaints.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
Sara Lee Burd	Hispanic or Latino

Shaun Giles	Black or African American
Donna Gilliam	Black or African American
Teree McCormick	Black or African American
Ellen Gilbert	American Indian
Dr. Robyn Henderson-Espinoza	Two or More Races
Megan Kelley	Two or More Races
Jon Royal	Black or African American
Fathiyah Shepard-Suso	Select an Item
LaKeisha Thomas	Black or African American
Isabel Tipton-Krispin	Two or More Races

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

We have a governing document for equity practices: <https://www.metroartsnashville.com/equity>. We solicit participation in these committees through stakeholders, community members, Council Members and Commission members. Community members may also nominate themselves or others for committees and community panels.

<https://www.metroartsnashville.com/opportunities>



## Beer Board

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Beer Board Year: **2023**

Title VI Coordinator: **Terrence Darby Sr** Form Completed By: **Terrence Darby Sr**

Form Completion Date: **6/13/2023**

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

**If this is not provided during initial job training orientation, we will provide training per Title VI requirements.**

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not **This information is discussed/disseminated during the new hire process by Metro.**

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

**We share common areas with Metro Codes Dept. This information is publicly displayed throughout the building. The closest posting to our office is in the adjacent hallway.**

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No **We have not received any complaints, however, if we were to receive any, we would forward them to the Metro Human Relations Commission for further handling and instructions to ensure our department follows all protocols in place.**

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No Although we have not received any complaints, we would keep record of any received as well as notify the Metro Human Relations Commission.

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a	Select an	



	Status	Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No Our department does not receive any federal financial assistance, that I’m aware of.

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

We will seek guidance from the property authority within Metro Government on getting this implemented or directions of where this information can be found.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

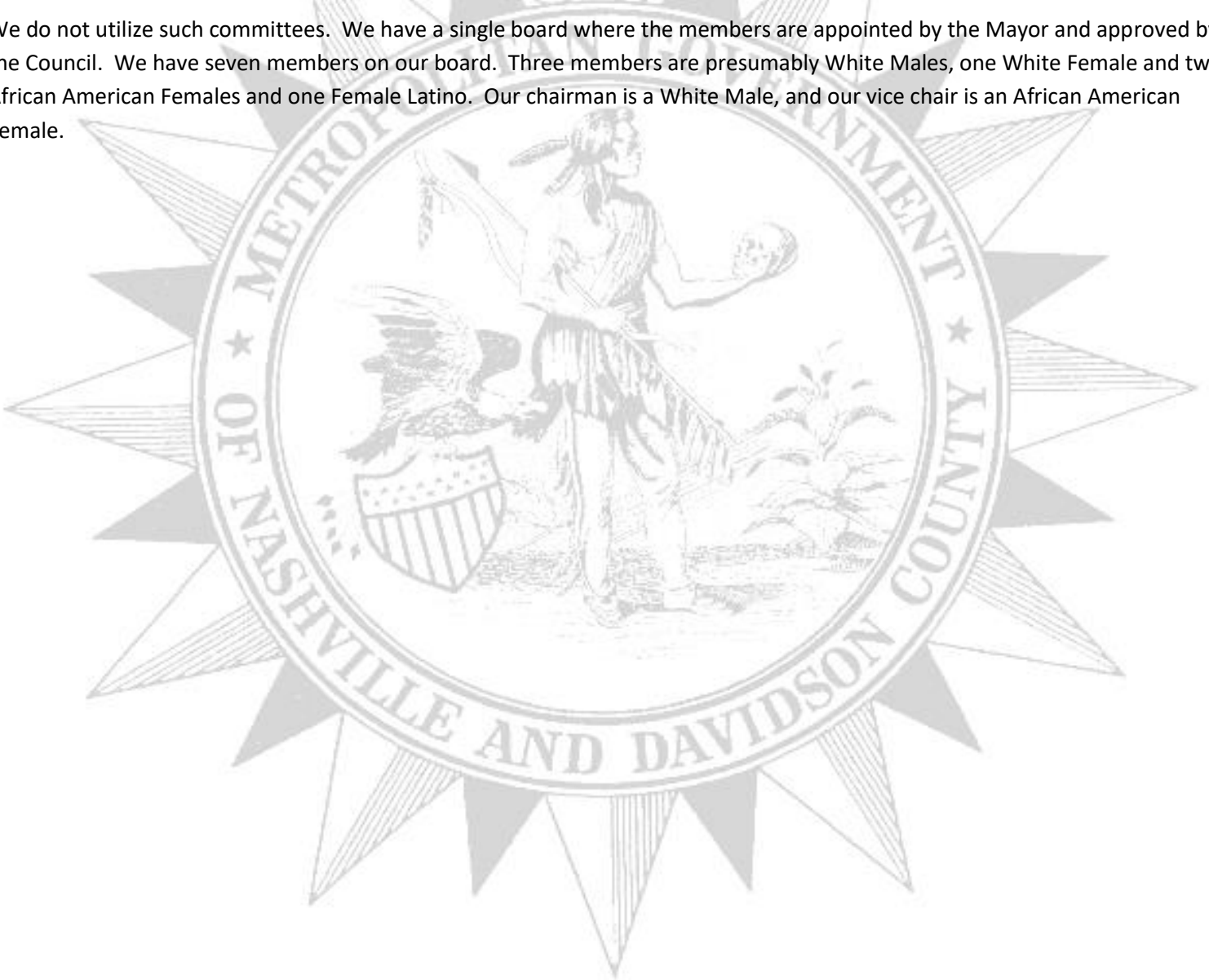
If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

We do not utilize such committees. We have a single board where the members are appointed by the Mayor and approved by the Council. We have seven members on our board. Three members are presumably White Males, one White Female and two African American Females and one Female Latino. Our chairman is a White Male, and our vice chair is an African American Female.



# CRIMINAL COURT CLERK

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: 024 Criminal Court Clerk Year: FY2022-23

Title VI Coordinator: Amy Rooker Form Completed By: Amy Rooker

Form Completion Date: 6/14/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Title VI /VII information is documented in the employee handbook. New employees must read the handbook and sign an acknowledgment. Employees are asked periodically to review the handbook and sign an acknowledgement form. Additionally, employees are required to complete Diversity and Inclusion training per Metro guidelines which covers the Civil Rights Act of 1964, the seven protected classes, bias, and inclusion.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Title VI information is documented in the employee handbook, and it is on our CCC intranet. Additionally, it is posted in the employee break room, and in the public lobby in English, Spanish, Arabic, and Chinese. General Sessions Courts provides translators.

We Do Not

**Notice to Beneficiaries of Protection under Title VI**

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Criminal Court Clerk’s main lobby in A.A. Birch Courthouse (English, Spanish, Arabic, and Chinese) Also, it is posted in the CCC employee break room.

Do you provide this in languages other than English?

Yes  No

**Title VI Complaint Procedure**

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

While there is no written policy for investigating Title VI specifically, we do have a Discrimination Policy that covers Title VII. Complaints received will be thoroughly investigated and assistance from the Human Relations Commission would be requested if needed. Our Discrimination Policy is attached.

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

**Record of Title VI Complaints, Investigations and Lawsuits**

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

**Monitoring Subrecipients**

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

- Yes                       No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

**Language Access to Persons who are limited English Proficient**

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

- Yes                       No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

The Office of the Criminal Court Clerk utilizes interpreters who work with the General Sessions Court.

**Minority Representation on Planning or Advisory Bodies**

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

- Yes                       No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

---

## CCC Written Policies

### 2.3 EQUAL EMPLOYMENT OPPORTUNITY

Feb 25, 2013 Current

#### A. Policy

It is the policy of the Criminal Court Clerk that all persons shall have equal employment opportunities regardless of race, color, national origin, gender, age, religion, or disability, gender identity, or sexual orientation. Illegal discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices shall be prohibited. Harassment based on race, gender, color, religion, age, national origin or disability is a form of discrimination and will not be condoned.

The Criminal Court Clerk guidelines and policies shall be administered in such manner as to comply fully with all Equal Employment Opportunity laws and regulations.

#### B. Complaint Procedure

A complaint of discrimination as outlined in the Guidelines on Discrimination, including a complaint of sexual harassment, may be filed according to the steps defined below. A complaint should be filed within a reasonable time frame of the occurrence or reasonable knowledge of alleged harassment and/or discrimination incident(s). If it is a continuing problem, the complainant needs to state when it began and the progression to the time of the complaint. A complaint may be filed by a current or former employee or by an applicant and by an individual or a group of people. Complainants shall have the right to have reasonable representation of their choosing with them at all stages of the complaint procedure. The complaint procedure will maintain confidentiality to the degree allowed both by law and by the need to conduct a thorough investigation. Reprisal or retaliation against good faith complainants or witnesses participating in the investigation is prohibited and could be grounds for disciplinary action. An employee who witnesses or otherwise has knowledge of discrimination is encouraged to report the incident to a supervisor or an appropriate authority.

Although employees are encouraged to try to settle problems on an informal basis, employees who feel they have been subjected to discrimination may submit a complaint to their supervisor and or designee. When appropriate, the supervisor shall try, in a timely manner, to remedy any actual or perceived problem without the necessity of additional formal procedures. After reviewing the matter, the supervisor shall promptly inform the employee of his decision. If the complaint cannot or should not be resolved at this level, the employee may submit the complaint to the Criminal Court Clerk or his designee. The Criminal Court Clerk or designee, after a prompt and thorough investigation, will take the necessary steps to correct any problem found to exist, including disciplinary action. The Criminal Court Clerk or designee shall notify the complaining party of his decision following the conclusion of the investigation.

## **2.4 GUIDELINES ON DISCRIMINATION**

**Feb 25, 2013 Current**

Administrators and supervisors in the Criminal Court Clerk Office are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination. Specific guidelines are summarized in this document in Appendix V. Furthermore, harassment of any person in the form of verbal or physical conduct based on a person's race, gender, color, religion, national origin or disability, creed, gender identity, or sexual orientation will not be condoned when such conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's opportunities associated with employment.

## **A5 APPENDIX V**

**Feb 25, 2013 Current**

### **GUIDELINES ON DISCRIMINATION – Title VI and VII**

Administrators and supervisors in the Metropolitan Government are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination. Specific guidelines are summarized in this document.

Furthermore, harassment of any person in the form of verbal or physical conduct based on a person's race, gender, color, religion, national origin or disability, creed, gender identity, or sexual orientation will not be condoned when such conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's opportunities associated with employment.

#### **A. Race Discrimination (Civil Rights Act of 1964, Title VII, as amended by the Civil Rights Act of 1991)**

It shall be against the policy of the Metropolitan Government to discriminate against an individual as a result of that person's race. This policy applies to applicants for employment as well as current employees.

#### **B. Sexual Discrimination**

It is the policy of the Metropolitan Government that there shall be no discrimination against any individual based on gender. This covers all employment actions and conditions of

employment and benefits.

1. Job Policies and Practices (Civil Rights Acts of 1964, Title VII, as amended by the Civil Rights Act of 1991 & Equal Pay Act of 1963)

- a. Personnel policies do not discriminate on the basis of gender.
- b. Employees and applicants of both genders are equally considered for any positions for which they are qualified.
- c. Employment opportunities, wages, hours, conditions of employment and benefits are equally offered to all employees regardless of gender.
- d. Marital status shall not be a factor in any employment opportunity or decision.
- e. Appropriate physical facilities shall be provided for people of both genders.

2. Maternity Leave (Pregnancy Act of 1978 & Tennessee Maternity Leave Law)

Accrued sick leave shall be granted for the time that a woman is physically unable to work due to childbirth as documented by her physician. Additional vacation and/or leave without pay may be granted in accordance with applicable law. The same vacation and/or leave without pay may be granted as paternity or adoption leave.

3. Sexual Harassment (Civil Rights Act of 1964, Title VII, as amended by the Civil Rights Act of 1991; Guidelines on Discrimination Because of Sex, 1980) The Metropolitan Government prohibits sexual harassment of any employee. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
- c. Such conduct has the purpose of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can take many forms. It is not limited to overt physical acts. Suggestive comments, jokes of a sexual nature, sexually suggestive objects or pictures, obscene gestures, sexually graphic stories, as well as unwanted touching, may all constitute sexual harassment.

Sexual harassment of any employee will not be tolerated. No employee will be allowed to sexually harass, either verbally or physically, another employee; nor shall any supervisor allow the harassment of any of his/her employees, either by other employees or by persons not employed by Metro Government. It will be the responsibility of managers and supervisors to take all steps necessary to enforce the provisions of this policy. Any complaint of harassment will be promptly investigated and corrective and/or disciplinary action taken if the charges are found to be true.

Action can only be taken when managers and supervisors have knowledge of sexually harassing conduct. Employees have a duty to inform managers and supervisors when they observe or are aware of improper sexual conduct exhibited by a Metropolitan Government employee. This obligation to inform includes improper conduct committed by non-government employees if the conduct is directed toward government employees.

C. Religious Discrimination (Civil Rights Act of 1964, Title VII, as amended by the Civil Rights Act of 1991)

The Metropolitan Government expresses its commitment to prohibit religious discrimination against applicants for employment and employees in all areas of employment and benefits. No distinction based on religion shall apply in employment opportunities, wages, hours of work, and other conditions of employment or benefits. Efforts will be made to accommodate the religious observance and practices of an employee unless such accommodation is unreasonable and would result in an undue hardship on the



conduct of business.

D. Age Discrimination (Civil Rights Act of 1964, Title VII, as amended by the Civil Rights Act of 1991 & Age Discrimination in Employment Act of 1967, as amended)

The policy of the Metropolitan Government prohibits age-based discrimination against individuals 40 years of age or older. The Criminal Court Clerk will not refuse to hire, to discharge, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of an individual's age.

Exceptions:

1. There may be differentials in bona fide employee benefit plans.
2. For some areas of work, age may be a bona fide occupational qualification.

E. National Origin Discrimination (Civil Rights Act of 1964, Title VII, as amended by the Civil Rights Act of 1991)

1. Policy

It shall be against the policy of the Metropolitan Government to discriminate because of an individual's or his or her ancestor's place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group. Furthermore, it is against the policy to discriminate for reasons which are grounded in national origin, such as (a) marriage or association with persons of a national origin group; (b) membership in, or association with an organization identified with or seeking to promote the interests of national origin groups; (c) attendance or participation in schools, churches, temples or mosques, generally used by persons of a national origin group; and (d) because an individual's name or spouse's name is associated with a national origin group. There shall be no discrimination based on national origin in any area of employment or condition of employment or in the granting of employment benefits.

2. Citizenship

The Criminal Court Clerk requires all employees be United States citizens, legal resident aliens, or aliens authorized to work in the United States. Specified classifications require U.S. citizenship as a bona fide occupational qualification.

F. Disability Discrimination (State and Local Fiscal Assistance Act of 1972 and Rehabilitation Act of 1973: Americans with Disabilities Act of 1990)

1. Policy

It is the policy of the Metropolitan Government to assure equal employment opportunity to disabled persons on the basis of qualifications and ability to perform the job. There shall be no discrimination in terms of employment opportunities, wages, hours of work or other conditions of employment or benefits. An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or who is regarded as having such an impairment.

2. Application Process

Disabled persons are guaranteed the same application process as other applicants. Assistance may be provided when needed, such as the following:

- a. A reader may be provided for completing an application or written examination for qualified applicants who are vision-

impaired or illiterate due to a learning disability.

b. Waiver of a driver's license may be requested for qualified disabled applicants who are not allowed to drive.

### 3. Reasonable Accommodation

A department shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled individual unless to do so would be an undue hardship. The specific accommodations needed shall be determined jointly by the individual and the Criminal Court Clerk with technical assistance provided by the Department of Human Resources for Metro. Reasonable accommodation may include, but shall not be limited to:

- a. Making facilities readily accessible to and usable by disabled persons
- b. Job restructuring, job sharing or modified work schedule, acquisition or modification of equipment or devices and other similar actions.
- c. Assignment to a vacant position for which the person is otherwise qualified

In determining whether an accommodation would impose an undue hardship on the operation.



# DAVIDSON COUNTY SHERIFF'S OFFICE

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Sheriff Year: 2023

Title VI Coordinator: M. Travis/M. Cook Form Completed By: M. Cook

Form Completion Date: 6/5/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Scenario based training, In our new-hire orientation.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Via our Title VI policy and new-hire orientation

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Located in all the public entrances on our electronic information boards.

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other Policy, which is publicly accessible under Open Records requirements.

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
6/25/2022	In Progress	Select an Action	Inmate Youfsef requested a grievance form in Arabic. DCSO is working on getting form translated in Arabic.
7/28/2022	Completed	None	Inmate Johnson complained about not receiving a Title VI Form from Case Manager—Found not to be a Title VI complaint due to inmate witness not supporting claim
8/4/2022	In Progress	Select an Action	Inmate Ibraheim requested a Bible and reading material in Arabic. DCSO Clergy informed him of how to obtain a Arabic Bible, DCSO working on getting Arabic Reading materials added to Securus Tablet.
8/18/2022	Completed	None	Inmate Ehsani complained on officer reporting a broken razor. Found not to be a Title VI complaint
12/20/2022	Completed	None	Inmate Holman complained about a Medical Sick Call Form. Found not

			to be a Title VI complaint
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# Emergency Communications

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: DEC Year: 2023

Title VI Coordinator: Lynette S. Dawkins Form Completed By: Lynette S. Dawkins

Form Completion Date: 6/28/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other The public would be informed verbally of the complaint procedure.

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	



## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



## Finance

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Finance Year: 2023

Title VI Coordinator: Kimberly Northern Form Completed By: Kimberly Northern

Form Completion Date: 7/5/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Do you provide this in languages other than English? N/A

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public? N/A

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan? N/A

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits? N/A

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 1pending investigation

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item



## FIRE

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Nashville Fire Year: 2023

Title VI Coordinator: Jamie Summers Form Completed By: Jamie Summers

Form Completion Date: 6/5/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

All public lobbies in buildings and Fire stations

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	



	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

- Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

- Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

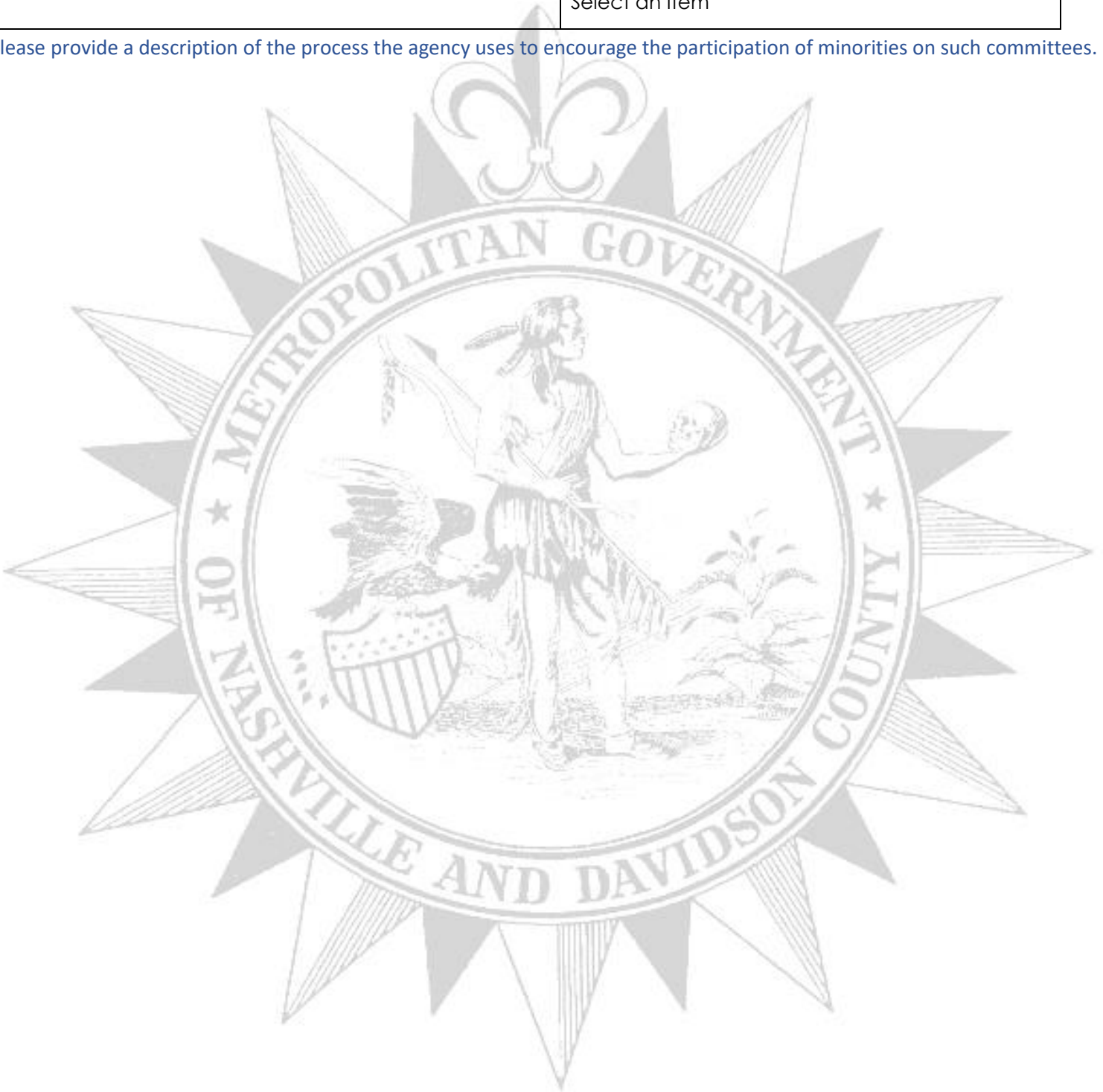
- Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



## General Services

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: General Services Year: 2023

Title VI Coordinator: Jerry Hall Form Completed By: Jerry Hall

Form Completion Date: 5/30/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Heavy vehicle shop, MSE Fleet, Lindsley Hall

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a	Select an	

	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

- Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

- Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

Waiting for guidance from Metro Human Relations Commission.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

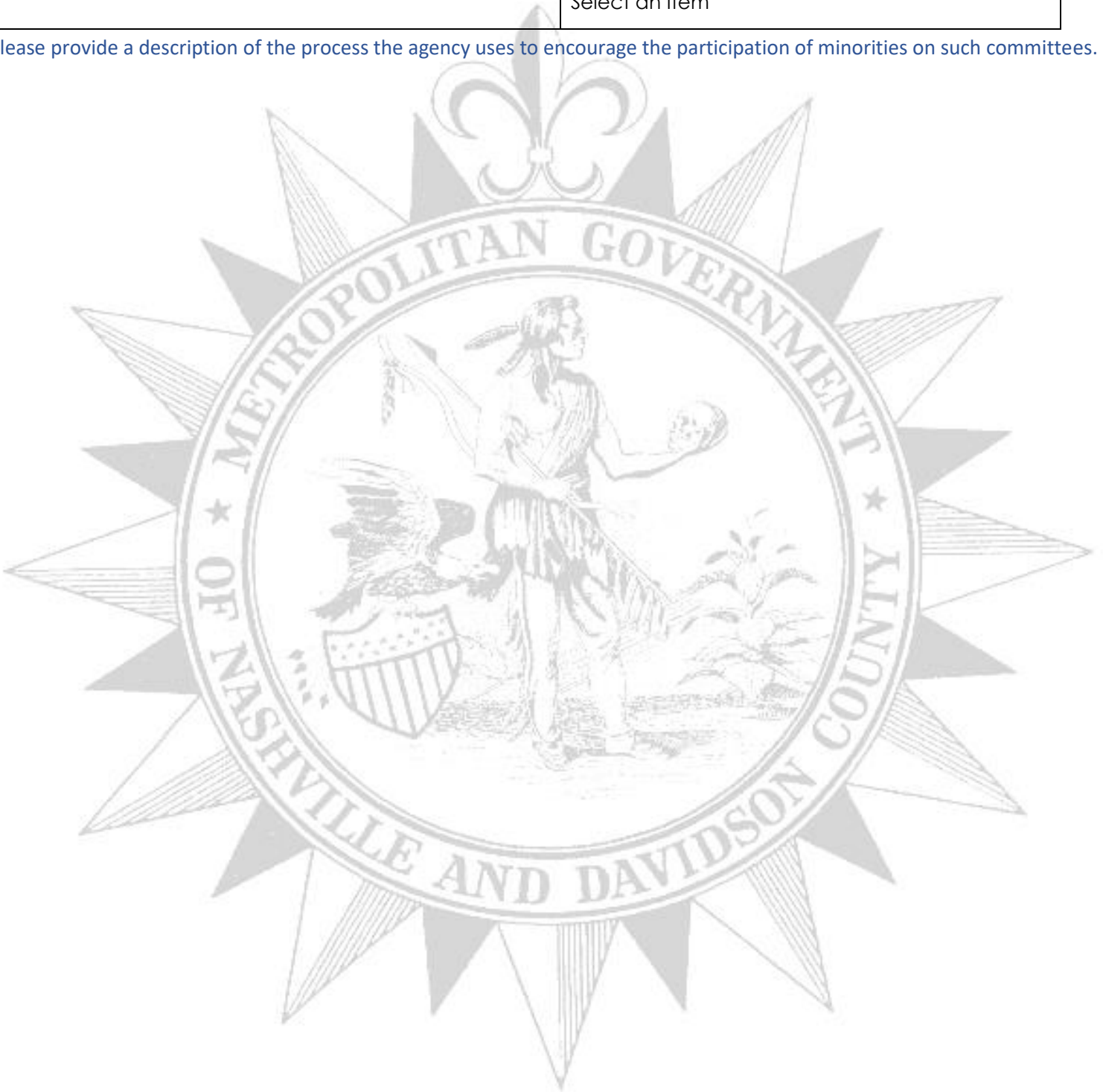
- Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



## INFORMATION TECHNOLOGY SERVICES

### Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Information Technology Services Year: 2023  
Title VI Coordinator: Leslie Mayo Form Completed By: Leslie Mayo  
Form Completion Date: 5/26/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Post on bulletin board accessible to all ITS employees

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other ITS is an internal service department for Metro and has little to no interaction directly with the Public.

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	



	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

- Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

- Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

We have access to translation service through Language Line if interpretation is necessary

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

- Yes  No

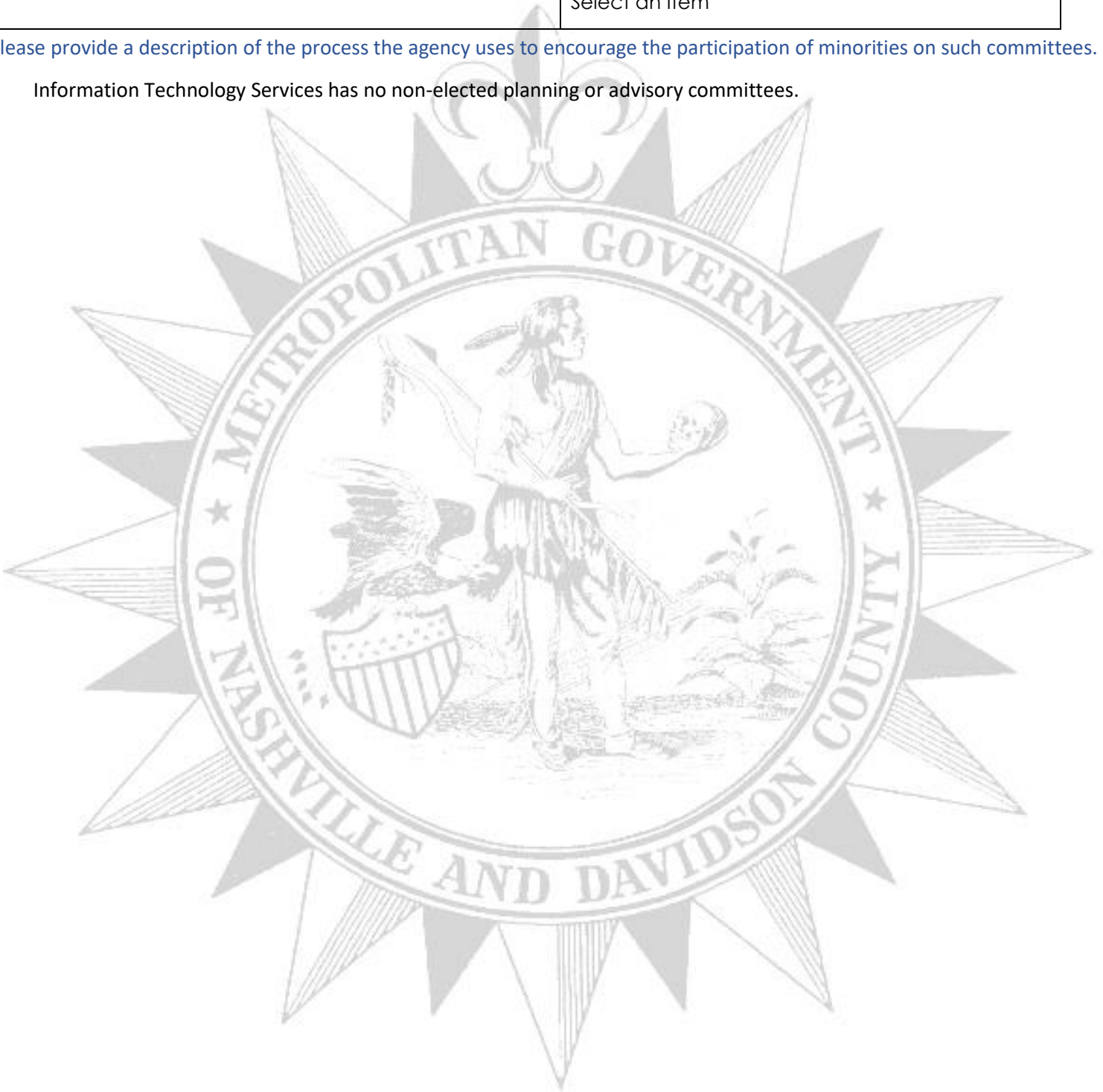
If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

Information Technology Services has no non-elected planning or advisory committees.



# Juvenile Court

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Juvenile Court Year: 2023

Title VI Coordinator: Jessica Robertson Form Completed By: Jessica Robertson

Form Completion Date: 6/27/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Training is provided during the Juvenile Court 101 (Orientation) and/or during Annual All-Staff Training Conference.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information on Title VI is posted throughout the building. Information regarding language access plan is in the Employee Enhancement Manual which is available on the Juvenile Court Intranet.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted: Information regarding Title VI and how to file a complaint is on the Juvenile Court Website, which redirects to the Human Relations Commission website. There is also signage posted around the building.

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Complaints should be directed to the Court’s Contract Monitor and/or Court Administrator.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response. **Attached**

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name (Employees)	Race
Fletcher, Richard	Black
Gray, Kelly	White

Hudson, Shelley	White
Branch, Lacy	White
Ottman, Julie	White
Overton, Jill	White
Roberts, Charles Jr	Black or African American
Smith, Mary Ann	White
Wade, Jennifer	Black or African American
Wolfe, Dana	White

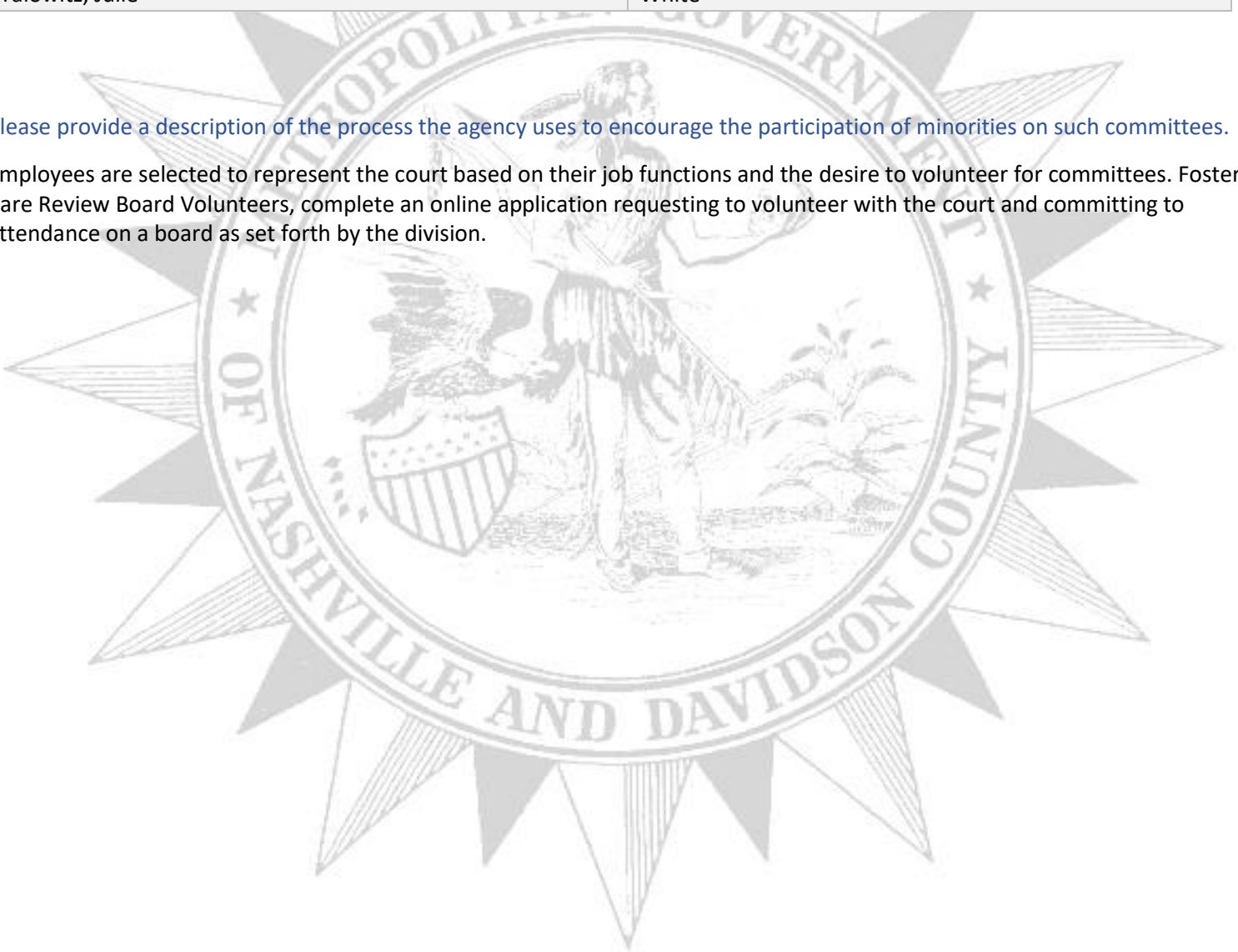
<b>Volunteer Name</b>	<b>Race</b>
Allen, Rhonda	Black
Becker, Dawn	White
Blanchard, Alex	White
Blansett, Stephanie	White
Bowling, Adrienne Patrice	Black
Boyce, Arielle	Black
Branch, Amanda	White
Broadwater, Debora Hudson	Black
Bullock, Sarah	White
Caldwell, Constance	Black
Capizzi, Andrea M	White
Carter, Kennithia	Black
Chamberlain, Clementine	Black
Chromy, Josephine Manigault	White
Cunningham, Mary	White
Darby, Karen	Black
Diehl, Sara	White
Doughty, Susan G	White
Esaw-Crutcher, Rechelle Marli	Black
Eubanks, Deborah	Black
Ewing, Lynn	Black
Faulkner, Ashtin Sydnee	White
Fazio-Sprague, Linda	White
Ferguson, Susan	White
Fondrie, Blake	White
Foust, Jenika	White
Gaffney, Sheila	White
Gish, Susan	White
Glenn, Victoria Lorraine	White
Goldsmith, Karen	White
Grant, Alexander M	White
Gray, Dwan	Black
Gray, Laura Ellen	White

Green, Natasha	Black
Greene, Elisa Michele	White
Haggard, Kevin Jr.	Black
Harris, Erin	White
Hedglin, Chelsey	White
Hyde, Paul	White
Jakson, Mikeria Jacole	Black
Johnston, Mary	White
Jones, Rachel Antoinette	Unknown
Joy, Karen	White
Kemp, Molly	White
Kimbrell, Charity	White
Kony, Jennifer Parker	White
Lahan, Olivia	White
Lazarov, Amy Beth	White
Lee, Marvin	White
Lee, Rebecca M	White
Lewitt, Ellen G	White
Ligon, Jessica Ann	Unknown
Lueken, Samantha	White
MacKenzie, Susan R	White
Margulies, Ellen	White
Margulies, Karen	White
McGruder, Michelle	Black
McKinley, Mafia	Black
McNamee, Barbara	White
Naylor, Sara Diehl	White
Nixon, Joan	Black
Northington, Jesilee	Black
Orr, Carolyn	White
Paine, Anne	White
Papica, Gerald	Other
Parker, Julia	Black
Parker, Rose	Black
Patterson, Wyntress Grimes	Black
Percy, Carol	White
Radford, Carla Key	White
Rand, Mary Katherine	White
Raulston, Gilbert	White
Redmond, Brenda	Black
Rochelle, Sandra	White
Scarsi, Lyndsay	White
Schlafly, Carol	White
Scholten, Lorraine	White
Schuele, Melanie	White
Sells, Phyllis	White
Signorille, Joan	White
Snell, Whitney Brooke	Black



Spears, Olivia	White
Stewart, Sandra D	Black
Sullenberger, Sabrina W	White
Taylor, Sherry Buhler	White
Tomas, Per D	White
Vastano, Darlene	White
Vaughn, Donna G	Black
Walker, Kendra	Black
Wardlaw, Tiffany	Black
Webster, Suzette	Black
Whitfield, Zanira	Black
Wilkins, Jim Rex	White
Williams, Robert	Black
Yalowitz, Julie	White

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

Employees are selected to represent the court based on their job functions and the desire to volunteer for committees. Foster Care Review Board Volunteers, complete an online application requesting to volunteer with the court and committing to attendance on a board as set forth by the division.





	<b>Chapter</b> <b>Departmental</b> <b>Business</b> <b>Practices</b>	<b>Title</b> <b>2.23: Interpreter</b> <b>Requests</b>	<b>Effective</b> <b>Date</b> <b>07/01/2018</b>
<b>Appointing Authority</b> <b>Sheila D.J. Calloway, Judge</b>	<b>Approved</b> <b>Date</b> <b>07/01/2018</b> <b>Approved By</b> 	<b>Related Standards</b> <b>Tennessee Supreme</b> <b>Court Rule 41: Rules of</b> <b>Ethics for Spoken</b> <b>Foreign Language</b> <b>Interpreters in</b> <b>Tennessee Courts; T.</b> <b>C. A. §24-1-211:</b> <b>Providing Oral or Deaf</b> <b>Sign Language in</b> <b>Administrative and</b> <b>Judicial Proceedings;</b> <b>Title VI of the Civil</b> <b>Rights Act of 1964 –</b> <b>National Origin</b> <b>Discrimination Against</b> <b>Person With Limited</b> <b>English Proficiency;</b> <b>Executive Order 13166:</b> <b>Improving Access to</b> <b>Services for Persons</b> <b>With Limited English</b> <b>Proficiency (August 11,</b> <b>2000)<sup>2</sup></b>	<b>Revised</b> <b>Date</b>

**PURPOSE:**

To establish policy and procedural guidelines for employees making an interpreter requests.

**DEFINITIONS:**

**Appointing Authority:** The Metropolitan official who is given authority to direct all functions of a department. The Appointing Authority for the Juvenile Court is the Juvenile Court Judge.

**Authorized Designee:** The person in a chain of command having departmental authority, as appointed by the Appointing Authority, Court Administrator, Deputy Court Administrator, or Supervisor.

**Consecutive Interpretation:** Providing the target-language message after the speaker has finished speaking a sentence or phrase.

<sup>1</sup> Rule 41: States in part...*Many persons who come before the courts are partially or completely excluded from full participation in the proceedings due to limited English proficiency (LEP). It is essential that the resulting communication barrier be removed, as far as possible, so that these persons are placed in the same position as similarly situated persons for whom there is no such barrier.*

<sup>2</sup> Executive order 13166: Improving Access to Services for Persons with Limited English Proficiency states in part... *recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.*

**Deaf Person:** A person with a hearing loss so great as to prevent such person from understanding language spoken in a normal tone. "Deaf person" further includes, but is not limited to, a person who is mute and a person who is both deaf and mute.

**Interpretation:** Spoken rendition based on an individual's oral account. The result is the oral rendition in the target language.

**Limited English Proficiency (LEP):** A person who is not fluent in the English language, often because it is not their native language.

**Oral Interpreter:** A person who interprets language through facial and lip movements only and who does not use manual communication.<sup>3</sup>

**Qualified Deaf Interpreter:** An interpreter certified by the National Registry of Interpreters for the Deaf, Tennessee Registry of Interpreters for the Deaf, or, in the event an interpreter so certified is not available, an interpreter whose qualifications are otherwise determined. Efforts to obtain the services of a qualified interpreter certified with a Legal Skills Certificate or a Comprehensive Skills Certificate will be made prior to accepting services of an interpreter with lesser certification<sup>4</sup>.

**Sight Translation:** Oral translation of a written text.

**Simultaneous Interpretation:** Providing rendition of the target-language message at approximately the same time the source-language message is being produced.

**Source Language:** The input language requiring interpretation.

**Target Language:** The output language into which the utterance is being interpreted.

## **POLICY<sup>5</sup>:**

1. In any case in law of equity before the court, wherein any deaf person is a party to such action, either as a complainant, defendant, or witness, the court may appoint a qualified interpreter of the deaf sign language to interpret the proceedings to the deaf person and interpret the person's testimony or statements and to assist in preparation with counsel<sup>6</sup>.
2. In any case in law of equity before the court, wherein any LEP person is a party to such action, either as a complainant, defendant, or witness, the court may appoint a qualified interpreter of language to interpret the proceedings to the LEP person and interpret the person's testimony or statements and to assist in preparation with counsel.
3. Interpreters for persons with Limited English Proficiency have as a duty to ensure that the proceedings in English reflect precisely what was said by the LEP person, and to place the LEP person on an equal footing with those who

---

<sup>3</sup> Tennessee Code Annotated. §24-1-211: *An oral interpreter shall be provided upon the request of a deaf person who does not communicate in sign language. The right of a deaf person to an interpreter may not be waived except by a deaf person who does not use sign language and who initiates such request for waiver in writing. Such waiver is subject to approval of counsel to such deaf person, if existent, and is subject to approval of the appointing authority.*

<sup>4</sup> Ibid: *No "qualified interpreter" shall be appointed unless the appointing authority and the deaf person make a preliminary determination that the interpreter is able to readily communicate with the deaf person and is able to accurately interpret the statements of the deaf person and interpret the proceedings in which a deaf person may be involved.*

<sup>5</sup> This policy applies only to the Juvenile Court of Davidson County. The Metropolitan Government of Nashville and Davidson County Civil Service Rules, Section 1.10 - Departmental Rules, states in part... *Appointing authorities shall implement additional rules to govern their departments, specific rules which would apply to their departments only or are not covered in the Civil Service Rules.*

<sup>6</sup> Tennessee Code Annotated §24-1-211.

understand and speak English. This creates an obligation to conserve every element of information contained in a source language communication when it is rendered in the target language<sup>7</sup>.

4. Generally, hearings requiring two plus (2+) hours should require two interpreters.
5. Parties needing interpreting may waive the right to an interpreter.
6. Employees have access to language lines for interpretation services.

**PROCEDURES:**

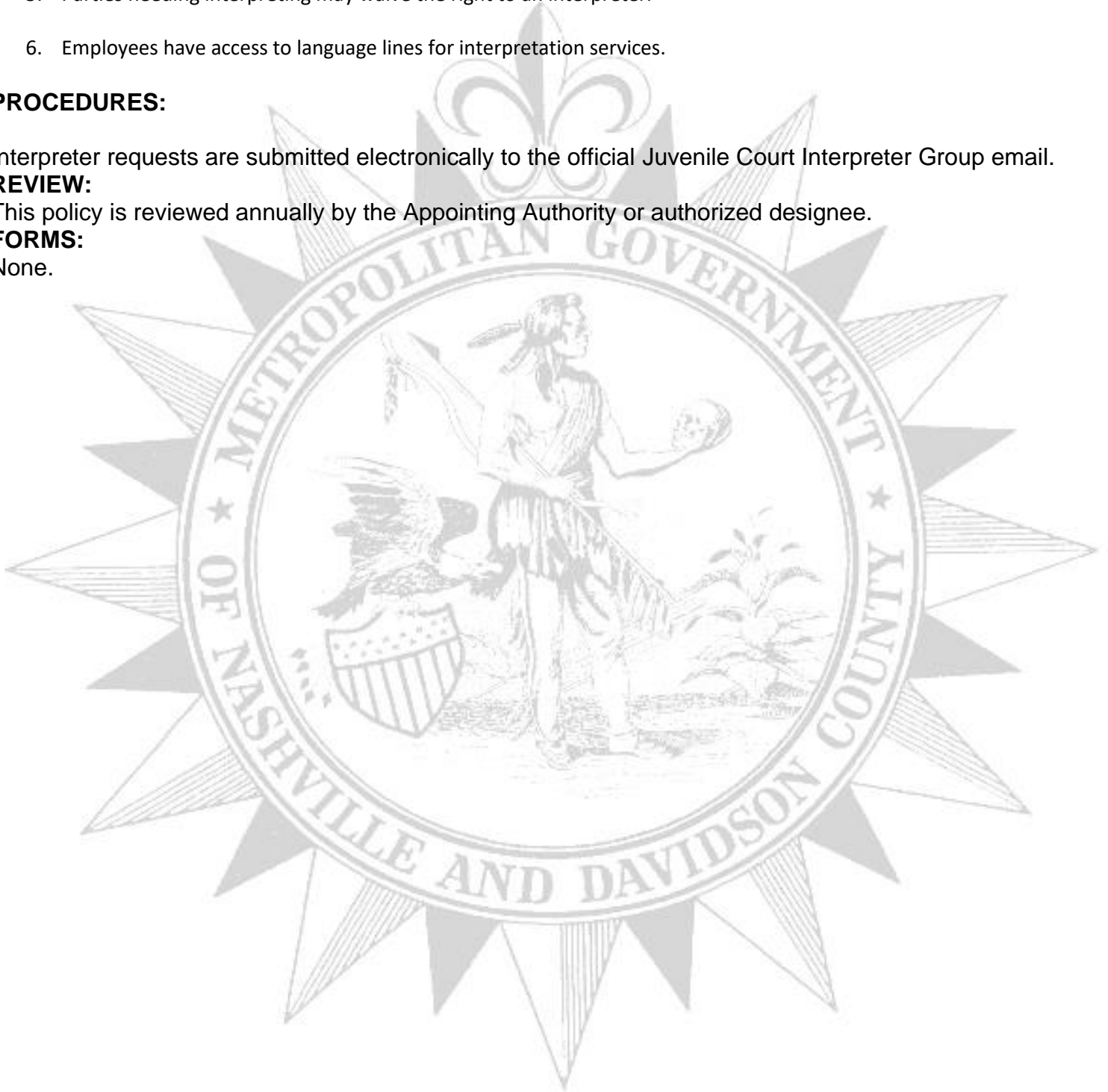
Interpreter requests are submitted electronically to the official Juvenile Court Interpreter Group email.

**REVIEW:**

This policy is reviewed annually by the Appointing Authority or authorized designee.

**FORMS:**

None.



<sup>7</sup> Tennessee Supreme Court Rule 41: Rules of Ethics for Spoken Foreign Language Interpreter in Tennessee Courts, Canon 1: Accuracy and Completeness.

# JUVENILE COURT CLERK

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Juvenile Court Clerk (22) Year: 2023

Title VI Coordinator: Telisa Banniza Form Completed By: Telisa Banniza

Form Completion Date: 06/06/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:22

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Metro Human Relations Commission

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not-

Title VI information is incorporated in the Employee Policy Manual

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

In our lobby and staff breakroom

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

Lobby

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

	Status	Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

We will discuss with the Human Relations Commission and get guidance for developing a plan.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# METRO CODES

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Codes Administration Year: 2023

Title VI Coordinator: Julie Welch Form Completed By: Alicia Swann

Form Completion Date: 5/31/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Through the Metro orientation process

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information is posted within common areas (i.e. breakrooms and admin office) of the department.

We Do Not



## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

On the department website

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other Refer any complaints to Metro Human Relations

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

	Status	Action	
--	--------	--------	--

### Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?  
 Yes                       No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

The department does not receive any federal financial assistance.

### Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes                       No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

None

### Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes                       No

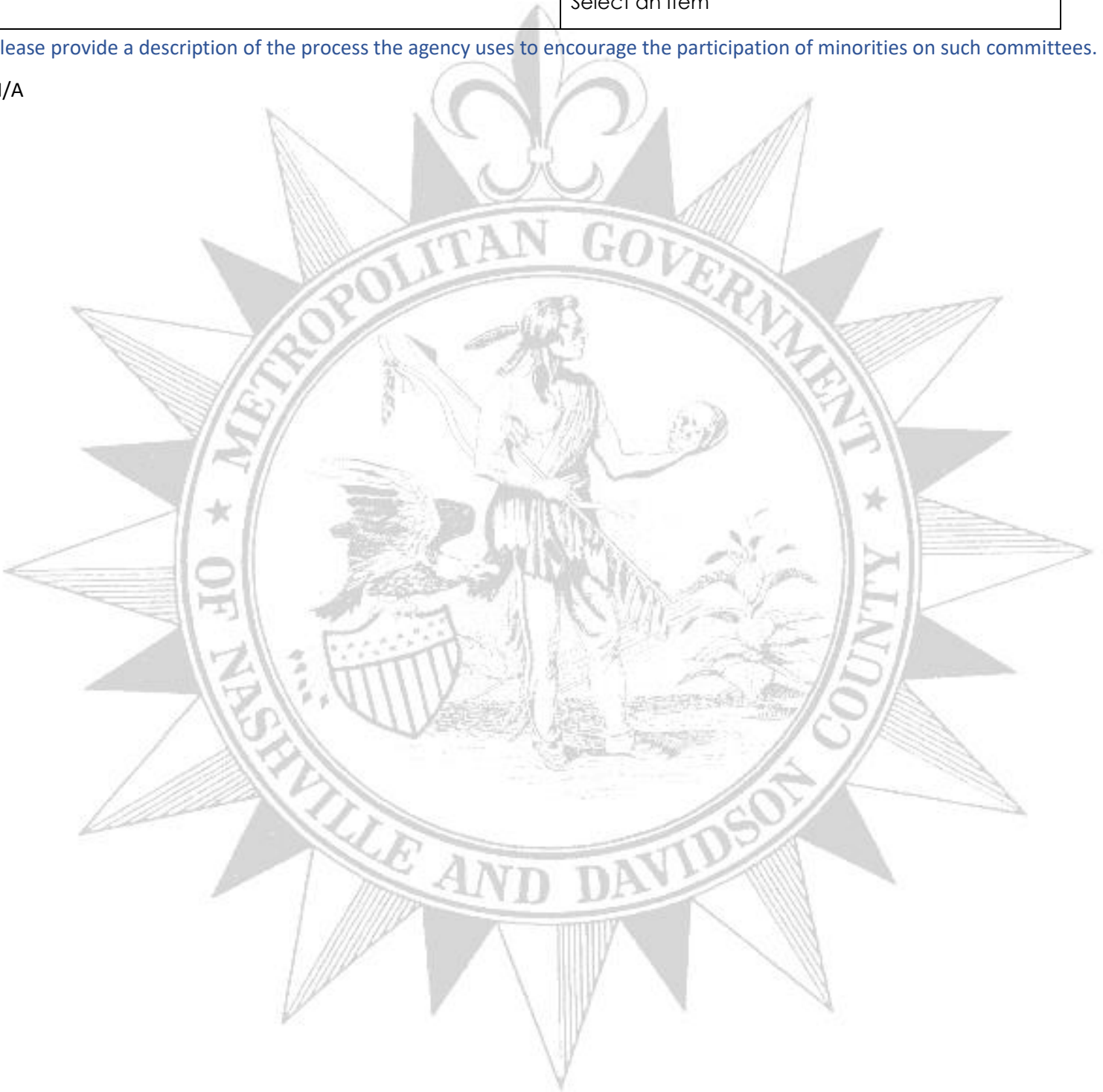
If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

N/A



# METROPOLITAN ACTION COMMISSION

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: 075 Year: 2023

Title VI Coordinator: Stephanie Mabry Form Completed By: Stephanie Mabry

Form Completion Date: 6/29/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

No person in the United States shall, on the ground 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.

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Title VI Video

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Title VI is conducted by the agency Learning & Development Coordinator. Title VI training is viewed via video for all agency employees. The video is in the English language.

Training is conducted during new hire orientation and annually. The language plan access is posted in every MAC center and building location.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Metropolitan Action Commission HR Dept

Employee Breakroom

Customer Service Lobby

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

Attached you will find the training the specifies steps to reporting complaints

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

Attached is our plan for translation and interpretation services

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

*Date*                      *Status*                      *Action Taken*                      *Summary*

<i>Date</i>	<i>Status</i>	<i>Action Taken</i>	<i>Summary</i>
Select a Date	Select a Status	Select an Action	
Select a Date	Select a	Select an	

	Status	Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

<i>Name</i>	<i>Race</i>
<i>Tonya Hancock</i>	<i>White</i>
<i>Florence Kidd</i>	Black or African American
<i>Joseph Mitchell</i>	Black or African American
<i>Renee Pratt</i>	Black or African American
<i>Leslie Buggs</i>	<i>Black</i>
<i>Telisha Agruelles Cobb</i>	Hispanic or Latino
<i>Karen Doty</i>	White
<i>Kathy Floyd-Buggs</i>	Black or African American
<i>LaVoneia Steele</i>	Black or African American
<i>Joy Styles</i>	Black or African American
<i>Michael Cousin</i>	Black or African American
<i>Kanika Covert</i>	Black or African American
<i>Troy White</i>	<i>Black or African American</i>

*Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.*

*The agency uses a democratic selection process by which agency customers nominate and/or elect persons to represent the community on the board of commissioners.*

# METROPOLITAN CLERK'S OFFICE

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: MDHA Year: 2023

Title VI Coordinator: Pat Thicklin Form Completed By: Pat Thicklin

Form Completion Date: Click or tap to enter a date.

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

New Employee On-boarding and annual compliance training

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information is provided during employee on-boarding and during yearly compliance training (including language access).

Residents are given Title VI brochure during in-take and during annual reexamination. The Language Access Plan and training material is post in all department and on the employee information portal.

We Do Not



## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

All Property Management offices, Community Development, Construction, and rental assistance office. Informational brochures provide complaint process and contact information.

Do you provide this in languages other than English?

Yes  No

Spanish

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

Complaints are investigated, provide hearings, or referred to third party

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other written flyers and brochure

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

Spanish

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Title VI compliance requirements are listed in each subrecipient agreement between MDHA and the HUD CPD funded agency. It would also be included in the RFAs. Compliance with these requirements would be checked during on-site monitoring reviews.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process does not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

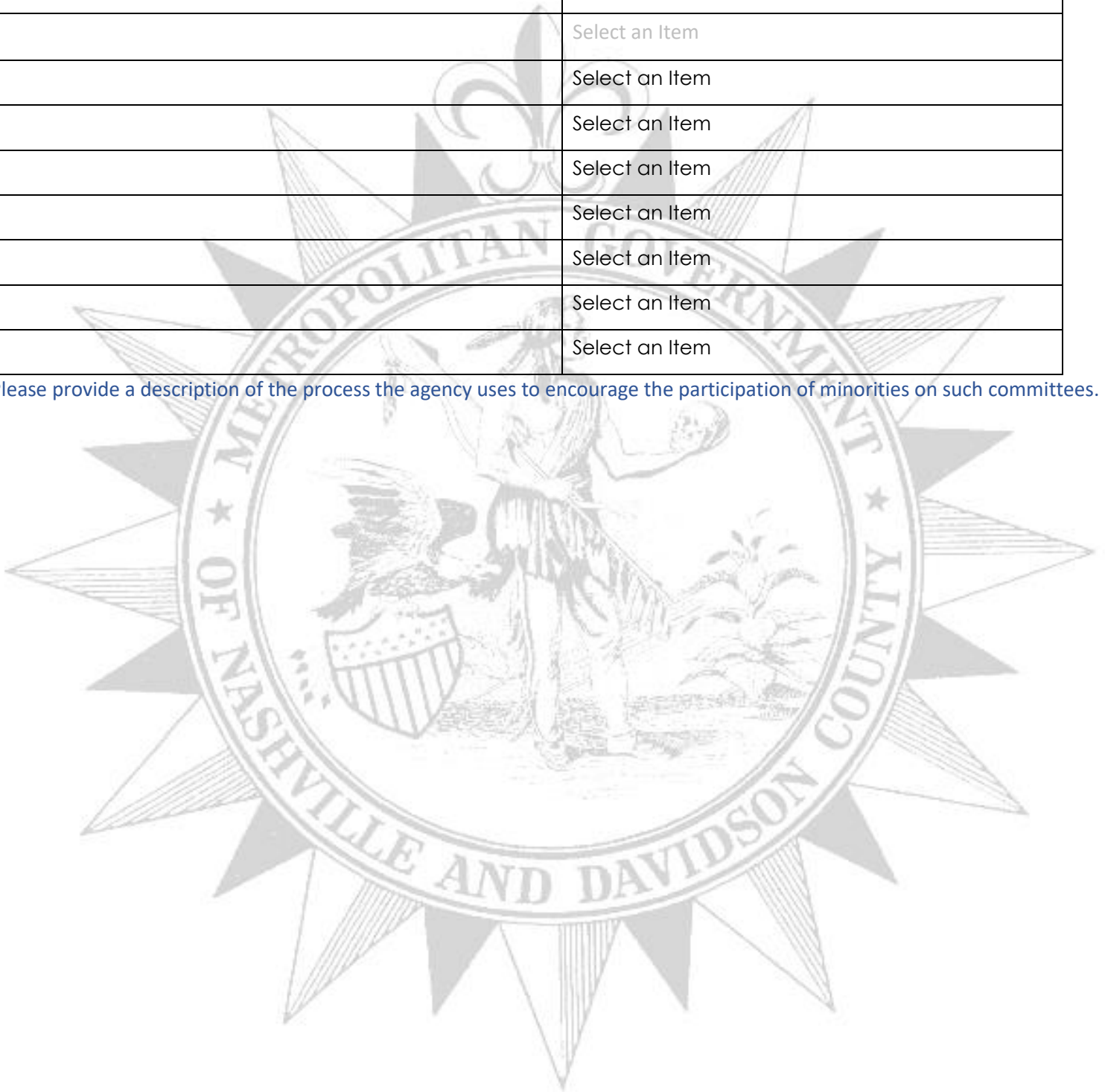
Yes  No

MDHA board members are recommended by the Mayor of Nashville and approved by the Metro Council. All other advisory group consist of MDHA or Metro Nashville government employees.

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: MDHA Year: 2023

Title VI Coordinator: Pat Thicklin Form Completed By: Pat Thicklin

Form Completion Date: Click or tap to enter a date.

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

New Employee On-boarding and annual compliance training

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information is provided during employee on-boarding and during yearly compliance training (including language access).

Residents are given Title VI brochure during in-take and during annual reexamination. The Language Access Plan and training material is post in all department and on the employee information portal.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

All Property Management offices, Community Development, Construction, and rental assistance office. Informational brochures provide complaint process and contact information.

Do you provide this in languages other than English?

Yes  No

Spanish

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

Complaints are investigated, provide hearings, or referred to third party

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other written flyers and brochure

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

Spanish

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Title VI compliance requirements are listed in each subrecipient agreement between MDHA and the HUD CPD funded agency. It would also be included in the RFAs. Compliance with these requirements would be checked during on-site monitoring reviews.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process does not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

MDHA board members are recommended by the Mayor of Nashville and approved by the Metro Council. All other advisory group consist of MDHA or Metro Nashville government employees.

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

### Title VI of the Civil Rights Act of 1964

#### Complaint & Grievance Procedures

The Title VI Coordinator will be responsible for investigating complaints of alleged discrimination based on race, color, or national origin as it relates to programs or services covered by Title VI.

An investigation is a process used to determine the facts to support or disapprove a complaint or report of an alleged incident. The investigation seeks to gather and report the truth and all the facts related to the matter.

If individuals believe they have been subjected to discrimination in violation of their civil rights, they may file a complaint with the Title VI Coordinator or a Department Director of MDHA.

Retaliation will not be tolerated against anyone who reports alleged discrimination or policy violation or participates as a witness in an investigation. After the investigation, a report will be submitted, which will be an independent and impartial report with respect to the facts of the incident.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complaint.

Every effort will be made to resolve the complaints early at the lowest level possible. MDHA will not investigate complaints in which it appears as a respondent. The matter will be referred to the federal funding source from which the relevant program or activity falls.

### *Complaint procedures:*

1. Any person or a specific class of persons believing they have been subjected to discrimination prohibited by Title VI may file a written complaint with an agency Department Director or the Title VI Coordinator.
2. A formal complaint may be filed within 180 calendar days of the date of the alleged act of discrimination, from the date the act becomes known by the complainant(s) or where there has been a continuing course of conduct, the date on which the conduct was discontinued or latest instance of conduct.
3. The complaint must meet the following requirements:
  - Present the date of the alleged act of discrimination, the date the complainant became aware of the alleged discrimination, the date on which the conduct was discontinued, or the latest instance of conduct.
  - Present a detailed description of the issues, including the name(s) and job titles of those individuals perceived as parties in the complained incident.
  - Allegations may be made in writing, by fax, email, or telephone. The complainant must acknowledge their intent to proceed with the complaint. The complainant's identity must be established, and all verbal complaints will be reduced to written form. The written complaint will be mailed to the complainant for their signature.
4. Upon receipt of the complaint, the Title VI Coordinator will record and log the complaint. The Title VI Coordinator will notify all parties involved in the complaint and determine the investigative process. If the complaint is against MDHA, the complaint will be forwarded to the Federal or State agency in which funding was provided. If the complaint is against an MDHA sub-recipient, MDHA will assume jurisdiction and initiate the investigation.
5. All complaints will be reviewed for:
  - Whether the complaint is timely filed
  - Whether the allegation involves a covered basis such as race, color, or national.
  - Whether MDHA programs or services cover the complaint.
6. A complaint will be dismissed for the following reasons:
  - The complainant requests the withdrawal of the complaint
  - The complainant fails to respond to repeated requests for additional information to process the complaint or otherwise fails or refuses to cooperate in the investigation.
  - The complainant cannot be located after reasonable attempts to contact them.
7. MDHA will respond within five days of receiving a complaint with a course of action for the matter. All investigations in which MDHA is listed as a respondent will be forwarded to the respective federal or state agency within seven days. Any complaint investigated by MDHA will be completed within 90 days. A final investigative report will be written, and the complainant will be notified of the finding. Any complainant unsatisfied with the finding will have the right to appeal the finding to the agency grievance process, or they may file an appeal to the source of funding or the U. S. Department of Justice.



# METRO HUMAN RESOURCES

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Human Resources Year: 2023

Title VI Coordinator: Monica Anderson Form Completed By: Monica Anderson

Form Completion Date: 6/11/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Online

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Verbally at a monthly department meeting (currently held virtually), with follow-up information/coaching available through our Workforce Diversity and Employee Relations divisions.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Breakroom and website

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

- Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

- Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

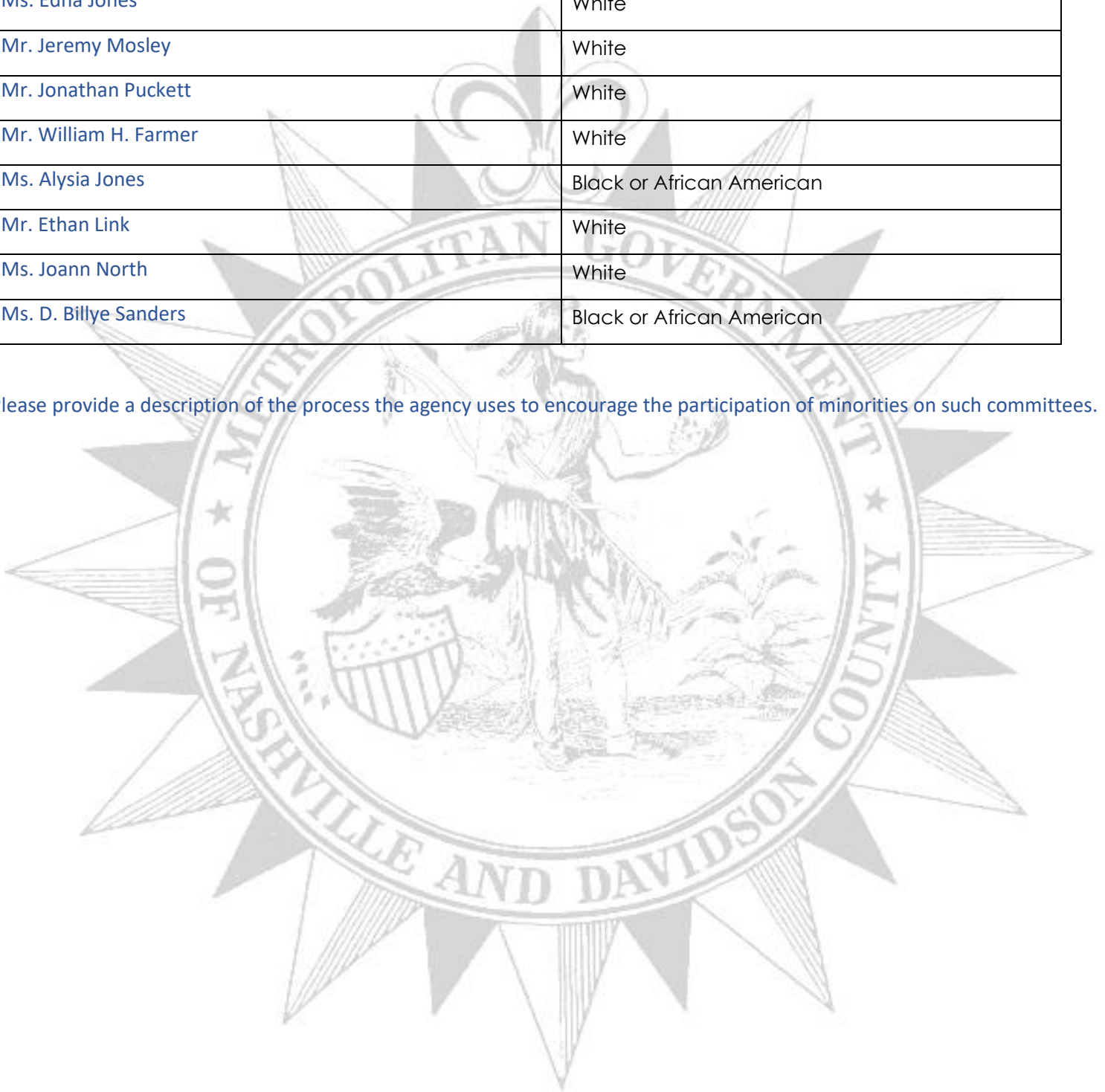
- Yes  No

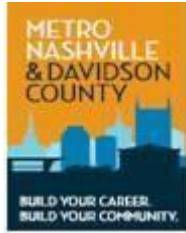
If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
Dr. Gilbert Gonzales	Hispanic or Latino
Dr. Christine Bradley	White
Ms. Kelly Flannery	White
Mr. G. Thomas Curtis	White

Mr. Harold Finch II	Black or African American
Ms. Shannon Hall	White
Mr. B. R. Hall Sr.	White
Ms. Edna Jones	White
Mr. Jeremy Mosley	White
Mr. Jonathan Puckett	White
Mr. William H. Farmer	White
Ms. Alysia Jones	Black or African American
Mr. Ethan Link	White
Ms. Joann North	White
Ms. D. Billye Sanders	Black or African American

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.





**LIMITED ENGLISH PROFICIENCY (LEP) DEPARTMENT LANGUAGE ACCESS PLAN  
METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY HUMAN RESOURCES DEPARTMENT**

The Metropolitan Government of Nashville and Davidson County (Metro) Human Resources (HR) department will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our opportunities, services, activities, and programs. The practice of Metro is to ensure meaningful communication with persons who experience LEP and their authorized representatives, as well as providing for communication of information contained in vital documents. Metro HR will provide all interpreters, translators, and other aids needed to comply with this policy without cost to persons accessing services.

Metro Human Relations and Finance departments have provided Metro Human Resources with a list of companies Metro has contracted with to provide oral and written translation services.

HR has selected *LanguageLine Solutions* as our department’s preferred vendor.

**FOR LANGUAGE INTERPRETIVE SERVICE:**

If not immediately identifiable, use the *Language Identification Guide* to identify the language for interpretation (See *Language Identification Guide*); and contact our contracted service provider: *LanguageLine Services*: call 1-800-878-8523 and follow the voice command prompts, which will include a request to provide an account number and an access code. If the employee does not know the appropriate account number and access code, the person should contact the Workforce Diversity or Employee Relations divisions of Human Resources for the information.

DEPARTMENT/DIVISION	CONTACT
HR/Workforce Diversity	Razel Jones, HR Workforce Diversity Manager 615.862.6162
HR/Employee Relations	Stephen Cain, HR Employee Relations Manager 615.862.6464

**FOR DOCUMENT TRANSLATION & OTHER QUESTIONS:**

Contact the Workforce Diversity or Employee Relations divisions of HR for assistance with accessing document translation services and other questions related to the Language Access Plan.

# METRO HUMAN RELATIONS

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: **Metro Human Relations Commission** Year: **2023**

Title VI Coordinator: **Davie Tucker, Sr.**

Form Completed By: **RJ Robles**

Form Completion Date: 7/20/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

In person with a Title VI training materials.

In addition, Title VI information posters will be publicly displayed in the MHRC office. Title VI coordinator contact information is available on the MHRC website along with additional resources related to Metro's nondiscrimination responsibilities.

The provisions of Title VI will be made known to MHRC employees and the board of Commissioners through training and the department's policy manual. During orientation, new employees shall be informed of the provisions of Title VI, and the MHRC's expectations for compliance.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes       No

How does your department disseminate Title VI information (including your language access plan) to all employees?  
In person and through written Title VI materials.

We Do Not

## **Notice to Beneficiaries of Protection under Title VI**

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes    No

List all locations where the notice is posted:

Nashville.gov

Do you provide this in languages other than English?

Yes    No

## **Title VI Complaint Procedure**

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes    No

If Yes, please provide it by attaching it to this response.

### **Review Process and Procedures:**

MHRC will accept Title VI complaints from constituents regarding any Metro services. An individual may file a complaint up to 180 days from the date of the alleged discrimination. The MHRC provides a complaint form on its website and provides translation services in accordance with the LEP (Limited English Proficiency) requirements of Title VI.

Constituents may initiate a complaint in three ways:

- A. Submit a completed Title VI Complaint Form (Appendix A), by mail to Metro Human Relations Commission, 404 James Robertson Parkway, Suite 130, Nashville, Tennessee 37219, by facsimile to (615) 880-3373, or by email to [mhrc@nashville.gov](mailto:mhrc@nashville.gov).
- B. Submit a Pre-Check form online at <http://www.nashville.gov/Human-Relations-Commission/Title-VI-in-Metro-Government/Filing-an-Inquiry-or-Complaint/Complaint-Pre-Check-Form.aspx>. If Commission staff determine through the pre-check that the complaint is within the protections of Title VI, the complainant will be assisted with filing a full completed complaint form.
- C. Call the MHRC Office at (615)880-3370.

NOTE: The Commission encourages complainants to certify any mail that is sent through the U.S. Postal Service. The signed original copy of any complaint submitted by fax or email must be mailed or delivered to the MHRC Title VI Coordinator as soon as possible, but no later than one hundred eighty (180) days from the alleged date of discrimination.

Minimally, all complaints should be submitted in writing and should include the following:

- Full Name;
- Mailing address;

- Best contact information (i.e., telephone number, email address, etc.);
- Facts related to the incident of perceived discrimination;
- The name and contact information of respondent(s); and
- Names and contact information of any witnesses.

**What happens to the complaint after it is submitted?**

- All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the MHRC or other entity will be directly addressed for investigation. Through its civil rights compliance functions, the MHRC shall provide appropriate assistance to complainants, including persons with disabilities, or who are limited in their ability to communicate in English.
- Acknowledgement of the complaint will be mailed or emailed within seven (7) days. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.
- Upon determination that the complaint warrants an investigation, the complainant is sent a letter, including the name of the investigator/factfinder, and is provided with his/her rights under Title VI and related statutes.
- The respondent is notified by mail that he/she has been named in a complaint and is provided with his/her rights under Title VI and related statutes. The letter also includes the fact-finder's name and informs the respondent that he/she will be contacted for an interview.
- A letter or other official correspondence is sent to the appropriate manager and/or department head when the complainant(s) or respondent(s) are located in Metro Government.
- The investigator/factfinder shall prepare a written plan, which includes but is not limited to:
  - Names of the complainant(s) and respondent(s);
  - Basis for the 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 complainant(s).
- An investigation addresses only those issues relevant to the allegations in the complaint. 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 about which witnesses can provide firsthand information. Interviews can be tape recorded with the interviewee's consent.



- h. Within 60 to 90 days of receipt of the complaint (if possible) the factfinder prepares a written report and submits the report and supporting documentation to the MHRC Executive Director for review. After reviewing the file, the Executive Director makes a determination of “probable cause” or “no cause” and prepares a final decision letter in the matter.
- i. In the event the Executive Director finds the complaint is not substantiated, the complainant is also advised of his or her right to appeal, by providing additional information or seeking redress through another entity.
- j. A copy of the complaint and the investigation report will be kept on file in accordance with required record-retention procedures.

**Tracking:**

The Title VI Coordinator will maintain records in compliance with Metro and federal records retention policies. These records include, but are not limited to, copies of Title VI complaints and related documentation, records of correspondence to and from complainants, and Title VI investigations.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website  
 Other Palm Cards and brochures

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

**Record of Title VI Complaints, Investigations and Lawsuits**

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
11/18/2022	Completed	Written Reprimand	Constituent matter resolved- compliant- history of sexual harassment by employees, retaliatory practices in the workplace.
1/9/2023	Completed	Discharge	Constituent matter resolved- inappropriate behavior, breaking employee code of ethics and professionalism due to religious bias. Referred to file compliant at the workplace.
2/4/2023	In Progress	Verbal	Constituent matter under review- followed up via email and in person with constituent concerns re: mistreatment due to race. Provided verbal inquiry. Following up with an in person visit with chain of command.
3/7/2023	Completed	Written Reprimand	Constituent matter resolved- compliant was filed, investigations were completed, report was completed. Allegations included toxic

			workplace, harassment, and retaliation due to gender and race.
3/8/2023	Report Pending	None	Constituent matter under resolved- followed up with complaint, filed compliant, final report findings pending.
3/10/2023	In Progress	Written Reprimand	Constituent matter under review

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# METROPOLITAN PLANNING

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Planning Year: 2023

Title VI Coordinator: Randi Semrick Form Completed By: Randi Semrick

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Reviewed on-line training materials through MHRC and will attend next offered training.

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided? Brochure/brochures

Not

\*If you have written training material, please provide it by attaching it to this response.

Provided

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We have LEP information on our bulletin board in English, Chinese, Spanish and Arabic. An LEP Plan has been started, but not yet completed.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

In main public hallway and employee bulletin board.

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating, and tracking Title VI complaints?

Yes  No (We can access the Human Relations procedures. We do have a form and a tracking form.)

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other We do not.

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations, and lawsuits?

Yes  No Have not had a complaint in over 10 years.

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

	Status	Action	
--	--------	--------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?  
 Yes  No (The Title VI language is included in the procurement process and contracts as per Metro Finance.)

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented? An LEP Plan has been started, but not yet completed.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

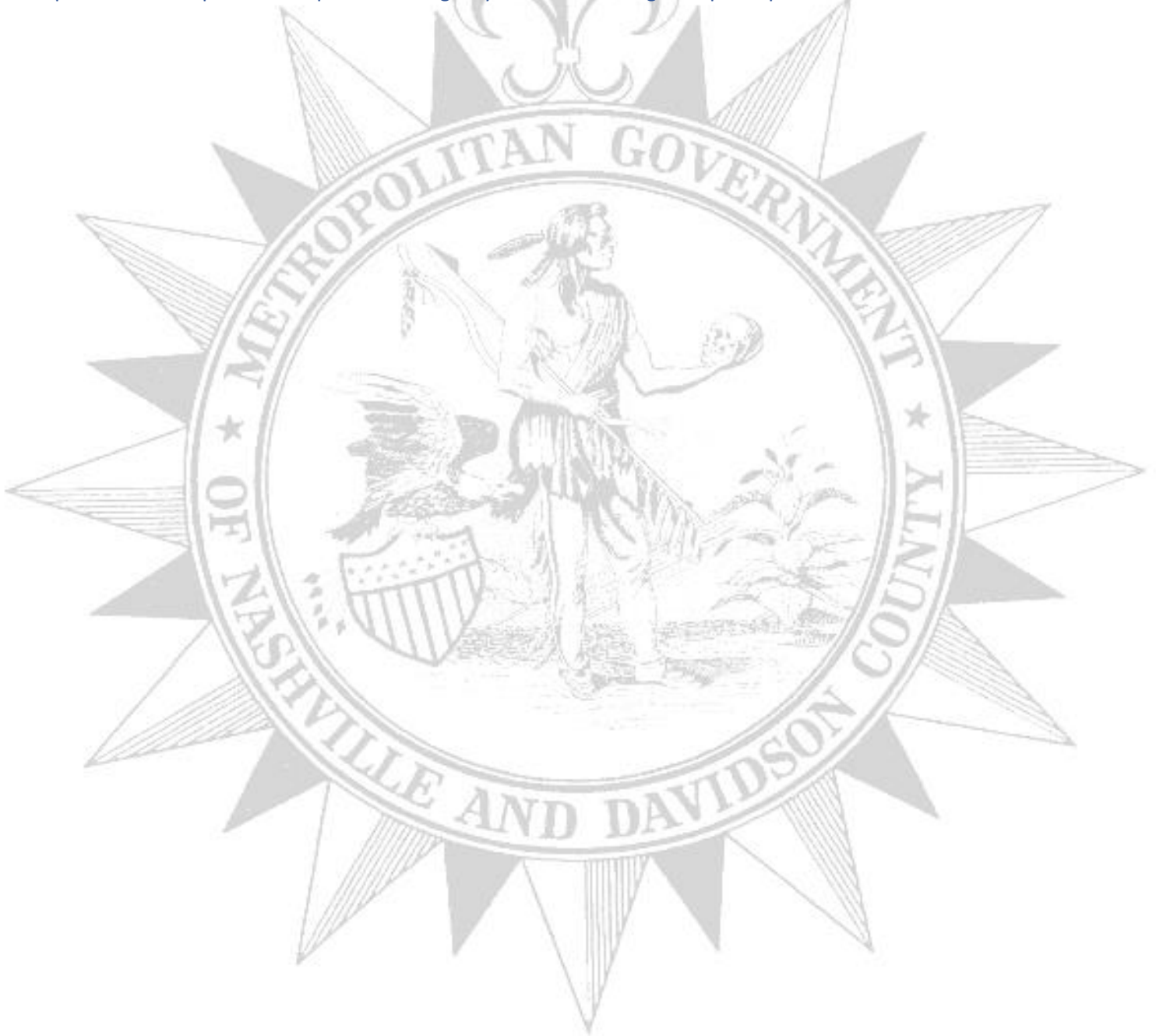
Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# METROPOLITAN PLANNING COMMISSIONERS

COMMISSIONERS	RACE	TERM EXPIRES
Greg Adkins, Chairman	Caucasian/Male	3/26
Jessica Farr	Caucasian/Female	3/26
Matt Smith	Caucasian/Male	3/27
Brian Tibbs	African-American/Male	3/24
Stewart Clifton	Caucasian/Male	3/25
Edward Henley	African-American/Male	3/25
Dennie Marshall	African-American/Male	3/27
Mina Johnson, representing Mayor John Cooper's office	Asian/Female	8/23
Brett Withers, Metro Council Representative	Caucasian/Male	8/23
Tara Ladd, Legal	Caucasian/Female	

Metro Planning currently only have nine commissioners.



# METRO POLICE

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Nashville Police Department Year: 2023  
Title VI Coordinator: Seth Waltenbaugh Form Completed By: Seth Waltenbaugh  
Form Completion Date: [Click or tap to enter a date.](#)

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No 2022

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No- I have not attended training through Metro HR this year, but I completed Title VI training through the OJCP.

How does your department disseminate Title VI information (including your language access plan) to all employees?

We have Title VI posters with complaint reporting information in the lobby of each of our facilities.

We also have policy in our manual outlining language line use procedures to assist non-English speaking citizens.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

- MNPD Headquarters
- Central Precinct
- East Precinct
- Hermitage Precinct
- Madison Precinct
- Midtown Hill Precinct
- North Precinct
- South Precinct
- West Precinct
- Property and Evidence Section
- Metro South East
- MNPD Training Academy
- Forensic Services Division
- Central Records Division

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

Please see attached for investigating and tracking procedures. Title VI complaints are tracked and maintained in a biased-based policing report annually.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 4

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
4/10/2022	Completed	None	The complainant alleged two officers racially profiled him prior to conducting an investigative stop. The complaint against each officer (treated as 2 complaints) was investigated and was not sustained.
8/7/2022	Completed	None	The complainant felt he was treated like an animal by two officers because of his ethnicity. The complaint against each officer (treated as 2 complaints) was investigated and determined to be unfounded.

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

We have subrecipients in our ICAC Grant. We conduct monitoring visits to each entity to ensure they are purchasing the approved equipment or training. We also ensure that they have a Title VI poster posted in their facility for Title VI purposes.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

Please see attached policy from MNPD Departmental Manual.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes

No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

# METROPOLITAN NASHVILLE PUBLIC HEALTH

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Health Year: 2023

Title VI Coordinator: José Cruz Form Completed By: José Cruz

Form Completion Date: 7/18/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

New hire orientation

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Email; intranet

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Lentz Public Health Center and all satellite clinics including Woodbine, East, South Nutrition and MACC

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 1

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
3/15/2023	Completed	None	An employee filed a Title VI complaint with the Title VI Coordinator. After further investigation, it was concluded that the complaint did not meet the criteria for a Title VI violation and was referred to the employee's Bureau Director and the MPHD HR Manager for further follow up.
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Metro Purchasing includes non-discrimination requirements in the procurement process based upon the specifications that we submit.

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



**QUALIFIED INTERPRETER SERVICES POLICY**

<b>Policy Name:</b>	<b>Qualified Interpreter Services</b>		
<b>Category:</b>	<b>Client/Patient Services</b>		
<b>Effective Date</b>	<b>July 2019</b>	<b>Last Reissue/Revision Date: July 2019</b>	
<b>Responsible Program or Bureau:</b>	<b>Human Resources</b>		<b>Review-By Date: July 2022</b>
<b>Contact:</b>	<b>Program Supervisor</b>		<b>Phone Number: 615.340.8963</b>

**I. Policy Summary**

Qualified Interpreter Services are provided during all hours of operation at no cost to customers and their companions in accordance with federal laws, including Section 1557 of the Patient Protection and Affordable Care Act (PPACA), and Title VI of the Civil Rights Act of 1964. Section 1557 prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs or activities. Covered entities are prohibited from relying on unqualified staff when providing language assistance services. Title VI prohibits discrimination based on race, color, or national origin in programs or activities which receive federal funding. The law also requires that customers be told they have a right to receive interpreter services, including sign language, and how to address and file complaints pertaining to



interpreter services. An ability to speak the patient's language does not necessarily qualify an individual to interpret medical discussions.

## **II. Policy**

Qualified Interpreter services will be provided to Limited English Proficient individuals during regular MPHD business hours. No individual will be denied services based on an inability to speak English.

Interpreter services must be appropriate to the situation.

## **III. Definitions**

- Certified Medical Interpreter or Certified Healthcare Interpreter (CMI/CHI) – An individual who holds certification from the National Board of Certification for Medical Interpreters or from the Certification Commission for Healthcare Interpreters. A CHI/CMI is able to interpret effectively, accurately, and impartially, using any necessary specialized vocabulary. All CHI/CMIs will adhere to continuing education requirements, as stipulated in the job description, and to the national standards of practice and code of ethics for interpreters in healthcare.
- Qualified Interpreter (QI) – An individual who is able to interpret effectively, accurately, and impartially, using any necessary specialized vocabulary. All interpreters employed by MPHD have successfully passed an interpreter skills assessment administered by an approved vendor and are therefore considered to be Qualified Interpreters. All Qualified Interpreters will adhere to continuing education requirements, as stipulated in the job description, and to the national standards of practice and code of ethics for interpreters in healthcare.
- Qualified Bilingual Employee (QBE) – An individual who can communicate in a language other than English and who has successfully passed a language skills assessment. QBEs are qualified to assist with non-medical encounters when needed.
- Bilingual Employee – An MPHD employee who speaks two languages. Bilingual employees can use their language skills to interact with customers/patients on their own behalf, but shall not provide interpretation or translation services.
- Non-medical encounter - An interaction between a customer and MPHD staff member that is not for the purpose(s) of providing healthcare service(s) or assessing the healthcare status of a customer.
- Medical encounter – An interaction between a patient and healthcare provider(s) for the purpose of providing healthcare service(s) or assessing the healthcare status of a patient.
- Contract Interpreter – A Qualified Interpreter employed by one of MPHD's approved vendors.
- Point of contact – An instance where a customer/patient accesses services, either in person or via telephone.
- Interpreting – The facilitation of spoken or signed language communication between users of different languages.
- Translation – A written rendering of one language into another; written interpretation.

## **IV. Available Interpreter Services:**

### **1. Medical Encounter Interpreting Services**

- Interpreting on-site or over-the-phone, for medical personnel

- Consecutive mode (*when the interpreter listens to what the speaker is saying, and conveys the message into another language after the speaker has paused*) during medical encounters
- Simultaneous mode (*when the interpreter listens to what the speaker is saying while concurrently saying it in another language*), when appropriate
- Sight translation of medical documents

**NOTE:** Only the services of Qualified Interpreters competent in medical terminology in both the source and target language are used during medical encounters.

## 2. Non-Medical Encounter Interpreting Services

- Interpreting on-site or over-the-phone, for non-medical personnel
  - Consecutive mode during non-medical encounters
  - Simultaneous mode, when appropriate
  - Assistance with appointment scheduling
- Assistance with following up on phone calls or messages in language other than English; monolingual, non-English assistance

**NOTE:** Non-medical encounters may use the services of either Qualified Interpreters (QIs) or Qualified Bilingual Employees (QBEs).

### Types of Qualified Interpreters available:

- Certified Medical Interpreter (CMI) or Certified Healthcare Interpreter (CHI)
- Qualified Interpreter (QI)
- Contract Interpreter (in person, telephone)

The specific method for providing interpreter services for a particular point of contact depends on the nature of the encounter as well as the readily available services in the language needed. A Spoken Language Assistance graph in the *Procedure* section below will aid in the determination of the best mode of interpretation assistance per encounter type.

Face-to-face/on-site Interpreter or Contract Vendor Interpreters: When the communication required is lengthy, complex, critical, sensitive in nature, involves visual cues and/or requires specialty medical interpreting.

Telephone Interpreter Services: For shorter routine conversations that need immediate access to a spoken language interpreter and visual cues are not necessary.

Sight translation of documents used during customer/patient visits may be provided in person, through qualified spoken/sign language assistance, or, as appropriate, through a telephone interpreter service.

All individuals providing Qualified Interpreter services to customers and patients are bound by the professional interpreter code of ethics, which requires interpreters to maintain confidentiality, comply with the Health Insurance Portability and Accountability Act (HIPAA), and adhere to all existing federal or state laws. The National Code of Ethics for Interpreters in Health Care established by the National Council on Interpreting in Health Care states that “the interpreter treats as confidential, within the treating team, all information learned in the performance of their professional duties, while observing relevant requirements regarding disclosure.”

## **V. Procedure**

1. Any customer/patient who expresses a preference for a non-English language or has demonstrated a need for interpreter services shall be offered the use of a Qualified Interpreter at all administrative and clinical points of contact during all hours of operation at no charge to the customer/patient. The offer of Qualified Interpreter services is made even in a situation where a customer/patient is accompanied by a companion who may be capable of interpreting for the customer/patient. If language assistance is needed after regular business hours,

MPHD staff can use the services of the approved over-the-phone language vendors. Please contact HR if you need information on how to contact the approved language vendors.

2. Posted notices of the availability of free language assistance services include the contact information for our Title VI Coordinator where customers/patients may inquire and/or file complaints about how MPHD delivers language assistance services.

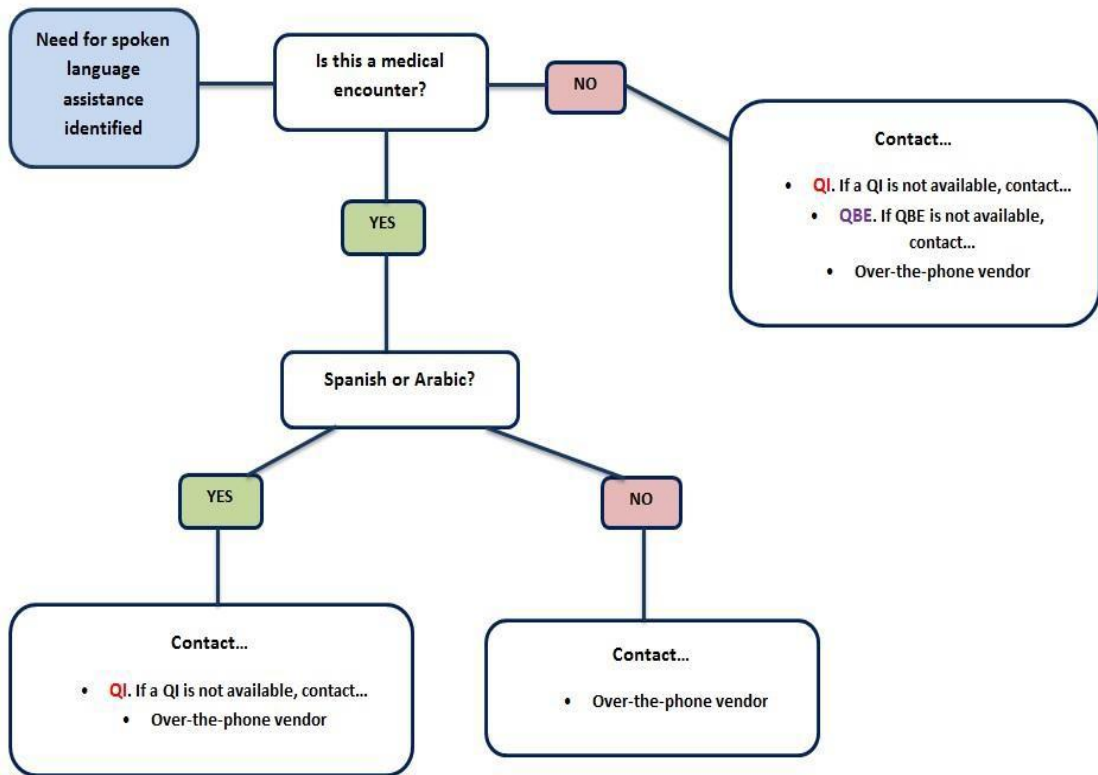
The reliance on adult family members, companions, and/or friends as interpreters is inappropriate. However, the customer/patient has the right to refuse the interpreter services we offer; such refusal must be documented. A Qualified Interpreter may be asked to monitor the encounter to ensure full comprehension by all parties and promote patient autonomy.

3. Occasionally, the sensitive nature of a patient's clinical condition may cause providers or staff to request Qualified Interpreter services to participate in the encounter despite the patient's preference to use an adult family member or a friend. In such situations, the circumstances leading to the override of the patient's preference are documented in the medical record, as applicable.
4. Minor children shall not be used as interpreters except in extraordinary situations such as medical emergencies where any delay could result in harm to a customer/patient, and only until a Qualified Interpreter is available. Use of a minor child for interpretation under these circumstances should be documented in the medical record, as applicable.
5. The use of language apps or other electronic translation devices is inappropriate as they are unprofessional and unreliable forms of translation.
6. Customers/Patients shall not be asked to bring their own interpreter to an administrative or clinical point of contact.
7. Deaf and hard of hearing customers/patients have a right to Qualified Interpreter services to ensure effective communication. Please contact Human Resources to request and schedule an ASL interpreter.
8. Bilingual employees are not Qualified Interpreters and therefore cannot provide Qualified Interpreter services.

#### **VI. Applicability**

This policy applies to all MPHD employees and contractors.

#### **VII. Spoken Language Assistance Graphic**



**Please contact Human Resources via email to submit requests for an on-site interpreter.**

For written translation requests, please email requests to: [InterpreterServices@nashville.gov](mailto:InterpreterServices@nashville.gov)

# METROPOLITAN BOARD OF PARKS AND RECREATION

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Parks and Recreation Year: 2023  
Title VI Coordinator: Aaron Shelton Form Completed By: Same  
Form Completion Date: 6/28/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

PP/Online/Conf

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Available through Human Relations Department

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Outside break areas/Posting boards

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

- [Nashville.gov - Human Relations Commission Discrimination Complaint Form](#)

- [Employee-Complaint-Form.pdf \(nashville.gov\)](#)

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

Use Metro Human Relations as a resource for language needs.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.



# METROPOLITAN PUBLIC DEFENDER

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Public Defender Year: 2023

Title VI Coordinator: Sherlaine Emmons Form Completed By: Sherlaine Emmons

Form Completion Date: [Click or tap to enter a date.](#)

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Job postings

[Do you provide this in languages other than English?](#)

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

[Do you provide this complaint procedure in languages other than English, pursuant to language access plan?](#)

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

[How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?](#)

*For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).*

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

## **METROPOLITAN PUBLIC DEFENDER**

### **Authority**

The Title VI Coordinator for the Public Defender’s Office handle questions, concerns, complaints, or requests for additional information regarding Title VI of the Civil Rights Act. The Coordinator ensures the Office provides public notification of rights under Title VI, maintains a Title VI complaint log, and ensures that all complaints will be investigated thoroughly. The following person has been designated as this department’s Title VI Coordinator:

Sherlaine Emmons, Administrative Services Division Manager  
Office of the Metropolitan Public Defender  
404 James Robertson Parkway, Suite 2022  
Nashville, TN 37219  
Phone: (615) 880-3711  
Fax: (615) 214-9979

### **Organizational Environment**

Mission Statement – The mission of the Metropolitan Public Defender’s Office is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system.

#### **Strategic Goals:**

Provide high quality effective legal representation to every client we serve.

Serve as a consistent champion in the criminal justice system and the city for fair, just and lawful treatment of the criminally accused.

## Federal Funding

The Public Defender's Office currently does not receive federal funding.

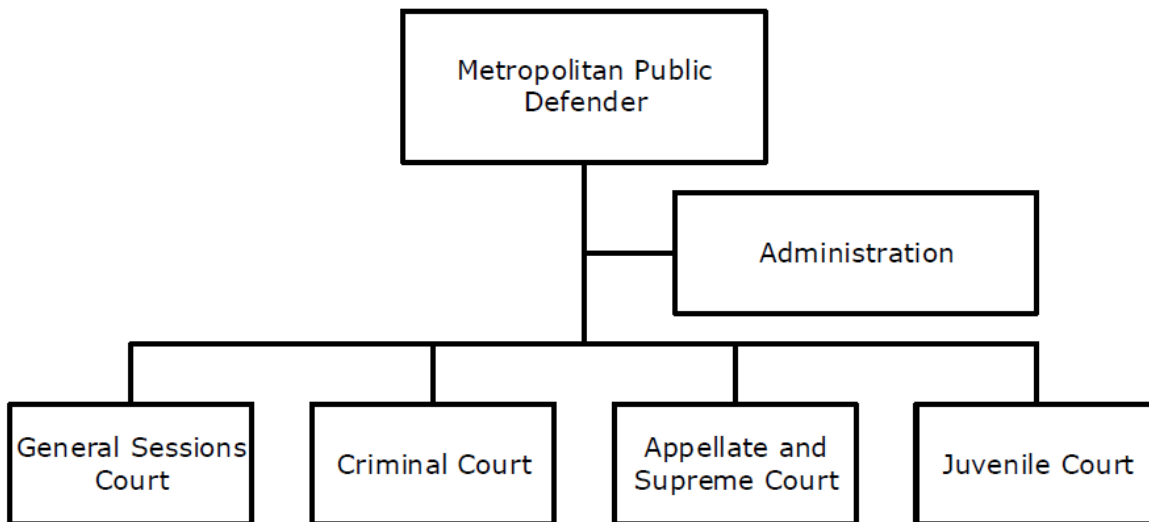
## Contracted Program Overview

The Public Defender's Office has no contracted programs.

## Organizational Chart

The Title VI Coordinator is a member of the Administration group. See organizational chart included below.

## Metropolitan Public Defender Organizational Chart



Minority Participation on the   X   Not applicable \_\_\_\_\_ Board/Commission.

Number of Complaints Received Last Year-   0  

*Submitted May 30, 2023*

# METROPOLITAN SOCIAL SERVICES DEPARTMENT

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Social Services Year: 2023

Title VI Coordinator: Yuri L. Hancock Form Completed By: Yuri L. Hancock

Form Completion Date: 6/6/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

## Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Training is provided via Onboarding and New Hire Orientation

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes (6/28/2022)  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We post signage in the common areas of the building in various languages (i.e. Spanish, Arabic, Somali); we utilize the language line for interpreter services, we also provide training during new hire orientation as well as at the annual program in-service trainings.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Main Lobby, Break Room and Congregate Sites

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

Metro Social Services has no formal plan, rather follows the practice of utilizing the most recent vendor list for interpreter services. Staff are instructed to first contact a Program Manager, who will walk them through accessing interpreter services for the customer.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item



	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

# MUNICIPAL AUDITORIUM

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Municipal Auditorium Year:2023  
Title VI Coordinator From: Taneisha Alexander Completed By: Taneisha Alexander  
Form Completion Date: 6/27/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

New hire training through HR

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We use Google Translator especially with vendors that speaks in foreign language

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 0

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

# NASHVILLE DEPARTMENT OF TRANSPORTATION AND MULTIMODOAL INFRASTRUCTURE

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: NDOT Year: 2023

Title VI Coordinator: Charles Boddie Form Completed By: Charles Boddie

Form Completion Date: 6/28/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

## Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information on Title VI is posted throughout the department.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Administration Building – Break Room and Main Announcement Board (Visible to the Public)

Operations Building – Roll Call Room

Engineering Building – Main Announcement Board (Visible to the Public)

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?

*For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).*

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...



Name	Race
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

Selections for committees (Traffic and Parking Commission and the Transportation and Licensing Commission) are conducted by the Mayor's Office.

# OFFICE OF EMERGENCY MANAGEMENT

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Office of Emergency Management Year: 2023

Title VI Coordinator: Jamie Summers Form Completed By: Jamie Summers

Form Completion Date: 6/5/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

Public lobby and breakroom in buildings

[Do you provide this in languages other than English?](#)

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

[Do you provide this complaint procedure in languages other than English, pursuant to language access plan?](#)

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

[How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?](#) 0

*For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).*

<a href="#">Date</a>	<a href="#">Status</a>	<a href="#">Action Taken</a>	<a href="#">Summary</a>
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

Waiting to see if Human Relations puts a plan in place that is consistent across Metropolitan Government of Nashville & Davidson Cty.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

# OFFICE OF FAMILY SAFETY

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: **Office of Family Safety** Year: **2023**

Title VI Coordinator: **LaToya Townsend** Form Completed By: **LaToya Townsend**

Form Completion Date: 6/28/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

## Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Metro Central HR New Employee Orientation & Training as required by state and federal grants.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Employee Personnel Manual

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted

Entrance Lobby, copy areas, break room

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes via Central HR  No

### We refer our complaints to Central HR & Metro Legal

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 1

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
11/15/2021	In Progress	None	Employee claims retaliation and feels negative action was taken after filing a discriminatory complaint process. The complaint was filed after the employee found out another staff member in a different position had received a promotion. The employee also complained about payroll errors (corrected same day).
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

In person monitoring and required postings

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item



	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

N/A

# PUBLIC LIBRARY

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Public Library Year: 2023

Title VI Coordinator: Susan L. Drye Form Completed By: Susan L. Drye

Form Completion Date: [Click or tap to enter a date.](#)

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

## Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Public Library New Employee Orientation

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Via departmental email. All information that is needed to push out to the library system is posted on the Public Library's Intranet, INK. Also, the form with our language access list is on INK.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

The notice is posted at all library locations (22 facilities).

[Do you provide this in languages other than English?](#)

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other – If the library receives a Title VI complaint, either library administration or library HR will refer the complainant to the Metro Human Relations Commission.

[Do you provide this complaint procedure in languages other than English, pursuant to language access plan?](#)

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

[How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?](#) 0

*For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).*

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a	Select an	

	Status	Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

Nashville Public Library (NPL) is in the process of developing a Written Language Plan. NPL plans to implement in FY23.

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
Joyce Searcy	Black or African American
Keith Simmons	White

Robert Oerman	White
Charvis Rand	Black or African American
Katy Varney	White
Dr. Nadine De La Rosa	Black or African American
Kate Ezell	White
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

The Nashville Public Library Board is comprised of 7 members recommended by the Mayor and approved by a majority of Metro Council. They are appointment to 4-year terms and annually the board members vote on the Chair, Vice-Chair and Secretary.

# SPORTS AUTHORITY

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: 064-Sports Authority Year: FY23  
Title VI Coordinator: Melissa Wells Form Completed By: Melissa Wells  
Form Completion Date: 6/29/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Access is provided to training resources.

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Information is shared with staff through staff meetings and links to additional resources.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

The Title VI Coordinator for the Sports Authority responds to questions, concerns, complaints, or requests from the public.

[Do you provide this in languages other than English?](#)

Yes  No If requested.

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other The Title VI Coordinator for the Sports Authority responds to questions, concerns, complaints, or requests for additional information.

[Do you provide this complaint procedure in languages other than English, pursuant to language access plan?](#)

Yes  No If requested.

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

[How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?](#) 0

*For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).*

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes N/A  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

N/A

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes N/A  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

N/A

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes N/A  No

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item



	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

N/A

# WATER

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Water Services Year: 2023  
Title VI Coordinator: Juanita Davis Form Completed By: Juanita Davis  
Form Completion Date: 6/5/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

**During New Hire Orientation thru video**

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year? **Completed training online.**

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

**We have information posted in all areas**

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

**All Metro Water Services buildings**

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other **If the information is requested, we would send it out.**

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? none

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Select a Date	Select a Status	Select an Action	
---------------	-----------------	------------------	--

## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No Not that I am aware of

If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
	Select an Item
	Select an Item

	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item
	Select an Item

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

# WEGO

## Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: WeGo Year: 2023

Title VI Coordinator: Felix Castrodad Form Completed By: Felix Castrodad

Form Completion Date: 6/12/2023

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive federal financial assistance. Title VI states that:

*No person in the United States shall, on the ground 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.*

The Federal Government requires all entities that receive federal financial assistance to develop training, procedures, and practices that ensure compliance with Title VI. To that end, Metropolitan Government of Nashville and Davidson County collects and annually updates the information requested below.

### Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

Did your department Title VI Coordinator attend the annual training in any of the last three years?

Yes  No

Does your department provide Title VI training to all new employees?

Yes  No

If so, how is the training provided?

Powerpoint and videos during on boarding orientation

Not Provided

\*If you have written training material, please provide it by attaching it to this response.

*Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department. To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.*

Did your department Title VI Coordinator attend the annual training for the current year?

Yes  No

How does your department disseminate Title VI information (including your language access plan) to all employees?

Video training during orientation. The plan is also available on the WeGo website.

We Do Not

## Notice to Beneficiaries of Protection under Title VI

Does your department provide information to the public regarding your Title VI obligations, the protections against discrimination afforded to by Title VI, and how complaints can be filed?

Yes  No

List all locations where the notice is posted:

On each bus in the system, at each agency building bulletin boards, and on the agency's website

Do you provide this in languages other than English?

Yes  No

## Title VI Complaint Procedure

Does your department have a written procedure for accepting, investigating and tracking Title VI complaints?

Yes  No

If Yes, please provide it by attaching it to this response.

If No, do you refer all complaints to the Metro Human Relations Commission?

Yes  No

How does your department communicate information about the complaint procedure to the public?

Posted Signs  Website

Other

Do you provide this complaint procedure in languages other than English, pursuant to language access plan?

Yes  No

## Record of Title VI Complaints, Investigations and Lawsuits

Does your department keep a record of all Title VI complaints, investigations and lawsuits?

Yes  No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 1 Title VI complaint form was submitted. Some other complaints were received through Customer Care but deemed not to be Title VI after investigation. A Title VI complaint form was not submitted by the complainant for any of those outlined below.

For each complaint, list the date that the investigation, lawsuit or complaint was filed; the status of the investigation, lawsuit or complaint; action taken in response to the investigation, lawsuit or complaint; and a summary of the allegation(s).

Date	Status	Action Taken	Summary
12/1/2022	Completed	None	Customer filed a Title VI complaint with WeGo against Texas Woman's University stating that his uncle, who works for TWU was in Nashville and followed him on the bus. The letter and complaint made very little sense indicating some mental or cognitive disability. The complaint did not meet the criteria for Title VI discrimination. A letter was sent to the complainant explaining why the complaint did not meet the criteria for a Title VI complaint and was informed that he can file a complaint directly with the Federal Transit Administration if not satisfied with the decision.


## Monitoring Subrecipients

*If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.*

Do you distribute any of the federal financial assistance you receive to a subrecipient (contractor, subcontractor or grantee)?

Yes  No

If Yes, how do you monitor subrecipients for compliance with Title VI obligations?

Procedures outlined on attached Title VI Program, Chapter 2, Section E.b. – Monitoring Subrecipients (pages 22-23)

Link to the Plan: <https://www.wegotransit.com/assets/1/24/MTA Title VI Program 2022 FINAL.pdf>

## Language Access to Persons who are limited English Proficient

*Title VI requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities by eligible persons with limited English proficiency. This generally means that departments should adopt a language access plan that provides guidance to all staff on when and how to provide language assistance to constituents who are limited English proficient.*

Does your department have a written language plan?

Yes  No

If Yes, please provide it by attaching it to this response.

The plan can be found here (Pages 14-22)

<https://www.wegotransit.com/assets/1/24/MTA Title VI Program 2022 FINAL.pdf>

If No, please state what steps your department is taking to adopt a policy and when the policy will be implemented?

## Minority Representation on Planning or Advisory Bodies

*When a department selects community members for planning or advisory committees related to a program or service supported by federal financial assistance, the selection process should not deny an individual on the basis of race, color, or national origin the opportunity to participate.*

Did your department select members for any non-elected planning or advisory committees related to any program or service supported by federal financial assistance?

Yes  No

If Yes, provide a table depicting the membership of that body broken down by race...



Name	Race
Gail Carr Williams (MTA Board of Directors)	Black or African American
Jessica Dauphin (MTA Board of Directors)	White
Mary Griffin (MTA Board of Directors)	White
Janet Miller (MTA Board of Directors)	White
Walter Searcy (MTA Board of Directors)	Black or African American
Van Pinnock (North Nashville Transit Center Advisory Committee)	Black or African American
<b>Linda T. Wynn</b> (North Nashville Transit Center Advisory Committee)	Black or African American
Herbert Brown (North Nashville Transit Center Advisory Committee)	Black or African American
Omaran Lee (North Nashville Transit Center Advisory Committee)	Black or African American
Kathy Buggs (North Nashville Transit Center Advisory Committee)	Black or African American
Kenya Stinson (North Nashville Transit Center Advisory Committee)	Black or African American
Kenya McGruder (North Nashville Transit Center Advisory Committee)	Black or African American
Anne-Leslie Owens (North Nashville Transit Center Advisory Committee)	Black or African American
Tre Hardin (North Nashville Transit Center Advisory Committee)	Black or African American
James Freeman (North Nashville Transit Center Advisory Committee)	Black or African American
Zulfat Suara (North Nashville Transit Center Advisory Committee)	Black or African American
David Ewing (North Nashville Transit Center Advisory Committee)	Black or African American
Darrell Drumwright (North Nashville Transit Center Advisory Committee)	Black or African American
Marshall Crawford (North Nashville Transit Center Advisory Committee)	Black or African American
DJ Wootson (North Nashville Transit Center Advisory Committee)	Black or African American

Please provide a description of the process the agency uses to encourage the participation of minorities on such committees.

Direct outreach to the impacted community with assistance from elected officials, business leaders, and community groups.

# APPENDIX A

## Metro Government of Nashville & Davidson County Title VI Coordinators

<b>DEPARTMENT</b>	<b>TITLE VI COORDINATOR</b>
Arts Commission	Ian Myers
Beer Board	Terrence Darby
Codes Administration	Julie Welch
Criminal Court Clerk	Amy Rooker
Davidson County Sheriff's Office (DCSO)	Marsha Travis & Meshawn Cook
Election Commission	Rick Brown
Emergency Communications – 911 (ECC)	Lynette Dawkins
Fairgrounds	Kristi Harris
Finance	Kimberly Northern
Fire	Jamie Summers
General Services	Jerry Hall
Historical Commission	Dustin Summers
Human Relations Commission	Davie Tucker
Human Resources	Monica Anderson
Information Technology Services (ITS)	Leslie Mayo
Internal Audit	Bill Walker
Justice Integration Systems	Nathalie Stiers
Juvenile Court	Jessica Robertson
Juvenile Court Clerk	Telisa Phelps
Legal	Courtney Mohan
Metropolitan Development & Housing Agency (MDHA)	Pat Thicklin
Metro Action Commission (MAC)	Stephanie Mabry
Metro Clerk	Austin Kyle
Metro Council Office	Roseanne Hayes
Metro Nashville Police Department (MNPD)	Seth Waltenbaugh
Metro Nashville Public Schools (MNPS)	Julie McCargar
Metro Office of Family Safety	LaToya Townsend
Metro Public Health	Jose Cruz
Metro Sports Authority	Melisa Hudson Wells
Metro Transit Authority (WeGo)	Felix Castrodad
Municipal Auditorium	Taneisha Alexander
Music City Center (MCC)	Heidi Runion
Nashville Farmer's Market	Tracey Ray
Nashville Public Library	Susan L. Drye & Sherry Adams
Office of Emergency Management	Jamie Summers
Parks & Recreation	Aaron Shelton
Planning Commission	Randi Semrick
Public Defender	Sherlaine Emmons
Public Works	Charles Boddie
Social Services	Yuri Hancock
State Trial Courts (STC)	Janet Hobson & Brian Leftwich
Water Services (WS)	Juanita Davis
Grants	Vaughn Wilson

## APPENDIX B

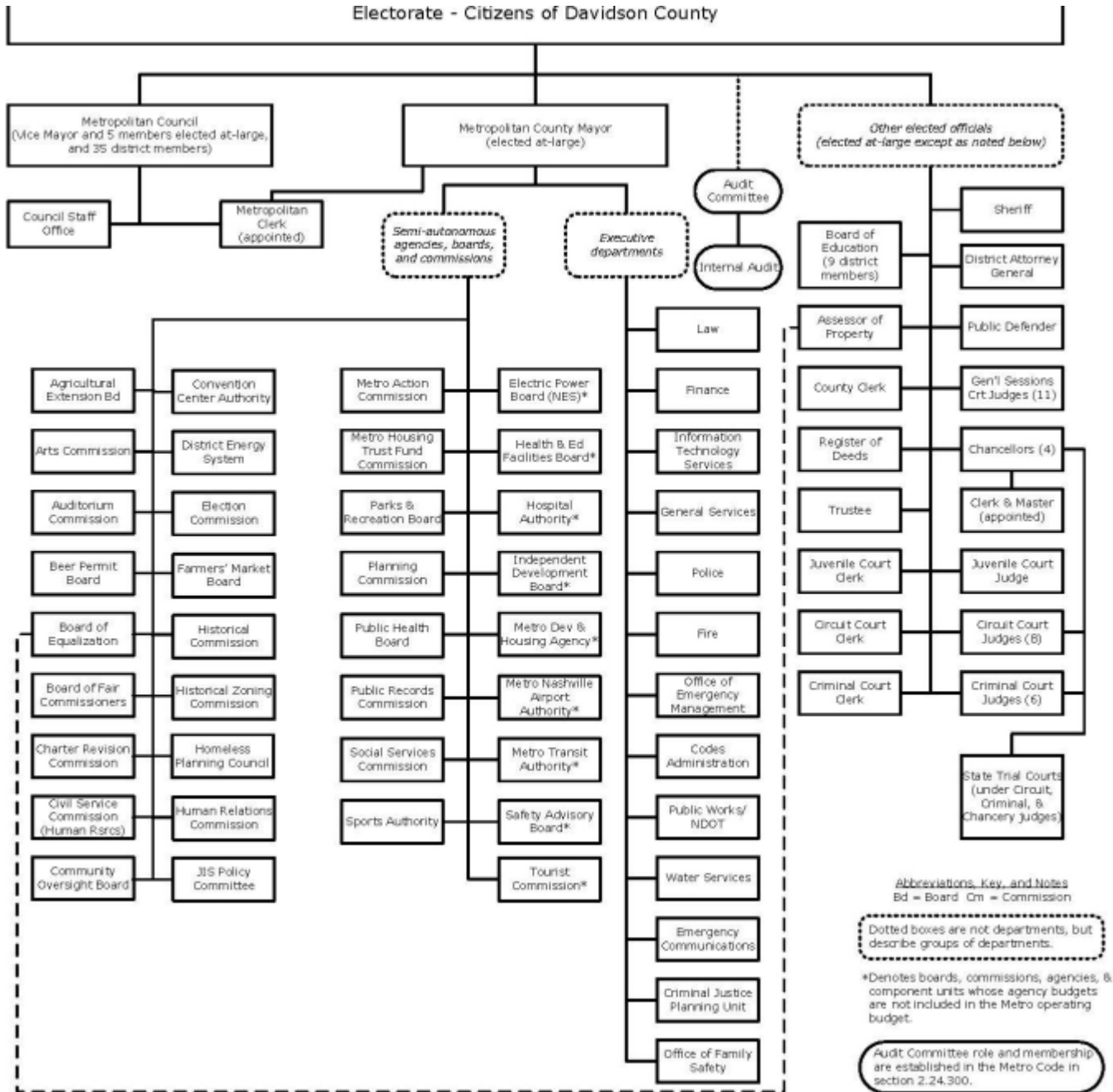
### Members of the Metro Council

#### Membership of the Metropolitan Council of Nashville and Davidson County 2019-2023 (MASTER PUBLIC LIST)

CouncilMembers@nashville.gov \*\* We kindly request this not be used for automated or spam purposes.

District	Member Name	Physical Address	Office Extension	Public Number	Email
Vice Mayor	Shulman, Jim	One Public Square, Suite 204	615-880-3357	615-584-1082	jim.shulman@nashville.gov
At-Large 1	Mendes, Bob	One Public Square, Suite 204	615-432-1341	615-756-3533	bob.mendes@nashville.gov
At-Large 2	Hurt, Sharon	One Public Square, Suite 204	615-432-1342	615-804-9852	sharon.hurt@nashville.gov
At-Large 3	Allen, Burkley	One Public Square, Suite 204	615-432-1343	615-383-6604	burkley.allen@nashville.gov
At-Large 4	Vacant				
At-Large 5	Suara, Zulfat	One Public Square, Suite 204	615-432-1345	615-585-2558	zulfat.suara@nashville.gov
1	Hall, Jonathan	One Public Square, Suite 204	615-432-1301	615-586-3046	jonathan.hall@nashville.gov
2	Toombs, Kyonzte	One Public Square, Suite 204	615-432-1302	615-601-5127	kyonzte.toombs@nashville.gov
3	Gamble, Jennifer	One Public Square, Suite 204	615-432-1303	615-860-2602	jennifer.gamble@nashville.gov
4	Swope, Robert	One Public Square, Suite 204	615-432-1304	615-308-0577	robert.swope@nashville.gov
5	Parker, Sean	One Public Square, Suite 204	615-432-1305	615-339-6946	sean.parker@nashville.gov
6	Withers, Brett	One Public Square, Suite 204	615-432-1306	615-427-5946	brett.withers@nashville.gov
7	Benedict, Emily	One Public Square, Suite 204	615-432-1307	n/a	emily.benedict@nashville.gov
8	VanReece, Nancy	One Public Square, Suite 204	615-432-1308	931-297-4148	nancy.vanreece@nashville.gov
9	Hancock, Tonya	One Public Square, Suite 204	615-432-1309	n/a	tonya.hancock@nashville.gov
10	Young, Zach	One Public Square, Suite 204	615-432-1310	615-390-6840	zachary.young@nashville.gov
11	Hagar, Larry	One Public Square, Suite 204	615-432-1311	615-972-4335	larry.hagar@nashville.gov
12	Evans, Erin	One Public Square, Suite 204	615-432-1312	n/a	erin.evans@nashville.gov
13	Bradford, Russ	One Public Square, Suite 204	615-432-1313	n/a	russ.bradford@nashville.gov
14	Rhoten, Kevin	One Public Square, Suite 204	615-432-1314	615-483-9535	kevin.rhoten@nashville.gov
15	Syracuse, Jeff	One Public Square, Suite 204	615-432-1315	n/a	jeff.syracuse@nashville.gov
16	Welsch, Ginny	One Public Square, Suite 204	615-432-1316	615-293-3365	ginny.welsch@nashville.gov
17	Sledge, Colby	One Public Square, Suite 204	615-432-1317	615-442-3727	colby.sledge@nashville.gov
18	Cash, Tom	One Public Square, Suite 204	615-432-1318	n/a	thomas.cash@nashville.gov
19	O'Connell, Freddie	One Public Square, Suite 204	615-432-1319	n/a	freddie.oconnell@nashville.gov
20	Roberts, Mary Carolyn	One Public Square, Suite 204	615-432-1320	615-977-9262	marycarolyn.roberts@nashville.gov
21	Taylor, Brandon	One Public Square, Suite 204	615-432-1321	615-946-9700	brandon.taylor@nashville.gov
22	Hausser, Gloria	One Public Square, Suite 204	615-432-1322	615-307-0823	gloria.hausser@nashville.gov
23	Druffel, Thom	One Public Square, Suite 204	615-432-1323	615-767-6458	thom.druffel@nashville.gov
24	Murphy, Kathleen	One Public Square, Suite 204	615-432-1324	615-422-7109	kathleen.murphy@nashville.gov
25	Pulley, Russ	One Public Square, Suite 204	615-432-1325	n/a	russ.pulley@nashville.gov
26	Johnston, Courtney	One Public Square, Suite 204	615-432-1326	n/a	courtney.johnston@nashville.gov
27	Nash, Bob	One Public Square, Suite 204	615-432-1327	n/a	bob.nash@nashville.gov
28	Vercher, Tanaka	One Public Square, Suite 204	615-432-1328	n/a	tanaka.vercher@nashville.gov
29	Porterfield, Delishia	One Public Square, Suite 204	615-432-1329	615-208-3068	delishia.porterfield@nashville.gov
30	Sepulveda, Sandra	One Public Square, Suite 204	615-432-1330	615-389-2795	sandra.sepulveda@nashville.gov
31	Rutherford, John	One Public Square, Suite 204	615-432-1331	615-829-6004	john.rutherford@nashville.gov
32	Styles, Joy	One Public Square, Suite 204	615-432-1332	615-717-4017	joy.styles@nashville.gov
33	Lee, Antoinette	One Public Square, Suite 204	615-432-1333	615-755-5482	antoinette.lee@nashville.gov
34	Henderson, Angie	One Public Square, Suite 204	615-432-1334	615-260-5530	angie.henderson@nashville.gov
35	Rosenberg, Dave	One Public Square, Suite 204	615-432-1335	615-208-7129	dave.rosenberg@nashville.gov

# APPENDIX C Metro Organizational Structure



# APPENDIX D

## Grant Title VI Report FY23

DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
ARTS COMMISSION				
	NATIONAL ENDOWMENT FOR THE ARTS	Major Cultural Institution 23	\$77,300.00	30-Jun-23
	NATIONAL ENDOWMENT FOR THE ARTS	R.E.A.L. Arts Project 21-22	\$50,000.00	30-Nov-22
DISTRICT ATTORNEY				
	U.S. DEPARTMENT OF JUSTICE	VOCA Hispanic, Child, and Family 20-23	\$756,612.00	30-Jun-23
FINANCE DEPARTMENT				
	U.S. DEPARTMENT OF HOMELAND SECURITY	Flood Public Assistance 10- 25	\$83,338,847.60	29-Apr-25
	U.S. DEPARTMENT OF HOMELAND SECURITY	FEMA-4476-DR-TN (3-3-2020) 20-24	\$15,407,966.47	02-Mar-24
	U.S. DEPARTMENT OF HOMELAND SECURITY	Public Assistance Grant FEMA-4601-DR-TN 21-25	\$2,285,086.12	24-Mar-25
	U.S. DEPARTMENT OF HOMELAND SECURITY	FEMA-4514-DR-TN 20-24 - Amend 1	\$18,700,238.44	19-Jan-24
	U.S. DEPARTMENT OF HOMELAND SECURITY	FEMA-4550-DR-TN (May 3-4, 2020) 20-24	\$1,140,024.96	02-May-24
	U.S. DEPARTMENT OF TREASURY	American Rescue Plan Funding 21-24	\$259,810,600.00	31-Dec-24
FIRE DEPARTMENT				
	U.S. DEPARTMENT OF HOMELAND SECURITY	Assistance to Firefighters Grant 22 - 24	\$390,528.18	30-Apr-24
GENERAL SESSIONS CT.				
	U.S. DEPARTMENT OF JUSTICE	Re-Entry VOCA Cherished H.E.A.R.T.S. 21-23	\$250,000.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	General Sessions DUI Court 21-25	\$352,425.00	30-Sep-25
HEALTH DEPARTMENT				
	CENTER FOR DISEASE CONTROL (CDC)	Hi-Impact Area Substance Misuse Epidemic Response 21-22	\$736,900.00	31-Aug-22
	CENTER FOR DISEASE CONTROL (CDC)	CDC Public Health Associate - Health In All Policies 22-24	\$0.00	18-Oct-24
	CENTER FOR DISEASE CONTROL (CDC)	CDC Public Health Associate - Strategic Planning 21-22	\$0.00	13-Oct-23
	CENTER FOR DISEASE CONTROL (CDC)	Community Health Workers for Public Health Response and Resilient 21-22 Amend 1	\$2,000,000.00	30-Aug-23
	CENTER FOR DISEASE CONTROL (CDC)	Hi Impact Area Substance Misuse Epidemic Response 22-23 - Amend 1	(\$259,400.00)	31-Aug-23
	CENTER FOR DISEASE CONTROL (CDC)	CDC Public Health Associate - Strategic Planning 21-23	\$0.00	13-Oct-23

DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
	CENTER FOR DISEASE CONTROL (CDC)	NACCHO Implementing Overdose Prevention Strategies At The Local Level 22-22	\$497,631.12	31-Jul-23
	CENTER FOR DISEASE CONTROL (CDC)	Nashville Health Accelerator Plan 21-22	\$125,000.00	29-Mar-23
	CENTER FOR DISEASE CONTROL (CDC)	COVID Disparities 21-24 Amend 2	\$0.00	31-May-24
	CENTER FOR DISEASE CONTROL AND PREVENTION	Strengthening US Public Health Infrastructure, Workforce and Data Systems 22-28 - Amend 1	\$8,578,283.00	30-Nov-27
	CENTER FOR DISEASE CONTROL AND PREVENTION	Medical Examiner Cooler Expansion Project 22-23	\$450,000.00	30-Jun-24
	ENVIRONMENTAL PROTECTION AGENCY	Air Pollution 105 19-21 Amend 8	\$1,764,342.00	30-Sep-23
	ENVIRONMENTAL PROTECTION AGENCY	Air Pollution Equipment 22-24	\$51,000.00	31-Jul-24
	HEALTH RESOURCES & SERVICES ADMINISTRATION	HRSA Healthy Start 24	\$1,144,121.00	31-Mar-24
	HEALTH RESOURCES & SERVICES ADMINISTRATION	Ryan White Part A HIV Emergency Relief 23-24 Amend 2	\$4,666,192.00	28-Feb-24
	U.S. DEPARTMENT OF AGRICULTURE	Women, Infant and Children (WIC) 21-24	\$14,740,200.00	30-Sep-24
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV Emergency Relief 22-23	\$5,704,743.00	28-Feb-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	TN Breast And Cervical Screening Program 22-23	\$268,400.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Health Access And Navigation In Tennessee (C.H.A.N.T) 22	\$3,970,700.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Immunization 21-26	\$6,473,474.00	30-Jun-26
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Public Health Emergency Preparedness and Crisis Response 20-21	\$31,288,700.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Family Planning 23-27	\$5,325,500.00	30-Jun-27
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV Core Medical & Early Intervention Services 22-23	\$46,400.00	31-Mar-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tuberculosis Control Prevention Outreach Services 23	\$1,613,507.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Chronic Disease Prevention 19-23	\$242,400.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV STI Prevention Services 22-23	\$1,616,950.00	31-Dec-22
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Health Promotion Services 21-22	\$400,000.00	30-Jun-24
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Breast and Cervical Cancer Screening 20-23	\$352,500.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Public Health Emergency Preparedness 17-22 (Formerly Bioterrorism)	\$4,012,875.00	30-Jun-27
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tobacco Use Prevention & Control Services 20-23	\$308,500.00	31-Mar-25
	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	HIV STI Prevention Services 23	\$320,427.00	31-May-23
	U.S. DEPARTMENT OF JUSTICE OJP	Comprehensive Opioid Abuse 20-23	\$1,040,371.00	30-Sep-23
	U.S. ENVIRONMENTAL PROTECTION AGENCY	Air Pollution 103 20-22 - Amend 4	\$520,000.00	31-Mar-24
HISTORICAL COMMISSION				
	U.S. DEPARTMENT OF HOUSING & URBAN DEV	FY2022 EDI Community Project Funding Grant: B-22-CP-TN-0854 22-30	\$796,812.00	31-Aug-30

DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
------	---------	-------	-------	-----------------

	U.S. DEPARTMENT OF INTERIOR	National Park Service Civil Rights History 21-23	\$50,000.00	30-Sep-23
	U.S. DEPARTMENT OF INTERIOR	Nashville Mid-20th Century African American Districts Historical Documentation 23-25	\$57,963.00	31-Mar-25
	U.S. DEPARTMENT OF INTERIOR	Davidson County Cemetery Preservation Plan (Phase 1) 21-22	\$37,042.00	30-Sep-22
	U.S. DEPARTMENT OF INTERIOR	Davidson County Cemetery Preservation Plan (Phase 2) 22-23	\$38,895.00	30-Sep-23
JUVENILE COURT				
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Child Support Enforcement Title IV-D 23 Amend 1	\$2,029,468.04	30-Jun-25
	U.S. DEPARTMENT OF JUSTICE	Wrapping Around Families for Success 23	\$500,000.00	30-Jun-23
METRO ACTION				
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Child and Adult Care Food Program & NAZA HS 21-22	\$1,372,734.00	30-Sep-22
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Head Start Early Head Start 20-25	\$15,135,455.00	30-Jun-25
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) 20-22	\$1,399,627.82	30-Sep-22
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) 21-23	\$1,345,171.54	30-Sep-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	CARES Act Community Service Block Grant (CSBG) 20-22	\$1,929,109.05	29-Dec-22
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	CARES Act Rapid-Cycle Impact Project 21-22 Amend 1	\$250,000.00	30-Jun-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Low Income Home Energy Assistance Program (LIHEAP) 22-23	\$6,761,510.00	31-Aug-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) 22-24	\$1,321,684.70	30-Sep-24
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Low Income Home Energy Assistance Program (LIHEAP) 21	\$7,011,439.00	30-Sep-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Head Start Early Head Start COVID19 21-23	\$2,044,046.00	31-Mar-23
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Low Income Home Water Assistance Program (LIHWAP) 22-23	\$2,475,385.00	30-Sep-23
	U.S. DEPARTMENT OF LABOR	WIOA (Workforce Innovation & Opportunity Act) 21-22	\$1,333,333.00	30-Jun-23
	U.S. DEPT. OF THE TREASURY	THDA COVID-19 Rent Relief Program 22-24	\$369,000.00	30-Jun-24
	U.S. DEPT. OF THE TREASURY	Emergency Rental Assistance Program Reallocated Funds 22-22	\$30,636,925.12	30-Sep-22
	U.S. DEPT. OF THE TREASURY	Emergency Rental Assistance Program Part 2 21-25 Additional Funding	\$13,827,236.76	30-Sep-25
	U.S. DEPT. OF THE TREASURY	Emergency Rental Assistance Program (Part 2) 21-25	\$9,218,157.84	30-Sep-25
	U.S. DEPT. OF THE TREASURY	Emergency Rental Assistance Program (Part 1) THDA 21-22	\$24,764,550.18	31-Aug-22

DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
MUNICIPAL AUD.				
	U.S. SMALL BUSINESS ADMINISTRATION	Shuttered Venue Operating 21-23	\$2,285,427.47	05-Feb-23
NDOT				
	NATIONAL ENDOWMENT FOR THE ARTS	Our Town 21-23	\$75,000.00	30-Jun-23
	'NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION	Tennessee Highway Safety Office Bike and Pedestrian Safety 22-23	\$60,000.00	30-Sep-23
	U.S. DEPARTMENT OF TRANSPORTATION	Congestion Mitigation Air Quality TDM (Phase 2) 23-25	\$1,415,595.00	01-Jul-27
	U.S. DEPARTMENT OF TRANSPORTATION	Congestion Mitigation and Air Quality Improvement Program TMC Operations 22-27	\$3,655,000.00	01-Jul-27
	U.S. DEPARTMENT OF TRANSPORTATION	Federal COVID Relief Funds for Transportation Improvements (CRRSAA) 21-24	\$840,980.00	30-Sep-24
OFFICE OF EMERG. MGMT.				
	U.S. DEPARTMENT OF HOMELAND SECURITY	2020 Homeland Security 20-23	\$298,042.00	30-Apr-23
	U.S. DEPARTMENT OF HOMELAND SECURITY	Emergency Management Performance Grant (EMPG) 20-22	\$189,525.79	30-Sep-22
	U.S. DEPARTMENT OF HOMELAND SECURITY	PUBLIC ASSISTANCE GRANT FEMA-4637-DR-TN 21-25	\$775,415.64	09-Dec-25
	U.S. DEPARTMENT OF HOMELAND SECURITY	2022 Homeland Security 22-25	\$352,431.00	30-Apr-25
	U.S. DEPARTMENT OF HOMELAND SECURITY	2021 Homeland Security 21-24	\$297,838.00	30-Apr-24
	U.S. DEPARTMENT OF HOMELAND SECURITY	Port Security Program 21-24	\$337,500.00	31-Aug-24
	U.S. DEPARTMENT OF HOMELAND SECURITY	Emergency Management Performance Grant (EMPG) 21-23	\$208,478.37	30-Sep-23
	U.S. DEPARTMENT OF JUSTICE	2020 Christmas Bombing Reimbursement 15POVC-22-GG-00329-AERX 20-23	\$44,341.00	25-Mar-23
	U.S. DEPARTMENT OF TRANSPORTATION	Hazardous Materials Emergency Preparedness 20-22	\$325,760.00	30-Sep-22
	U.S. DEPARTMENT OF TRANSPORTATION	Hazardous Materials Emergency Preparedness 22-25	\$98,660.00	31-Aug-25
OFFICE OF FAMILY SAFETY				
	U.S. DEPARTMENT OF JUSTICE	VOCA Family Justice Center 20-23	\$1,899,000.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	STOP, Fatality Review Technical Assistance 20-23	\$300,000.00	30-Jun-23
POLICE DEPARTMENT				
	Office of National Drug Control Policy	2023 High Intensity Drug Trafficking Area (HIDTA) 23-23	\$19,000.00	31-Dec-23
	U.S. DEPARTMENT OF JUSTICE	2021 VOCA Victim Service Coordinator 20-22	\$1,605,141.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	2023 PSN Middle Grant 23-24	\$167,335.00	30-Jun-24



DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
	U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 21-24	\$530,779.00	30-Sep-24
	U.S. DEPARTMENT OF JUSTICE	2021 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program 21-23	\$250,000.00	30-Sep-23
	U.S. DEPARTMENT OF JUSTICE	Bullet Proof Vest 20-21	\$17,921.54	30-Aug-22
	U.S. DEPARTMENT OF JUSTICE	DNA Capacity Enhancement for Backlog Reduction (CEBR) Program 20-22	\$230,869.00	30-Sep-22
	U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 20-23	\$449,935.00	30-Sep-23
	U.S. DEPARTMENT OF JUSTICE	2021 PSN Middle Grant 21-22	\$151,451.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 19-22	\$481,585.00	30-Sep-22
	U.S. DEPARTMENT OF JUSTICE	2021 P Coverdell Forensic Science Improvement 21-23	\$250,000.00	30-Sep-23
	U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant (JAG) 22-25	\$546,989.00	30-Sep-25
	U.S. DEPARTMENT OF JUSTICE	2020 VOCA Law Enforcement Victim Coordinator 19-22	\$320,000.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	2021 PSN Middle Grant 22-23	\$39,925.00	30-Sep-23
	U.S. DEPARTMENT OF JUSTICE	2022 PSN Middle Grant 22-24	\$152,442.00	30-Jun-24
	U.S. DEPARTMENT OF TRANSPORTATION	2022 TN Highway Saturation Office DUI 21-22	\$500,000.00	30-Sep-22
	U.S. DEPARTMENT OF TRANSPORTATION	2023 Tennessee Highway Safety Office Bicycle and Pedestrian 22-23	\$35,000.00	30-Sep-23
	U.S. DEPARTMENT OF TRANSPORTATION	2023 Tennessee Highway Safety Office DUI 22-23	\$577,635.98	30-Sep-23
PUBLIC LIBRARY				
	INSTITUTE OF MUSEUM AND LIBRARY SERVICES	Library Services 22-23 Amend 1	\$781,329.00	30-Jun-23
	U.S. SMALL BUSINESS ADMINISTRATION	Strategic Alliance Memorandum 22-24	\$0.00	30-Jun-24
PUBLIC WORKS				
	U.S. DEPARTMENT OF TRANSPORTATION	Advanced Transportation and Congestion Management Technologies Deployment Program 21-24	\$1,500,000.00	30-Sep-24
SHERIFF				
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	ELC Detection and Mitigation of COVID in Confinement Facilities 21-23	\$750,000.00	30-Jun-23
	U.S. DEPARTMENT OF JUSTICE	Addressing SUD Strengthening Families and Community 21-24	\$1,126,988.00	30-Sep-24
SOCIAL SERVICES				
	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	GNRC Nutrition and Transportation Services 23	\$897,335.00	30-Jun-23
	U.S. DEPARTMENT OF HOUSING & URBAN DEV	MDHA CDBG 23-24	\$185,000.00	31-Mar-24
	U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD CBDG Five Year Plan 22-23	\$232,545.00	30-Jun-23

DEPT	GRANTOR	TITLE	AWARD	GRANT PERIOD TO
	U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD Homeless Management Information Systems (HMIS) 19-21	\$150,000.00	30-Jun-23
	U.S. DEPARTMENT OF HOUSING & URBAN DEV.	Continuum Of Care Program Grant Agreement (TN0269L4J042105) 22-23	\$128,000.00	30-Sep-23
	U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD Continuum of Care Program Grant Agreement (TN0060LJ042114) 22-23	\$141,508.00	31-Oct-23
	U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD HMIS Technical Assistance Development (PNTN0060L4J042013) 21-22	\$141,508.00	31-Oct-22
STATE TRIAL COURTS				
	U.S. DEPARTMENT OF TRANSPORTATION	TN Highway Safety Office 21-22	\$60,000.00	30-Sep-22
	U.S. DEPT. OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES	Residential Drug Court Treatment 23 Amend 1	\$625,000.00	30-Jun-23
WATER & SEWER				
	ENVIRONMENTAL PROTECTION AGENCY	Metro Nashville Police Department Impound Lot Stormwater Retrofit 23-25	\$500,000.00	30-Sep-25
	U.S. DEPARTMENT OF HOMELAND SECURITY	MWS SW Whites Creek Mill Creek (7) Acquisition Demolition 21-23 Amend 1	\$1,544,747.41	11-Apr-23
	U.S. DEPARTMENT OF HOMELAND SECURITY	MWS SW Acquisition Demolition Of Four (4) Properties 21-23	\$913,855.50	01-Apr-23
	U.S. DEPARTMENT OF THE TREASURY	DWR-ARP Non Collaborative State Water Infrastructure Grants (SWIG) 21-26	\$63,418,244.83	30-Sep-26

**APPENDIX E**  
**Fiscal Year 2023 Disadvantaged Business Report**  
**FY23 (July 1, 2022 - June 30, 2023)\***

	Disadvantaged Business														Totals		
	Ethnic Minority Male Only						Woman Owned							OS&E**	Total Disadvantaged Business	Non-Ethnic Male	Total of All Business
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority	Total Minority Owned	African American	Hispanic	Asian	Native American	Non-Specific Female Minority	Non-Ethnic Female	Total Woman Owned				
Agricultural Extension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arts Commission	69,099	5,700	0	0	0	241,489	31,690	135,000	0	0	0	50,576	50,576	0	292,065	0	292,065
Assessor of Property	42,000	0	0	0	0	45,628	0	0	3,628	0	0	15,249	15,249	0	60,877	0	60,877
Beer Permit Board	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Circuit Court Clerk	0	0	0	0	0	0	0	0	0	0	0	5,117	5,117	0	5,117	0	5,117
Clerk and Master - Chancery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Codes Administration	0	0	0	0	0	0	0	0	0	0	0	21,962	21,962	0	21,962	0	21,962
Community Oversight Board	0	0	0	0	0	4,500	4,500	0	0	0	0	0	0	0	4,500	0	4,500
Convention Center Authority	703,299	0	0	0	0	799,445	96,146	0	0	0	0	2,248,232	2,248,232	0	3,047,677	0	3,047,677
County Clerk	1,750	0	0	0	0	1,750	0	0	0	0	0	22,981	22,981	0	24,731	0	24,731
Criminal Court Clerk	0	0	0	0	0	0	0	0	0	0	0	13,093	13,093	0	13,093	0	13,093

	Disadvantaged Business														Totals		
	Ethnic Minority Male Only						Woman Owned						OS&E**	Total Disadvantaged Business	Non-Ethnic Male	Total of All Business	
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority	Total Minority Owned	African American	Hispanic	Asian	Native American	Non-Specific Female Minority	Non-Ethnic Female					Total Woman Owned
Criminal Justice Planning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service	120,000	0	0	0	0	120,000	0	0	0	0	0	0	0	0	120,000	0	120,000
District Attorney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District Energy System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Election Commission	0	0	0	0	0	1,376	0	0	1,376	0	0	1,709	1,709	0	3,085	0	3,085
Emergency Communications	0	0	0	0	0	6,900	6,900	0	0	0	0	2,166,516	2,166,516	0	2,173,416	0	2,173,416
Employee Benefit Board	0	0	0	0	0	0	0	0	0	0	0	161,274	161,274	0	161,274	0	161,274
Fair Commissioners Board	68,995	0	11,191	0	0	80,186	0	0	0	0	0	904,905	904,905	0	985,091	0	985,091
Farmer's Market	944,426	0	0	0	0	1,030,645	8,088	78,131	0	0	0	40,230	40,230	0	1,070,875	0	1,070,875
Finance	892,335	0	0	0	0	907,576	15,241	0	0	0	0	42,278	42,278	0	949,854	0	949,854
Fire	23,681	0	0	0	0	129,520	98,262	0	7,577	0	0	1,773,669	1,773,669	0	1,903,189	0	1,903,189
General Hospital	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Services	15,891,284	0	24,224	0	0	19,916,721	868,747	3,132,466	0	0	0	15,481,200	15,481,200	0	35,397,921	0	35,397,921

	Disadvantaged Business														Totals		
	Ethnic Minority Male Only						Woman Owned							OS&E**	Total Disadvantaged Business	Non-Ethnic Male	Total of All Business
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority	Total Minority Owned	African American	Hispanic	Asian	Native American	Non-Specific Female Minority	Non-Ethnic Female	Total Woman Owned				
General Sessions Court	600	0	0	0	0	600	0	0	0	0	0	5,981	5,981	0	6,581	0	6,581
Health	1,808,017	510	0	0	0	1,932,277	79,392	17,886	26,472	0	0	5,872,696	5,872,696	0	7,804,973	0	7,804,973
Historical Commission	3,700	0	0	0	0	3,700	0	0	0	0	0	99,987	99,987	0	103,687	0	103,687
Human Relations Commission	0	5,493	0	0	0	7,293	550	0	1,250	0	0	0	0	0	7,293	0	7,293
Human Resources	0	0	0	0	0	0	0	0	0	0	0	4,655	4,655	0	4,655	0	4,655
Industrial Development Board	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology Services	0	0	202,092	0	0	874,893	0	0	672,801	0	0	1,024,638	1,024,638	0	1,899,531	0	1,899,531
Internal Audit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Justice Integration Systems	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Court	74,323	0	0	0	0	104,542	2,640	27,579	0	0	0	2,104,884	2,104,884	0	2,209,426	0	2,209,426
Juvenile Court Clerk	0	0	0	0	0	0	0	0	0	0	0	2,583	2,583	0	2,583	0	2,583
Law	0	0	0	0	0	2,591,465	0	2,591,465	0	0	0	95	95	0	2,591,560	0	2,591,560
Mayor's Office	43,520	0	0	0	0	199,693	155,100	1,073	0	0	0	0	0	0	199,693	0	199,693

	Disadvantaged Business														Totals		
	Ethnic Minority Male Only						Woman Owned							OS&E**	Total Disadvantaged Business	Non-Ethnic Male	Total of All Business
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority	Total Minority Owned	African American	Hispanic	Asian	Native American	Non-Specific Female Minority	Non-Ethnic Female	Total Woman Owned				
Metro Action Commission	477,379	0	0	0	0	1,060,079	542,253	38,731	1,716	0	0	2,331,988	2,331,988	0	3,392,067	0	3,392,067
Metropolitan Clerk	0	0	0	0	0	0	0	0	0	0	0	1,504	1,504	0	1,504	0	1,504
Metropolitan Council	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal Auditorium	191,421	0	0	0	0	3,578,479	0	3,387,058	0	0	0	1,281,349	1,281,349	0	4,859,828	0	4,859,828
Office of Emergency Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office of Family Safety	0	0	539	0	0	814	275	0	0	0	0	666	666	0	1,480	0	1,480
Office of Homeless Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parks and Recreation	1,567,744	18,619	0	0	0	3,782,770	1,312,551	882,061	1,795	0	0	14,198,534	14,198,534	0	17,981,304	0	17,981,304
Planning Commission	0	0	0	0	0	9,630	0	0	9,630	0	0	2,774	2,774	0	12,404	0	12,404
Police	4,076,194	681	0	0	0	4,231,613	140,368	3,804	10,566	0	0	17,246,219	17,246,219	0	21,477,832	0	21,477,832
Public Defender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Library	528,260	300	0	0	0	2,195,366	574,953	1,091,853	0	0	0	1,089,179	1,089,179	0	3,284,545	0	3,284,545
Register of Deeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Disadvantaged Business														Totals		
	Ethnic Minority Male Only						Woman Owned							OS&E**	Total Disadvantaged Business	Non-Ethnic Male	Total of All Business
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority	Total Minority Owned	African American	Hispanic	Asian	Native American	Non-Specific Female Minority	Non-Ethnic Female	Total Woman Owned				
Sheriff	555,422	0	4	0	0	555,426	0	0	0	0	0	2,459,952	2,459,952	0	3,015,378	0	3,015,378
Social Services	85,960	0	0	0	0	94,710	8,750	0	0	0	0	8,676	8,676	0	103,386	0	103,386
Sports Authority	0	0	0	0	0	0	0	0	0	0	0	279,899	279,899	0	279,899	0	279,899
State Trial Courts	0	0	0	0	0	0	0	0	0	0	0	2,885	2,885	0	2,885	0	2,885
Transportation (NDOT)	277,779	104,847	541,049	0	0	4,538,313	0	287,451	0	3,327,187	0	6,525,850	6,525,850	0	11,064,163	0	11,064,163
Trustee	43,070	0	0	0	0	43,070	0	0	0	0	0	220,692	220,692	0	263,762	0	263,762
Water Services	11,219,726	8,475	0	0	0	11,993,718	622,904	142,613	0	0	0	23,429,847	23,429,847	0	35,423,565	0	35,423,565
<b>Totals</b>	39,709,984	144,625	779,099	0	0	61,084,187	4,569,310	11,817,171	736,811	3,327,187	0	101,144,524	101,144,524	0	162,228,711	0	162,228,711

\* Report ran on 06/30/2022 as requested.

\*\*OS&E (Other Socially and Economically disadvantaged Business) includes disabled and veteran owned businesses.