



Metropolitan Government
of Nashville and Davidson County

Title VI

Compliance Implementation Report

2020

Department of Human Resources

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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 on the basis of 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, John 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 enhanced collaboration 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 Mayor's Chief Operating Officer who coordinates Metro departments and agencies, and the Chief of Staff, who coordinates the Mayor's staff and policy. 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. Metro's Chief Strategy Officer and Chief Diversity, Equity, and Inclusion Officer are also part of the executive team as are security and administrative support staff.

Office of Communications

The Office of Communications is focused on informing the public of the Mayor's vision for the city and all the work that is being done to implement that vision. This is done through engagement with journalists in the media, helping to answer questions and proactively provide information for the public benefit, as well as direct communication with the public through emails and newsletters, videos, letters, flyers, and social media. The Office also assists the Mayor in preparing his remarks for events throughout the community, while coordinating the production of photos and videos from these events.

Office of Economic and Community Development (ECD)

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 that all Nashvillians have the opportunity to participate in the city's success. 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 relocations of global businesses.

Office of Housing

The Mayor's Office of Housing assists the Mayor in the building, funding, and preservation of affordable housing options, while supporting efforts to prevent displacement and create mixed-income communities in Metro Nashville. The Office seeks to increase housing affordability countywide using data-driven policy and innovative development tools including the Barnes Fund for Affordable Housing, Housing Incentives Pilot Program, general obligation bonds, tax abatement, nonprofit capacity building, the creation of a community land trust, and the donation and development of Metro-owned properties. The Office of Housing also facilitates partnerships and implements policies that provide housing options for persons experiencing homelessness to those looking to stabilize their families with affordable homeownership opportunities.

Office of Neighborhoods and Community Engagement (ONCE)

The Mayor's Office of Neighborhoods & Community Engagement (ONCE) 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 ONCE 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 and Community Engagement, 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.

Office of Resilience (OR)

The Mayor's Office of Resilience leads citywide efforts to help Nashville prepare for, withstand, and bounce back from 'shocks' – catastrophic events like floods, tornadoes, and fires – and 'stresses' – slow-moving issues like transportation network quality, 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 Transportation and Sustainability

The Mayor's Office of Transportation & Sustainability is responsible for assisting the Mayor in providing the infrastructure that is foundational to the city's economic development while also addressing the impact of rapid growth, preserving our region's natural resources, and improving residents' quality of life. The office provides leadership, accountability, and stakeholder engagement around Nashville's push to create an efficient, equitable transportation network, as well as efforts to incorporate sustainability throughout all operations of Metro Government and the city at-large. The office also works closely with citizens, the business community, and Metro departments – including Public Works, Planning, Parks, Water Services, General Services, Codes, and WeGo– to update and implement Nashville's policies and plans around transportation and sustainability.

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 typically are held in the Historic Courthouse at One Public Square, Suite 204.

Meetings on the first Tuesday of odd-numbered months 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 2011-2015 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 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 provides the informational support work needed to complete those calls.

The mission of the 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 in the areas of hiring, training, compensation, benefits, and compliance with all local, state and Federal laws, rules and regulations for active and retired Metropolitan Government employees. Our goal is to provide opportunities that promote the professional development of employees in a diverse municipal workforce.

The mission of the Human Resources Department is to provide human resources business and benefits products to employees and agencies so they can provide quality government services and to retirees so they can receive the benefits to which they are entitled. 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

Public Works

The mission of the Department of Public Works is to deliver a wide range of services that help define the quality of life for Nashville and Davidson County's residents, businesses and visitors by ensuring a safe and convenient complete streets transportation infrastructure; protecting the environment; and creating cleaner, beautiful, and more livable neighborhoods.

Soil and Water Conservation

The Davidson County Soil Conservation District Board is responsible for providing technical assistance on natural resource concerns to individuals and agencies of the government, and for offering educational activities in the area of soil and water conservation for schools. The district cooperates with other governmental agencies in activities relating to soil and water conservation. The district assists land users with the development and revision of soil and water conservation plans to meet the provisions of the 1995 Farm Bill and the 1990 Food Agricultural Conservation and Trade Act. The farm bill requires individuals receiving United States Department of Agriculture (USDA) benefits to follow an approved conservation plan on their farmland.

The mission of the Soil and Water Conservation Department is to study, plan, and provide technical and educational assistance on soil, water and environment related problems to individuals, groups, and units of government in Davidson County.

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 ("MNP") 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 MNP, 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.

Nashville Career Advancement Center

The mission of the Nashville Career Advancement Center (NCAC) is to provide job readiness, career resource and employment connection products to individuals, employers and organizations so they can make a broader contribution to the economic well-being of the community.

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.

METROPOLITAN NASHVILLE ARTS COMMISSION

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Arts Commission Year: 2020

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

Form Completion Date: 6/20/2019

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?

Video 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?

Video Training

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

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? 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	

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?

Although we do not distribute Federal dollars, we do distribute State dollars to subgrantees. These recipients are monitored for Title VI compliance.

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 are working on a plan and have access to interpreter services.

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
Alejandro Acierto	Hispanic or Latino
Omari Booker	Black or African American
Paul Collins	White
Donna Gilliam	Black or African American
David Jon Walker	Black or African American
Sarah Bounse	Asian

Alandis Brassel	Black or African American
Aaron Doenges	White
Ellen Gilbert	White
Megan Kelley	Two or More Races
Jonathan Marx	White
Teree McCormick	Black or African American
Jon Royal	Black or African American

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. We recruit using references from community members, council members and commission members. Community members can also register to be on a waiting list for committees and community panels.

METROPOLITAN BEER PERMIT BOARD

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Beer Board Year: 2020

Title VI Coordinator: Benton McDonough Form Completed By: Benton McDonough

Form Completion Date: 6/5/2020

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?

I thought it was required as part of your initial job training orientation. If not, I would like to start utilizing such 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?

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:

I believe it is posted in the hallway beside our office.

[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	

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?

This is something we will begin reviewing immediately. We provide other forms and documents in other languages; therefore, we will start reviewing our options in Title VI reporting as well.

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

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 white males, one white female, one African American male, one African American female, and one female Latino. Our chairman is a white male and our vice chair is an African American female.

I would like to attend Title VI training.

METRO CODES

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Codes & Building Safety Year: 2020
Title VI Coordinator: Roy L. Jones Form Completed By: Roy L. Jones
Form Completion Date: 5/5/2020

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 periodically in the department

We Do Not

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 except through the regular budget process, if any

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

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

N/A

Community Education

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Community Education Commission Year: FY20

Title VI Coordinator: Mary Beth Harding Form Completed By: Mary Beth Harding

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?](#)

yes

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	

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 begin to translate and provide policy in various languages by January 1, 2021.

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

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

CONVENTION CENTER AUTHORITY

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Music City Center Year: 2020

Title VI Coordinator: Erin Hampton Form Completed By: Erin Hampton

Form Completion Date: 6/18/2020

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?

The Music City Center does not receive Federal Funding.

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

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.

CONVENTION CENTER AUTHORITY (CONT.)

a) Authority

Details about the Title VI Coordinator responsibility and where it lies organizationally as well as the name and contact information of the coordinator.

Erin Hampton, Vice President of Human Resources
Convention Center Authority
erin.hampton@nashvillemcc.com

b) Organizational Environment

Please include your department's mission statement and strategic goals from your results matters plan (if they have been developed). Also please send an organizational chart that highlights the Title VI coordinators position. Workforce demographic information for your department is already attached below.

Convention Center Authority Mission Statement:

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.

Convention Center Authority Organizational Chart (see attached)

c) Federal Funding in the Convention Center Authority –Detail as to how the department uses Federal Financial Assistance to achieve departmental goals and initiatives as well as a listing of all of the department's grants, their value, and a description.

N/A. This department does not receive federal funds.

d) Contracted Program Overview

Detail as to how the department uses Contracts it enters into with other parties to achieve departmental goals and initiatives as well as a listing of all the department's contracts, the contractor, and a description:(See below)

Contractor	Service/Description
Johnson Control	Access Control
Bonded Filter	Air Filters
First Horizon Bank	ATM
Loomis	Armored Transportation
Pierremont Media Group	Audio Visual Maintenance
KPMG	Auditing Services
LMG	AV
Batteries Plus	Batteries
UPS Store	Business Center
ATT Uverse	Cable TV
Premium Floor Care	Carpet Cleaning
Johnson Control	Closed Circuit TV

ISS	Command Center Software
Cushion Employment	Compensation & Benefit Analysis
The Compost Company	Composting Services
Zoom Video	Conference Call Software
Thomas Constructors	Construction Management
AT&T	DAS
Nashville Machine	Elevators & Escalators
MedStar	Emergency Medical
Elite Show Services	Event Security
Greathouse	Exterior Landscaping
Johnson Control	Fire Alarm Panel
Centerplate	Food & Beverage
Crosspoint	Generators PM
Greenrise Technologies	Green Roof
Industrial Staffing	Housekeeping
Green Resources	Interior Landscaping
Green Resources	Interior Landscaping - Holiday
ATT Comcast	Internet Services
American Paper & Twine	Janitorial Supplies
LMG	LED Display Boards
LMG	LED Screen Maintenance
Bone McAllester Norton	Legal Services
Alsco	Linens
CMMS Data Group	MVP Plant
MyOffice Products	Office Supplies
Crawford Doors	Operable Partition
Project Management Services	Owners Rep
Sherwin Williams	Paint Supplies
American Paper & Twine	Paper - Copy & Printer
Amano McGann	Parking Equipment
Middle TN Exterminating	Pest Control
Presidio	Phone Systems
CCBCC MCC	Pouring Rights
Hydro Pro	Power Clean
RJ Young	Printing Services
Commonwealth	Project Management Services
Blink Marketing	Promo Items & Amenities
Republic Services	Refuse Disposal
Convention Production Rigging	Rigging
Baker Roofing	Roofing
Presidio	Software Maintenance
Presidio	Solar Panels Maintenance
Industrial Staffing	Temporary Labor
American Paper & Twine	Toilet Tissue, Paper Towels & Dispensers
Cintas	Uniform
Mission Critical	UPS System


Town Park	Valet Parking
Select Vending	Vending
Net Tango	Website Development

e) Minority Participation on the Board/Commission: (See Below)

CCA Members	White Males	African American Males	Other Males
<u>Males</u>			
Marty Dickens	x		
Randy Rayburn	x		
Robert Davidson	x		
Barrett Hobbs	x		
David McMurry		x	
	4	1	
CCA Members	White Females	African American Females	Other Females
<u>Females</u>			
Irwin E. Fisher	x		
Vonda McDaniel		x	
Seema Prasad			x
Leigh Walton	x		
	2	1	1

f) Number of Complaints Received Last Year: None

Please include your department's non-discrimination statement (see below):

 *The Convention Center Authority does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices because of non-merit factors shall be prohibited. Requests for ADA accommodation should be directed to the ADA Coordinator @ 401-1400.*

CRIMINAL COURT CLERK

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Criminal Court Clerk Year: FY2019-2020

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

Form Completion Date: 5/22/2019

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 information is documented in the employee handbook. New employees must read the handbook and sign an acknowledgment.

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?

The department coordinator attended Title VI training offered in 2019. No training has been offered in 2020, likely due to COVID-19.

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. We are currently working on a language access plan with the new vendor information email from the Human Relations Office on 4/2/2020.

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

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
2/21/2019	Completed	None	A terminated employee filed suit February 2019 alleging discharge on the basis of race and sex. The lawsuit was dismissed 12-03-2019 . The employee was terminated for accessing a confidential MNPD computer program named ARMS for purposes not related to her duties, and she disseminated the information outside the workplace.
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 is working to develop a plan and set up a new account through the information sent out via email by the Human Relations Commission in April 2020. The plan will be implemented prior to August 2020.

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.

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

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 they 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 Elections Commission

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: ELECTION COMMISSION Year: 2020
Title VI Coordinator: Joan Nixon Form Completed By: Joan Nixon
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:

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

Because elections laws are governed and enforced by the Tennessee Legislative

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

Posted Signs Website

Other Voters are encourage to file a written complaint, which is available to all voters during Early Voting, as well as on Election Day

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?
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 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.

n/a

Emergency Communications

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Emergency Communications Year: 2020

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

Form Completion Date: 5/28/2020

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

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 use language line for callers that do not speak English.

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

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

Office of Emergency Management

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Office of Emergency Management Year: 2020

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

Form Completion Date: 6/1/2020

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

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

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: **2020**

Title VI Coordinator: **LaToya Townsend** Form Completed By: **LaToya Townsend**

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?

N/A

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
5/5/2020	In Progress	None	An employee filed a complaint of discrimination and retaliation based on race after. No disciplinary action has place.
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	
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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?

In Progress. We have hired a language access coordinator.

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

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

N/A

NASHVILLE FARMERS MARKET

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: 060 Year: 2020

Title VI Coordinator: Tasha Kennard Form Completed By: Tasha Kennard

Form Completion Date: June 1, 2020

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 Our coordinator recently changed due to staff transition and we need to attend the training as mine was more than three years ago.

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

Yes No

If so, how is the training provided?

We review the policy with all new employees upon hire.

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?

It is in our department rules and reviewed with all new employees and merchants.

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 NASHVILLE FIRE DEPARTMENT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Nashville Fire Department Year: 2020

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

Form Completion Date: 5/29/2020

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? 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	

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

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

METROPOLITAN DEPARTMENT OF FINANCE

Metropolitan Government of Nashville and Davidson County
Title VI Questionnaire

Department: Finance Year: 2020

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

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?

Classroom 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?

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 Human Relations Department handles information to the public

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 use the language plan in place by the 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

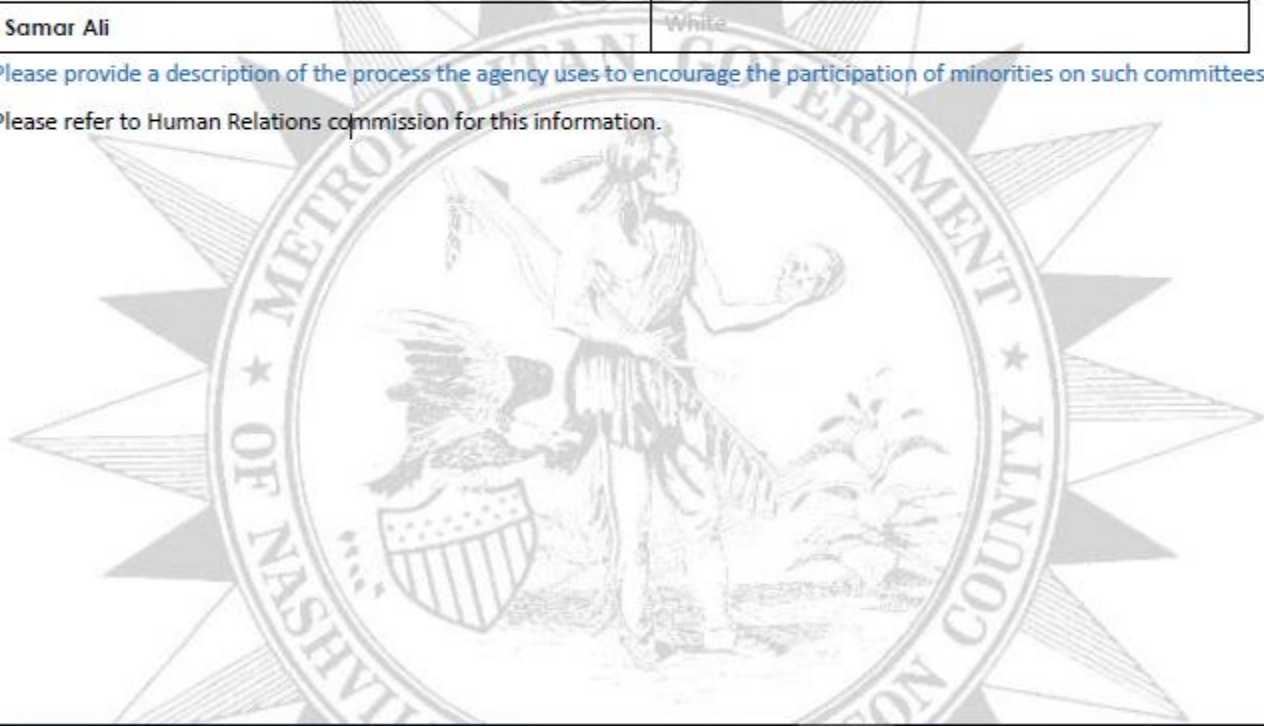
If Yes, provide a table depicting the membership of that body broken down by race...

Name	Race
Chuck Yezbak	White
Rev. Davie Tucker	Black or African American
Dr. Erin Pryor	White
Issa Y. Mohamed	Black or African American
Irwin Venick	White
Dr. Janice Rodriguez	White
Jeff Gibson	White
Jeremy Davis	White

Kobie Pretorius	White
Lethia Mann	Black or African American
Linda Robinson	Black or African American
Pratik Dash	Asian
Dr. Marisa Richmond	Black or African American
Maryam Abolfazli	White
Dr. Oscar Miller	Black or African American
Paula Martinez	Hispanic or Latino
Samar Ali	White

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

Please refer to Human Relations commission for this information.



METROPOLITAN GENERAL SERVICES DEPARTMENT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: General Services Year: 2020

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

Form Completion Date: 06042020

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

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.

METROPOLITAN HISTORICAL COMMISSION

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Historical Commission Year: 2020

Title VI Coordinator: Susie Pallas Form Completed By: Tim Walker

Form Completion Date: 5/27/2020

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 practice 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

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?

Email updates to 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:

On Commission agendas

Do you provide this in languages other than English?

Yes No

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
	Select an Item

JUVENILE COURT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Juvenile Court Year: 2020

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

Form Completion Date: 5/28/2020

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

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

Yes No

If so, how is the training provided?

During All-Staff Trainings and/or Juvenile Court 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?

Information on Title VI is posted throughout the building. Information regarding language access plan is located 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:

Juvenile Court Website, as well as, signs around the building in English and Spanish.

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. —see **Attached Documentation**

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. n/a

METROPOLITAN NASHVILLE POLICE DEPARTMENT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Police Year: 2020

Title VI Coordinator: Sue Bibb Form Completed By: Sue Bibb

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?

By training 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?

In service training, video, and posters

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

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?

Through Metro Procurement

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?

Currently having forms translated into Spanish. Also using Language Line.

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

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

METROPOLITAN PUBLIC LIBRARY

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Public Library Year: 2020

Title VI Coordinator: Susan Drye Form Completed By: Susan Drye

Form Completion Date: 6/15/2020

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)

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 Status	Select an Action	

Select a Date	Select a Status	Select an Action	
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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?

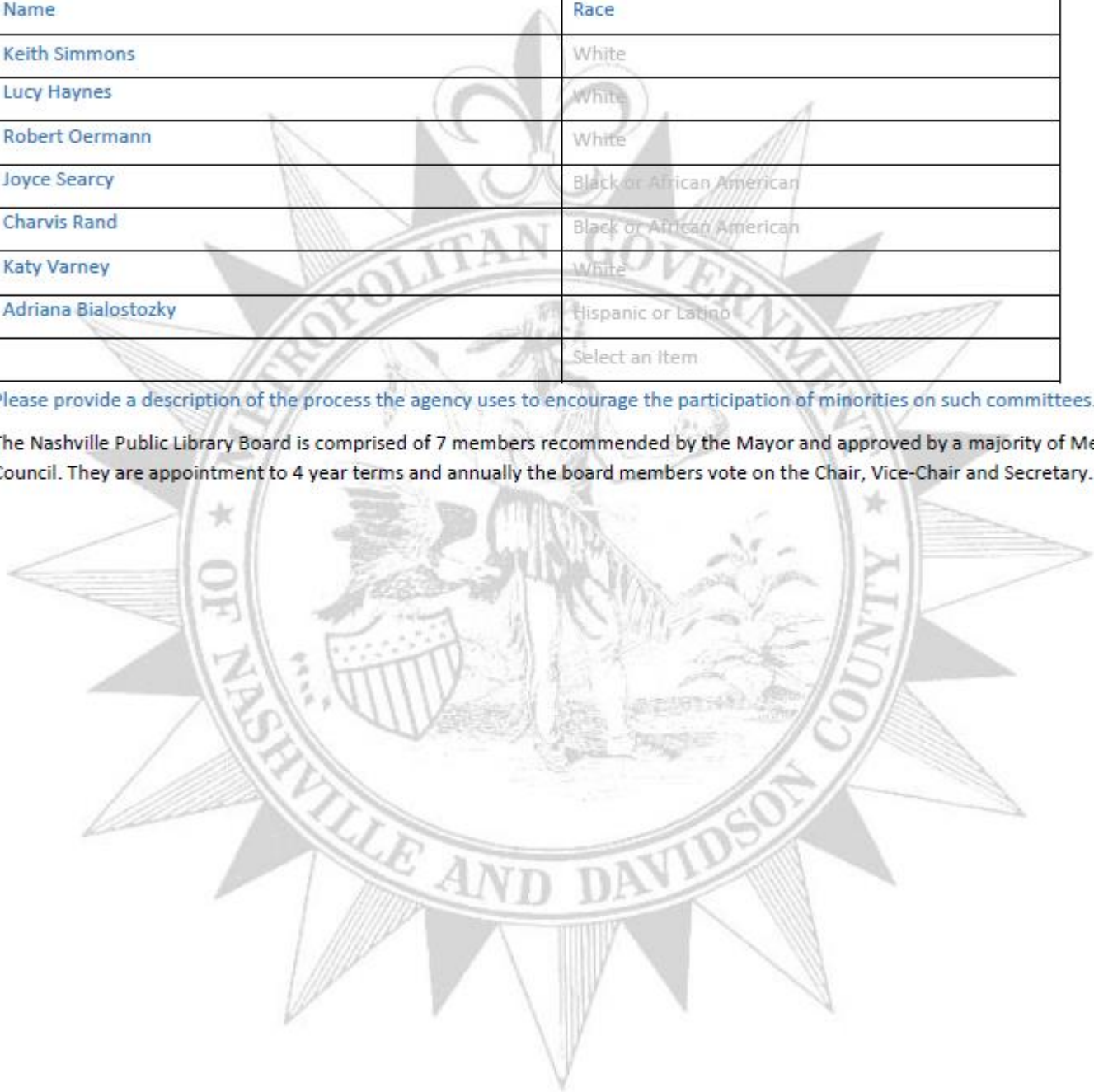
Yes No

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

Name	Race
Keith Simmons	White
Lucy Haynes	White
Robert Oermann	White
Joyce Searcy	Black or African American
Charvis Rand	Black or African American
Katy Varney	White
Adriana Bialostozky	Hispanic or Latino
	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.



METRO ACTION COMMISSION

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: 075 Year: 2020

Title VI Coordinator: Charles Jagger Form Completed By: Charles Jagger

Form Completion Date: 6/4/2020

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 trainer, Robert Vickers. Title VI training is viewed via video for all agency employees. The video is in the English 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:

Metropolitan Action Commission HR Dept

Employee 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.

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
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...

<i>Name</i>	<i>Race</i>
<i>Kasey Anderson</i>	<i>White</i>
<i>Leslie Buggs</i>	<i>Black or African American</i>
<i>Telisha Arguelles Cobb</i>	<i>Asian</i>
<i>Benita Davis</i>	<i>Black or African American</i>
<i>Berthena Nabaa-McKinney</i>	<i>Black or African American</i>

<i>LaVoneia Steele</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.

METRO CLERK'S OFFICE

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Clerk Year: 2020

Title VI Coordinator: Michelle Bauder Form Completed By: Michelle Bauder

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

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

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

METRO HUMAN RELATIONS COMMISSION

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Human Relations Commission Year: 2020

Title VI Coordinator: Melody Fowler-Green Form Completed By: Melody Fowler-Green

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

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

Yes No

[If so, how is the training provided?](#)

Video and in person.

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?](#)

On our website, in trainings, and in staff meetings

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 our 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 – In public meetings with constituents.

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? Our department did not receive a Title VI complaint about our services. We did, however, assist other departments is responding to Title VI complaints.

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

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

MHRC Language Access Plan:

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be defined as Limited English Proficient (LEP). Executive Order (EO) 13166 - *Improving Access to Services for Persons with Limited English Proficiency* is directed at implementing the protections afforded by Title VI of the Civil Rights Act of 1964 and related regulations. It prohibits recipients of Federal financial assistance from discriminating based on national origin by failing to provide meaningful access to services to individuals who are LEP.

The Metro Human Relations Commission recognizes the increasing racial, ethnic, and linguistic diversity in the city and seeks to provide meaningful access to LEP residents through a plan guided by the Department of Justice's (DOJ) four-factor analysis. The four factors, DOJ allows publicly funded entities to consider are:

- a. The number or proportion of LEP persons eligible to be served or likely to be encountered by a recipient of federal assistance
- b. The frequency with which LEP individuals come into contact with the program or service
- c. The nature and importance of the program, activity or service provided by the program to people's lives
- d. The resources available to the grantee/recipient and the associated costs

What are the provisions of the MHRC LEP plan?

- Use of Language Line to ensure appropriate translation for clients seeking services from the department;
- Publication and distribution of department brochures in Spanish and Arabic;
- Publication and distribution of "Know Your Rights" brochures in Spanish and Arabic;
- Publication and distribution Title VI posters in Spanish; and
- Use of I-Speak cards.

MHRC Title VI Complaint Procedures:

MHRC will accept Title VI complaints from constituents with regard to 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.
- 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?

- a. 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.
- b. 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.
- c. Upon determination that the complaint warrants an investigation, the complainant is sent a letter, including the name of the investigator/fact-finder, and is provided with his/her rights under Title VI and related statutes.
- d. 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.
- e. 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.
- f. The investigator/fact-finder 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).
- g. 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 fact-finder 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.

INFORMATION TECHNOLOGY SERVICES

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Information Technology Services Year: 2020

Title VI Coordinator: Leslie Mayo Form Completed By: Leslie Mayo

Form Completion Date: 5/4/2020

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?

All new hires are required to meet with the Assistant Director of Human Resources for the Information Technology Services department in which Title VI training is discussed verbally.

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

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

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.

METROPOLITAN PLANNING

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Planning Year: 2020

Title VI Coordinator: Josie Bass Form Completed By: Josie Bass

Form Completion Date: 5/27/2020

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 (I took training online through State of Tennessee)

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

Yes No

If so, how is the training provided?

Either with a brochure or a PowerPoint presentation. Both are attached to email.

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 (To my knowledge I have not received any training notifications by email.)

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

We do not have a LEP plan, however, training is provide through a brochure or a PowerPoint presentation.

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 (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 (It has been over 10 years since a complaint.)

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 (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? (We have posted on our bulletin board LEP brochures in English, Spanish and Kurdish.) A policy can be implemented within the next five months.

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

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

METROPOLITAN PLANNING (cont.)

METROPOLITAN PLANNING COMMISSIONERS

COMMISSIONERS	RACE	TERM EXPIRES
Greg Adkins, Chairman	Caucasian/Male	3/22
Jessica Farr	Caucasian/Female	3/22
Lillian Blackshear	African American/Female	3/23
Jeff Haynes	Caucasian/Male	3/23
Brian Tibbs	African American/Male	3/20
Dr. Pearl Sims	Caucasian/Female	3/21
Ron Gobell	Caucasian/Male	3/21
Daveisha Moore	African American/Female	3/21
Mina Johnson, representing Mayor John Cooper's office	Asian/Female	
Kathleen Murphy, Metro Council Representative	Caucasian/Female	
Quan Poole, Legal	African American/Male	

There were no Title VI complaints received for 2019-20 year.

Minority Participation on the Commission is: (3) Caucasian males, (2) African American males, (2) African American females, (3) Caucasian females and (1) Asian Female

**Active Contracts
May 1, 2020**

**Metro Planning Commission
Metro Funded Contracts**

Contract Number	Vendor	Service/Commodity	Beginning Date	Ending Date	Amount
		Provided Under			
		Contract			
414086	Economic & Planning Systems, Inc.	Develop a Transfer of Development Rights Program (Completed)	9/12/17	9/12/22	\$ -
		Total MPC Non-Grant Contracts			\$ -

Metropolitan Planning Commission

Grant Contracts

Contract Number	Vendor	Service/Commodity	Beginning Date	Ending Date	Amount
		Provided Under			
		Contract			
434265	Randall Gross/Development Economics	Market Study of Industrial/Maker Uses in Wedgewood-Houston and Chestnut Hill (Completed)	8/2/18	8/1/23	\$ -
170129	TN Department of Transportation	Nashville Complete Trips: Transportation Demand Management Program. The purpose of Nashville Complete Trips is to be the comprehensive resource for commuters in Middle Tennessee by connecting commuters, employers, and other stakeholders to travel options that will shift residents away from relying on single-occupant car trips for work and services.	2/14/18	2/13/22	\$ 1,478,244.00

Total MPC Grant Contracts	\$ 1,478,244.00
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METROPOLITAN NASHVILLE PUBLIC HEALTH

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Health Year: 2020

Title VI Coordinator: José Cruz Form Completed By: José Cruz

Form Completion Date: 5/13/2020

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 presentation on intranet; part of our annual 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?

Email; intranet

We Do Not

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

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

METROPOLITAN NASHVILLE PUBLIC HEALTH (cont.)

Unduplicated Count 2019 39,248

Race **Count**

WHITE	20,564
BLACK	15,028
OTHER	2,604
ASIAN	711
UNKNO	305
AMIND	24
PACIF	9

Language **Count**

ENGLISH	22,908
SPANISH	8,617
OTHER	6,143
ARABIC	1,069
ARMENIAN	170
KURDISH	69
SWAHILI	47
RUSSIAN	32
VIETNAMESE	29
CHINESE	25
KOREAN	22
UKRAINIAN	22
TAGALOG	17
FRENCH	16
PORTUGUESE	13
HINDI	6
KAREN	6
LAOTIAN	6
TURKISH	5
BURMESE	4
DANISH	4
ITALIAN	4
SUDANESE	3
THAI	3
GERMAN	2
SERBO-CROATIAN	2
JAPANESE	1

Country of Origin	Count
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UNITED STATES	28,122
HONDURAS	2,419
MEXICO	2,171
GUATEMALA	2,099
EGYPT	1,124
EL SALVADOR	741
VENEZUELA	207
CONGO	180
IRAQ	146
NIGERIA	136
BURMA	106
ETHIOPIA	98
COLOMBIA	73
VIETNAM	72
SUDAN	71
SOMALIA	70
CUBA	65
INDIA	56
AFGHANISTAN	53
NEPAL	53
UNKNOWN	49
UZBEKISTAN	47
DEMOC REPUBLIC CONGO	44
KENYA	43
PHILLIPPINES	43
HAITI	38
CHINA	36
TANZANIA, UN. REP OF	33
PUERTO RICO	32
GHANA	31
JAMAICA	31
NICARAGUA	30
JORDAN	27
KOREA, REPUBLIC OF	26
PERU	26
DOMINICAN REPUBLIC	24
BRAZIL	21
IRAN	21
BHUTAN	19
CHILE	19
ERITREA	17
ISRAEL	17
THAILAND	17

MALAYSIA	16
RUSSIA	16
YEMEN (ADEN)	16
ALBANIA	14
TURKEY	14
CANADA	13
LAOS	13
UGANDA	13
ECUADOR	12
UN OF SOV SOC REP	12
LIBERIA	11
SENEGAL	11
GERMANY	10
GUADELOUPE	10
PAKISTAN	10
UNITED KINGDOM	10
BANGLADESH	9
COSTA RICA	9
UKRAINE	9
KOREA,DEM PPL REP OF	8
MOROCCO	8
RWANDA	8
SYRIA	8
TRINIDAD & TOBAGO	8
BOLIVIA	7
BURUNDI	7
GAMBIA, THE	7
GUYANA	7
YEMEN (SANA)	7
BOSNIA AND HERCEGOVI	6
PANAMA (INCL CANAL)	6
SIERRA LEONE	6
ANGOLA	5
IRAQ-SAUDI ARAB N-ZO	5
ITALY	5
SPAIN	5
SWAZILAND	5
UNITED ARAB EMIRATES	5
AUSTRALIA	4
BOTSWANA	4
BULGARIA	4
CAMEROON	4
FRANCE	4
KAZAKHSTAN	4
NETHERLANDS	4
SAUDI ARABIA	4

ARGENTINA	3
BAHAMAS, THE	3
BELIZE	3
CAMBODIA	3
CHINA (TAIWAN)	3
DOMINICA	3
FINLAND	3
GUINEA	3
IVORY COAST	3
JAPAN	3
KYRGYZSTAN	3
MALAWI	3
MICRONESIA,FED.STS. 9	3
ALGERIA	2
ANDORRA	2
AUSTRIA	2
AZERBAIJAN	2
BENIN(DAHOMEY)	2
CNT AFRICAN REP	2
COOK ISLANDS	2
CZECH REPUBLIC	2
DJIBOUTI	2
GERMAN DEM REP(EAST)	2
HUNGARY	2
INDONESIA	2
KOSOVO	2
KUWAIT	2
LEBANON	2
NIGER	2
SOUTH AFRICA	2
SWITZERLAND	2
YUGOSLAVIA	2
ANGUILLA	1
ANTARCTICA	1
ANTIGUA	1
ARMENIA	1
BELGIUM	1
BERMUDA	1
CROATIA	1
EQUATORIAL GUINEA	1
GABON	1
GERMAN FED REP(WEST)	1
GREECE	1
GREENLAND	1
HONG KONG	1
ICELAND	1

IRELAND	1
KAMPUCHEA(CAMBODIA)	1
LIBYA	1
MALTA	1
MARTINIQUE	1
MOLDOVA	1
NORWAY	1
PAPUA NEW GUINEA	1
PITCAIRN ISLANDS	1
ROMANIA	1
SERBIA	1
TAJIKISTAN	1
TOKELAU	1
TONGA	1
TUNISIA	1
TUVALU	1
URUGUAY	1
ZAMBIA	1

NASHVILLE CAREER ADVANCEMENT CENTER

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: NCAC Year: 2020

Title VI Coordinator: Constance L. Caudle Form Completed By: Constance L. Caudle

Form Completion Date: 5/7/2020

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?

Video and Powerpoint

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?

Personnel Manual, Sharepoint

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 of our subcontractors receive information and a poster. They also have participants sign off on a Title VI rights form.

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?

Monitor yearly – Title VI is part of the monitoring process

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
N/A	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 BOARD OF PARKS AND RECREATION

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Parks and Recreation Year: 2020

Title VI Coordinator: N/A Form Completed By: Chinita White

Form Completion Date: 6/22/2020

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?
As needed.

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?

Creating plan with guidance from Human Relations for fiscal year 2021.

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. Michelle Steele	Black or African American
Ms. Susannah Scott-Barnes	White
Mr. Stan Fossick	White
Ms. Tari Hughes	White
Mr. George Anderson	White
Dr. Sharon Gentry	Black or African American
Mr. Jeff Haynes	White
	Select an Item

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

committees.

The Metropolitan Board of Parks and Recreation shall consist of seven (7) members, who shall serve without compensation. One of the members of the Board shall be a member of the Board of Education, selected by said Board of Education for a term of one (1) year; and another member of the Board shall be a member of the Planning Commission, selected by said Planning Commission for a term of one (1) year. Five members of the Board, who shall hold no other public office, shall be appointed by the Mayor and confirmed by a majority of the whole membership of the Metropolitan Council. Said five members shall serve terms of five (5) years each. Any vacancy due to any cause, other than expiration of term, shall be filled for the unexpired term.

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:

Annette Crutchfield, Administrative Services Manager
Office of the Metropolitan Public Defender
404 James Robertson Parkway, Suite 2022
Nashville, TN 37219
Phone: (615) 880-3711
Fax: (615) 313-9352

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

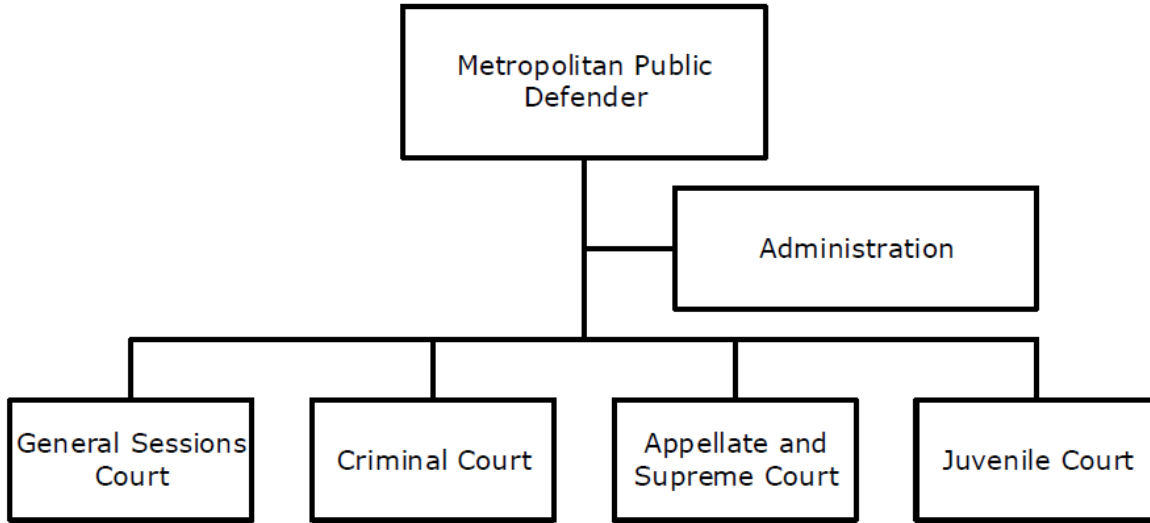
The Public Defender's Office has no contracted programs.

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 28, 2020

METRO PUBLIC WORKS

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Public Works Year: 2020

Title VI Coordinator: Charles Boddie Form Completed By: Charles Boddie

Form Completion Date: 6/5/2020

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?

The majority of our interaction with citizens who do not speak English occurs with the 311 hubNashville Call Center. Our staff can utilize Lingualinx to assist with translation. Employees who are new to the call center are introduced to Lingualinx during their training/orientation process.

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 We have not had any Title VI complaints

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.

The majority of our interactions with citizens who do not speak English occurs through our 311 Call Center. We have staff on hand who speak Spanish. Additionally, we utilize LingoInx for callers speaking other languages beyond Spanish.

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
Sal Hernandez (Transportation and Licensing Commission)	Hispanic or Latino
Freddie Carr (Transportation and Licensing Commission)	Black or African American
Jessica Powell (Transportation and Licensing Commission)	Black or African American
Marvin Neal (Traffic and Parking Commission)	Black or African American

Lisa Smith (Solid Waste Board)	Black or African American
Medori Locket (Solid Waste Board)	Black or African American
Damita Beck-Taylor (Solid Waste Board)	Black or African American

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

Public Works interacts with several special interest minority groups and agencies around Nashville. These settings often include neighborhood/community clean ups, public meetings concerning projects and other events where citizens have some interest in activities for which Public Works is involved. During these interactions, citizens associated with these special interest groups are encouraged to join a board or committee so they can be directly responsible for staying aware of Public Works activities and helping to shape the future of Nashville. Once Public Works becomes aware of a minority who is interested in joining a board or committee, their name is submitted to the Mayor's Office for review and can be appointed if a vacancy exists.

DAVIDSON COUNTY SHERIFF'S OFFICE

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Sheriff Year: 2020

Title VI Coordinator: Marsha Travis/ Meshawn Cook

Form Completion Date: 5/27/2020

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?

Pre-Service class provided to all new hires. Videos along with scenario based training are used.

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 We were not notified of any training in the past year

How does your department disseminate Title VI information (including your language access plan) to all employees? Policy is available to all staff on a shared drive which is accessible at their desktop. Computer are available for all staff. As the policy information is updated, it is disseminated to all staff members. Updates are offered as needed in annual training which is required of all staff members.

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 public entrances of Nashville Sheriff's Office

[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 available to all under the Public Records criteria

[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?](#) 9

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
1/23/2019	Completed	None	Inmate Abdulkarim complained about not receiving case management services. It was found not to be a Title VI complaint.
2/1/2019	Completed	None	Inmate Jones complained about not receiving medical rehab on leg. It was found not to be a Title VI complaint.
3/13/2019	Completed	None	Inmate Abdulkarim complained about Metro PD Dept. It was found not to be a Title VI complaint.
4/4/2019	Completed	None	Inmate Williams complained about his attorney services. It was found not to be a Title VI complaint.
4/23/2019	Completed	None	Inmate Walker complained about medical and case management services. It was found not to be a Title VI complaint.
4/24/2019	Completed	None	Inmate Buckley complained about his property. It was found not to be a Title VI complaint.

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.

METROPOLITAN SOCIAL SERVICES DEPARTMENT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Social Services Year: 2020

Title VI Coordinator: Yuri L. Hancock Form Completed By: Yuri L. Hancock

Form Completion Date: 5/28/2020

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 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. Arabic, Somali, Spanish); we utilize the language line for interpreter services, we also provide training during new hire orientation as well as at the annual in-service trainings for all program staff.

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 Rm, Congregate meal sites as well as disseminated in the Senior Nutrition Agreement to Participate packet.

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	

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 currently have more of a practice, rather than a formal plan, whereby the Program Manager communicates via email with all staff to contact him prior to using interpreter services and based on the most recent vendor lists, he walks them through accessing the 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

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

METROPOLITAN SOCIAL SERVICES DEPARTMENT

Authority

It is the responsibility of the Title VI Coordinator to ensure, demonstrate and substantiate Title VI compliance, throughout the department, by means of training, accessibility and dissemination of information.

MSS Title VI Coordinator: Yuri L. Hancock
Human Resource Manager
(615) 862-6405

Organizational Environment

Mission Statement:

Metropolitan Social Services empowers Davidson County residents to achieve economic stability and social well-being. (Organizational Chart Attached)

Federal Funding in the Metropolitan Social Services Department

The Senior Nutrition Program receives funding from the Area Agency on Aging and Disability of the Greater Nashville Regional Council. The Metropolitan Homeless Impact Division receives federal funding through the Metropolitan Development & Housing Agency (MDHA) as well as through the state. While our contracts are not with federal agencies, these funds originate at the federal level (Older Americans Act funding and Social Services Block Grant). The funding which is received from these grants and local funds are used to operate the programs.

The Metropolitan Homeless Impact Division works under the auspices of the Metro Social Services Board of Commissioners and provides planning and coordination as well as support services for other Metro departments and in collaboration with community organizations with a focus on ending homelessness. The Metropolitan Homeless Impact Division specifically focuses on building a community-wide housing crisis resolution system that serves all populations experiencing or at immediate risk of homelessness utilizing a prioritization effort determined and implemented through community collaboration.

Positive Program Impact include:

- **Socialization** – Access to permanent housing solutions are promoted along with mainstream resources and available support services to increase socialization
- **Health** - Promotion of access to health care and access to a permanent healthy living environment
- **Independence** - Encouragement of self-determination for individuals and families so that they are able to choose their path out of homelessness for themselves, rather than be stymied by or forced to participate in a particular program model
- **Stability and Safety** - Promotion of a rapid transition from homelessness to permanent housing with the right support systems including community-building efforts for all people experiencing homelessness

The MSS **Nutrition Program** provides nutritious meals, through senior dining settings, home delivered meals, and nutritional liquid supplements to frail seniors and persons under 60 with disabilities and transportation to congregate meal sites.

Positive Program Impact:

- **Socialization** – The program provides non-homebound seniors with the opportunity for activities and

socialization, enhancing well-being and mental health. Congregate site participants interact with other participants, while homebound customers maintain regular communication with staff.

- **Independence** – By providing nutritional meals to homebound seniors/disabled persons, they have the opportunity to thrive at home (rather than in nursing homes)
- **Health/Nutrition** – Daily nutritious meals (including appropriate meals for those on special diets) are an important component for healthy living.
- **Family Assurance** – For caregivers or extended family members (who may be at work or live in other locations) they receive assurance that their senior/disabled person receives a daily nutritional meal and staff contact.

Contracted Program Overview

The department uses the funding from the contracts to enhance the capacity for providing services to the community. Without the federal funds, the department's level of services would be dramatically decreased. In addition to the contractual arrangement, the department works with the funding sources in various areas, including advocacy and service planning.

Department of Housing & Urban Development (HUD)/ Community Development Block Grant (CDBG)

Substance Abuse & Mental Health Services Agency (SAMSHA)

Area Agency on Aging and Disability of the Greater Nashville Regional Council Nutrition, Transportation

Minority Participation on the 7-member Board: 4

Number of Complaints Received Last Year: 0

STATE TRIALS COURT

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: State Trial Courts/ Drug Court Year: 2020
Title VI Coordinator: Janet Hobson Form Completed By: Sherrie Davids
Form Completion Date: 5/18/2020

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in p 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 participati denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assi.

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

Training

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts ir department. To do this effectively, the Metro Human Relations Commission offers an annua 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?

Drug Court holds an annual group training that all staff members are required to attend. The last training session was May 2019. Due to COVID-19 safe practices, this year, all employees are to sign up for a webinar provided by the Ten Department of Mental Health and Substance Abuse services.

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 department. To do this effectively, the Metro Human Relations Commission offers an annua 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 included in the Drug Court Department Policies and Procedures Manual. All staff members are to attend an training on title VI.

We Do Not

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

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

METRO WATER SERVICES

Metropolitan Government of Nashville and Davidson County Title VI Questionnaire

Department: Metro Water Services Year: 2020

Title VI Coordinator: Juanita Davis Form Completed By: Juanita Davis

Form Completion Date: 6/8/2020

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?

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

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

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

METRO WATER SERVICES (CONT.)

Authority

The Title VI Coordinator is responsible for Title VI plan goals, objectives, implementation and related performance. Responsibilities are outlined in the table below. We have attempted to draft a plan that meets the needs of our Department in proactively achieving the intents and the positive business results of Title VI requirements. Title VI focuses not only on nondiscrimination, but also equity, access, diverse perspective, quality of service, employee and community involvement, and a positive, professional way to act and interact with one another. This recognition results in a commitment to implementation follow-through and performance measurement as critical factors of success. The Title VI Coordinator for Metro Water Services reports to the Director of Metro Water Services and can be contacted as follows:

Juanita Davis, Title VI Coordinator
615-862-4530 or E-MAIL: juanita.davis@nashville.gov

LEADERSHIP TEAM AND COORDINATOR RESPONSIBILITIES

Leadership Team	Coordinator
MWS Director and Leadership Team leads and manages plan implementation	The Coordinator supports the Department with planning and compliance review
<u>Plan Development</u> <ul style="list-style-type: none"> • Establish values, policy, and goals 	<u>Plan Development</u> <ul style="list-style-type: none"> • Develop values, policy, goals and strategies • Describe MWS process for managing concerns about diversity issues • Identify baseline data for collection • Develop compliance review and evaluation process
<u>Plan Implementation</u> <ul style="list-style-type: none"> • Communicate values, policy, and goals • Manage implementation • Collect baseline and compliance review data • Manage process for managing concerns about diversity issues (considering suggestions and adjudicating complaints) • Participate in training Manage public notification of plan, values and MWS process for managing concerns about diversity issues	<u>Plan Implementation</u> <ul style="list-style-type: none"> • Coordinate training • Plan public notification of plan, values and MWS process for managing concerns about diversity issues
Leadership Team Responsibilities Continued	Coordinator Responsibilities Continued
<u>Compliance Review</u> <ul style="list-style-type: none"> • Review periodic compliance review data • Prescribe improvement strategies • Manage implementation of improvement strategies 	<u>Compliance Review</u> <ul style="list-style-type: none"> • Schedule periodic and annual compliance reviews • Analyze compliance review data and general data reflecting performance • Evaluate plan implementation and management • Develop improvement strategies

	<ul style="list-style-type: none"> • Report periodic review data and evaluations to Leadership team
<u>Evaluation</u> <ul style="list-style-type: none"> • Ensure MWS compliance with legal requirements and exemplary achievement through program diversity • Manage continued implementation and implementation of improvement strategies 	<u>Evaluation</u> <ul style="list-style-type: none"> • Report annual compliance review data and evaluation to MWS Leadership Team, and Human Resources • Develop continued implementation and improvement strategies

Organizational Environment

Mission

The mission of Metropolitan Water Services is to supply, treat, manage, and protect our water resources in a sustainable manner for benefit of all who live, work, and play in our community.

Strategic Goals

Goal One

MWS customers will continue to enjoy recreational activities using streams that are swimmable and fishable (according to state and federal criteria), as evidenced by:

- a. Reduced mileage of (303(d)) Impaired Streams listed in MWS' service area
- b. 99% compliance for all permitted Stormwater and collection system operations
- c. 99% compliance for wastewater effluent quality

Goal Two

MWS will continue to maintain competitiveness, relative to the top 10 rated large public utilities*, for clean, safe water services (water and wastewater), as indicated by:

- a. Cost per MG (million gallons) water treated
- b. Cost per MG (million gallons) of wastewater treatment capacity
- c. Billing cost per customer
- d. # of IODs (injuries on duty)
- e. # of at fault vehicular accidents
- f. # of OSHA/TOSHA (Occupational Safety and Health Administration/Tennessee Occupational Safety and Health Administration) violations
- g. % of bad debt to revenue billed
- h. % non-revenue water
- i. Demand for Stormwater Capital Improvements will show a negative trend, as reflected in the comparison of projects completed vs. projects designed.

*American Waterworks Association (AWWA), Association of Metropolitan Sewage Agencies (AMSA), and Water Environmental Federation (WEF), as applicable

Goal Three

Customers of MWS will continue to have clean, safe, drinkable water, at levels meeting EPA (Environmental Protection Agency) water production and distribution water quality standards, as indicated by:

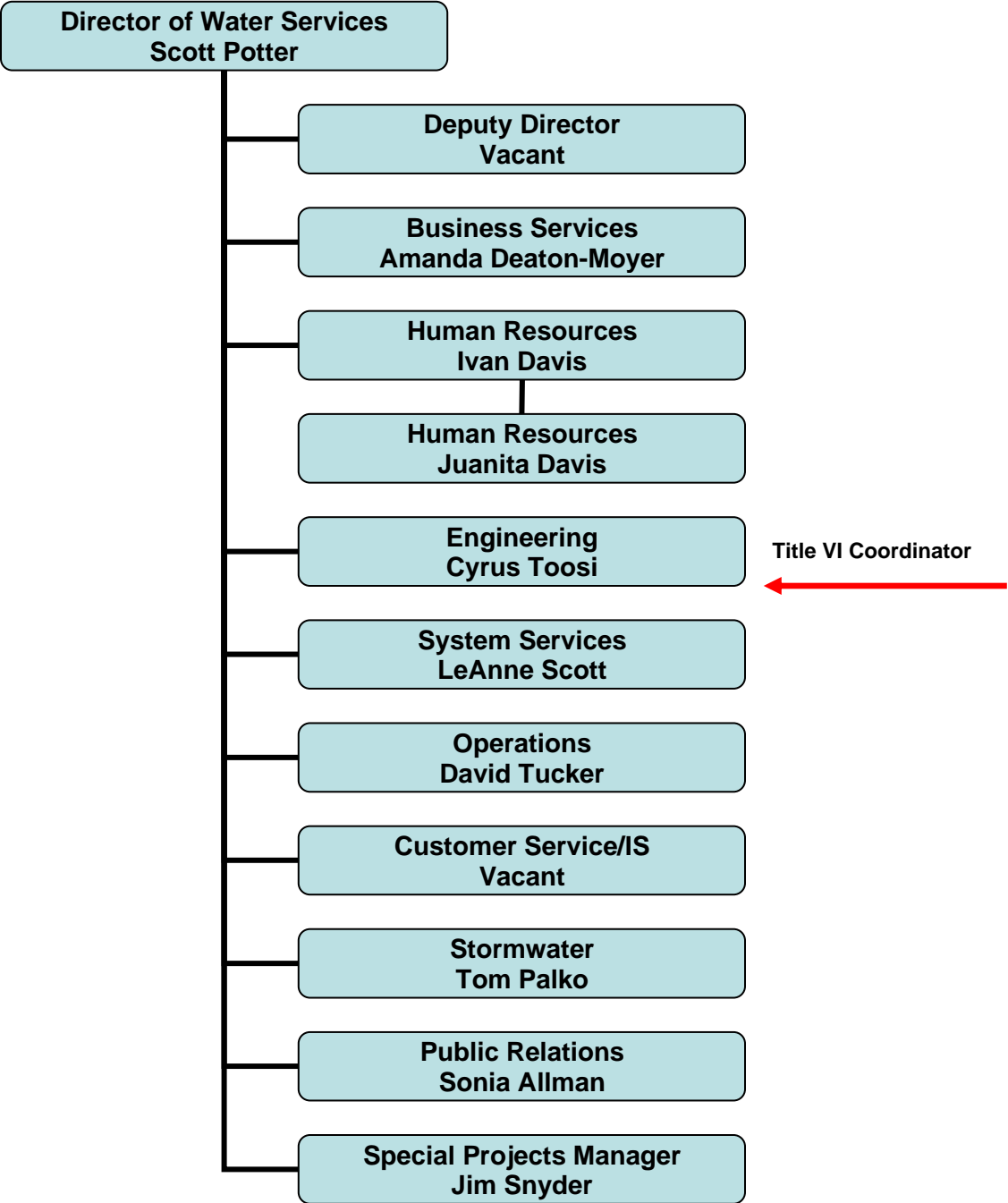
- a) Turbidity levels
- b) Chlorine levels
- c) Bacteria levels
- d) Taste and Odor
- e) Disinfection By-Products

Goal Four

MWS customers will continue to find it easier to do business with MWS and will be provided bills for service that are more accurate and timelier, and telephone inquiries, when needed, will be answered more quickly and with less time "on hold". These improvements will be evidenced by:

- a) 5%, plus or minus 3%, on average, of calls where customers hang up before receiving call response (call abandonment) 45 seconds or less, on average, that customers are "on hold"
- b) 99% of customer bills, per month, reflecting accurate meter readings meters read accurately per month 99% of customer bills issued on time

Metro Water Services Organizational Chart



Federal Funding in the Metropolitan Water Services Department

Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act established the Hazard Mitigation Grant Program (HMGP) in November 1988. Regulations governing the HMGP can be found at [44 Code of Federal Regulations 206](#). It was created to assist states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.

The Program's objectives are:

- To prevent future losses of lives and property due to disasters
- To implement State or local Hazard Mitigation plans
- To enable mitigation measures to be implemented during immediate recovery from a disaster, and
- To provide funding for previously identified mitigation measures that benefit the disaster area.

Any State and local government entity is eligible. State agencies and other divisions that may have projects that help support hazard mitigation objectives include those involved with natural resources, geological hazards, public works, infrastructure regulation or construction, floodplain management, parks and recreation, and community development.

As an eligible entity, Metro Water Services purchases homes in floodplains and has them demolished. The acquired property on which structures are removed will carry a permanent deed restriction providing that the property be maintained for open-space, recreational, or wetlands management purposes only.

Contracted Program Overview

The Goals of the Department as specified in the Metro Procurement Code

4.44.030 Mandatory duties of the purchasing agent.

- A. Assistance within metropolitan government agencies. Where feasible, the purchasing agent shall provide appropriate staff who shall be responsible to the purchasing agent and who shall serve within designated metropolitan government agencies to assist metropolitan government small and disadvantaged businesses in learning how to do business with the metropolitan government.

Metro utilizes the Office of Minority and Women Business Assistance division of Metro Purchasing to provide assistance to SBE's who are seeking to do business with Metro. The Office of Minority and Women Business Assistance works to ensure that both public and private resources are available to support the development and economic prosperity of small and historically underutilized businesses by collaborating with Metropolitan Nashville Government Departments, and other members of the Nashville business community.

- B. Special Publications. The purchasing agent will give special publicity to procurement procedures and issue special publications designed to assist small and disadvantaged businesses in learning how to do business with the metropolitan government.

The Office of Minority and Women Business Assistance serves as a resource to minority and small businesses providing information and technical assistance in general business development.

- C. Source Lists. The purchasing agent shall compile, maintain and make available source lists of small and disadvantaged businesses for the purpose of encouraging procurement from small and disadvantaged businesses.

MWS utilizes the Metro iProcurement purchasing system for all purchases, unless the procurement is to be by RFP / ITB. MWS employees are trained to use SBE vendors when making purchases via procurement cards, where feasible.

- D. Solicitation Mailing Lists. To the extent deemed by such officer to be appropriate and as may be required by regulation, the purchasing agent shall include small and disadvantaged businesses on solicitation mailing lists.

The Office of Minority and Women Business Assistance serves as a resource to minority and small businesses providing information and technical assistance in general business development.

- E. Solicitation of Small and Disadvantaged Businesses. The purchasing agent shall assure that small and disadvantaged businesses are solicited on each procurement under one thousand dollars and on each other procurement for which such businesses may be suited.

Each RFP has a SBE participation component which receives between 10 and 20 percent weight in the overall evaluation of the project bid / response. The Office of Minority and Women Business Assistance works with SBE vendors regarding bidding opportunities listed on the Purchasing Bid Opportunities Bulletin.

- F. Training Programs. The purchasing agent shall develop special training programs to be conducted by the metropolitan government to assist small and disadvantaged businesses in learning how to do business with the metropolitan government

MWS participated in the Metro Small Business Symposium designed to provide information regarding how to do business with MWS. Construction project, as well as all other bidding processes provide for a pre-bid conference where questions regarding small and disadvantaged business participation are addressed by Purchasing.

4.44.040 Discretionary duties of the purchasing agent.

- A. Bonding. Notwithstanding other provisions of this the purchasing agent may reduce the level or change the types of bonding normally required or accept alternative forms of security to the extent reasonably necessary to encourage procurement from small and disadvantaged businesses.

MWS requires all project prime contractors to be bonded for the amount of the project bid.

- B. Progress Payments. The purchasing agent may make such special provisions for progress payments as such officer may deem reasonably necessary to encourage procurement from small and disadvantaged businesses.

It is the goal of MWS to make progress payments to contractors within 15 days of receipt of an approved pay estimate.

14% Minority Participation on the Stormwater Management Committee.

(Ronette Adams-Taylor)

Number of Complaints Received Last Year: 0.

Statement of Non-Discrimination:

We have implemented a plan that meets the needs of our Department in proactively achieving the intents and the positive business results of Title VI requirements. Title VI focuses, not only on nondiscrimination, but also equity, access, diverse perspective, quality of service, employee and community involvement, and a positive, professional way to act and interact with one another. This recognition results in a commitment to implementation follow-through and performance measurement as critical factors of success.

APPENDIX A

Metro Government of Nashville & Davidson County Title VI Coordinators

DEPARTMENT	TITLE VI COORDINATOR
Arts Commission	Ian Myers
Beer Board	Julie Welch
Codes Administration	Roy Jones
Community Education Commission	Mary Beth Harding
Criminal Court Clerk	Amy Rooker
Davidson County Sheriff's Office (DCSO)	Marsha Travis, Jason Saad, Jennifer Maestas, & Meshawn Cook
Election Commission	Joan Nixon
Emergency Communications – 911 (ECC)	Lynette Dawkins
Fairgrounds	Kristi Harris
Finance	Kimberly Northern
Fire	Jamie Summers
General Services	Velvet Hunter
Historical Commission	Paula Person
Human Relations Commission	Melody Fowler-Green
Human Resources	Aaron Shelton & Monica Anderson
Information Technology Services (ITS)	Leslie Mayo
Internal Audit	Qian Yuan
Justice Integration Systems	Nathalie Stiers
Juvenile Court	Jessica Robertson
Juvenile Court Clerk	Julius Sloss
Legal	Mark Murray
Metropolitan Development & Housing Agency (MDHA)	Pat Thicklin
Metro Action Commission (MAC)	Charles Jagger
Metro Clerk	Michelle Bauder
Metro Council Office	Roseanne Hayes & Mike Jameson
Metro Nashville Police Department (MNPd)	Sue Bibb
Metro Nashville Public Schools (MNPS)	Julie McCargar
Metro Office of Family Safety	LaToya Townsend
Metro Public Health	Jose Cruz
Metro Sports Authority	Ilesha Montesrin
Metro Transit Authority (MTA)	Shontrill Lowe
Municipal Auditorium	Kristie Bailey
Music City Center (MCC)	Erin Hampton
Nashville Career Advancement Center (NCAC)	Constance L. Caudle
Nashville Farmer's Market	Tracey Ray
Nashville Public Library	Susan L. Drye & Sherry Adams
Office of Emergency Management	Jamie Summers
Parks & Recreation	Shinita White
Planning Commission	Josie Bass
Public Defender	Annette Crutchfield
Public Works	Charles Boddie
Social Services	Yuri Hancock
Soil & Water Conservation (Absorbed by Metro Water)	Carol M. Edwards
State Trial Courts (STC)	Janet Hobson & Brian Leftwich
Water Services (WS)	Juanita Davis
Grants	Vaughn Wilson

APPENDIX B

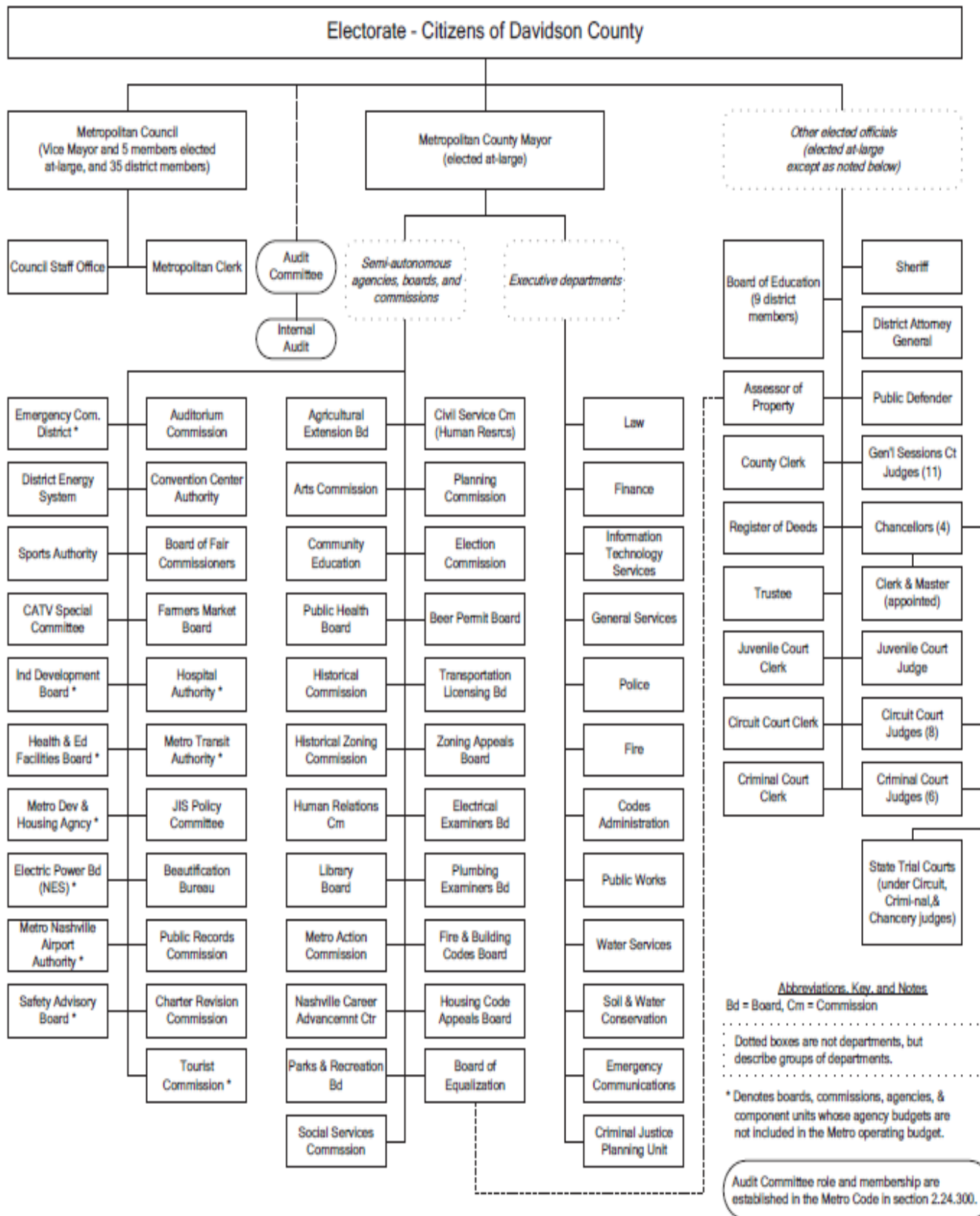
Members of the Metro Council

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 Ext.	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	Glover, Steve	One Public Square, Suite 204	615-432-1344	615-883-1378	steve.glover@nashville.gov
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



APPENDIX D

Title VI Report, FY20

<i>GRANTOR</i>	<i>TITLE</i>	<i>AWARD</i>	<i>GRANT END DATE</i>
ARTS COMMISSION			
NATIONAL ENDOWMENT FOR THE ARTS	Major Cultural Institution 20	\$72,400.00	6/30/2020
DISTRICT ATTORNEY			
U.S. DEPARTMENT OF JUSTICE	VOCA Hispanic, Child, and Family 15-18	\$969,421.00	6/30/2020
ELECTION COMM.			
U.S. ELECTION ASSISTANCE COMMISSION	Help America Vote Act Funds 19-20	\$1,780,000.00	4/30/2020
FINANCE DEPARTMENT			
U.S. DEPARTMENT OF HOMELAND SECURITY	Flood Public Assistance 10-15	\$74,484,184.95	4/29/2020
HEALTH DEPARTMENT			
CENTER FOR DISEASE CONTROL (CDC)	NACCHO STD Fast Track Clinic 19-20	\$30,000.00	4/30/2020
ENVIRONMENTAL PROTECTION AGENCY	Air Pollution 105 14-18	\$2,068,827.00	9/30/2019
ENVIRONMENTAL PROTECTION AGENCY	Air Pollution 105 19-21	\$2,068,827.00	9/30/2021
U.S. DEPARTMENT OF AGRICULTURE	Women, Infant and Children (WIC) 18-21	\$14,150,400.00	9/30/2021
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Chronic Disease Prevention 19-23	\$151,500.00	6/30/2023
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Children's Special Services 18-21	\$2,182,500.00	6/30/2021
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Food Safety Service 18-19	\$98,500.00	9/30/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tobacco Use Prevention Services 17-20	\$127,500.00	3/31/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV AIDS Prevention, Surveillance, STD Rapid Testing	\$1,177,800.00	12/31/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV Core Medical & Early Intervention Services 19-20	\$54,700.00	3/31/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Health Promotion Services 19-20	\$302,600.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Public Health Emergency Preparedness 17-22 (Former)	\$4,045,935.00	6/30/2022
<i>GRANTOR</i>	<i>TITLE</i>	<i>AWARD</i>	<i>GRANT END DATE</i>
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Breast and Cervical Cancer Screening 17-20	\$295,500.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Family Planning 17-22	\$4,925,500.00	6/30/2022
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tobacco Use Prevention Services 20-23	\$127,500.00	3/31/2023
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Breast and Cervical Cancer Screening 20-23	\$352,500.00	6/30/2023
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV AIDS Prevention, Surveillance, STD Rapid Testing	\$1,077,700.00	12/31/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Health Access and Navigation in Tennessee	\$1,944,100.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Immunization 20	\$305,800.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE OJP	Comprehensive Opioid Abuse 20-23	\$1,040,371.00	9/30/2022
U.S. ENVIRONMENTAL PROTECTION AGENCY	Air Pollution Section 103 15-18	\$648,809.00	3/21/2020
U.S. FOOD AND DRUG ADMINISTRATION	Food Environmentalist Training 19-19	\$3,000.00	12/31/2019
U.S. FOOD AND DRUG ADMINISTRATION	Food Inspector Training (FDA Southeast Region Semin	\$2,000.00	12/31/2019
HISTORICAL COMMISSION			
U.S. DEPARTMENT OF ENVIRONMENT AND CONSERV	THC CLG Plan Book 18-19	\$24,000.00	9/30/2019
JUVENILE COURT			
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Child Support Enforcement Title IV-D 19	\$2,032,183.86	6/30/2020
METRO ACTION			
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) 18-19	\$1,820,000.00	9/30/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Low Income Home Energy Assistance Program (LIHEA	\$12,483,186.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Head Start/ Early Head Start 20	\$13,952,753.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Head Start/ Early Head Start 19	\$13,385,237.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) Special Projec	\$781,232.99	9/30/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant (CSBG) 19-20	\$1,339,100.00	9/30/2020
NCAC			
U.S. DEPARTMENT OF JUSTICE	VOCA Serving Youth and Young Adults with Trauma 19	\$996,070.00	6/30/2020

APPENDIX D (cont.)

<i>GRANTOR</i>	<i>TITLE</i>	<i>AWARD</i>	<i>GRANT END DATE</i>
OFFICE OF EMERG. MGMT.			
U.S. DEPARTMENT OF HOMELAND SECURITY	Port Security Program 16-19	\$849,000.00	8/31/2019
U.S. DEPARTMENT OF HOMELAND SECURITY	2017 Homeland Security 17-20	\$173,154.00	4/30/2020
U.S. DEPARTMENT OF HOMELAND SECURITY	2015 February Ice Storm FEMA-4211-DR-TN 15-20	\$0.00	2/14/2020
U.S. DEPARTMENT OF HOMELAND SECURITY	Port Security Program 18-21	\$699,285.00	8/31/2021
U.S. DEPARTMENT OF HOMELAND SECURITY	2019 Homeland Security 19-22	\$230,654.00	4/30/2022
U.S. DEPARTMENT OF HOMELAND SECURITY	Emergency Management Performance Grant (EMPG)1	\$188,350.00	9/30/2019
U.S. DEPARTMENT OF HOMELAND SECURITY	2018 Homeland Security 18-21	\$294,451.00	4/30/2021
OFFICE OF FAMILY SAFETY			
U.S. DEPARTMENT OF JUSTICE	STOP, Fatality Review Technical Assistance 17-20	\$264,000.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE	OVC Enhanced Language and Other Access to Service	\$200,000.00	9/30/2021
U.S. DEPARTMENT OF JUSTICE	OVW Improv. Criminal Justice Responses to Sexual As	\$745,325.00	9/30/2021
U.S. DEPARTMENT OF JUSTICE	Smart Prosecution Initiative: Cherished Hearts 18-19	\$96,179.00	9/30/2019
U.S. DEPARTMENT OF JUSTICE	Smart Prosecution Initiative: Cherished Hearts 19-20	\$92,179.00	9/30/2020
U.S. DEPARTMENT OF JUSTICE	VOCA Family Justice Center Advocate Navigator 18-20	\$377,790.00	6/30/2020
PLANNING COMMISSION			
NATIONAL ENDOWMENT FOR THE ARTS	Our Town 17-19		6/30/2019
POLICE DEPARTMENT			
U.S. DEPARTMENT OF JUSTICE	2020 PSN Middle Grant 19-21	\$287,436.00	6/30/2021
U.S. DEPARTMENT OF JUSTICE	DNA Capacity Enhancement for Backlog Reduction (C	\$250,000.00	12/31/2021
U.S. DEPARTMENT OF JUSTICE	Crime Victim Assistance-Victims of Crime (VOCA) 15-1	\$1,726,778.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 16-19	\$504,412.00	9/30/2019
U.S. DEPARTMENT OF JUSTICE	Law Enforcement Mental Health and Wellness Act (LE	\$94,546.00	8/31/2021
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 19-22	\$481,585.00	9/30/2022
<i>GRANTOR</i>	<i>TITLE</i>	<i>AWARD</i>	<i>GRANT END DATE</i>
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 18-20	\$495,317.00	9/30/2020
U.S. DEPARTMENT OF JUSTICE	Victim Service Coordinators VOCA 17-20	\$2,428,500.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 17-20	\$487,362.00	9/30/2020
U.S. DEPARTMENT OF TRANSPORTATION	THSO Motorcycle Enforcement 18-19	\$12,000.00	9/30/2019
U.S. DEPARTMENT OF TRANSPORTATION	2020 TN Highway Saturation Office DUI 19-20	\$490,562.01	9/30/2020
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety Alcohol Saturation 18-19	\$423,000.00	9/30/2019
PUBLIC LIBRARY			
U.S. DEPARTMENT OF JUSTICE	TN Justice Assistance Grant: Youth Development Cent	\$298,539.00	6/30/2021
PUBLIC WORKS			
U.S. DEPARTMENT OF TRANSPORTATION	Intersection Improvements County Wide (.01) 15-20	\$3,211,249.60	3/31/2020
U.S. DEPARTMENT OF TRANSPORTATION	Lebanon Pike Sidewalk Improvements 15-20	\$3,040,000.00	5/30/2020
U.S. DEPARTMENT OF TRANSPORTATION	Dickerson Pike Sidewalk Improvements 15-20	\$4,920,000.00	5/30/2020
U.S. DEPARTMENT OF TRANSPORTATION	Intersection Improvements County Wide (.02) 15-20	\$937,500.00	3/31/2020
U.S. DEPARTMENT OF TRANSPORTATION	Hart Lane Pedestrian Safety Improvements - Construct	\$1,499,979.40	11/1/2020
U.S. DEPARTMENT OF TRANSPORTATION	Harding Place Sidewalk Improvements, Phase 3 15-20	\$4,720,000.00	3/1/2020
SOCIAL SERVICES			
U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD Homeless Management Information Systems (HM	\$150,000.00	9/30/2021
U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD CBDG Five Year Plan 19-20	\$124,000.00	1/1/2020
U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD CBDG Five Year Plan 20-21	\$125,511.00	1/31/2021
U.S. DEPARTMENT OF HOUSING & URBAN DEV.	HUD Homeless Management Information Systems (HM	\$141,508.00	6/30/2020
STATE TRIAL COURTS			
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety Office 18-19	\$59,996.83	9/30/2019
WATER & SEWER			
U.S. DEPARTMENT OF HOMELAND SECURITY	HMGP Project 3 (3859 Crouch Drive and 4343 Eaton's	\$297,307.50	12/15/2020

APPENDIX E

FISCAL YEAR 2019-2020 DISADVANTAGE BUSSINESS SUMMARY

(July 1, 2019 to June 30 2020)

		Disadvantaged Business								
		Ethnic Minority Male Owned			Women Owned					
	Department	AFRICAN AMERICAN	ASIAN	HISPANIC	Total Male Ethnic Minority	AFRICAN AMERICAN	HISPANIC	OTHER	Total Women Owned	Total Disadvantaged Business
1	Arts Commission							2400	2400	2400
2	Convention Center Authority	1267			1267			13352.94	13352.94	14619.94
3	County Clerk							2040	2040	2040
4	Criminal Court Clerk							307.26	307.26	307.26
5	Emergency Communication Center							16	16	16
6	Farmers Market							192882	192882	192882
7	Farmer's Market	6266.84			6266.84					6266.84
8	Fire	10395			10395			67077.3	67077.3	77472.3
9	General Services	142966.9		396400	539366.9	7623		665855.26	673478.26	1212845.16
10	Health	4885			4885			652709.07	652709.07	657594.07
11	Historical Commission							617	617	617
12	Information Technology Services							2784	2784	2784
13	Metro Action Commission	76946.1			76946.1			3237.67	3237.67	80183.77
14	MNPS		9500.58		9500.58		1000379.25	593576.41	1593955.66	1603456.24
15	Municipal Auditorium	8510			8510					8510
16	Office of Family Safety		236.5		236.5					236.5
17	Parks	15952.2		9162.06	25114.26			153011.16	153011.16	178125.42
18	Planning Commission							8500	8500	8500
19	Police					1485		2175345.2	2176830.2	2176830.2
20	Public Library	2250			2250			1972.8	1972.8	4222.8
21	Public Works	8088.05		11390.8	19478.85			2629503.92	2629503.92	2648982.77
22	Sheriff							1090.62	1090.62	1090.62
23	Social Services							64339.5	64339.5	64339.5
24	Sports Authority							60157.5	60157.5	60157.5
25	State Fair Board							253233.63	253233.63	253233.63
26	State Trial Courts							507	507	507
27	Water and Sewer	388831.05	870		389701.05		18742.5	417785.9	436528.4	826229.45
28	X-Employee Benefit Board							3052.5	3052.5	3052.5
Totals		666358.14	10607.08	416952.86	1093918.08	9108	1019121.75	7965354.64	8993584.39	\$10,087,502.47
		60.91%	0.97%	38.12%		0.10%	11.33%	88.57%		
		6.61%	0.11%	4.13%	10.84%	0.09%	10.10%	78.96%	89.16%	