



Metropolitan Government  
of Nashville and Davidson County

# Title VI

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## Compliance Implementation Report

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**2018**

**Department of Human Resources**

<b>INTRODUCTION .....</b>	<b>4</b>
<b>THE OFFICE OF THE MAYOR .....</b>	<b>4</b>
<b>Executive Office .....</b>	<b>4</b>
<b>Office of Communications .....</b>	<b>4</b>
<b>Office of Economic and Community Development (ECD) .....</b>	<b>5</b>
<b>Office of Neighborhoods and Community Engagement (ONCE) .....</b>	<b>6</b>
<b>Office of Resilience (OR) .....</b>	<b>6</b>
<b>THE METROPOLITAN COUNCIL .....</b>	<b>7</b>
<b>THE DEPARTMENTS OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND FUNCTIONS .....</b>	<b>7</b>
Codes Administration .....	7
Criminal Justice Planning Unit .....	8
Emergency Communications .....	8
Finance .....	8
Fire .....	9
General Services .....	9
Human Resources .....	9
Information Technology Services .....	10
Law .....	10
Police .....	10
Public Works .....	11
Soil and Water Conservation .....	11
Water Services .....	11
<b>SEMI-AUTONOMOUS AGENCIES, BOARDS, AND COMMISSIONS .....</b>	<b>12</b>
Agricultural Extension .....	12
Arts Commission .....	12
Auditorium Commission .....	13
Beer Permit Board .....	13
Convention Center Authority .....	13
Election Commission .....	13
Farmer’s Market Board .....	14

Historical Commission .....	14
Human Relations.....	14
Justice Integration Systems Policy Committee .....	14
Library Board.....	15
Metro Action Commission .....	15
Nashville Career Advancement Center .....	15
Parks and Recreation .....	16
Planning Commission.....	16
Public Health Board .....	16
Social Services .....	17
<b>OTHER ELECTED OFFICIALS .....</b>	<b>17</b>
Assessor of Property .....	17
Board of Education .....	18
Circuit Court Clerk.....	18
County Clerk.....	18
Criminal Court Clerk.....	18
District Attorney General .....	18
General Sessions Court Judges .....	19
Juvenile Court Clerk .....	19
Public Defender .....	20
Register of Deeds.....	20
Sheriff.....	20
State Trial Courts .....	21
Trustee .....	21
<b>PROGRAM COVERAGE .....</b>	<b>22</b>
Federal Funding in Metro .....	22
<b>RESOURCES COMMITTED TO TITLE VI COMPLIANCE.....</b>	<b>23</b>
<b>TITLE VI PROCEDURES .....</b>	<b>23</b>
<b>COMMUNICATION .....</b>	<b>23</b>

**Individual Department Reports start on page 20 followed by**

**Appendix A - Title VI Coordinators**

**Appendix B - Council Roster**

**Appendix C - Metro Organizational Structure**

**Appendix D - Grant Title VI Report FY16-17**

**Appendix E - Minority and Women Business FY 15 by Department**

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



## **INTRODUCTION**

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

## **THE OFFICE OF THE MAYOR**

David Briley is the eighth mayor of the Metropolitan Government of Nashville and Davidson County. He was elected Vice Mayor on September 10, 2015, and was sworn in as Mayor on March 6, 2018.

Mayor Briley is a native Nashvillian and the grandson of Beverly Briley, the first mayor of the Metropolitan Government of Nashville and Davidson County.

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**

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### **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 Mayor Briley'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 Mayor Briley 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 Mayor Briley 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 Mayor Briley 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 Mayor Briley. 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. Mayor Briley 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 Mayor Briley 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 MTA– 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 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.

#### 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 everyday. 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**

## **Authority**

Laurel Fisher, Grants Manager, is the Title VI coordinator for Metro Arts and will respond as appropriate to all Title VI responsibilities.

Phone: 615-862-6744

Email: laurel.fisher@nashville.gov

## **Organizational Environment**

### **Mission**

Drive an equitable and vibrant community through the arts.

### **Vision**

Every Nashvillian Participates in a Creative Life

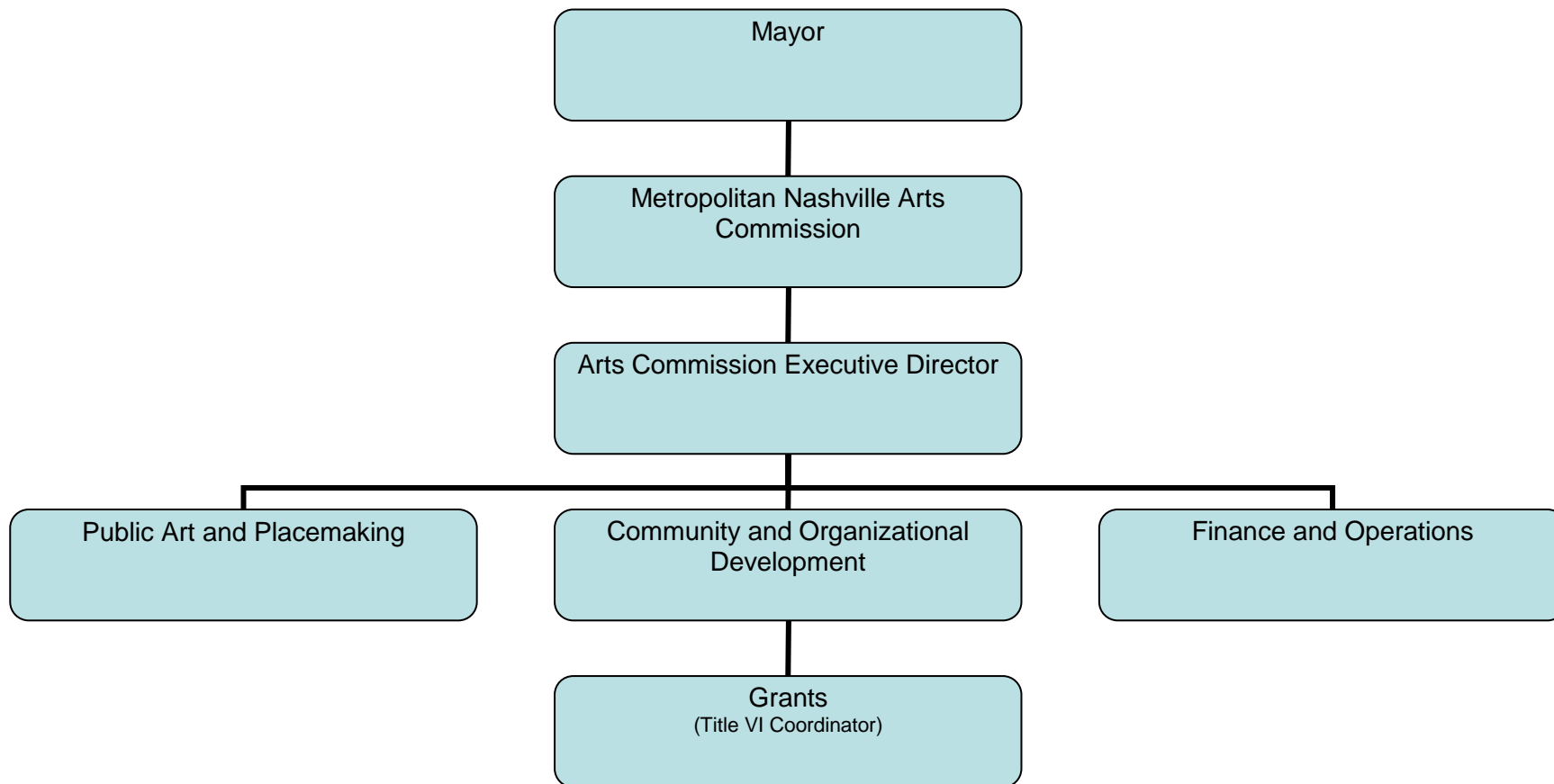
### **Goals**

The Arts Commission's strategic goals are to see improvement in:

- Stronger Creative Workers
- Deeper Cultural Participation
- Vibrant Creative Neighborhoods

We work toward these goals through our Public Art, Organizational Development, and Grants program areas and through partnerships, training, research, and artist development. We highlight the civic and economic power of the arts and artists in Nashville through the following methods:

- Increase Sector Resources
- Drive Equity & Access
- Improve Creative Infrastructure



## **Federal Funding in the Metropolitan Nashville Arts Commission**

Federal financial assistance may be used to augment our departmental budget in achieving departmental goals and initiatives.

## **Contracted Program Overview**

Metro Arts uses contracts to engage those with specific experience, knowledge and skills that are needed on a short-term basis.

**Number of Complaints Received Last Year** 0

# METROPOLITAN BEER PERMIT BOARD

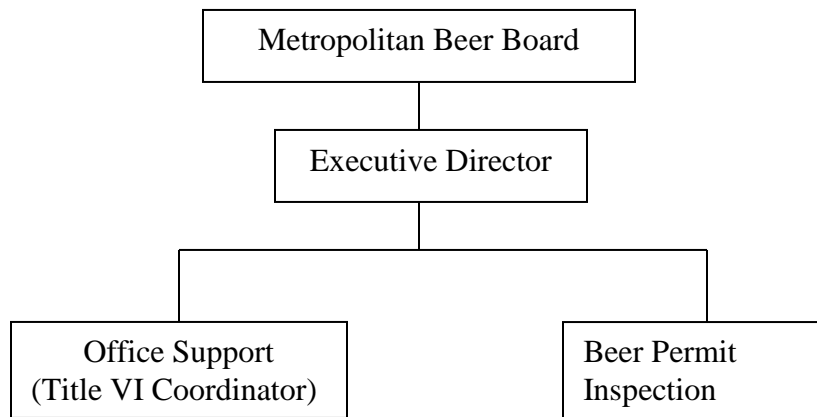
## Authority

Amanda Webb – Office Support Specialist

Accept complaints by citizens, records name, date, phone numbers, and complaint and submit to Executive Director.

## Organizational Environment

Mission Statement of the Beer Board is to license, regulate and control the transportation, storage, sale, distribution, possession, receipt and/or manufacture of beer with an alcoholic content of not more than five percent by weight. To issue and regulate public dance permits.





**Federal Funding in the Metropolitan Beer Permit Board Department**  
None

**Contracted Program Overview**  
N/A

**Minority Participation on the Board/Commission: 2**

**Number of Complaints Received Last Year: 0**

**Statement of Non-Discrimination:**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operations its programs, services, or activities. The Beer Permit Board does not discriminate in its hiring or employment practices.

## **Metropolitan Department of Codes & Building Safety**

### **TITLE VI POLICY**

#### **Authority:**

Title VI Coordinator for the Department of Codes & Building Safety, in coordination with the City of Nashville's Title VI Coordinator, is charged with the responsibility for implementing, monitoring, and ensuring the department's compliance with Title VI regulations. This responsibility would include:

- Avoiding, minimizing, and/or mitigating disproportionately high and adverse human health or environmental effects, including social and economic effects, on minority populations and low-income populations
- Ensuring the full and fair participation by all potentially affected communities in the decision-making process
- Preventing the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations

The Department of Codes & Building Safety's Title VI Coordinator is Roy L. Jones, Assistant Director, 800 2<sup>nd</sup> Avenue, South, Nashville, Tennessee 37210 #(615) 862-6541. Mr. Jones reports directly to the Acting Director of the Department of Codes & Building Safety, Mr. Wade Hill.

#### **Organizational Environment:**

*Mission statement:* 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.

#### *Strategic goals:*

By the year 2020, Codes customers will experience improved ability to communicate and access information through improved technology within Codes, as evidenced by:

- 10% increase of customers accessing information online
- 75% of customers who report satisfaction with communications with the department

By the year 2020, citizens of Davidson County will experience cleaner, safer neighborhoods, as evidenced by:

- 10% reduction in substandard housing
- 10% reduction in number of abandoned or inoperable/unlicensed vehicles
- 10% reduction of visual clutter (signs, debris, trash, graffiti)

By the year 2020, Code customers will experience improved response times to their inspection requests, as evidenced by:

- 75% of customers who receive a response within 48 hours including communication of action on service requests

By the year 2020, citizens of and visitors to Davidson County will experience increased Code compliance in new buildings as evidenced by:

- 10% increase in building projects obtaining a Use and Occupancy Letter indicating all required inspections performed and approved

Organizational chart attached

### **Federal Funding in the Department of Codes & Building Safety:**

Number of departmental Federal and state grants:     None

Federal Financial Assistance is used to achieve departmental goals and initiatives by:

- Providing that all department programs will be conducted and/or operated with all requirements imposed by, or pursuant to, the Title VI of the Civil Rights Act of 1964.
- Providing that the department notifies, through the City's Title VI Coordinator, that all minority business enterprises will be afforded full opportunity to submit bids in response to any bid invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration of an award.

### **Contracted Program Overview**

Department of Codes Administration – list of contracts:

1. *Bankers Title & Escrow Corp.* – Contractor shall provide title search services for the department and will be the primary provider of title search services. The Metropolitan Government of Nashville is charged with the responsibility of collecting through litigation proceedings delinquent property taxes and demolition liens. The lawsuits initiated by these actions require serving notice on all delinquent property tax owners, obtaining default judgments, and preparing the properties for sale. The preparation for sale includes conducting a title search to insure that Metro has notified all interested parties as required by statute.
2. *Abernathy Truck Salvage Inc.* – The Department of Codes & Building Safety may have abandoned vehicles towed and destroyed by a demolisher. The contractor shall, upon notification from Codes, take possession of the identified vehicle within 48 hours after notification, and shall have the responsibility for towing and demolishing the vehicle in accordance with all applicable environment, federal, state, and local laws.
3. *RICOH Office Solutions* – All copier and printing products are purchased through this contract that has been established between the contractor and the Metropolitan Government.

All contracts, including those listed above, shall be performed in accordance to individual contract provisions and under all rules and regulations as provided by the Division of Purchasing, Department of Finance, Metropolitan Government of Nashville and Davidson County, Tennessee.

**Minority Participation on the Various Boards/Commission.**

The Department of Codes & Building Safety has no particular Title VI board or commission and would refer this question to the Legal Department, Metropolitan Government of Nashville and Davidson County, Tennessee.

**Number of Complaints Received Last Year :** None

**Department's Non-Discrimination Statement:**

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 will not be condoned when such conduct:

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



## **Community Education Commission 2018 TITLE VI PLAN**

### **1. AUTHORITY**

Title VI of the 1964 Civil Rights Act requires 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 Metro Human Relations Commission is committed to compliance with Title VI and all other laws that protect the rights, safety, dignity, and welfare of residents of Nashville and Davidson County.

Title VI Coordinating responsibility falls under the CEC Executive Director. The Executive Director accepts complaints by citizens, records name, date, phone numbers, and complaint and submits to the CEC chairperson.

For information contact:

Mary Beth Harding  
Nashville Community Education  
4805 Park Ave. Suite 123  
Nashville, TN 37209  
Telephone: (615) 298-8050 | Facsimile: (615) 298-8455  
Email: Marybeth.harding@nashville.gov

### **2. ORGANIZATIONAL MISSION & ENVIRONMENT**

The mission of Nashville Community Education Commission is to provide high quality personal and professional enrichment classes to the greater Nashville community.

### **3. TITLE VI INFORMATION AND DISSEMINATION**

Title VI information posters will be publicly displayed in the NCE office.

### **4. SUBCONTRACTORS AND VENDORS**

All subcontractors and vendors who receive payment from NCE where funding originates from any federal assistance, are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

### **5. RECORD KEEPING**

The Title VI Coordinator will maintain records in compliance with Metro and federal records retention policies.

## 6. FEDERAL FUNDING

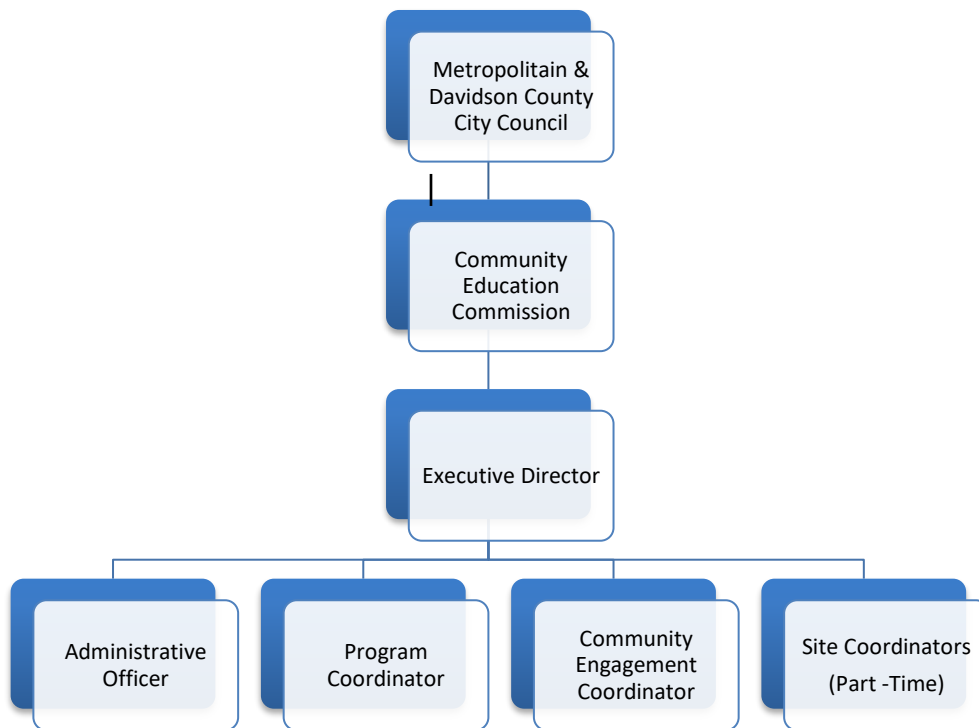
Currently, the CEC receives no direct federal financial assistance from grants or other sources to achieve its goals and initiatives.

## 7. CONTRACTED PROGRAMS

The department currently holds no contracts with outside agencies in the delivery of its programs or services.

## 8. MINORITY PARTICIPATION ON THE BOARD OF COMMISSIONERS

The Community Education Commission is comprised of seven (7) members, (5) of whom meet the criteria for racial/ethnic minority status.



## 9. TITLE VI COMPLAINTS RECEIVED LAST YEAR: 0

**10. DEPARTMENTAL NON-DISCRIMINATION STATEMENT:** The Community Education Commission does not discriminate on the basis of race, color, national origin, sex, 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.

# CRIMINAL COURT CLERK

## Authority

Amy Rooker is the Title VI Administrator for the Office of the Criminal Court Clerk, and can be reached at (615) 862-5663 or by email at amy.rooker@nashville.gov. Amy Rooker is the HR Director, and additionally serves as the Executive Assistant to Julius Sloss, Chief Deputy Clerk, for Criminal Court Clerk Howard Gentry.

## Organizational Environment

### General Mission Statement\Strategic Goals

The Criminal Court Clerk's mission is to serve the courts having criminal jurisdiction, to assume responsibility for all records generated from arrest through final disposition 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. The Criminal Court Clerk of the Metropolitan Government of Nashville and Davidson County performs the clerical duties for the operation of both General Sessions and State Trial Courts. The Clerk is responsible for record management, both hard copy and electronic, and prepares the minutes (official record) for the Criminal State Trial Courts. Pursuant to statute, the Clerk calculates court costs and begins collection of those costs at final disposition. The Criminal Court Clerk prepares all cases under appeal for the Court of Criminal Appeals. Additionally, the Clerk is the official custodian of all records and evidence submitted in the Criminal State Trial Courts.

Currently, the Office of the Criminal Court Clerk staffs nine (9) bilingual Deputy Clerks. This office's current minority workforce consists of 32% African American, as well as 2% Asian, 6% Hispanic, and 5% two or more races. Additionally, 56.5% of the current 85 persons employed with the Office of the Criminal Court Clerk are female.

Due to diligent community outreach and efforts to make the services of the Criminal Court Clerk accessible to all citizens, the number of expunged records has nearly doubled since this administration took office in 2011. Community outreach efforts assist many of our customers in securing employment, housing, and aids with other self-development endeavors.

## Federal Funding in the Metropolitan Criminal Court Clerk

The Office of the Criminal Court Clerk receives no federal financial assistance specific to this office, but may benefit from federal funding received by the Metropolitan Government.

## Contracted Program Overview

The Office of the Criminal Court Clerk does not enter into contracts other than the vendors and sole sources approved by the Metropolitan Finance Department.



Minority Participation on the (None) Board/Commission .

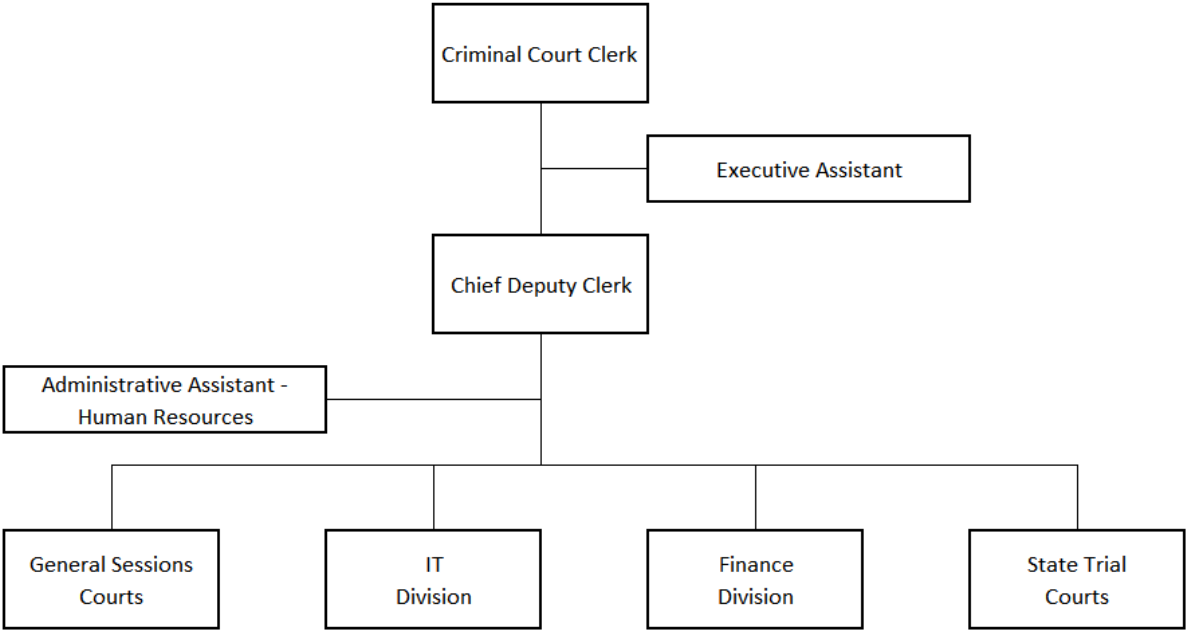
There are no Boards/Commissions within the Office of the Criminal Court Clerk.

Number of Complaints Received Last Year (None) .

Please include your department's non-discrimination statement:

The Office of Criminal Court Clerk Howard Gentry is an equal opportunity employer. This office is committed to promoting quality of opportunity for all visitors and applicants, and works to ensure that all individuals have equal access to all services provided. The Office of the Criminal Court Clerk prohibits discrimination against any individual based on race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or disability.

Criminal Court Clerk's  
Organizational Chart



## THE DEPARTMENT OF EMERGENCY COMMUNICATIONS

### Authority

The Title VI Coordinator for the Department of Emergency Communications (DEC) is **Lynette S. Dawkins**. She may be reached at (615) 401-6341 or [lynette.dawkins@nashville.gov](mailto:lynette.dawkins@nashville.gov).

### Organizational Environment

The Mission of the Department of Emergency Communications is to serve as the vital link between the citizens and the emergency responders of Nashville & Davidson County by providing emergency and non-emergency services in a prompt, courteous and efficient manner.

### Goals

- **Citizens and visitors to Davidson County will continue to receive Best in Class Emergency Response Communications while DEC continues to strive to meet increasing and changing demand for service, through 2018, as measured by:**
  - 90% 911 calls answered in less than 10 seconds
  - 90% 911 calls dispatched for Fire-Suppression in less than 90 seconds
  - 95% 911 calls dispatched for Fire-Emergency Medical Services in less than 90 seconds
  - 90% 911 calls dispatched for Police in less than 90 seconds
- **Through 2018, citizens and visitors to Davidson County will continue to receive Best in Class Emergency Response Communications as a result of highly qualified and supported workforce as measured by:**
  - 1st Responder Partner Survey Responses are satisfied with service 90% or above
  - Citizen Survey Responses are satisfied with service 90% or above
  - Emergency Medical Dispatch Quality Assurance Reviews 93% or above
  - Emergency Fire Dispatch Quality Assurance Reviews 93% or above
- **Through 2018, DEC will continue to improve procedures that will address how not to allow changing technology to have a negative impact on overtime and productivity.**

### Federal Funding in the Department of Emergency Communications

At the present time the Department of Emergency Communications does not receive any Federal Financial Assistance in providing our emergency or non-emergency products.

### Contracted Program Overview

The Department of Emergency Communications does not have contracted programs.

Minority Participation on the Board/Commission:           N/A          

Number of Complaints Received Last Year:           0

# METROPOLITAN DEPARTMENT OF FINANCE

## **Authority**

The Title VI Coordinator for the Finance Department handles questions, concerns, complaints, or requests for additional information regarding Title VI of the Civil Rights Act. The Coordinator provides public notification of rights under Title VI, maintains a Title VI complaint log, and ensures that all complaints are investigated thoroughly. The following person has been designated as this department's Title VI Coordinator:

Kimberly Northern, Administrative Services Manager  
Office of Management and Budget  
700 2<sup>nd</sup> Ave South, Ste 201  
Nashville, TN 37210  
Phone: 615-880-1710  
Fax: 615-880-2800

## **Organizational Environment**

### **Mission**

The mission of the Department of Finance is to provide financial management, information, and business services 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.

## **Federal Funding in the Metropolitan Finance Department**

The Department of Finance manages a Public Assistance grant awarded by the Federal Emergency Management Agency (FEMA) due to the Presidential Disaster Declaration from the severe storms and flooding of May 2010. The purpose of the grant is to assist Metro Nashville & Davidson County in their emergency response and recovery efforts. This program provides funding for debris removal, emergency protective measures, and permanent restoration of infrastructure.

## **Contracted Program Overview**

The department of Finance uses a variety of contracts to provide financial management, building construction and renovation and business products to policy makers, departments, agencies, investors, and the Nashville Community. See expenditures for the Department of Finance in the Procurement report in Appendix.

**Minority Participation on Departmentally Supported Board/Commission—No such board exists.**

**Number of Complaints Received Last Year**                      **0** .

# **METROPOLITAN FIRE DEPARTMENT**

## **Authority**

Departmental Coordinator responsibilities include and may not be limited to the following:

- Ensuring that all new and current employees within their respective departments receive Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights violation under Title VI;
- Prominently displaying all Title VI resources, to include the investigation procedures manual, Title VI legal manual and posters and brochures in locations managed by their departments that are frequented by the public.
- Employing necessary monitoring techniques to ensure departmental compliance;
- Providing the Metro Title VI Coordinator with departmental information to be include in annual Title VI plan in a timely manner;
- Other duties as necessary to ensure Title VI compliance;

The Title VI coordinators for the Nashville Fire Department are Jamie Summers who can be contacted at 862-5242 or Jaime Natali who can be contacted at 862-5268.

## **Organizational Environment**

Mission statement and strategic goals are listed below.

Org chart sent separately.

## **DEPARTMENT MISSION**

The mission of the Nashville Fire Department is to provide high quality fire, medical, and rescue emergency responses and community support services to the citizens and visitors within Nashville and Davidson County, so they can work and reside in a community where an all hazards response minimizes harm to life property and environment.

### **Strategic Goals**

- ☐ The department will provide a safer working environment for emergency field personnel as evidenced by: The purchase of new cardiac monitors for all Advanced Life Support (ALS) engine companies and ALS Medic Units and the purchase to replace existing Self Contained Breathing Apparatus (SCBA's) with new SCBA's that comply with current NFPA regulations.
- ☐ The Nashville community will experience a 2 percent reduction in response times for our emergency field personnel as evidenced by the replacement of current radio based fire alerting system with an Internet Protocol (IP)/radio based fire alerting system.
- ☐ The Nashville Fire Department will increase the number of Life Safety inspections by 5 percent, improving its Fire Inspection Program as evidenced by: Fire Inspectors conducting life safety and sprinkler inspections in new and existing buildings within 3 business days of requests by customers.
- ☐ The number of residential homes without working smoke detectors will be reduced by working with community groups to identify and install detectors.
- ☐ The Nashville community will experience a fire department with improved effectiveness during emergency field operations and its non-operational workforce as evidenced by: The introduction of new information technology software and hardware considered essential to access emergency field ground information by FY19.

### **Federal Funding in the Metropolitan Fire Department**

N/A

### **Contracted Program Overview**

On January 1, 2015 the Nashville Fire Department is in contract with Medical Accounts Receivable System (MARS) for the purpose of billing and collections for our ambulance services.

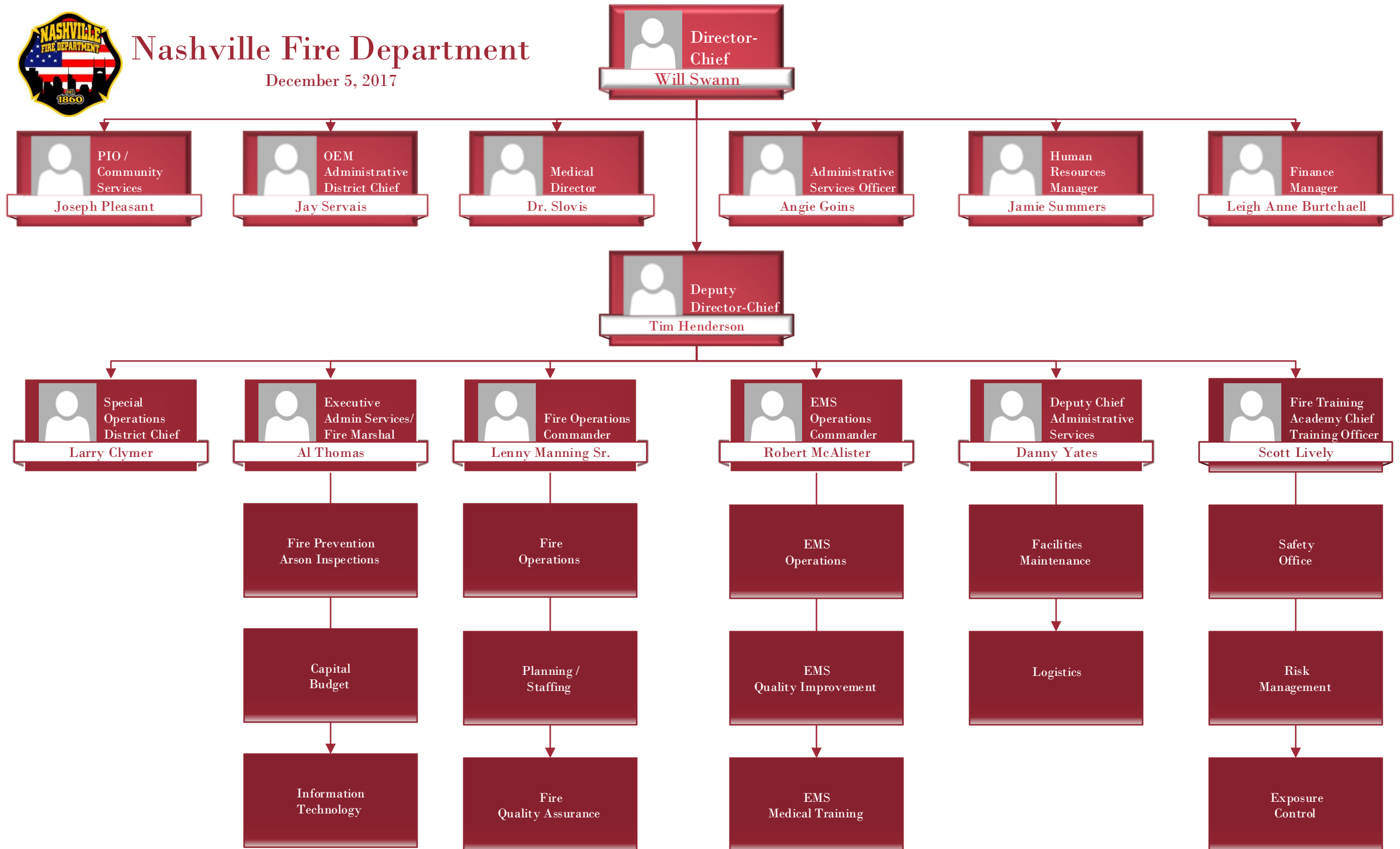
**Minority Participation on the Board/Commission:** \_\_\_\_N/A\_\_\_\_

**Number of Complaints Received Last Year** \_\_\_\_0\_\_\_\_



# Nashville Fire Department

December 5, 2017



# **METROPOLITAN GENERAL SERVICES DEPARTMENT**

## **Authority**

The Title VI position within the Department of General Services is organizationally housed in the Division of Building Operations and Support Services. The Title VI Coordinator for the Department of General Services is Jerry Hall, ADA Manager & Safety Coordinator, (615) 862-8960.

## **Organizational Environment**

### **General Services Mission Statement:**

The mission of the Department of General Services is to provide facility and fleet operations, employee security and customer assistance products to government agencies, Metro employees, and the Nashville community so they can meet their goals.

### **Strategic Goals:**

- To provide improved environmental sustainability through recycling, purchase of alternative fuel vehicles, energy savings upgrades, and incorporating green building practices.
- To provide consistent and valued products and services to our customers.
- To provide a work environment that ensures employee satisfaction and high performance.

## **Federal Funding in the Metropolitan General Services Department**

The Department of General Services received \$6.2 million in federal funding for fiscal year 2013. No federal funding was received for fiscal years 2014, 2015, 2016, 2017, and 2018.

## **Contracted Program Overview**

The Department of General Services uses several contracts to fulfill its day-to-day operational requirements associated with achieving the departmental mission. Through these contractual agreements, the department acquires the needed supplies, materials, and services to provide facility and fleet operations, and customer assistance products to government agencies, Metro employees, and the Nashville community so they can meet their goals.

## **Minority Participation on the Board/Commission:**

The Department of General Services does not have any active Boards or Commissions.

## **Number of Complaints Received Last Year:**

Department of General Services did not receive any Title VI complaints last year.

## **Statement of Non-Discrimination**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Human Resources Department does not discriminate in its hiring or employment practices.

The following department has been designated to handle questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act. In addition, inquiries concerning non-discrimination policies other than ADA and Title VI compliance should be forwarded to:

Department of Human Resources  
404 James Robertson Parkway, Suite 1000

Nashville TN 37219  
Phone: (615) 862-6640 / FAX: (615) 862-6654

The following person has been designated as the Metro Title VI Coordinator to handle questions, concerns, complaints, or requests for additional information regarding Title VI of The Civil Rights Act:

Melody Fowler-Green  
Human Relations Commission  
404 James Robertson Parkway, Suite 130  
Nashville, TN 37210  
615-880-3374  
Email: [Melody.Fowler-Green@nashville.gov](mailto:Melody.Fowler-Green@nashville.gov)



# **Title VI Compliance Plan**

## **Metro Public Health Department**



*Metro***Public Health***Dept*  
Nashville / Davidson County  
Protecting, Improving, and Sustaining Health

**Submitted by:**

**Director of Health**

**William Paul, M.D.**

...

**Title VI Coordinator**

**José Cruz**

**May 2018**

# **Table of Contents**

**Mission Statement/ Vision/ Goals**

**Board Composition**

**Funding Sources (FY 2017-2018)**

**Staff Training**

**Addressing the Needs of Limited English Proficient (LEP) Clients**

**Staff Interpreters**

**Statement of Non-Discrimination**

**Public Notification**

**Community Outreach**

**Complaints (FY 2017-2018)**

### **Mission:**

The mission of Metro Public Health Department is to protect, improve and sustain the health and well-being of all people in Metropolitan Nashville.

### **Our Vision:**

“People creating healthy conditions everywhere!”

### **Our Goals:**

- Prevent, detect, and alleviate outbreaks of infectious disease and other public health threats and emergencies.
  - Improve the health and well-being of children.
- Prevent death and promote well-being by reducing tobacco use and increasing physical activity and healthy eating in Nashville.
  - Ensure cleaner air and a safer environment.
- Improve access for everyone through needed preventive, medical, and mental health services.

### **Our Core Values:**

Professionalism

Respect

Integrity

Dedication

Equality

## Our Governance:

A six member Board of Health appointed by the Mayor and confirmed by vote of the Metro Council governs the Department.

Current members are:

<b>Carol Etherington, MSN, RN</b> Chair (White/Female)	<b>Francisca Guzmán</b> Vice Chair (Hispanic/Female)
<b>Samuel L. Felker, JD</b> Attorney (White/Male)	<b>Thomas Campbell, MD</b> Psychiatrist (White/Male)
<b>A. Alex Jahangir, MD, MMHC, FACS</b> Orthopedic Surgeon (Middle Eastern/Male)	<b>Margreete Johnston, MD MPH</b> Pediatrician (White/Female)

## Funding Sources 2017 – 2018

Grant Name	Terms	Awarded Amounts	Funded Through
Administration Law Judges	010110 - 123122	\$50,000	State
Air Pollution - 103 Grant Amendment 3	040115 - 033118	\$258,809 - \$130,000 additional funding	Federal
Air Pollution - 103 Grant Amendment 2	040115 - 033118	Increase of \$62,565 totalling \$390,000	Federal
Air Pollution - 103 Grant Amendment 1	040115 - 033118	\$258,809 - \$130,000 additional funding	Federal
Air Pollution - 105 Grant Amendment 9	100114 - 093018	Change % from 60% to 40%	Federal
Air Pollution - 105 Grant Amendment 8	100114 - 093018	increase of \$134,000	Federal
Air Pollution - 105 Grant	100114- 093018	\$206,764 / \$2,937,703	Federal
Air Pollution - 105 Grant	10/01/14 - 09/30/18	\$738,119 totaling \$2,169,244	Federal
Air Pollution - 105 Grant	10/01/14 - 09/30/18	\$738,119 totaling \$2,169,244	Federal
Children Special Services (CSS) Medical & Care Coordination	070117 - 063018	\$727,500	State & Federal
Chronic Disease Management & School Health Promotion Services	010114 - 063018	\$353,000	Federal
Environmental Health Specialist - Food Safety Services	100117 - 093018	\$99,300	Federal
Family Planning Services	070117 - 063022	4325500 \$718,300 each year	State & Federal

<b>Fetal Infant Mortality Review &amp; Community Infant Mortality Reduction Services</b>	<b>070118 - 063019</b>	<b>\$318,600</b>	<b>Interdepartmental</b>
<b>Food Inspection Training for Food Safety Personnel</b>	<b>01/11/17 - 12/29/17</b>	<b>\$3,000</b>	<b>Federal</b>
<b>Food Inspection Training for Managers &amp; Trainers</b>	<b>01/11/17 - 12/29/17</b>	<b>\$3,000</b>	<b>Federal</b>
<b>Grant in Aids Funds</b>	<b>070117 - 063018</b>	<b>\$725,200</b>	<b>State</b>
<b>Health Promotion Services</b>	<b>070117 - 063018</b>	<b>\$116,000</b>	<b>Federal</b>
<b>Healthy Start Home Visiting Program Services</b>	<b>070116 - 063018</b>	<b>\$380,000</b>	<b>State</b>
<b>Help Us Grow Successfully (HUGS)</b>	<b>070114 - 063019</b>	<b>3051000 \$610,200 each year</b>	<b>Interdepartmental</b>
<b>HIV/STD/Viral Hepatitis Prevention &amp; Surveillance</b>	<b>01/01/17 - 12/31/17</b>	<b>\$996,500</b>	
<b>Immunization Services</b>	<b>040417 - 063018</b>	<b>\$555,600</b>	<b>State &amp; Federal</b>
<b>Mental Health Cooperative</b>	<b>070117 - 063018</b>	<b>\$427,537</b>	
<b>Monroe Harding, Inc</b>		<b>\$16,380</b>	<b>other</b>
<b>NACCHO</b>	<b>093017 - 092918</b>	<b>\$20,000</b>	<b>Federal</b>
<b>Nashville Career Advancement Center – Adult Program</b>	<b>070117 - 063019</b>	<b>\$207,790</b>	<b>Federal</b>
<b>Nashville Career Advancement Center – Dislocated Worker</b>	<b>070117 - 063019</b>	<b>\$322,313</b>	<b>Federal</b>
<b>Nashville Academy of Medicine - Charism Sales Database</b>	<b>070116 - 063017</b>	<b>\$3,300</b>	

Public Health Emergency Preparedness - Zika Virus Disease Amendment I	070116 - 063017	increase of \$25,104 total of \$800,904	Federal
Public Health Emergency Preparedness	070107 - 063022	\$4,030,120	Federal
Retail Food Stores Inspection	010112 - 123117	\$741,480	State
Ryan White - Oasis Center, Inc	123015 - 122920	\$40,000	
Ryan White HIV Emergency Relief Grant	030109 - 022819		Federal
Ryan White HIV Emergency Relief Grant	030109 - 022818	\$2,138,569	Federal
Ryan White HIV Emergency Relief Grant	030117 - 022818	\$2,138,569	Federal
Ryan White HIV Emergency Relief Grant	030109 - 022817	\$94,665 for total \$4,679,574	Federal
Ryan White HIV Emergency Relief Grant	030116 - 022817	\$2,597,007	Federal
Ryan White HIV State	010117 - 033118	\$45,800	State
School Based Oral Disease Prevention Services	070116 - 063018	\$904,361 each year \$1,808,722 total	Interdepartmental
School Nursing Services	070117 - 063022	\$4,600,000	
TB Epidemiologic Studies Consortium Amendment 3	092916 - 092817	\$81,029	
TB Epidemiologic Studies Consortium Amendment 2	100116 - 093017	\$20,000	
TBTC Clinical Trial Vanderbilt	100114 - 093019	\$20,259 for 1 year	Other
TennCare Kids Outreach Services	070116 - 063019	\$671,00, \$606,400, \$306,400	Federal/Interdepartmental

		each year	
<b>Tennessee Breast and Cervical Early Detection Program Services</b>	<b>070117 - 063020</b>	<b>\$267,000</b>	<b>State &amp; Federal</b>
<b>Tobacco Prevention Program Services - Baby &amp; Me Tobacco Free</b>	<b>100117 - 063018</b>	<b>\$373,500</b>	<b>State</b>
<b>Tobacco Settlement - Amendment II</b>	<b>020114 - 123117</b>	<b>\$50,000 increase</b>	<b>State</b>
<b>Tuberculosis (TB) Control and Prevention</b>	<b>070117 - 063018</b>	<b>\$1,594,700</b>	<b>State &amp; Federal</b>
<b>Tuberculosis (TB) Control and Prevention</b>	<b>070116 - 063017</b>	<b>\$1,593,900</b>	<b>State &amp; Federal</b>
<b>United Neighborhood Services - Amendment 3</b>	<b>070115 - 070117</b>	<b>\$355,200</b>	<b>Other</b>
<b>WIC Amendment 2</b>	<b>100114 - 093018</b>	<b>\$20,501,600</b>	<b>Federal</b>
<b>WIC - Peer Counseling Services Amendment</b>	<b>100114 - 093018</b>	<b>\$138,000</b>	<b>Federal</b>
<b>WIC and CSFP Services</b>	<b>100114 - 093018</b>	<b>\$20,595,200</b>	<b>Federal</b>



## **Title VI Training for MPHD Employees**

All employees at MPHD are required to take Title VI Training. This includes full and part-time employees.

Each year the Tennessee Department of Health (TDH) provides us with training information regarding Title VI through a PowerPoint presentation with imbedded videos that can be viewed online or during a group classroom session. At MPHD, this training is typically offered every year in September. The training encompasses the following information:

- A review of the history of Title VI

- Examples of Title VI violations/discrimination

- Limited English Proficiency (LEP)

- Interpreter information

- The consequences of non-compliance

On April 21<sup>st</sup>, 2017, our Title VI Coordinator attended a Title VI training session offered by the Metro Human Relations Commission (MHRC) at the Sony West Conference Center. The session was led by Attorney Melody Fowler-Green (Director of the MHRC) and Samantha Perez (Director of Policy and Research). We discussed interpreter assessments and new additions to next year's compliance plan.

Our Title VI Coordinator attends monthly meetings with Nashville Task Force on Refugees & Immigrants. Each meeting offers new resources and helpful information from knowledgeable members of the community. All literature and information collected is used as reference material when the need arises. Our Coordinator also attended a Cultural Sensitivity Training live webcast hosted by the Alabama Department of Public Health (March 20<sup>th</sup>, 2017) and formed part of Metro Public Health Department's Community Advisory Groups (March 7<sup>th</sup>, 2017 and June 6<sup>th</sup>, 2017), a group that seeks to be a forum for members of the

community to comment about the services offered and services that they wish to see in the future.

On May 4<sup>th</sup>, 2017 our Title VI Coordinator participated in one of two meetings for Request for Quotation (RFQ) to find a suitable American Sign Language interpreting services vendor for all Metro agencies. This year, he is scheduled to participate again in RFQ meetings to find an appropriate Translation and Interpretation vendor.

Conversational Spanish classes were offered to MPHD staff, during lunch and learn sessions, between March and May 2017. There are plans to continue offering language classes to our staff in the future.

Our Title VI Coordinator also provides training to our in-house interpreters. The trainings focus on the standards of practice, ethics and protocols for health care interpreters. The coordinator also leads discussions about best practices among the group of interpreters that serve on-site at four different MPHD sites.

### **Addressing the Needs of Limited English Proficient (LEP) Clients**

Title VI of the Civil Rights Act of 1964 provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance. A number of programs in the Metro Public Health Department receive federal financial assistance from the Department of Health and Human Services and, therefore, all programs must comply with the provisions of Title VI. These procedures outlined below help us to ensure that Limited English Proficient (LEP) persons receive the language assistance necessary to afford them meaningful access to public health services.

#### **1. Assessment**

##### **a. Data Collection:**

Data is collected in Patient Tracking Billing Management Information System (PTBMIS) a patient tracking system for data in clinics. This data is collected throughout the year. Each patient is asked if they

need an interpreter during his/her visit. If the patient answers “yes”, the primary language field of PTBMIS will be filled out accordingly. If the patient does not need an interpreter, English is coded as the primary language. In addition to the primary language information collected in PTBMIS, the information will also be included in a prominent place in the medical record of each LEP patient.

b. Data Reporting:

Each year a report is produced within MPHD that includes:

- i. Total number of persons served within the clinics
- ii. For those persons for whom English is not the primary language:
  1. Number served by language

A PTBMIS report for calendar year 2017 reflects an unduplicated patient count by race, language, and national origin. *Please reference Attachment 1.*

c. Data Analysis:

After reviewing the report described above as well as reports for each clinic, a determination is made regarding the points of contact within the clinics at which interpreter services are needed.

Field staff that encounter LEP clients outside of the clinic setting use an over-the-phone interpreting service to provide appropriate language services, if an interpreter is not available to accompany them.

Some programs have employed full-time interpreters. For all other LEP clients, programs use the services of an over-the-phone interpreter service or approved, qualified interpreters, if available.

d. Monitoring:

The Title VI Coordinator communicates with clinic managers to discuss the effectiveness of the Title VI program. Our programs will continue to monitor the effectiveness of the Title VI program and our

language assistance program.

After reviewing and assessing information regarding our LEP client base, staff meetings are periodically conducted within each clinic to further plan for meeting the needs of our LEP clients.

## 2. Language Access

### a. Oral Language Interpretation:

Full-time interpreters and bilingual employees are frequently available throughout the department upon request.

All of our staff interpreters have had their language and interpreting skills assessed by an outside contractor.

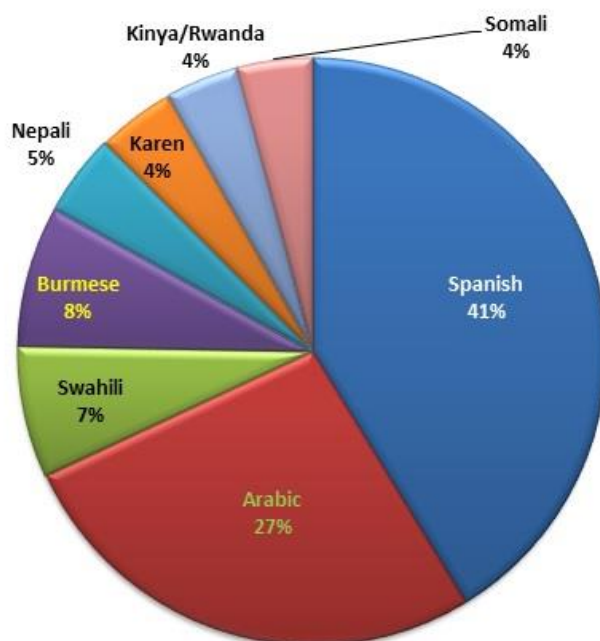
In the fall of 2017 we began the process of restructuring our interpreter services to streamline services and distribute our interpreters based on need rather than proximity. After months of work between interpreters, managers, directors and with the approval of the Board of Health, we now have a specific program for our language needs: the Cultural and Linguistics Services Program (CLSP). The CLSP is responsible for providing interpreters, educating staff on language & culture, providing translation services for MPHD, and training & educating both interpreting and non-interpreting staff on protocols and best practices related to language access.

Below is a list of our in-house professional interpreters:

Last Name	First Name	Contact Info.	Language Pair
Castillo	Nadia	615.880.3210 xt.79315	Spanish/English
Cruz	José	615.330.1546	Spanish/English
Ferguson	Homer	615.880.3553	Spanish/English
Gonzalez	Ronald	615.880.1078	Spanish/English
Hanna	Amani	615.712.4999	Arabic/English
Luna	Jorge	615.708.1050	Spanish/English

The Metro Public Health Department also currently contracts with over-the-phone interpreting services that provide over 200 languages. Our invoices for these services average approximately \$7,700 per month in total.

#### 2017-Non-English Languages with 100+ Speakers



b. Translation of Written Materials:

Based upon the results of the PTBMIS report as well as program needs, many of our documents are translated into Spanish.

- i. Consequently, a significant amount of our vital written documents have been translated into Spanish. For those clients who speak languages other than Spanish, we will provide competent oral translation of the documents in a language that is understandable to the LEP client.
  - ii. We also have a contract with a translation company to translate documents into Spanish and other languages as needed.
- c. Providing Notice to LEP persons
- i. A notice is posted on the bulletin board or an area clearly visible for our clients about their right to free language assistance. This notice is provided in the most frequently spoken languages of our LEP clients, i.e., English, Spanish, Arabic, Burmese, Swahili and Nepali.
  - ii. Cards have also been made available to assist LEP clients in identifying their language needs.

**Public Notification**

A notice is provided to LEP clients indicating that language services are available. This notice has been translated into the most frequently spoken languages of our clients. This notice has been posted in offices and clinics at MPHD.

**ENGLISH**

Please let us know if you need interpreter services that are available to you at no cost. All authorized interpreters for the Metro Public Health Department (MPHD) have completed HIPAA privacy training and are required to comply with the privacy rules of MPHD.

We will also provide free oral translation of documents that have not already been translated in written form.

### SPANISH

Por favor, infórmenos si necesita del servicio de interpretación que se encuentra disponible para usted y sin costo alguno. Además, ofrecemos servicio gratuito de traducción oral de documentos que aún no están traducidos por escrito.

Todos los intérpretes autorizados del departamento metropolitano de salud pública (MPHD) han completado una capacitación sobre privacidad en el marco de la ley de portabilidad y responsabilidad del seguro de salud (HIPAA, por sus siglas en inglés) y se les exige acatar las normas sobre privacidad del MPHD.

### ARABIC

يرجى إعلامنا إذا كنت بحاجة إلى خدمات الترجمة الفورية المتاحة لك مجاناً. جميع المترجمين المفوضين في قسم مترو للصحة العامة أكملوا تدريب الخصوصية المعروف بإسم هيبا . وهم مطالبون بالامتثال لقواعد الخصوصية الخاصة بقطاع مترو للصحة العامة. كما سنوفر ترجمة شفوية مجانية للوثائق التي لم تتم ترجمتها بالفعل في صيغة مكتوبة.

### BURMESE

သင့်အတွက် အခမဲ့ ရရှိနိုင်သည့် စကားပြန် ဝန်ဆောင်မှုများကို လိုအပ်ခဲ့ပါက ကျေးဇူးပြုပြီး ကျွန်ုပ်တို့အား အသိပေးပါ။ မက်ထရို ပြည်သူ့ကျန်းမာရေးဌာန (MPHD) အတွက် ခွင့်ပြုချက်ရရှိ ထားသည့် စကားပြန်များ အားလုံးသည် HIPAA သီးသန့်တည်ရှိမှု သင်တန်းကို တက်ရောက်ရရှိခဲ့ပြီးဖြစ်ပြီး MPHD ၏ သီးသန့်တည်ရှိမှုဆိုင်ရာ စည်းမျဉ်းစည်းကမ်းများအတိုင်း လိုက်နာလုပ်ဆောင်ရန် လိုအပ်သည်။

စာဖြင့် ရေးသားပြီး ဘာသာပြန်ထားခြင်း မပြုရသေးသည့် စာရွက်စာတမ်းများကို နှုတ်အားဖြင့် ဘာသာပြန်ပေးခြင်း ကိုလည်း ကျွန်ုပ်တို့ အခမဲ့ ပံ့ပိုးစီစဉ်ပေးပါမည်။

### SWAHILI



Tafadhali tufahamishe kama unahitaji huduma za ukalimani ambazo zinapatikana kwako bila gharama yoyote. Wakalimani wote walioidhinishwa wa Idara ya Afya ya Umma ya Mjini (MPHD) wamekamilisha mafunzo ya faragha ya HIPAA na wanahitajika kutii kanuni za faragha za MPHD.

Tutatoa pia tafsiri ya bila malipo ya nyaraka ambazo hazijatafsiriwa tayari kwa kuandikwa.

## NEPALI

तपाईंलाई तपाईंको लागि निः शुल्क रूपमा उपलब्ध हुने दोभाषे सेवाहरूको आवश्यकता पर्छ भने कृपया हामीलाई थाहा दिनुहोस्। मेट्रो सार्वजनिक स्वास्थ्य विभाग (MPHD) का सबै आधिकारिक दोभाषेहरूले HIPAA गोपनीयता प्रशिक्षण पूरा गर्नुभएको छ र उहाँहरूले MPHD का गोपनीयता नियमहरूको अनुपालना गर्न आवश्यक हुन्छ।

हामीले पहिले नै लिखित रूपमा अनुवाद नगरिएका कागजातहरूको निः शुल्क मौखिक अनुवादन पनि उपलब्ध गराउँछौं।

“I Speak” posters and cards have been provided throughout MPHD.

On the MPHD intranet, we have included our non-discrimination statement that includes contact information for the Title VI Coordinator (see below).

### Statement of Non-Discrimination

The Metro Public Health Department of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Metro Public Health Department of Nashville and Davidson County does not discriminate in its hiring or employment practices.

The following person has been designated to handle questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act:



**Todd Baker**

2500 Charlotte Avenue  
Nashville, TN 37209  
Phone: (615) 340.0535  
Fax: (615) 340.8564

The following person has been designated as the Title VI Coordinator to handle questions, concerns, complaints, or requests for additional information regarding Title VI of the Civil Rights Act:

**José Cruz**

2500 Charlotte Avenue  
Nashville, TN 37209  
Phone: (615) 340.8963  
Fax: (615) 340.5665

Inquiries concerning non-discrimination policies other than ADA and Title VI compliance should be forwarded to:

**Les Bowron**

2500 Charlotte Avenue  
Nashville, TN 37209  
Phone: (615) 340.8526  
Fax: (615) 340.5665

**Community Outreach Initiatives (2017-2018)**

The following are examples of our outreach initiatives for this past fiscal year:

**The Behavioral Health and Wellness Division's** outreach programming provides support to the **Suicide Prevention and the African American Faith Community Coalition (SPAAFCC)**. SPAAFCC raises awareness round suicide prevention and Adverse Childhood Experiences (ACEs) in African American faith communities with

evidence-based presentations and practical resource toolkits. SPAAFCC empowers congregations, faith leaders and community partners to build trauma informed churches throughout Nashville Davidson County. Since September 2017, over 600 community members have been educated on behalf of SPAAFCC volunteer efforts. In 2018, SPAAFCC has teamed up with the Interdenominational Ministry Fellowship (IMF) to train pastors and faith leaders, Jack and Jill of America Inc. moms, as well as the Tennessee State University (TSU) National Alliance on Mental Illness (NAMI) to educate students. Following each community presentation, attendees sign up to have more presentations, emphasizing a systems change approach.

**Lentz Preventive Health Clinic** offers Immunizations and Family Planning services to a culturally diverse population from many different ethnicities and backgrounds including Hispanic, Arabic, Burmese, and other ethnicities in the Nashville-Davidson area. Fifty percent of our patient populations are from non-English speaking countries. In order to provide quality service to these populations are from non-English speaking patients. The educational resources that are given to patients are provided to them in their native language. We also assist in outreach events hosted by the STD Clinic at college campuses and other health fairs throughout Nashville that help promote the Family Planning program for all cultures. The Preventive Health nurses attend a yearly training session on Cultural Competency that help increase cultural awareness in the Nashville area.

**The Ryan White program** provides funds to contracted agencies to provide free interpretation and translation services to Ryan White clients. Per federal requirements, all persons eligible for services are served regardless of national origin or immigration status. When measuring program outcomes, data is analyzed by several socio-demographic factors to identify if there are any disparities in care and if so, specific interventions are identified to address disparities. The primary flyer for the Ryan White program is available in Spanish, the largest demographic of persons we serve who are not fluent in English.

**East Preventive Health Clinic** serves a significant number of Hispanics every day due its proximity to the Hispanic communities in East Nashville/Madison area.

Seventy percent of the clients for whom we provide services are Hispanic. We currently have 2 staff who are bilingual (one nurse, one nurse practitioner) and two Spanish interpreters (one eight hours a week and one five days a week). We have created a “Welcoming” poster that is located in our lobby to welcome all people to the East community and clinic.

**The Children’s Special Services (CSS) program** employs a part-time Arabic interpreter for the office site and to assist with home visits with the care coordinators. CSS employs a full-time Spanish speaking care coordinator to serve the needs of Spanish speaking clients. CSS uses Voiance Language Services or staff interpreters for all other languages. All employees serving as interpreters must pass the Language Proficiency Test (LPT) and the Interpreting Skills Test (IST). The Spanish speaking care coordinator has participated in Kids and Kites Day, Love’s Healthy Start Festival, and Faith & Health Summit during the past year. CSS having two bilingual employees (English/Spanish and English/Arabic) has increased the services provided by our program and has decreased the wait time for an interpreter.

**The WIC program at South Nutrition Center** serves a diverse population with approximately 32 percent of the clients being white, 26 percent black, 31 percent Hispanic, 9 percent Asian, and 2 percent identifying as “other”. Employees speak a variety of languages other than English including Spanish, Portuguese, Bosnian, Serbian, Tigrinya (Eritrean language), Croatian, and German. Multiple group education classes are offered throughout the week in both English and Spanish, while the clinic offers a weekly group education class in Arabic. The clinic has a full-time Spanish interpreter that is also available by phone for other WIC clinics, and there are plans for an Arabic interpreter in the near future. All employees have access to an interpreter over the phone using a language line for any language needs outside of what is spoken by clinic staff. Nutrition and breastfeeding staff is able to utilize the speaker phone in their private offices for counseling sessions. All nutrition education material is offered in both Spanish and English.

**The School Health Program** serves over 86,000 students in MNPS who come from a variety of diverse backgrounds. Our forms are translated to English, Spanish and Arabic. Additionally, the nurses utilize on-site translators as well as MPHD translators and Voiance. We have 2 bilingual School Health nurses and contract an additional bilingual nurse through an agency.

**Woodbine Preventive Health Clinic** serves a significant number of Spanish and Arabic speaking clients every day due to our proximity to the communities in South Nashville. Sixty percent of the clients, for whom we provide services, are Hispanic and thirty percent are Middle Eastern. We currently have three staff members that are bilingual (one nurse, two clerks). We also have one full time Spanish interpreter and one part-time Arabic interpreter. We have posters in both languages; all forms and hand outs are provided in Spanish and Arabic. The staff participates in Health Fairs in the community and provides information in Spanish and Arabic.

**The Help Us Grow Successfully (HUGS)** program provides home-based intervention services to parents expecting a child or who have a child under the age of 6. Currently, 44% of our HUGS families are from a non-English speaking country (22% Hispanic, 12% Arabic, 8% Burmese, 1% other). HUGS has 2 bilingual (English/Spanish) care coordinators and participate in the yearly El Protector Baby Shower. To serve our non-English speaking families, our care coordinators use interpreters provided through phone interpreter services or one of the in-house MPHD interpreters.

**The TB Elimination program** works with multiple community partners and the Refugee Resettlement programs to ensure TB is eliminated in the Nashville Davidson County. We have partnered with the medical professionals at Metro Nashville General Hospital, Vanderbilt Hospital, and other area hospitals in providing care for those individuals who are diagnosed with TB infection or disease. The TB Elimination continues to work closely with the Siloam Clinic in assessing and evaluating for TB infection and TB disease. At present, 70% of our clients are from diverse cultures. In effort of providing the best care for our clients, the TB Elimination Program has employed qualified team members from

different cultures whom represent the clients we serve in the Nashville Davidson County community. We are looking at various and unique ways to provide anti-TB and preventive therapy to eliminate TB which includes the use of electronic directly observed therapy (eDOT) and the possibility of opening a satellite clinic.

**The STD/HIV program** provides sexual health and STD preventive services to all residences of Nashville Davidson County. The program provides these services without regard to race, color, national origin and language. The program uses language line to communicate to all of our clients with Limited English Proficiency (LEP). Because of the sensitive nature of our work we are especially aware of different customs and traditions which may impact our ability to collect and notify individuals who have a STD(s) or come in contact with STD(s). We also partner with area agencies like Siloam Family Health Clinic and Catholic Charities to provide appropriate STD messages, examination and/or treatment to individuals with LEP.

**WIC** is a nutrition program that helps pregnant women, new mothers, infants and your children eat well, learn about nutrition and stay healthy. Nutrition education and counseling, nutritious foods, and help accessing health care are provided to low-income women, infants and children, popularly known as WIC.

Mobile Outreach WIC partners with churches, community centers, libraries, MDHA properties and public service organizations throughout Davidson County to reduce health disparities within the community. The program exemplifies effective community collaboration by teaming with various organizations to utilize their space to bring WIC services to the community. Twenty-two classes are taught each month at twenty locations. Classes are taught in both English and Spanish at most locations. And an Arabic interpreter goes out with the mobile team when needed. Two of the four team members speak Spanish.

Hospital Outreach WIC Program provides WIC Bedside Service at four Davidson County Hospitals (Centennial, St. Thomas Mid-town, Vanderbilt, and General Hospitals). Five of the seven WIC hospital staff are bilingual (Spanish, German, Serbian, Croatian, Gujarati)

Monthly breastfeeding classes are taught in both English and Spanish.

A multitude of languages (Serbian, Croatian, Spanish, Ewe, Siwu, Farsi, Kurdish, Arabic, Portuguese, Tigrigna, Gujarati, German) are spoken by our bilingual staff. Twenty-five of the sixty five WIC employees are bilingual.

WIC employs two full-time Spanish interpreters to work in two of our clinics (South Nutrition Center and East WIC)

Most all of WIC client printed materials are printed in both English and Spanish.

Davidson County WIC strives to find innovative ways to make vital WIC resources available to all who qualify. Programs like Mobile WIC and Hospital WIC are continually adapting to better serve participants and their changing needs. Creative outreach efforts like these ensure Nashville can continue to prioritize making families healthier and minimize the disparities that currently exist.

**TennCare Kids/Newborn Community Outreach** is a community preventative health program for families on TennCare. TennCare Kids advocates the importance of free yearly medical, dental, hearing and vision exams for children to detect/prevent health conditions that could impair the ability to grow, learn and develop in a healthy manner. The program outreach workers provide health education and provide linkage to needed resources in the community through direct face to face, direct public engagement.

Newborn Outreach serves a culturally diverse population by providing home visiting services to prenatal women, high risk infants and toddlers. This program serves mothers of newborn babies who speak a variety of languages and who are of varying races, nationalities and ethnic groups. Our three full-time Newborn Outreach staff use Voiance and other interpreting services in communicating with our families.

The program has a long term partnership with El Protector and participates in all their sponsored events including El Protector's Baby Shower, Latin American Festival at Coleman Park and El Protector's Global Mall events including Kids

Carnival, Christmas Party for Children with Autism, Kids Health Fair and the Annual Health and Fitness Expo.

We also partner with UNA Help Center, Catholic Charities, and many community venues for daily outreach engagement with ESL clients. We also conduct daily outreach at the most heavily populated ESL venues, where more than half of the clients served are Hispanic or Arabic, including Woodbine, East and South Nutrition Center.

We actively participate in the Día de los Muertos (Day of the Dead) at Cheekwood each year and the Celebration of Cultures at Centennial Park annually. We participated in the first Festival of the Nations event at the State Fair Grounds last summer.

TennCare Kids has a solid partnership with MNPS and participate in many events where the majority of the students are ESL, particularly, Tusculum, Cole, Glenclyff Elementary and High School, Amqui, Neely's Bend and Antioch High School. We also participate in most International specific events through the Metro Nashville Public Schools and have also partnered with Nashville Alignment's LEAF (Linking, Empowering, and Advancing Families) Community Nights at Wright Middle School.

Saturday, November 4, 2017, TennCare Kids Community Outreach sponsored a Resource Fair for the residents of Millwood Apartment, who are 90% Arabic and 10% Hispanic. We invited 12 partner organizations to participate with us to provide resources and linkage to services, resources and family support. This event was truly collaboration across programs within the Health Department as well as partner community agencies to benefit the families in this community.

### **Health Access Division of Population Health:**

Project Access Nashville helps uninsured Davidson County residents who do not have medical insurance locate a clinic that provides medical care at a low cost. This program serves many who are poor, minorities and undocumented. Staff of Project Access Nashville participated in the following events in 2017:

- ✓ 9/23/17 St. Thomas Medical Mission at Home

- ✓ 10/16/17 Navigating TennCare at St. Thomas Hospital West
- ✓ 10/17/17 Navigating TennCare at St. Thomas Hospital West
- ✓ 11/06/17 Encuentro Latino Domestic Violence Center
- ✓ 11/26/17 Nashville Task Force on Refugees & Immigrants

Presumptive Eligibility Expansion Project assists pregnant women who come to the health department with completing the TennCare Medicaid application process through the Federal Marketplace for insurance coverage throughout their pregnancy and delivery. Staff also assists those who do not qualify for insurance through the Marketplace due to their citizenship status complete the CoverKids application for insurance coverage during their pregnancy. Our staff served over 1,400 pregnant women during FY2017, many of whom met Title VI criteria.

Breast and Cervical Screening Program helps low-income uninsured and underinsured women ages 40 to 64 gain access to breast and cervical cancer screening and diagnostic services. The program participated in the following activities this fiscal year:

November 2017

Millwood Apartment Resource Day Fair

Greater Christ Temple Community Health Fair

Ray of Hope Health Fair

January 2018

Edgehill Apartment Community Center Event

February 2018

Fisk Scholarly Soiree Health even Jubilee Hall

March 2018

Meharry Medical College Baby University



## **Complaints**

There were no Title VI complaints received from clients during the 2017 – 2018 fiscal year.

**Unduplicated Count 2017**

62,476

**Race** **Count**

WHITE	33629
BLACK	25126
OTHER	1843
ASIAN	1695
UNKNOWN	137
AMIND	26
PACIF	15

**Language** **Count**

ENGLISH	42830
SPANISH	10647
UNKNOWN	3067
OTHER	2169
ARABIC	2125
ARMENIAN	896
KURDISH	229
RUSSIAN	74
SWAHILI	73
VIETNAMESE	64
CHINESE	51
TAGALOG	47
FRENCH	40
KOREAN	30
HINDI	21
TURKISH	16
PORTUGUESE	15
ITALIAN	15
LAOTIAN	10
JAPANESE	9
SERBO-CROATIAN	9
BURMESE	9
THAI	8
ZULU	6
GERMAN	4
KAREN	2
SUDANESE	2
DANISH	2
SWEDISH	1

**Country of Origin** **Count**

UNITED STATES	49591
MEXICO	3190
EGYPT	1779
HONDURAS	1484
GUATEMALA	1030
EL SALVADOR	806
IRAQ	389
BURMA	334
CONGO	319
SOMALIA	290
ETHIOPIA	242
VENEZUELA	213
NIGERIA	185
CUBA	151
SUDAN	120
INDIA	119
NEPAL	118
VIETNAM	101
AFGHANISTAN	87
BHUTAN	87
PUERTO RICO	84
COLOMBIA	69
KENYA	65
CHINA	63
HAITI	57
IRAN	51
UZBEKISTAN	50
GHANA	49
MALAYSIA	48
SYRIA	44
PHILLIPPINES	39
KOREA, REPUBLIC OF	38
BRAZIL	37
JORDAN	36
TURKEY	36
RUSSIA	35
THAILAND	33
TANZANIA, UN. REP OF	33
SAUDI ARABIA	32
RWANDA	30
ECUADOR	30
UGANDA	29
YEMEN (ADEN)	29

YEMEN (SANA)	29
ERITREA	28
PAKISTAN	28
LIBERIA	26
NICARAGUA	26
DEMOC REPUBLIC CONGO	25
JAPAN	25
UNKNOWN	21
ISRAEL	20
JAMAICA	20
PERU	20
SIERRA LEONE	19
DOMINICAN REPUBLIC	18
BANGLADESH	17
SENEGAL	16
	16
UN OF SOV SOC REP	15
GERMANY	15
BURUNDI	15
LAOS	13
UNITED KINGDOM	13
GUYANA	13
CANADA	12
BOLIVIA	11
ALBANIA	11
KYRGYZSTAN	11
CHILE	11
COSTA RICA	11
BOSNIA AND HERCEGOVI	11
CAMEROON	10
KOREA,DEM PPL REP OF	10
MOROCCO	10
ROMANIA	9
SOUTH AFRICA	9
GAMBIA, THE	8
PANAMA (INCL CANAL)	8
CHINA (TAIWAN)	7
ZAMBIA	7
CNT AFRICAN REP	7
UKRAINE	7
IVORY COAST	6
KAZAKHSTAN	6
IRAQ-SAUDI ARAB N-ZO	6
CAMBODIA	6

SPAIN	6
TRINIDAD & TOBAGO	6
SWAZILAND	5
INDONESIA	5
FRANCE	5
DOMINICA	5
YUGOSLAVIA	5
ITALY	5
BAHAMAS, THE	5
KUWAIT	5
ZIMBABWE(S.RHDOESIA)	5
BULGARIA	5
TOGO	4
KOSOVO	4
DJIBOUTI	4
LEBANON	4
MARTINIQUE	4
SWITZERLAND	4
IRELAND	4
MONGOLIA	4
TUNISIA	4
ALGERIA	3
BELIZE	3
MALDIVES	3
BOTSWANA	3
SRI LANKA	3
GUAM	3
KAMPUCHEA(CAMBODIA)	3
AUSTRALIA	3
NIGER	3
ST LUCIA	2
SWEDEN	2
ARGENTINA	2
AUSTRIA	2
ZAIRE	2
GERMAN DEM REP(EAST)	2
MOZAMBIQUE	2
MONACO	2
NETHERLANDS	2
HONG KONG	2
GERMAN FED REP(WEST)	2
GABON	2
LIBYA	2
ESTONIA	2

[illegible]

## **METROPOLITAN HISTORICAL COMMISSION**

### **Authority**

The Title VI Coordinator is responsible for educating staff on 1) their responsibilities under Title VI, 2) how to inform clients of their rights under Title VI, 3) how to monitor for compliance with Title VI legislation and, 4) how to maintain and submit any required documentation for Title VI compliance.

Duties may include and may not be limited to the following:

- Conducting annual training for departmental personnel as required;
- Working in conjunction with the Metro Title VI Coordinator to ensure that all new employees to Historical Commission receive Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights under Title VI;
- Disseminating all Title VI resources, including posters and brochures, to departmental personnel as required;
- Maintaining Title VI complaint log and conducting any necessary investigations;
- Utilizing necessary monitoring techniques to ensure departmental compliance;
- Other duties as necessary to ensure Title VI compliance;

The Title VI Coordinator for the Metropolitan Historical Commission is:

Paula Person  
Metro Historical Commission  
3000 Granny White Pike  
Nashville, TN 37204  
615-862-7970  
Email: Paula.Person@nashville.gov

### **Organizational Environment**

#### **Mission statement**

To preserve, protect, and document the history, historic places, buildings, and neighborhoods of Davidson County through education, technical assistance, and advocacy.

#### **Federal Funding in the Metropolitan Historical Commission**

The Metro Historical Commission presently does not receive any federal funds. It is a pass through agency.

#### **Contracted Program Overview**

The Metro Historical Commission does not host any current contracts.

## **Minority Participation on the Commissions below:**

### **Metro Historical Commission**

Mr. Bob Allen	Caucasian Male
Mr. Clay Bailey	Caucasian Male
Ms. Menié Bell	Asian Female
Mr. Alex Buchanan	Caucasian Male
Dr. Don Cusic	Caucasian Male
Mr. Jim Forkum	Caucasian Male
Mr. Bill Hardin	Caucasian Male
Mr. Jim Hoobler	Caucasian Male
Ms. Lynn Maddox	Caucasian Female
Dr. Bill McKee	Caucasian Male
Mr. Mark Rogers	Caucasian Male
Ms. Gerry Searcy	African-American Female
Ms. Linda Wynn	African-American Female
Ms. Lynn Holliday	Caucasian Female

### **Metro Historic Zoning Commission\***

Ms. Menié Bell	Asian Female (serves on both commissions)
Ms. Kaitlyn Jones	Caucasian Female
Ms. Elizabeth Mayhall	Caucasian Female
Mr. Ben Mosley	Caucasian Male
Ms. Ann Nielson	Caucasian Female
Mr. Cyril Stewart	Caucasian Male
Mr. Brian Tibbs	African-American Male
Ms. LaDonna Boyde	African-American Female
Mr. Eric Brown	African-American Male



**Number of Complaints Received Last Year** none (0) .

Statement of Non-Discrimination

*Metro Government 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.*



## **METRO HUMAN RELATIONS COMMISSION TITLE VI PLAN 2018**

### **1. AUTHORITY**

Title VI of the 1964 Civil Rights Act requires 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.” Although the Metro Human Relations Commission does not receive federal financial assistance, we are committed to compliance with Title VI and all other laws that protect the rights, safety, dignity, and welfare of residents of Nashville and Davidson County.

Moreover, the Human Relations Commission is the agency designated to support Metropolitan Government’s system-wide compliance with the provisions of Title VI. Consequently, its internal and external responsibilities include:

- Assisting Metro Government’s Title VI Coordinators to ensure that all new and current employees and directors receive annual Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights under Title VI, and that investigation procedures are implemented;
- Engaging necessary monitoring techniques to ensure departmental compliance;
- Other duties as necessary to ensure Title VI compliance.

Title VI Coordinating responsibility falls under the MHRC’s executive leadership. For information contact:

**Melody Fowler-Green**  
**Metro Human Relations Commission**  
**404 James Robertson Parkway, Suite 130**  
**Nashville, Tennessee 37219**  
**Telephone: (615) 880-3374 | Facsimile: (615) 880-3373**  
**Email: [melody.fowler-green@nashville.gov](mailto:melody.fowler-green@nashville.gov)**

### **2. ORGANIZATIONAL MISSION & ENVIRONMENT**

The Metro Human Relations Commission is charged with protecting and promoting the personal dignity of all people in Nashville and Davidson County by protecting and promoting their safety, health, security, peace, and general welfare. (Chapter 2.132.020) The commission endeavors to carry out this mission proactively and reactively by:

- Investigating complaints within the general services district regarding perceived discrimination;
- Reviewing allegations of discriminatory misconduct by metropolitan government employees, including but not limited to employees of the police

department, fire department, health department, department of codes administration, public works, metropolitan beer permit board, metropolitan development and housing agency and department of water and sewerage services, and fostering better relations between employees of metropolitan government and the people they seek to serve;

- Lessening and eliminating prejudice and discrimination through educational and awareness-enhancing programs designed to promote tolerance, respect, and the value of diversity;
- Proposing legislation addressing human relations issues in the general services district and enhancing the enforcement of statutes and ordinances that already exist; and
- Fostering mutual understanding, tolerance, and respect among all economic, social, religious, ethnic, and other community groups by working with existing educational, religious, governmental, social and community agencies.

### **3. TITLE VI INFORMATION AND DISSEMINATION**

Title VI information posters will be publicly displayed in the MHRC office. Title VI coordinator contact information is available on the MHRC website along with additional resources related to Metro's nondiscrimination responsibilities.

The provisions of Title VI will be made known to MHRC employees and the board of Commissioners through training and the department's policy manual. During orientation, new employees shall be informed of the provisions of Title VI, and the MHRC's expectations for compliance.

### **4. SUBCONTRACTORS AND VENDORS**

MHRC does not receive federal financial assistance, therefore does not make payments to subcontractors or vendors who are then subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Nonetheless, any written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of any contract.

### **5. RECORD KEEPING**

The Title VI Coordinator will maintain records in compliance with Metro and federal records retention policies. These records include, but are not limited to, copies of Title VI complaints and related documentation, records of correspondence to and from complainants, and Title VI investigations.

### **6. TITLE VI COMPLAINT REVIEW PROCESS & 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](mailto:mhrc@nashville.gov).
- B. Submit a Pre-Check form online at <http://www.nashville.gov/Human-Relations-Commission/Title-VI-in-Metro-Government/Filing-an-Inquiry-or-Complaint/Complaint-Pre-Check-Form.aspx>. If Commission staff determine through the pre-check that the complaint is within the protections of Title VI, the complainant will be assisted with filing a full completed complaint form.
- C. Call the MHRC Office at (615)880-3370.

NOTE: The Commission encourages complainants to certify any mail that is sent through the U.S. Postal Service. The signed original copy of any complaint submitted by fax or email must be mailed or delivered to the MHRC Title VI Coordinator as soon as possible, but no later than one hundred eighty (180) days from the alleged date of discrimination.

Minimally, all complaints should be submitted in writing and should include the following:

- Full Name;
- Mailing address;
- Best contact information (i.e., telephone number, email address, etc.);
- Facts related to the incident of perceived discrimination;
- The name and contact information of respondent(s); and
- Names and contact information of any witnesses.

### **What happens to the complaint after it is submitted?**

- 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 time line; 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.

## **7. LIMITED ENGLISH PROFICIENCY**

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 publically-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.

### **8. FEDERAL FUNDING**

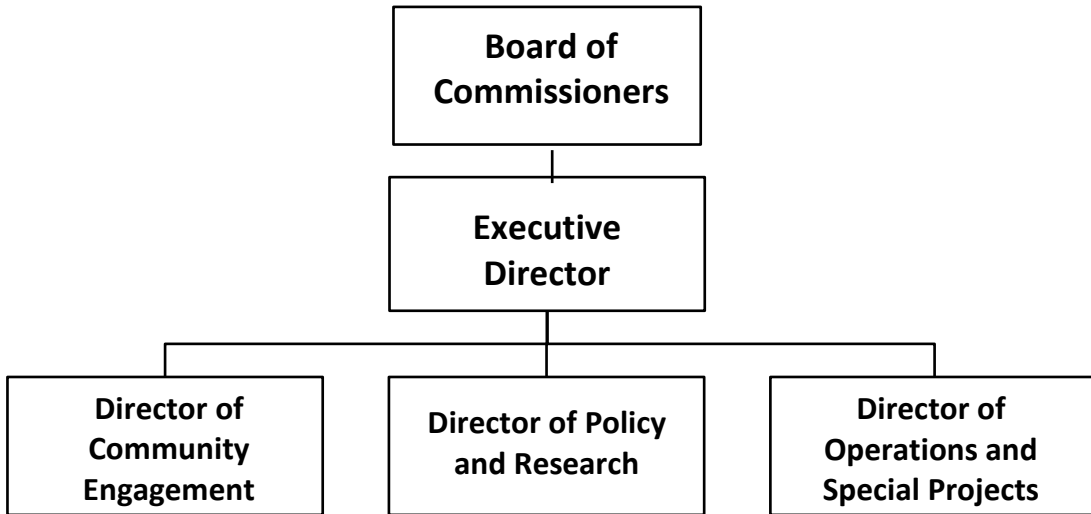
Currently, the MHRC receives no direct federal financial assistance from grants or other sources to achieve its goals and initiatives.

### **9. CONTRACTED PROGRAMS**

Aside from rental agreements for event venues and services, the department currently holds no contracts with outside agencies in the delivery of its programs or services.

### **10. MINORITY PARTICIPATION ON THE BOARD OF COMMISSIONERS**

The MHRC Board of Commissioners is composed of 17 members, 10 of whom meet the criteria for racial/ethnic minority status. There are currently no vacancies on the board.



**11. TITLE VI COMPLAINTS RECEIVED LAST YEAR (either directly or copied from another department): 6**

**12. DEPARTMENTAL NON-DISCRIMINATION STATEMENT:**

The Metro Human Relations Commission does not discriminate on the basis of race, color, national origin, sex, 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.

# **METRO HUMAN RESOURCES DEPARTMENT**

## **Authority**

The Title VI Coordinator is responsible for educating staff on 1) their responsibilities under Title VI, 2) how to inform clients of their rights under Title VI, 3) how to monitor for compliance with Title VI legislation and, 4) how to maintain and submit any required documentation for Title VI compliance.

Duties may include and may not be limited to the following:

- Conducting annual training for departmental personnel as required;
- Working in conjunction with the Metro Title VI Coordinator to ensure that all new employees to Human Resources receive Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights under Title VI;
- Disseminating all Title VI resources, including posters and brochures, to departmental personnel as required;
- Maintaining Title VI complaint log and conducting any necessary investigations;
- Utilizing necessary monitoring techniques to ensure departmental compliance;
- Other duties as necessary to ensure Title VI compliance;

The Title VI Coordinator for the Metropolitan Government Human Resources Department is:

Wyntress Patterson, Human Resources Analyst 3  
Aaron Shelton, Human Resources Analyst 3  
404 James Robertson Parkway, Suite 1000  
Nashville, TN 37219  
615-862-6640  
Email: [Wyntress.Patterson@nashville.gov](mailto:Wyntress.Patterson@nashville.gov)  
Email: [Aaron.Shelton@nashville.gov](mailto:Aaron.Shelton@nashville.gov)

## **Organizational Environment**

The mission of the Human Resources Department is to provide human resources business and benefits products to:

- Metropolitan Government employees and agencies so they can provide quality government services, and
- Metropolitan Government retirees so they can receive the benefits to which they are entitled.



## **Federal Funding in the Human Resources Department**

The Metro Human Resources Department does not currently receive any federal funds.

## **Contracted Program Overview**

The Metro Human Resources department uses the myriad of contracts with other parties to fulfill its day-to-day operational requirements associated with achieving its primary mission of providing quality government services and benefits. Metro Human Resources enters into contracts following Metro purchasing guidelines' and procedures, which includes the standard language for title VI requirements.

## **Minority Participation - Employee Benefit Board and Civil Service Commission:**

### **Benefit Board Members**

**Dr. Christine Bradley** (Caucasian Female)

07/21/2015 - 06/30/2018

4248 Jamesborough Place

Nashville, TN 37215

**Dr. Stephanie Coursey Bailey** (Black Female)

9/6/2016 – 6/30/2019

8340 River Road Pike

Nashville TN 37209

**Ms. Shannon Hall** (Caucasian Female)

7/1/2017

404 James Robertson Parkway #1000

Nashville, TN 37219

Representing: Human Resources Director

**Mr. B. R. Hall, Sr.** (Caucasian Male)

07/14/2015 – 06/30/2018

526 Donald Avenue

Goodlettsville TN 37072

Representing: Elected Retiree

**Chief W. Todd Henry** (Caucasian Male)

1/1/2018 – 12/31/2020

3055 Lebanon Pike

Nashville TN 37219

Representing: Elected by Police Department

**Mr. Mark Young** (Caucasian Male)

11/14/2017 – 6/30/2018

100 Arlington Avenue

Nashville, TN 37210

Representing: Elected by Fire Dept.

**Ms. Edna Jones** (Caucasian Female)

07/01/2017 - 06/30/2020

740 South 5th Street

Nashville TN 37206

Representing: Elected by General Government

**Mr. Jerry Hall** (Caucasian Male)

05/19/2016 – 06/30/2019

730 Second Avenue South, 2<sup>nd</sup> Floor

Nashville TN 37210

Representing: Elected by General Government

**Mr. G. Thomas Curtis** (Caucasian Male)

07/18/2017 - 06/30/2020

4417 Howell Place

Nashville TN 37205

**Ms. Talia Lomax-O'dneal** (Black Female)

10/01/2015

106 Metro Courthouse

Nashville, TN 37201

(615) 862-6151

Representing: Finance Director

### **Civil Service Commission Members**

**Ethan Link** (Caucasian Male)

Commissioner

11/17/2015 - 03/31/2019

**Steve Corbitt** (Caucasian Male)

Vice Chairman

04/05/2016 - 03/31/2021

**William H. Farmer** (Caucasian Male)

Chairman

05/01/2018 - 03/31/2023

**Joann North** (White Female)  
Commissioner  
04/21/2015 - 03/31/2020

**D. Billye Sanders** (Black Female)  
Commissioner  
4/18/2017 – 3/31/2022

**Number of Complaints Received Last Year: 0**

## **Statement of Non-Discrimination**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Human Resources Department does not discriminate in its hiring or employment practices. The following person has been designated to handle questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act:

Department of Human Resources  
404 James Robertson Parkway, Suite 1000  
Nashville TN 37219  
Phone: (615)862-6640  
FAX: (615) 862-6654

The following has been designated as the Metro Title VI Coordinator to handle questions, concerns, complaints, or requests for additional information regarding Title VI of The Civil Rights Act:

Metro Human Relations Commission  
404 Parkway Towers  
First Floor  
P.O. Box 196300  
Nashville, Tennessee 37210  
Telephone: (615)880-3391  
Facsimile: (615)880-3373

Inquiries concerning non-discrimination policies other than ADA and Title VI compliance should be forwarded to:  
Department of Human Resources  
404 James Robertson Parkway, Suite 1000  
Nashville TN 37219  
Phone: (615) 862-6640

## **METROPOLITAN INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

### **Authority**

The Title VI contact for Information Technology Services (ITS) Department is Cyndy Maddox 615-880-2573.

### **Organizational Environment**

Information Technology Services Department's Vision Statement:

Deliver leading digital technologies that enable our citizens to thrive.

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.

### **ITS Values**

Community:	Serve the greater good
People:	Treat everyone with respect
Service:	Provide exceptional customer service
Collaboration:	Drive excellence through partnership
Innovation:	Embrace and enable progressive change

### **ITS Priorities**

Create value for customers through technology

Maintain reliable shared infrastructure

Secure and safeguard data and services

Use technology and resources to build for the future

### **Federal Funding in the ITS Department**

The ITS Department does not receive Federal Financial Assistance.

### **Contracted Program Overview**

The ITS Department utilizes properly approved contracts to assist them to achieve their departmental vision, mission, values and priorities. Through these contractual agreements, and within budget standards the ITS department acquires services to support the Metropolitan Government of Nashville & Davidson County reach their objectives through technology.

### **Minority Participation on the Board/Commission**

The ITS department does not have any active Boards or Commissions.

### **Number of Complaints Received Last Year.**

The ITS department did not receive any Title VI complaints last year.

## **Statement of Non-Discrimination**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Human Resources Department does not discriminate in its hiring or employment practices.

The following office has been designated to handle questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act:

Human Resources

404 James Robertson Pkwy, Suite 1000

Nashville TN, 37219

Phone: (615) 862-6640

The following person has been designated as the Metro Title VI Coordinator to handle questions, concerns, complaints, or requests for additional information regarding Title VI of The Civil Rights Act:

Melody Fowler-Green

Human Relations Commission

404 James Robertson Pkwy, Suite 130

Nashville, TN 37219

615-880-3370

Inquiries concerning non-discrimination policies other than ADA and Title VI compliance should be forwarded to:

Department of Human Resources

404 James Robertson Pkwy, Suite 1000

Nashville TN, 37219

Phone: (615) 862-6640

**JUVENILE COURT OF  
NASHVILLE AND DAVIDSON COUNTY**  
Title VI Implementation Plan – FY18

**Authority**

The Juvenile Court Title VI Coordinator is Jessica Robertson of the Department's STAR Team (Statistics, Training, Analysis & Resources<sup>1</sup>).

The responsibilities of the Juvenile Court's Title VI Coordinator include, but are not limited to, the following:

- Arrange for and/or conduct training for court personnel on Title VI – related rights and responsibilities and maintain a roster of trained employees.
- Develop and implement a plan for training of new court employees of Title VI issues.
- Function as a departmental resource on Title VI related matters.
- Insure that notices advising Juvenile Justice Center (JJC) visitors of their rights under Title VI are visibly posted in all public access areas of the JJC facility and in community-based satellite office locations.

**Organizational Environment**

<b>DEPARTMENT NAME</b>	Juvenile Court
------------------------	----------------

<b>DEPARTMENT MISSION</b>	The mission of the Juvenile Court is to ensure that every child and family that come into contact with our court are met with justice, fairness, and hope; while providing "for the care, protection, and wholesome moral, mental and physical development of the children" as according to Tennessee Law.
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**Departmental Goals**

- 1. Reduce delinquent offender recidivism, and to maintain the effectiveness and capacity of all other court programs without interruption in the quality of service delivery.**

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<sup>1</sup> The STAR Team is the division of the Court responsible for coordination of all Juvenile Court training.

**JUVENILE COURT OF  
NASHVILLE AND DAVIDSON COUNTY  
Title VI Implementation Plan – FY18**

- Reduce recidivism rates as evidenced by 90% of children on supervised probation will successfully complete their probation. The goal is for all youth on supervised probation to complete 1 of 3 evidenced based programs; The REAL Program, Teen Outreach Program (TOP), or Gentlemen and Not Gangsters (GANG).
- 2. Reduction in the number of youth referred to Juvenile Court for delinquent and status offenses by developing active partnerships with community non-profit, faith-based, and other agencies to develop more effective and proactive intervention strategies.**
  - By the year 2017, reduce the number of youth referred to Juvenile Court for delinquent and status offenses as evidenced by 25% increase in active partnerships with community non-profit, faith-based and other agencies. This number can also be reduced by youth being referred to the Juvenile Court Youth Court Programs within Metro Nashville Public Schools.
- 3. Increase compliance with child support orders and reduce incarceration for contempt of court by adding probation officers who will provide intensive services to non-custodial parents through the child support problem solving courts.**
  - By the year 2017, reduce incarceration rates for non-payment of child support as evidenced by 30% increase in non-custodial parents who obtain employment so they can pay child support<sup>2</sup>.
  - The Parental Assistance Court (PAC) will assist all IV-D Non-Custodial Parents seeking a modification of child support petitions. The PAC will provide services as needed to non-paying, non-custodial parents (NCP) to address barriers preventing regular child support payments.

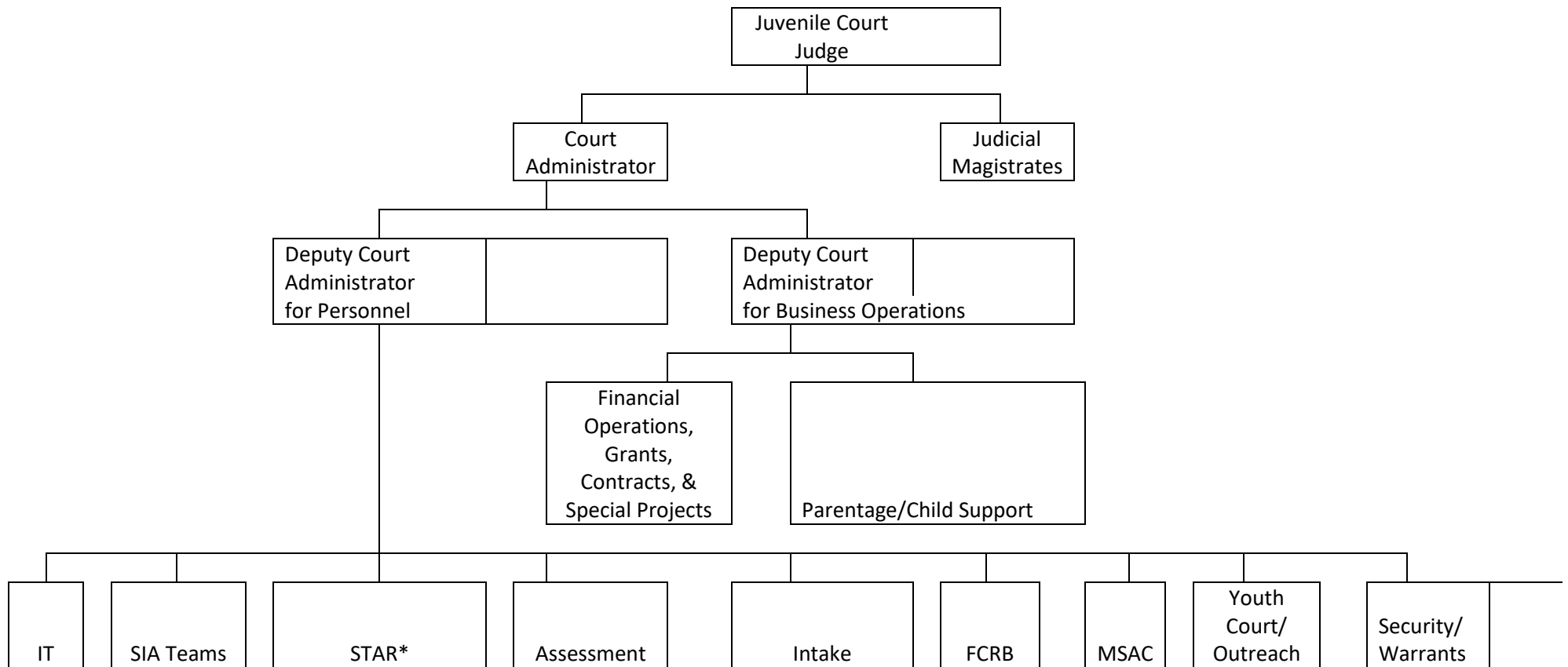
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<sup>2</sup> *Data for measuring progress towards goal #3 is pending review. The above departmental goals are also under review for potential revision consistent with the priorities of the current Court Administration's vision and objectives.*

**JUVENILE COURT OF  
NASHVILLE AND DAVIDSON COUNTY**  
Title VI Implementation Plan – FY18

**JUVENILE COURT OF NASHVILLE and DAVIDSON COUNTY**

**ORGANIZATIONAL CHART**



\*Title VI Coordinator



**JUVENILE COURT OF  
NASHVILLE AND DAVIDSON COUNTY  
Title VI Implementation Plan – FY18**

**FY18 Federal Funding in the Juvenile Court**

**Child Support Enforcement (Title IV-D)**

The Child Support Enforcement Grant provides the Juvenile Court with a combined total of eighteen (18) judicial staff, enforcement personnel, and support staff to fulfill federal child support program objectives for parents who have never been married. These federal funds are passed through to the Juvenile Court via a grant from the Tennessee Department of Human Services and accounts for 66% of the department's annual budget.

**Interpreter Services Program**

Beginning the 2<sup>nd</sup> half of FY17, the Administrative Office of the Courts awarded federal pass through funding to the Juvenile Court to hire an Interpreter to provide Hispanic interpretation services and to coordinate the provision of non-Hispanic interpretation services to address the needs of Limited English Proficiency (LEP) individuals with Juvenile Court involvement.

**Contracted Program Overview**

Juvenile Court utilizes contracted services as needed to facilitate the efficient operation of its activities. All current contracted services were secured pursuant to Metro Purchasing requirements following either the Invitation to Bid (ITB) or Request for Proposals (RFP) process. The most significant contract for Juvenile Court is with Youth Opportunity Investments (YOI) for the operation of the Juvenile Detention facility, with an approximate value of \$3,800,000 annually. This contract began on July 1, 2015.

**Other Federal Pass-through Funding and Grants**

Juvenile Court has been awarded Federal Pass-through funding to supplement the salaries of Assessment Specialists and The Juvenile Court Safe Babies Court. Assessment Specialists go into the home and community to conduct strengths and needs assessments on youth who have been referred to the court. The goal of the Safe Babies Court is to increase awareness among those who work with maltreated infants and toddler about the negative impact of abuse and neglect on very young children; and change local systems to improve outcomes and prevent future court involvement in the lives of very young children.

**Minority Participation on the Board/Commission: N/A**

**Number of Complaints Received Last Year: None**

**JUVENILE COURT OF  
NASHVILLE AND DAVIDSON COUNTY  
Title VI Implementation Plan – FY18**

**Significant FY18 Title VI – Related Accomplishments**

Since July 1, 2017, the Court has completed over 1000 requests for interpreter services to participants with Limited English Proficiency (LEP) in Juvenile Court hearings and related activities. Since 2006 these requests have encompassed over 30 different spoken languages or dialects plus American Sign Language. Court staff also use the Language Line to conduct daily business with LEP clients.

The Court maintains a designated a central administration contact for all interpreter requests for all court hearings and other court activities. The designated contact processes interpreter requests from all court-related sources and arranges for appropriate language certified interpreter services for the requested court dockets. The designated contact additionally maintains a roster of certified interpreters and processes court orders and fee claim paperwork submitted by interpreters to insure payment for these services from the appropriate funding source. The April 2017 addition of a staff Interpreter/Interpreter Services Program Manager shifts most of the described administrative responsibility to that employee, and the AOC will provide 90% of the continued FY18 funding for that court staff position.

An Interpreter Request Form integrated into the Court's Juvenile Information Management System (JIMS) was developed in FY13 and continues to be utilized by Juvenile Court and Juvenile Court Clerk staff. The integration – which connects the interpreter request to the court's information and docketing database system - significantly increases the efficiency of the process of insuring needed interpreter services are provided and significantly enhances the tracking of cases where the need for interpreter services for specific non-English speaking individuals has been previously identified.

Juvenile Court hosted a Title VI Training for its staff and other Metro departments in Fiscal Year 2016-2017, for which there were 26 participants. The court has also identified online training videos and resources for intermittent trainings for new employees and for AOC grant-funded mediators requiring Title VI training.

Juvenile Court employees are scheduled to complete Title VI Training on June 7, 2018.

## **Title VI Implementation Plan 2016-2017 of the Nashville Davidson County Juvenile Court Clerk's Office**

### **Mission Statement**

It is the mission of the Juvenile Court Clerk's Office to provide those persons, utilizing the services of the Juvenile Justice System, with the highest level of efficient and courteous service, in a manner which is fiscally responsible to all citizens of Metropolitan Nashville.

### **Overview**

The role of the Juvenile Court Clerk's office is to provide support to the Juvenile Court in several different areas including but not limited to staff in the Courtroom, the filing of all documents with the Court, and the collection of all fees, fines, court costs and restitution owed to the court. The Juvenile Court Clerk is an independent elected officeholder whose primary duty is record keeper for the Juvenile Court. The Clerk currently employs 30 Deputy Clerks who carry out the functions of the office. The racial/gender/national origin of the staff is as follows: 12 of the 30 staff members are African-American which represents 40% of the staff; 2 out of 30 are Hispanic, which represents 7% of the staff and 16 of 30 members of the staff are Caucasian which comprises 53%. There are 23 females (77%) and 7 male (23%) members of the staff. In addition there are 6 Caucasian males (20%), 1 African-American male (3%), 11 African-American females (37%), 10 Caucasian females (34%) and 2 Hispanic females (6%). The agency has a written non-discrimination policy for hiring its' employees.

### **Limited English Proficiency**

The Department follows the Juvenile Court's procedure in providing interpreters for those persons who have limited English speaking skills while in court. The Clerk's office has hired 2 Hispanic employees to assist with parties and customers whose primary language is Spanish. Also, all of the agency's forms are available in Spanish since the majority of those people, who utilize the services of the court, with limited English, speak Spanish. However, interpreter services are provided for other languages too.

### **Compliance Review**

The Department does not have any subrecipients.

### **Title VI Training**

The Department will be implementing Title VI training for all of its employees in this fiscal year.

### **Public Notice and Outreach**

The Department will continue to ensure all relevant postings of Title VI material is prominently posted for staff and public view. Also, this agency does not have any related boards or commissions.

### **Federal Dollars received**

In fiscal year 2016-2017, the agency had a budget of \$1,695,200. We generated \$196,586 in federal revenue. These funds came from federal money set aside for Child Support Enforcement under the federal IV-D law. The agency received these funds as a pass through from the Tennessee Department of Human Services.

### **Evaluation Procedures**

The agency has an appointed Title VI coordinator who attends all meetings for the office. This person reports all Title VI activities to the Director of Operations for the agency who in turn reports to the elected Juvenile Court Clerk.

# METROPOLITAN ACTION COMMISSION

## Authority

Cynthia Croom, Executive Director

## Organizational Environment

**Mission Statement** – “Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes Nashville and Davidson County a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.”

## Federal Funding

### **METROPOLITAN ACTION COMMISSION**

P	Summer Food Services Program 17-18	U.S. DEPARTMENT OF AGRICULTURE through the TN DEPT. OF HUMAN SERVICES	\$1,139,902
P	Child & Adult Care Food Program (10/1/17-9/30/18)	U.S. DEPARTMENT OF AGRICULTURE through the TN DEPT.OF HUMAN SERVICES	\$1,194,100
P	Community Services Block Grant 17-18	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES through the TN DEPT. OF HUMAN SERVICES	\$1,295,900
P	Low Income Home Energy Assistance Program 17-18	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES through the TN HOUSING DEVELOPMENT AGENCY	\$5,705,758
D	Head Start 17-18	U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	\$12,506,400

**TOTAL METRO ACTION \$21,842,060**

**Minority Participation on the Board/Commission: 11 board members = 68.75%**

**Number of Complaints Received Last Year**\_\_\_\_\_0\_\_\_\_\_.

## **Please include your department’s non-discrimination statement**

Administrators and supervisors in the Metropolitan Action Commission shall comply with all laws, regulations and guidelines governing various forms of discrimination.

May 23, 2018

Metropolitan's Clerk's Office  
1 Public Square, Suite 205  
Nashville, Tennessee 37201  
Telephone number: 615-862-6770  
Website: <http://www.nashville.gov/Metro-Clerk.aspx>

Compliance Report  
Title VI, Civil Rights Act of 1964

Authority

The Metropolitan Clerk has the responsibility for Title VI compliance for the Metropolitan Clerk's Office. Elizabeth Waites, Metropolitan Clerk, can be reached by phone at 615-862-6770 or by email at [elizabeth.waites@nashville.gov](mailto:elizabeth.waites@nashville.gov) for more information.

Policy

It is the policy of the Metropolitan Clerk's Office to spend no public funds which might encourage, support, or result in discrimination, either actual or perceived.

Organizational environment

The mission of the Metropolitan Clerk's Office is to efficiently and effectively serve as the recordkeeping office for Metropolitan Government for all documents relating to official actions of all Metro Departments and the Metropolitan Government. These duties include the recording and safekeeping of agendas, minutes, rosters, and legislation of the Metropolitan Council and to provide public access as well as protection for these permanent official records. The Clerk's Office also administers Lobbyist Registration and Reporting and the Commercial Solicitation Permits programs for Nashville and Davidson County. The Records Management Center is part of the Clerk's Office which assists departments with the storage and destruction of their records.

Federal Funding

There are no grants administered by the Metropolitan Clerk's Office.

Contracted Program Overview

The Metropolitan Clerk's Office works strictly within the guidelines and directives of the Metropolitan Division of Purchases and its Small and Minority Business Office to assure adherence to all laws and requirements related to Title VI.

The two contracts administered by the Metropolitan Clerk's Office, as itemized on an attachment hereto, include one local large business contractor and one out-of-state contractor. Each of the contracts is entered with the purpose of achieving departmental goals and initiatives.

## **CONTRACTS ADMINISTERED BY METROPOLITAN CLERK'S OFFICE**

### **RICHARDS & RICHARDS**

-Secure records destruction services

-Local large business contractor

### **SOE/SCYTL**

-Legislative voting and management system

-Out-of-state contractor



417 FOURTH AVENUE NORTH, NASHVILLE, TENNESSEE 37201

WEB: <http://www.nashvilleauditorium.com>

EMAIL: [bob.skoney@nashville.gov](mailto:bob.skoney@nashville.gov)

(615) 862-6390 ext. 223 (VOICE) (615) 862-6394 (FAX)

May 1, 2018

## 2018 Title VI Report

- **Department Name and Authority:**  
*Nashville Municipal Auditorium under the direction of the Metropolitan Auditorium Commission*
- **Organizational Environment:**  
The mission of the Nashville Municipal Auditorium is to provide multipurpose venue and event coordination products to the citizens of Nashville so that they can experience a positive economic impact through a variety of public and private events.
- **Federal funding:**  
No federal funding.
- **Contracted Program overview:**  
No contracted programs.
- **Minority Participation on the Board/Commission:**  
2 black females
- **Number of Title VI Complaints Received last year:**  
None
- **Statement of Non-discrimination:**  
The Nashville Municipal Auditorium does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.



# **NASHVILLE CAREER ADVANCEMENT CENTER (NCAC)**

## **LWDA 9**

### **TITLE VI PLAN**

#### **1. Authority**

Title VI of the 1964 Civil Rights Act requires 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 financial assistance”. NCAC is committed to compliance with Title VI and all other laws that protect the rights, safety, dignity, and welfare of residents within the area that we serve (Nashville and Davidson County, Rutherford County, Trousdale County and Wilson County.)

#### **DEPARTMENT MISSION**

To drive equitable economic prosperity in Middle Tennessee by providing individuals aged 14 and older with increased access to sustainable career pathways, connecting jobseekers to employers, training and counseling at any career stage, and strengthening local businesses by preparing a workforce that reflects the skill demands of area employers.

#### **2: Designation of Equal Opportunity Officer**

The Title VI Coordinator is in the Administrative Department of NCAC and reports to the the Executive Director directly in matters of EO. (See organizational chart attachment).

Constance (Coni) L. Caudle, EO Officer  
1417 Murfreesboro Pike  
Nashville, TN 37219  
Telephone: 615-862-8890 Ext. 77402  
Fax: 615-615-214-3622  
TTY: 1-800-848-0298  
Email: [coni.caudle@nashville.gov](mailto:coni.caudle@nashville.gov)

#### **NCAC Equal Opportunity Officer Responsibilities:**

- Serves as the LWDA liaison with the State WIOA EO Officer (EOO).
- Oversees the implementation of the Method of Administration (MOA).
- Reports on EO matters directly to Chief Executive Officer and shares that

- information with the State WIOA EOO.
- Monitors for compliance with the nondiscrimination and EO requirements of WIOA
  - Ensures that services are provided equitably among substantial segments of the population eligible for WIOA.
  - Adopts and publishes procedures for processing complaints that allege a violation of the nondiscrimination and EO requirements of WIOA. Also, ensures that such procedures are followed.
  - Ensures that recipient collects appropriate data and maintains appropriate records to make certain the recipient is in compliance with the nondiscrimination and EO requirements of WIOA.
  - Coordinates the handling of complaints at the LWDA level.
  - Ensures that a log of complaints filed alleging discrimination is maintained in accordance with the nondiscrimination and EQ requirements of WIOA.
  - Ensures that the initial and continuing notice and publication requirements are in compliance with the nondiscrimination and EO provisions of WIOA.
  - Checks facilities and other aids or services to determine compliance with requirements for individuals with disabilities under the nondiscrimination and EO provisions of WIOA.
  - Ensures that appropriate data is maintained for a period of not less than 3 years from the close of the applicable program year.
  - Ensures that records regarding complaints, and actions taken there under, are maintained for a period of not less than 3 years from the date of the resolution of the complaint.
  - Ensures that data collected and records maintained are stored in a manner to make certain confidentiality is maintained and that such information is used for the purposes of record keeping and reporting.
  - Receives and provides training to staff as needed.
  - The information that has to be collected and maintained shall be submitted, upon request, to the Director, Directorate of Civil Rights, if the Director finds it necessary to determine whether the recipient has complied or is complying with the nondiscrimination and EO provisions of WIOA.

### **3. Notice and Communication**

NCAC disseminates equal opportunity policy in the following ways:

#### **Website**

Prominently displayed in the areas which are accessible to the public, participants, registrants, and employees.

The intake package for all registrants included the EO policy and the Grievance Procedure. All registrants are required to read and sign and they are given a copy for their files.

The EO policy is also in the NCAC Personnel Policies which are given to new employees in the orientation process along with a video published by the U. S. Department of Justice.. Staff also signs an employee affirmation statement which includes the EO Policy.

Material made available to the public includes “tag lines” and accessible telephone numbers. Information is also available to persons with Limited English proficiency.

#### **4: Assurances**

Financial assistance is conditioned on the applicant providing assurances that the program or facility to be benefited with be operated without discrimination. Although the particular form of assurance will need to be specified by each, in substance, the assurance is a contractual obligation through which the recipient promises to comply with Title VI regulations and will take immediate and continuing steps to effectuate this compliance. The assurance obligates the recipient for the period during which federal money is extended. In the case of real or personal property the assurance obligates not only the recipient but also any subsequent transferee for the period during which possession or ownership is retained or during which the property is use for a purpose for which the property has been given. The assurance further acknowledges that the federal financial assistance is extended in reliance on the representations and agreements made in the assurance and that the government has the right to seek judicial enforcement. Assurances should be a part of all contracts extending federal finance assistance from the state agency on through to the state agency’s sub-recipients. A review of the recipient’s operations should be made within one year of the recipient’s initial receipt of funds to determine compliance with the assurances.

NCAC is accessible to persons with disabilities. Auxiliary aids and services will be provided to persons with disabilities upon request. All of our facilities comply with the American’s With Disabilities Act.

NCAC has developed a policy for limited English speaking individuals that became effective in November 2001. This policy establishes a framework from which the local area will determine the scope and quantity of needs to assist limited English speaking individuals. NCAC has either interpretation services on-site or accessible over the phone (Language Line).

NCAC’s Reasonable Accommodation policy is one in which once the need for accommodation for a qualified individual has been indicated, the appropriate reasonable accommodation is best determined through a flexible, interactive process that involves the employer, provider and the qualified individual with a disability.

#### **5. Data and Information Collection and Maintenance**

Accurate data collection and reporting is vital in determining whether NCAC is in compliance with Title VI. NCAC shall provide for and maintain a system to collect, analyze, and report the eligible population and participation by race and define the parity of the program. The analysis shall be used to determine how effectively programs are reaching eligible groups; assist in the selection of locations for compliance reviews; identify areas for additional outreach efforts; and provide status reports to measure progress of program delivery. The system shall also provide report data on compliance reviews conducted. NCAC uses VOS system for collecting and reporting racial/ethnic data. Annually, NCAC will develop a civil rights report from the information gathered. Also, NCAC will establish program targets for the delivery of program benefits to minority groups, and incorporated into their local workforce investment plans.

## 6. Equal Opportunity Monitoring

The NCAC EOO will monitor on a regular basis all of the sub-contractors of NCAC. As part of the monitoring process, the EOO will monitor for Non-Discrimination and Equal Opportunity using Section G of the monitoring manual (see attachment).

## 7. Corrective Actions and Sanctions

A draft monitoring report will be developed and transmitted to the contractor. The report will require the contractor to describe the corrective action it will take to bring the program into compliance. The contractor will be give (30) working days, following the date of the report, to submit their corrective action plan. A follow-up review will be scheduled to ensure the completion of corrective action. Those issues not resolved during follow-up will be determined to be in violation of contractual requirements and sanctions where appropriate will be applied by NCAC.

If an EO complaint is filed and determined to violate the policy, it would be considered a material breach of contract and the contract would be terminated.

## 8. Title VI Complaint Procedures

An individual may file a signed, written complaint up to 180 days from the date of the alleged discrimination. NCAC provides a complaint form. All complaints are investigated unless it:

- It is withdrawn
- The complainant fails to provide required information
- The complaint is not filed within the time period allotted
- Upon review, the issue cited do not involve discrimination on basis of a protected class

The EO of NCAC must maintain a log for which includes:

- Name and Address of complainant
- A description of the complaint
- Date the complaint was filed
- Disposition of the complaint
- Other pertinent information

All information that could lead to the identification of a particular individual having filed a complaint must be kept confidential.

The complaint processing procedure must include:

- Acknowledgement that the complaint has been received notification of the right to be represented;
- A written list of issues raised;
- An issue statement from the recipient regarding acceptance/rejection of the issue for investigation;
- A period of time for fact finding and/or investigation a period in which resolution will be attempted;
- The methods available to resolve the complaint must include Alternative Dispute Resolution; and
- Written Notice of Final Action.

A person wishing to file a complaint must be made aware that he/she has a choice of where to file the complaint. They may file with the LWDA designated person, state EOO, or the Director of CRC.

The State EOO will be notified of all complaints filed with the local EOO and designated persons. In addition, the State EOO will be notified of any administrative enforcement actions or lawsuits filed against NCAC and/or other sub-recipients who allege discrimination with regard to WIOA.

All complaints must be in writing and signed by the complainant or his/her authorized representative. It must contain the name, address, telephone number, and any other means of contacting the complainant. The respondent must be clearly identified. A detailed description of the complainant's allegations must be recorded.

A determination will be made, based on the description, with regard to jurisdiction.

The recipient will issue a statement for each allegation indicating whether it will be accepted for investigation, or rejected.

A reason must be given for each rejected allegation. There must be a period of time set aside for investigation and/or fact finding regarding the circumstances underlying the complaint.

A Notice of Final Action (written is provided the complainant within 90 day of the date on which the complaint was filed.

NCAC has developed its own forms which comply with the policies and procedures set forth on WIOA Memorandum No. E&T 00-6. (Forms attached).

### **Federal and Local Funding in the Nashville Career Advancement Center**

NCAC is funded by the State of Tennessee Department of Labor and Workforce Development, and the US Department of Labor. Also, we have two programs; Opportunity Now and Nashville Career Readiness who serve ages 14+. We serve Adult, Dislocated Workers, Youth Recipients to provide job readiness, career resource and employment connection products to individuals, employer and organizations so they can make a broader contribution to the economic well being of the community that we serve in Davidson, Rutherford, Trousdale and Wilson Counties in our Local Workforce Investment Area.

### **Contracted Program Overview**

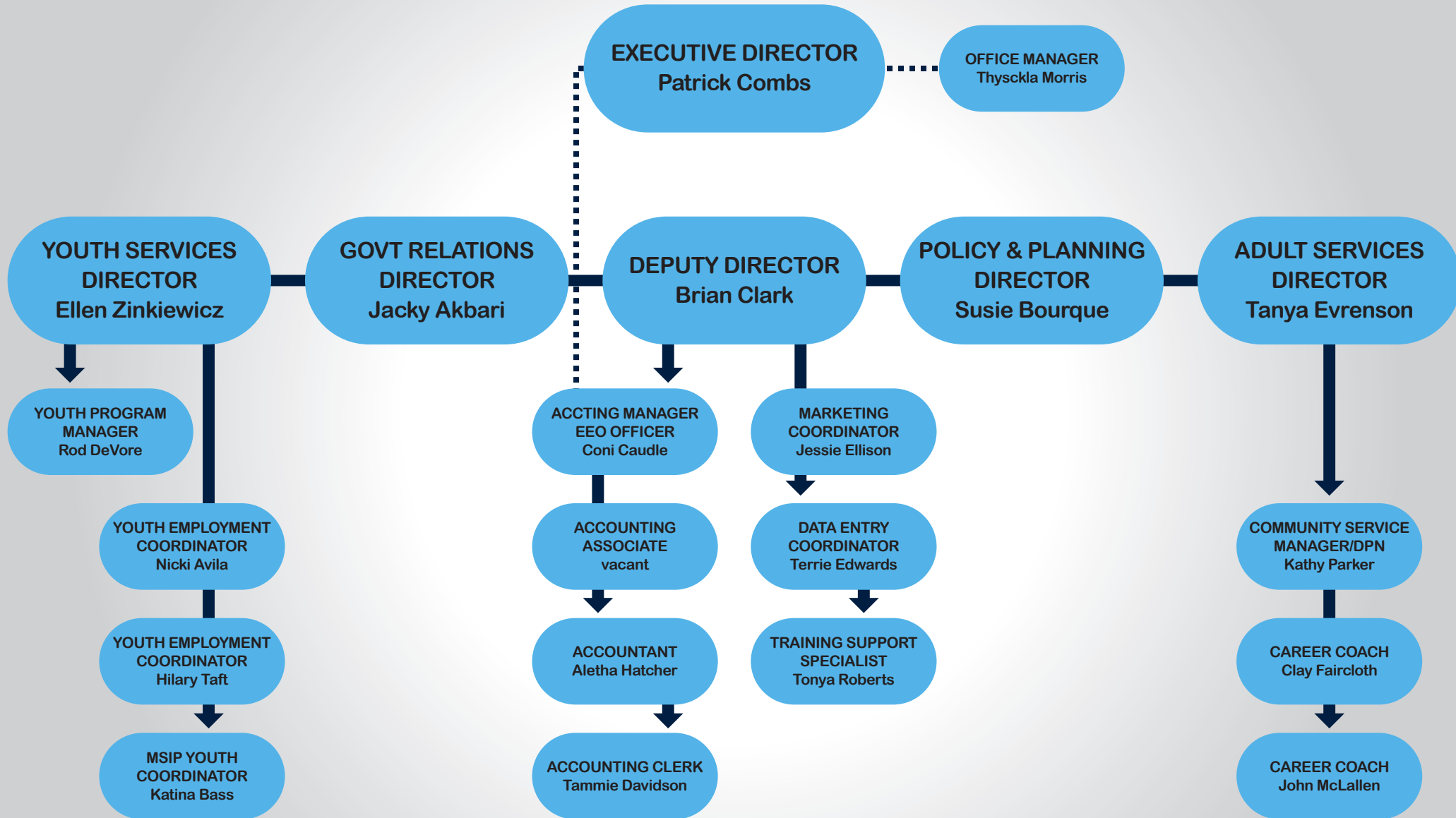
NCAC uses our contractors in the Youth area in order to experience an increase in a linkage to jobs of youth being employed. NCAC will also use contractors to provide On the Job Training (OJT) and Incumbent Worker Training for Adult and Dislocated Worker clients.

### **Minority Participation on the Middle TN Workforce Development Board**

**There are 34 total members on the Workforce Development Board at the Nashville Career Advancement Center. Of the members 3.00% Hispanic, 30.00% African American and 67.00% White. Women make up 44% and Men, 56% of the board members.**

**Number of Complaints Received Last Year: 0**

# NCAC NASHVILLE CAREER ADVANCEMENT CENTER



# CONVENTION CENTER AUTHORITY

## 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 of the department's contracts, the contractor, and a description: (See below)

Contractor	Description
Allied Waste	Refuse Disposal
Alsco	Linen Services
Amano McGann	Parking Equipment and Software
American Paper & Twine	Janitorial Supplies
American Paper & Twine	Paper - Copy and Printer
American Paper & Twine	Toilet Tissue, Paper Towels and Dispensers
AT&T	Cable TV
AT&T	Neutral Host Distributed Antenna System
Baker Roofing	Roof
Batteries Plus	Batteries
Blink Marketing	Promotional Items and Amenities



Bone McAllester Norton	Legal Services
Carpet Contract Sales	Carpet Storage Facility
Centerplate	Food and Beverage
Cintas	Uniform Rental
CMMS Data Group	MVP (Technical Support)
Coca Cola	Pouring Rights
Convention Production Rigging, Inc.	Rigging
Crawford Door Sales of Nashville, Inc.	Operable Walls
Credo Management Consulting	Meeting Facilitator
Cummings Crosspoint	Generators
Cushion Employer Services	Compensation and Benefits
Custom Windows	Window Coverings
Elite Show Services	Event Security
Ferrell Gas	Propane Services
First Tennessee Bank	ATM's
Grainger	Grainger
Greenrise	Green Roof
Hydro Pro Pressure Washing	Power Clean and Stone Seal Services
Industrial Staffing	Housekeeping
Industrial Staffing	Temporary Labor
ISS 24/7	Command Center Software
Janus Displays	Janus System Maintenance
Johnson Controls	Building Automation
Johnston Technologies	UPS System
Kone	MCC Elevator/Escalator
KPMG	Auditing Services
Lee Company	HVAC Services
Lightwave Solar	Solar Panels
Llovet Filtration	Air Filters
LMG, Inc.	Audio Visual & Production
LMG, Inc.	LED Display Boards
Loomis Armored US, Inc.	Armored Car Services
Med-Star Medical Staffing	Emergency Medical Services
Middle Tennessee Exterminating	Pest Control
Modular Designs DBA Premium Floors Care & Services	Carpet Cleaning
My Office Products	Office Supplies
Nashville Machine	Elevator/Escalator Service
Net Tango	Website Development
Pierremont Media Group	Audio Visual Maintenance
Plants Alive	Interior Landscaping

Plants Alive Holiday	Interior Landscaping Holiday
Presidio	Wired/Wireless Infrastructure
Reed Landscaping	Exterior Landscaping
Ricoh	Printing Services
Select Vending	Vending Machines
Sherwin Williams	Paint Supplies
Simplex Grinnell	Access Control
Simplex Grinnell	CCTV
Simplex Grinnell	Fire Alarm
Songwriters Hall of Fame	Lobby Exhibit Space
The Compost Company	Composting Services
The UPS Store	Business Service Center
Tour Supply	Gaff Tape
Towne Park Ltd., d/b/a Town Park Corporation	Valet Parking

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

CCA Members	White Males	African American Males	Other Males
<b><u>Males</u></b>			
Marty Dickens	x		
Randy Rayburn	x		
William E. "Willie" McDonald	x		
Randy Goodman	x		
David McMurry		x	
	4	1	
	White Females	African American Females	Other Females
<b><u>Females</u></b>			
Irwin E. Fisher	x		
Vonda McDaniel		x	
Renata Soto			x
Leigh Walton	x		
	2	1	1

**f) Number of Complaints Received Last Year: None**

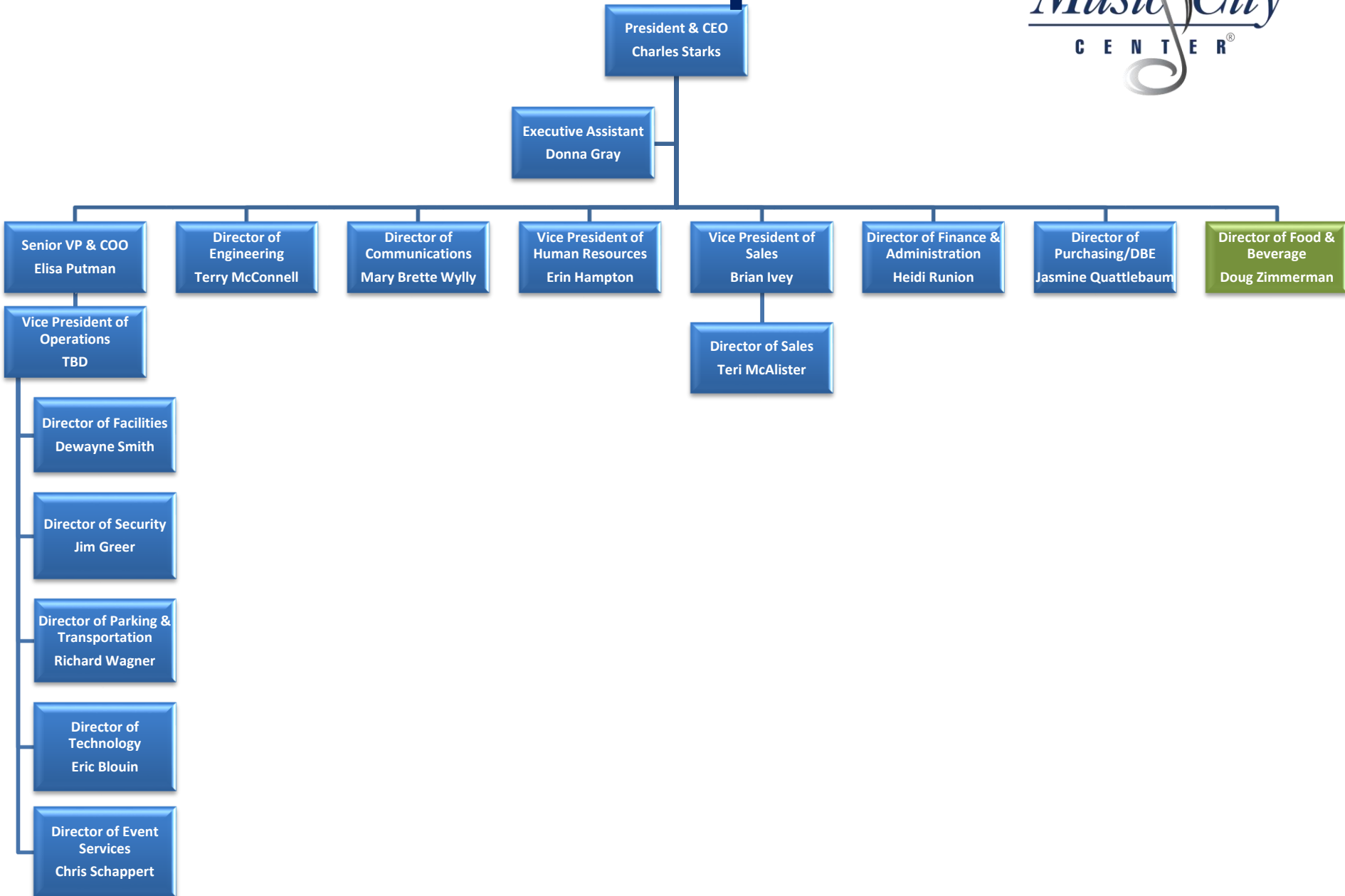
**Please include your department's non-discrimination statement (see below):**



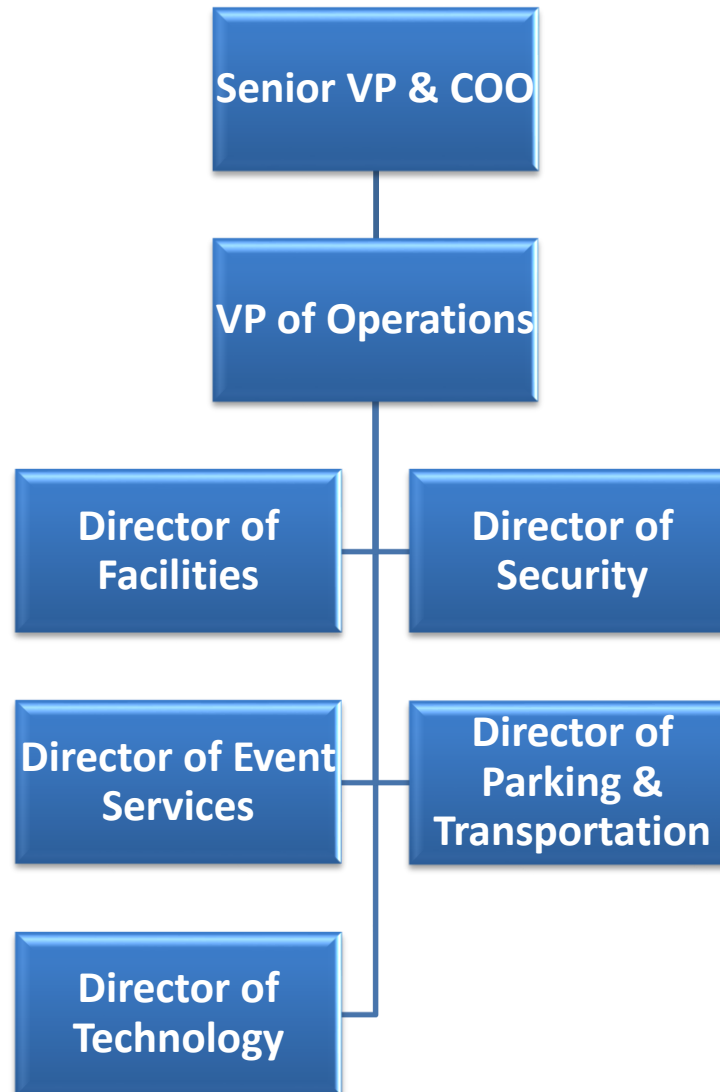
*The Convention Center Authority does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in 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.*



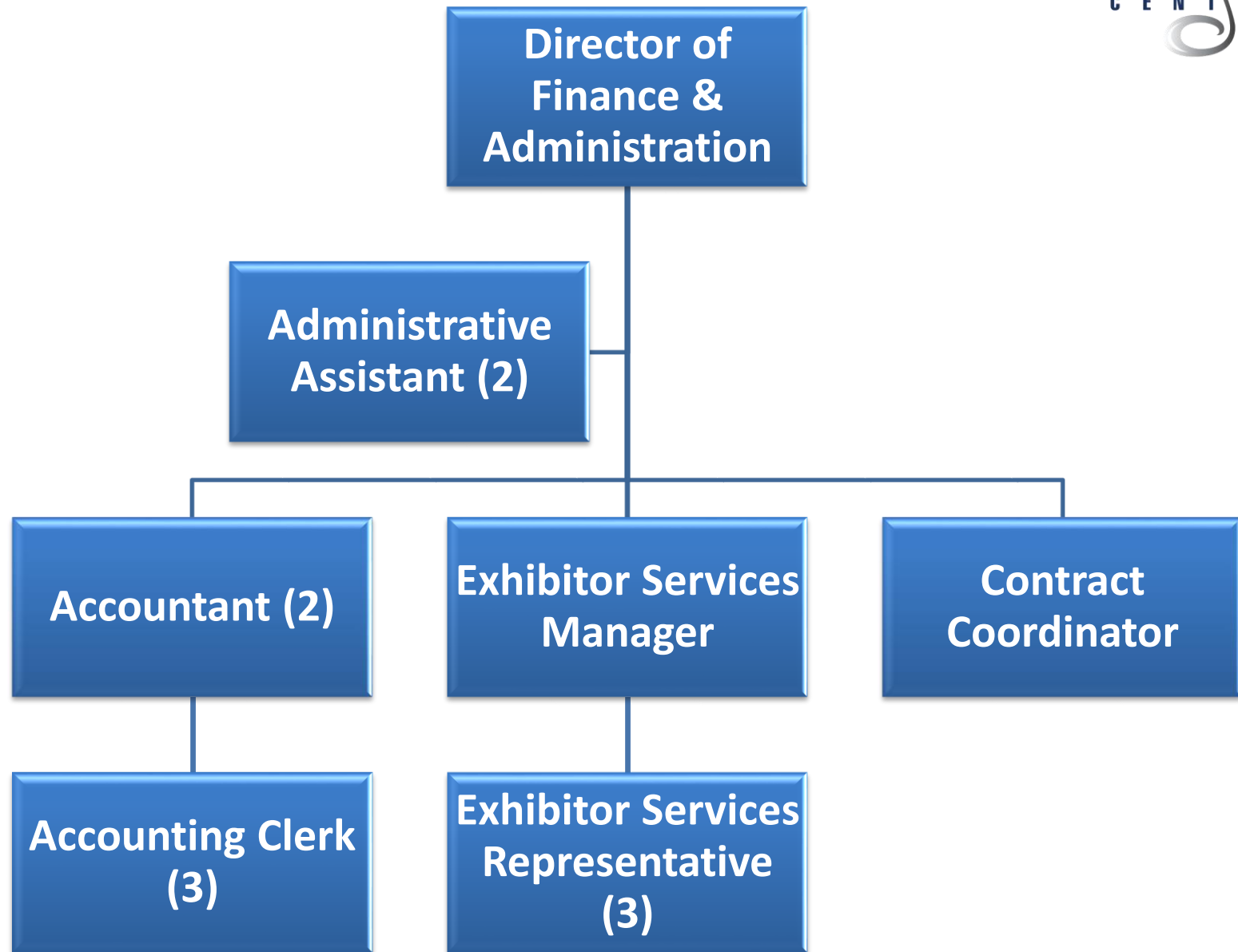
# Senior Leadership



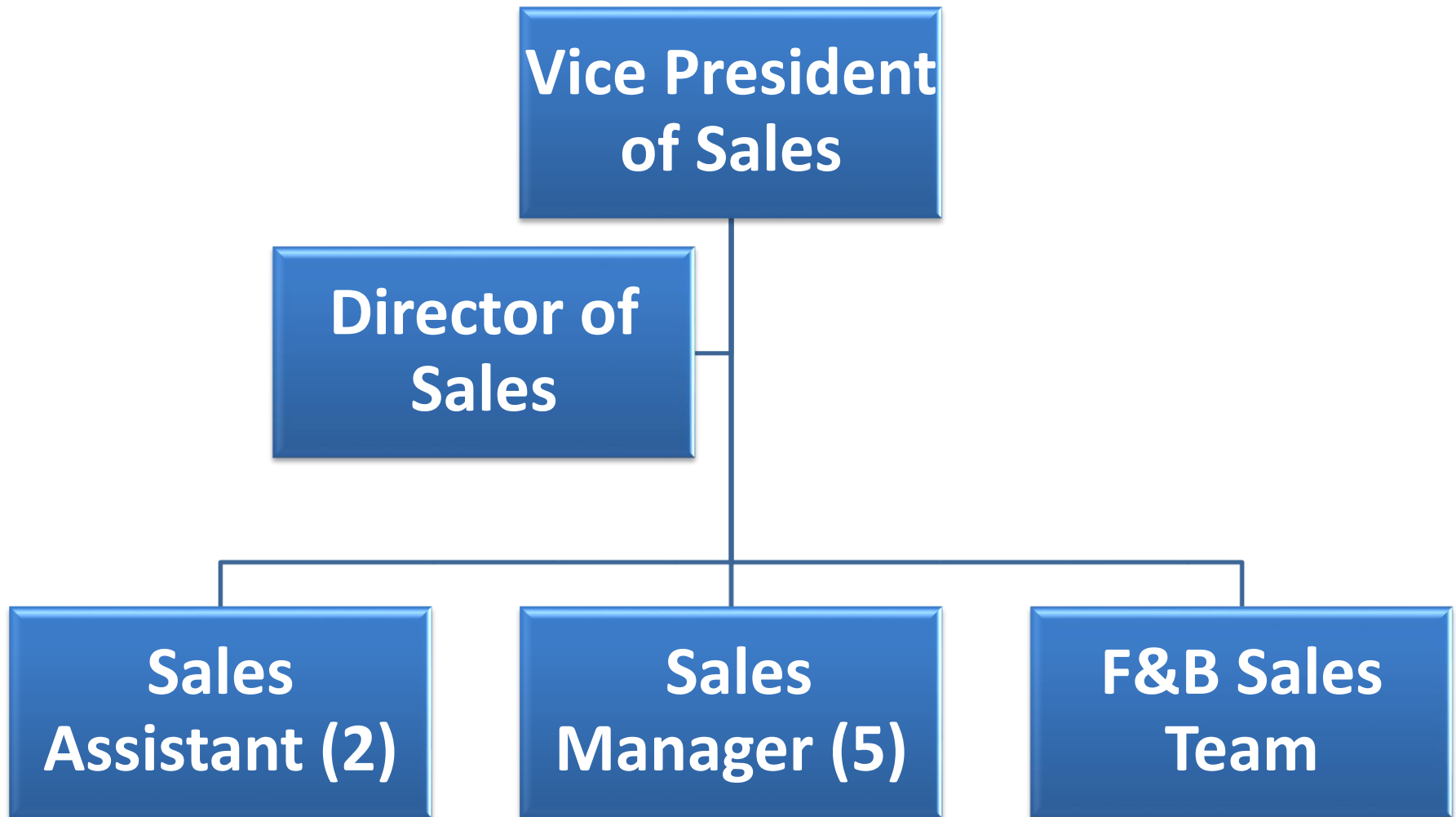
# Administration



# Finance & Administration



# Sales



# Human Resources



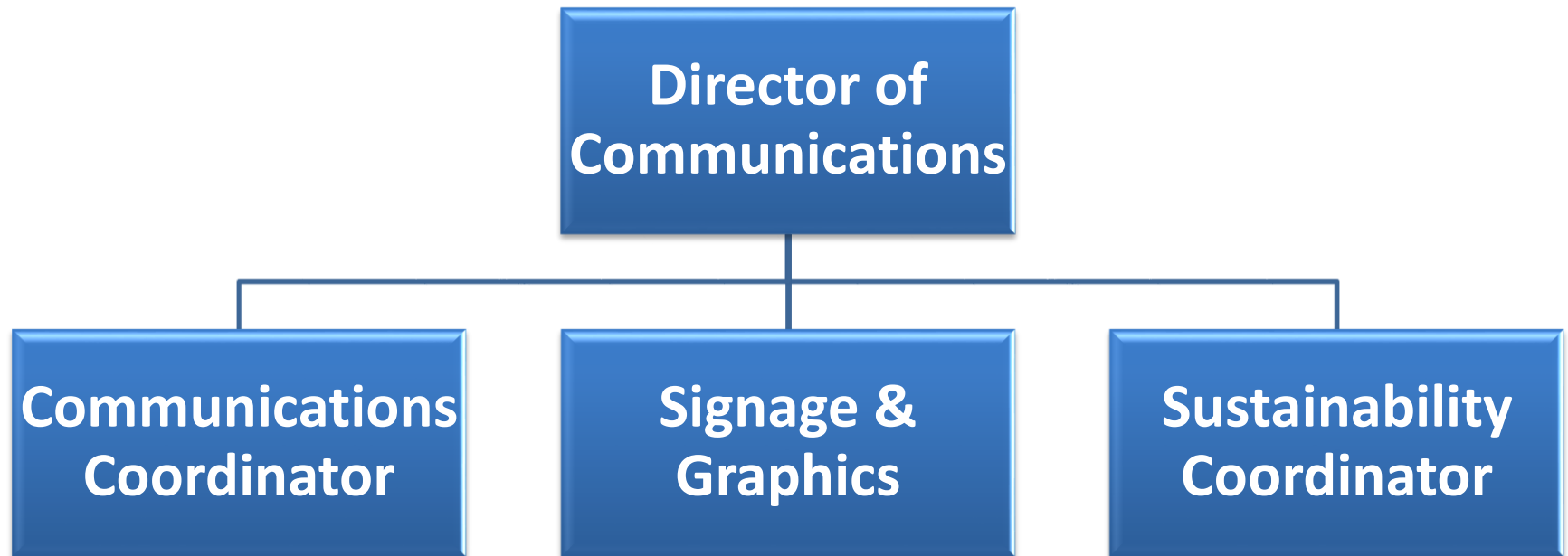
**Vice President  
of Human  
Resources**

**HR Coordinator**

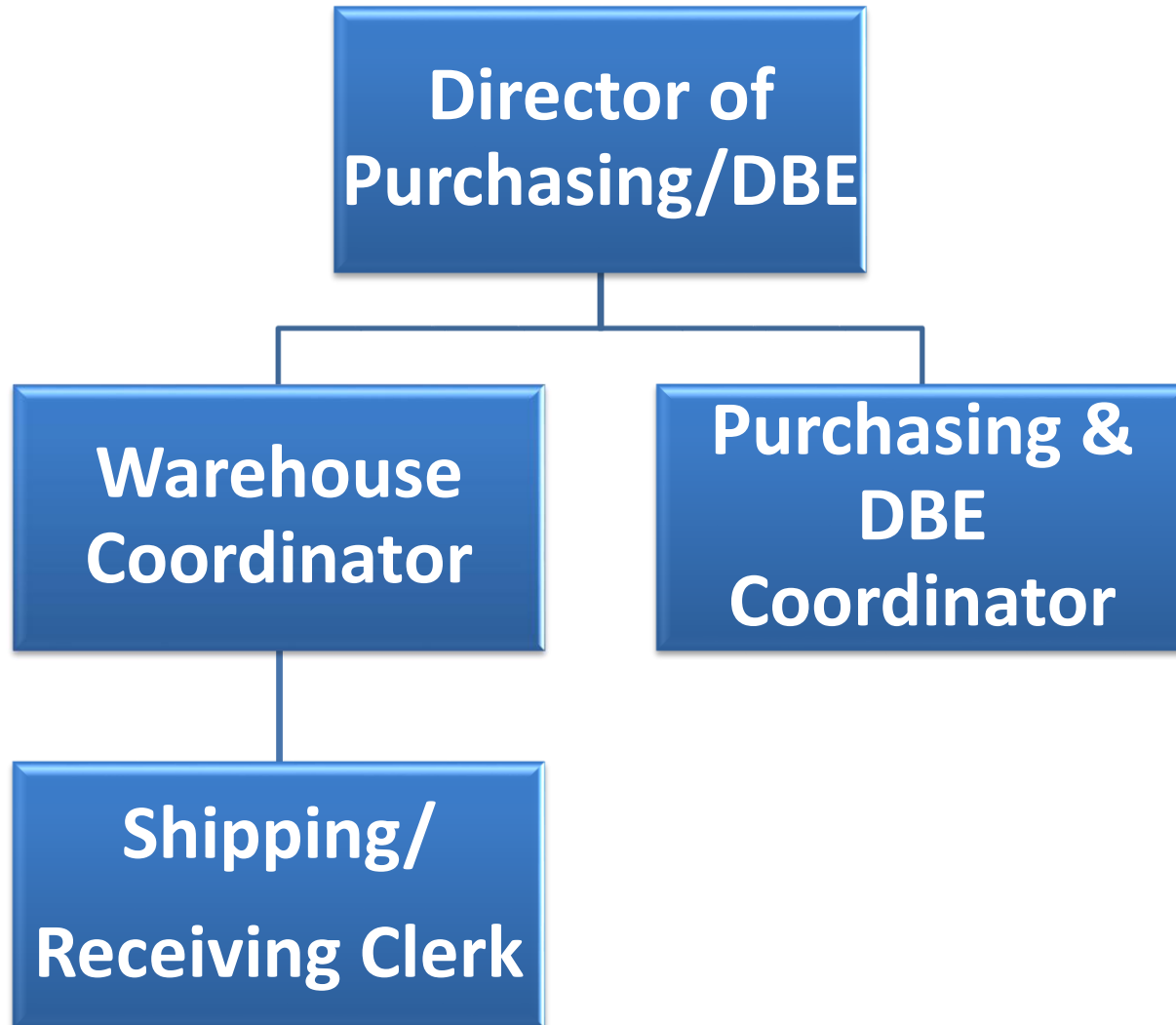
**Training  
Manager**



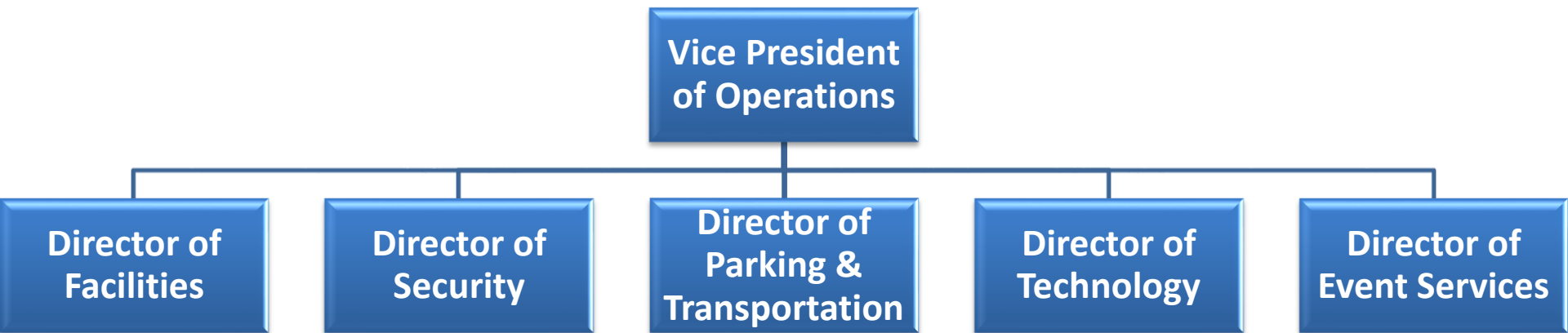
# Marketing & Public Relations



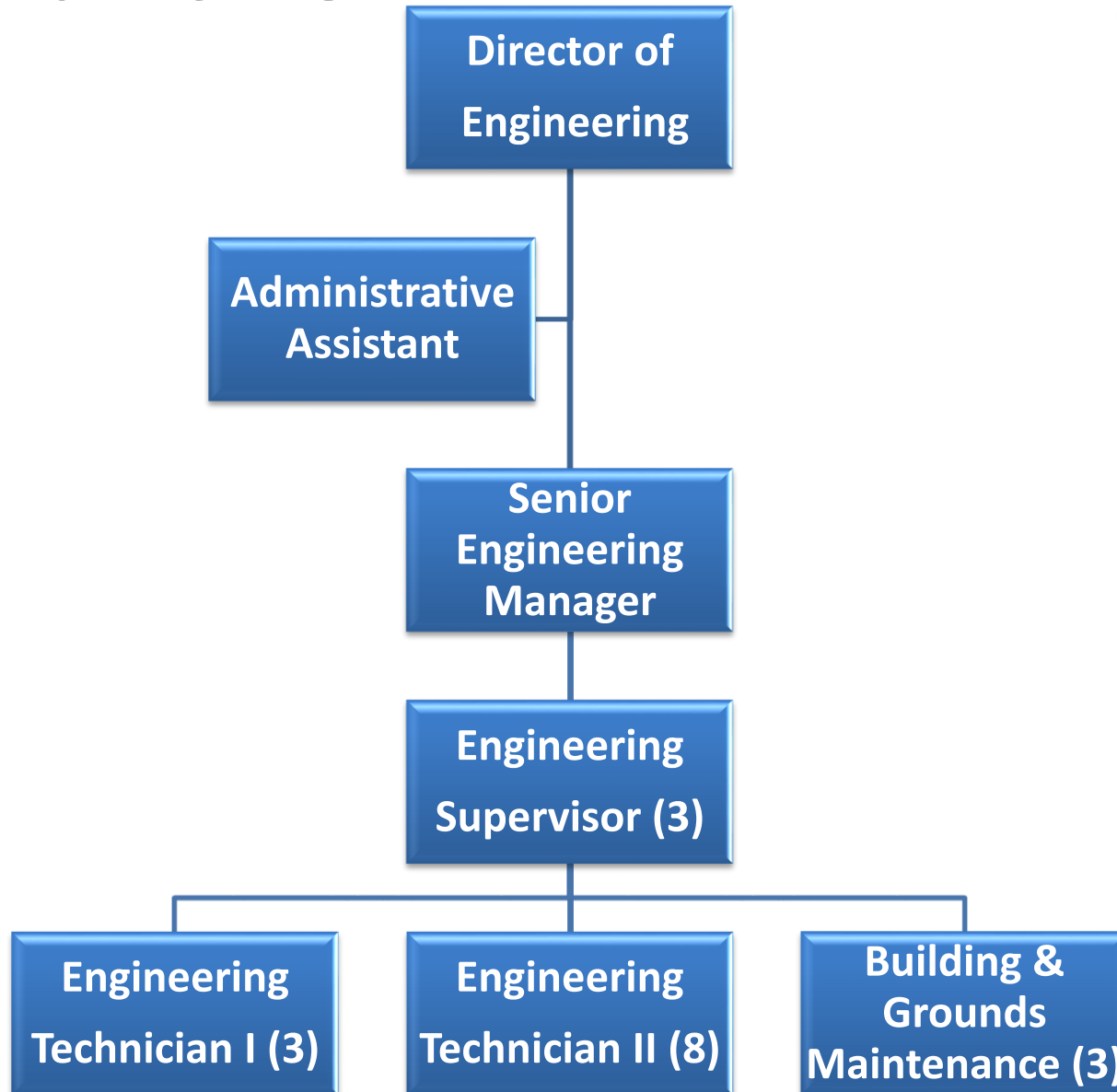
# Purchasing/DBE



# Operations



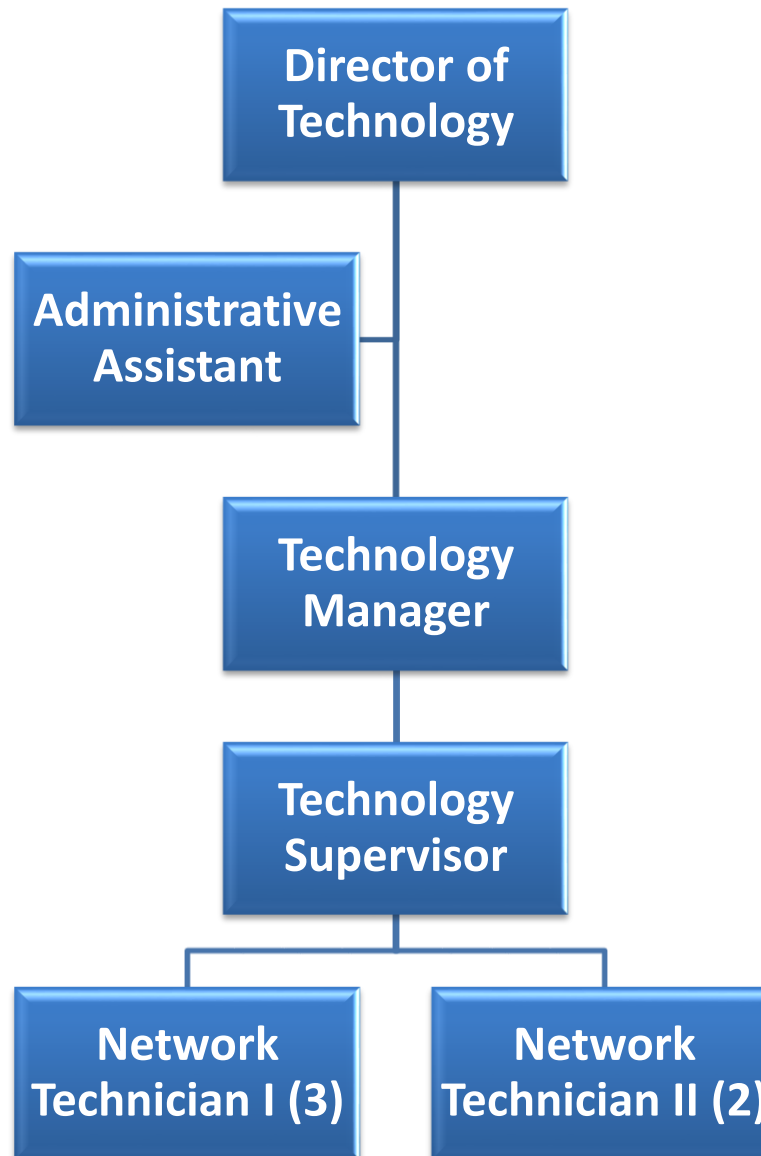
# Operations



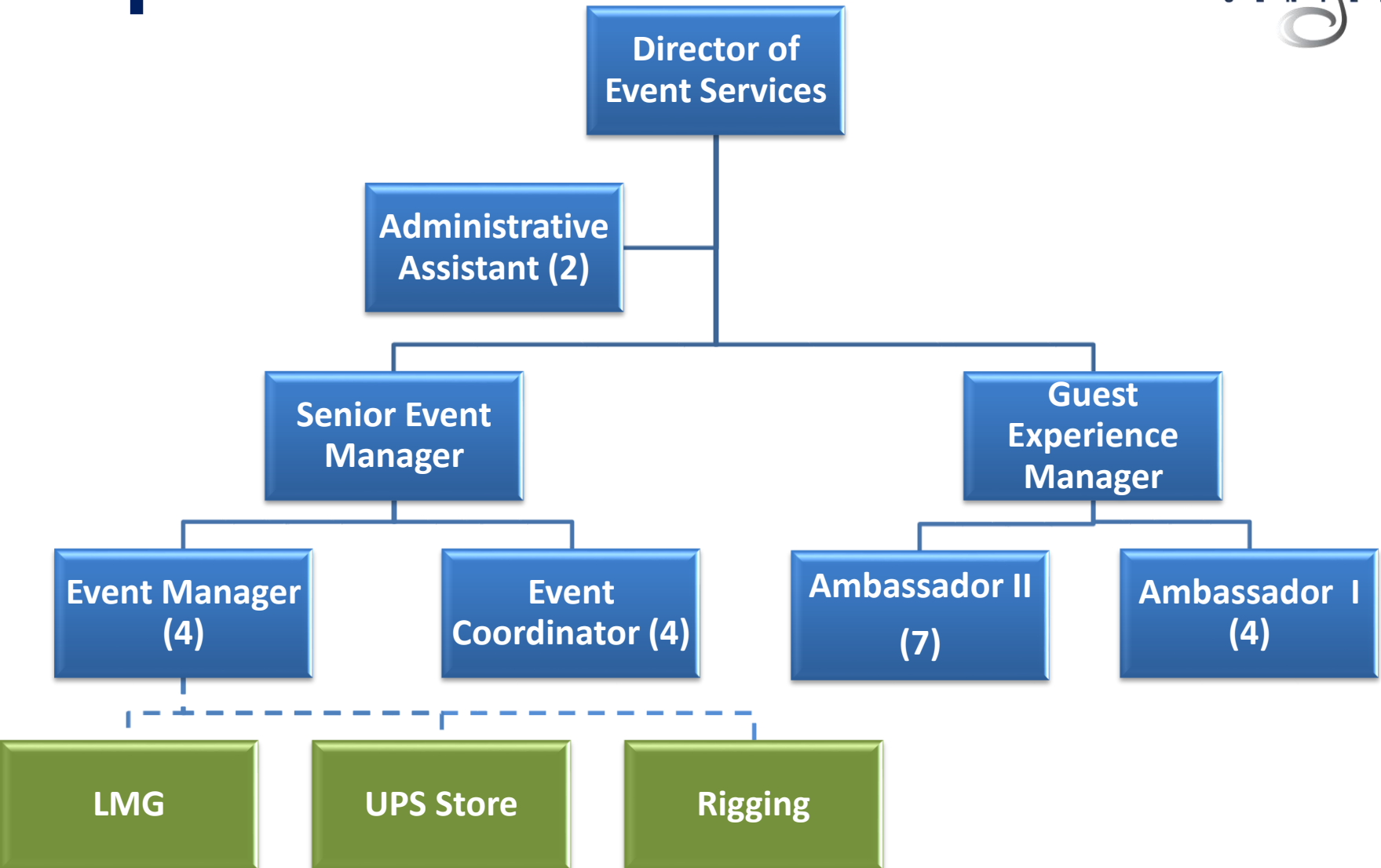
# Operations



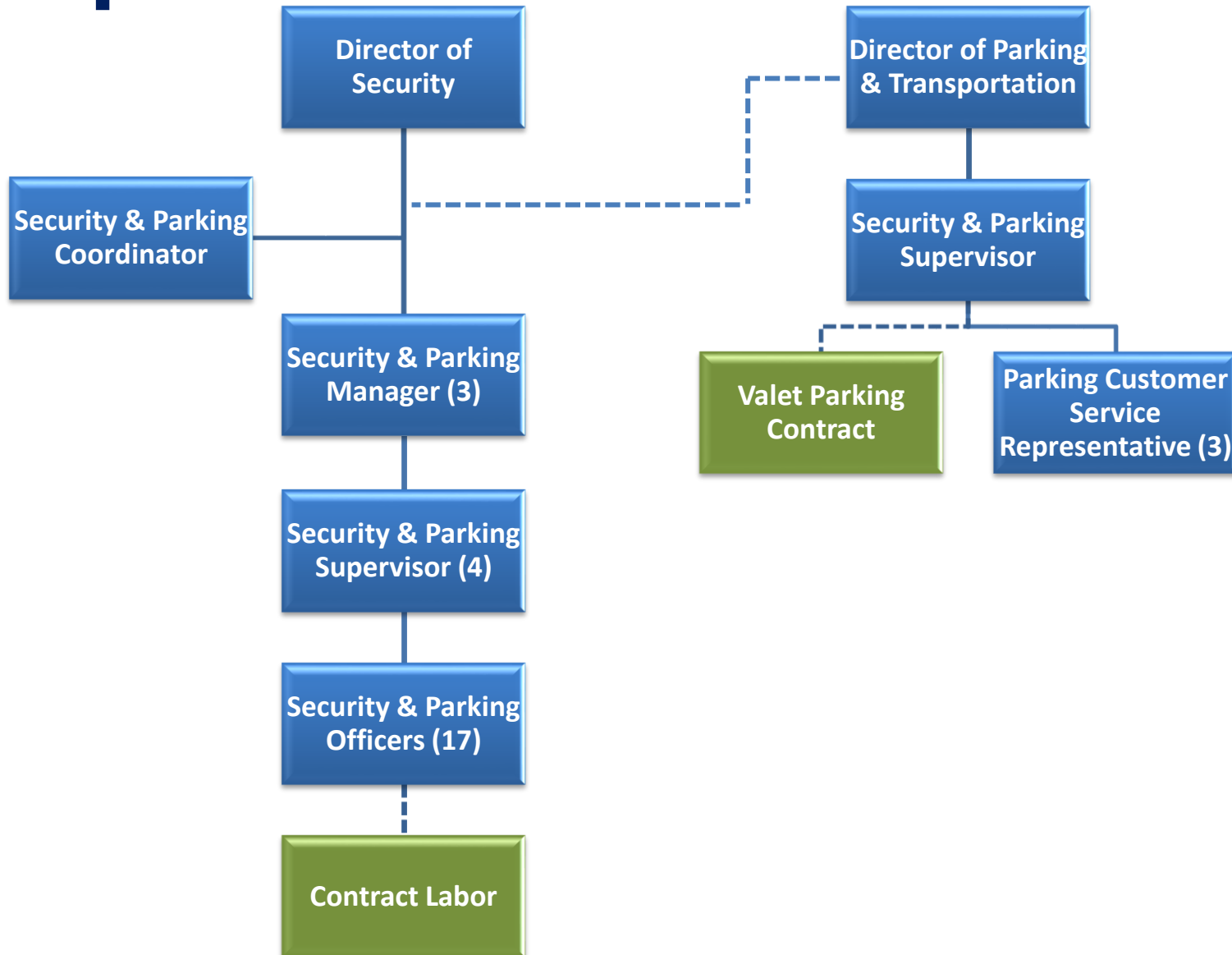
# Operations



# Operations

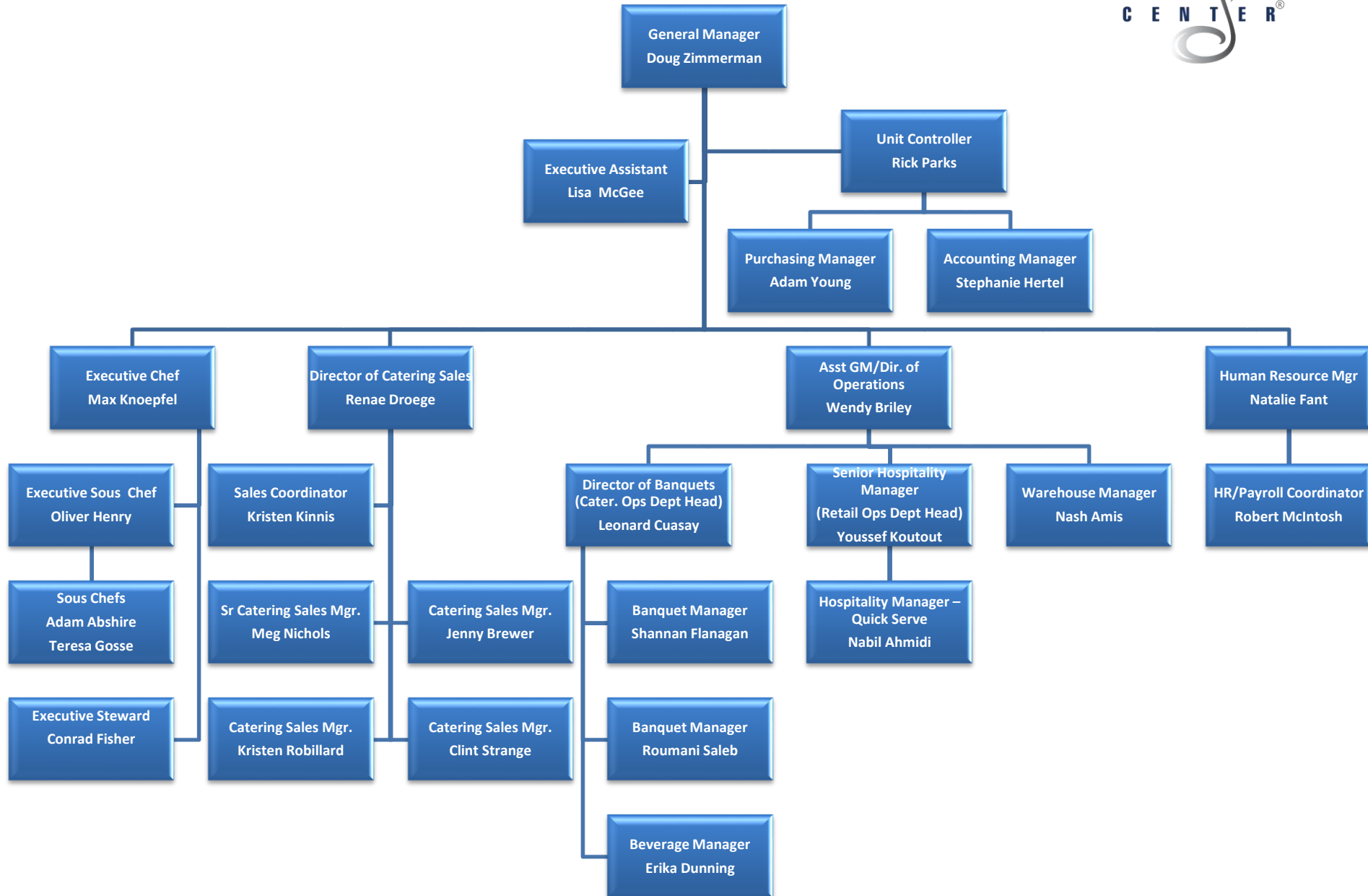


# Operations





# Food & Beverage



# OFFICE OF EMERGENCY MANAGEMENT

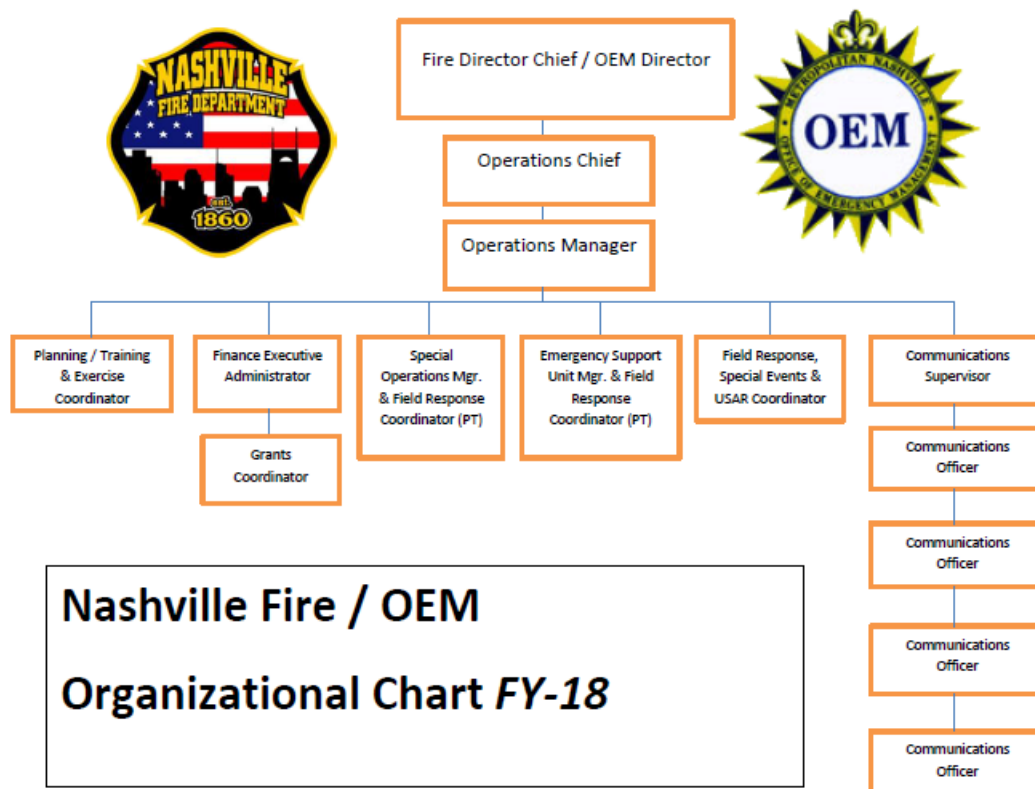
## Authority

The Title VI coordinator for the Office of Emergency Management contact person is Jamie Summers Human Resources Manager 615-862-5242.

## Organizational Environment

The Nashville Office of Emergency Management is the City/County emergency management agency. We are the primary agency for disaster mitigation, preparedness, response and recovery efforts. We coordinate resources and incidents and assist other departments in day to day events, and during emergency or disaster time. In short, Nashville OEM is similar to FEMA, but a local agency, which is extremely beneficial to the community since all disasters happen locally.

## OEM Organizational Chart



**Federal Funding**

The Office of Emergency Management has been awarded over \$1.1 million in grants that are used to achieve the goals and initiatives as defined in the departmental mission statement. These resources are used to support the building, sustainment and delivery of core capabilities essential to the National Preparedness goal across the five mission areas of Prevention, Protection, Mitigation, Response and Recovery

**Contracted Program Overview**

N/A

**Minority Participation on the Board/Commission: 0**

**Number of Complaints Received Last Year: 0**

**Statement of Non-Discrimination:**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operations its programs, services, or activities.

## **METROPOLITAN BOARD OF PARKS AND RECREATION**

### **Authority**

The Title VI Coordinator's duty lies with staff in the Consolidated Maintenance Division and reports directly to the Assistant Director – Consolidated Maintenance, Parks and Recreation Department.

The Title VI Coordinator is responsible for educating staff on (1) their responsibilities under Title VI, (2) how to inform clients of their rights under Title VI, (3) how to monitor for compliance with Title VI legislation, and (4) how to maintain and submit any required documentation for Title VI compliance.

Duties may include and may not be limited to the following:

- Conducting annual training for departmental personnel as required;
- Working in conjunction with the Metro Title VI Coordinator to ensure that all new employees to Parks and Recreation receive Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights under Title VI;
- Disseminating all Title VI resources, including posters and brochures, to departmental personnel as required;
- Maintaining Title VI complaint log and conducting any necessary investigations;
- Utilizing necessary monitoring techniques to ensure departmental compliance;
- Submitting annual Title VI plan to grantors in a timely manner; and
- Other duties as necessary to ensure Title VI compliance.

The Title VI Coordinator for the Metropolitan Government Board of Parks and Recreation is:

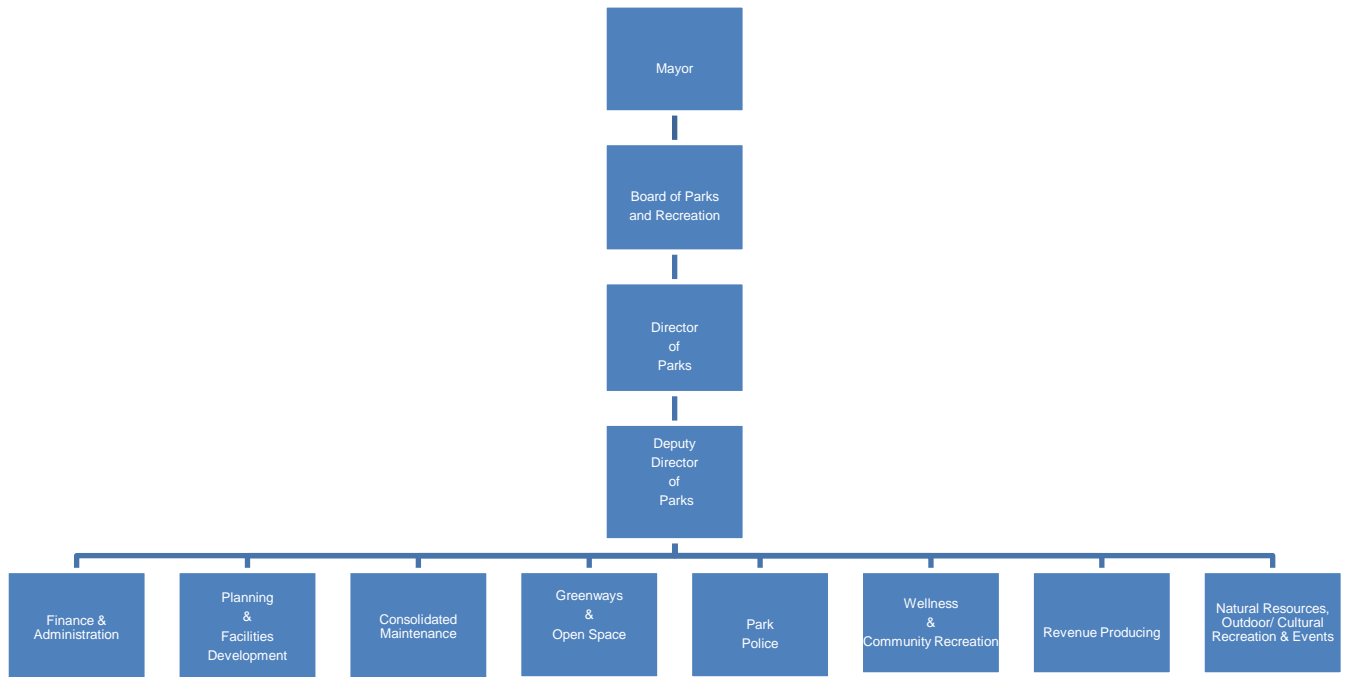
James A. Gray  
Special Projects Manager  
Centennial Park Office  
Nashville, TN 37201  
615-862-8400(v) 615-862-8414(f)  
Email: [james.gray@nashville.gov](mailto:james.gray@nashville.gov)

## Organizational Environment

It is the mission of the Metropolitan Board of Parks and Recreation to provide every citizen of Nashville and Davidson County with an equal opportunity for safe recreational and cultural activities within a network of parks and greenways that preserves and protects the region's natural resources.

Below is an organization chart for the Metropolitan Board of Parks and Recreation.

## Organizational Structure Parks and Recreation



## **Federal Funding in the Metropolitan Parks and Recreation Department**

The Parks and Recreation Department has several goals that are positively impacted through the use of Federal Financial Assistance. The first is the goal to develop public/private partnerships that will maximize current park programs and resources. The accomplishment of this goal would be evidenced by the percentage of supplemental resources gained through partnerships.

The second goal that is impacted by the receipt and use of federal grants is to increase promotion and awareness of all park programs, facilities and services to a growing and diverse population. The funds that are received from the agencies cited in the previous paragraph are used in ways such as building greenways and trails aimed at improving health and wellness.

### **Contracted Program Overview**

The Parks and Recreation Department uses a myriad of contracts with other parties to fulfill its day-to-day operational requirements associated with achieving its primary mission of sustainably and equitably providing everyone in Nashville with an inviting network of parks and greenways that offer health, wellness, and quality of life through recreation, conservation, and community. Through these contractual agreements, the department acquires the needed operational and capital supplies, materials, and support to continue to provide recreational services and facilities to the residents and visitors of Metro Nashville.

### **Minority Participation on the 2 of 7 members (28.6%) Board/Commission.**

**Number of Complaints Received Last Year** 0.

### **Statement of Non-Discrimination**

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

## METROPOLITAN PLANNING DEPARTMENT

### INTRODUCTION

Title VI of the 1964 Civil Rights Act requires 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 Title VI Coordinator duty lies with staff in the Metropolitan Planning Department. The Title VI Coordinator reports directly to the Administrative Services Officer III.

The Title VI Coordinator duties may include and may not be limited to the following:

- Attending Title VI training
- Ensure all new and current employees attend/receive Title VI training
- Display Title VI posters and brochures
- Maintain records of all Title VI complaints and information
- Develop LEP guidelines
- Know who to contact to get Title VI information and assistance

The Title VI Coordinator for the Metropolitan Planning Department is Josie L. Bass. Ms. Bass can be reached at 615-862-7150, emailed at [josie.bass@nashville.gov](mailto:josie.bass@nashville.gov) or inquiries faxed to 615-880-2450.

### Mission Statements

The **Planning Commission** guides growth and development as Nashville and Davidson County evolve into a more socially, economically and environmentally sustainable community with a commitment to preservation of important assets, efficient use of public infrastructure, distinctive and diverse neighborhood character, free and open civic life, and choices in housing and transportation.

The **Planning Department** helps Nashville and Davidson County evolve into a more sustainable community guided by a commitment to efficient use of infrastructure, distinctive and diverse community character, open and vibrant civic life, and choices in housing and transportation focused on improving the quality of life.



## METROPOLITAN PLANNING COMMISSIONERS

COMMISSIONERS	RACE	TERM EXPIRES
Greg Adkins, Chairman	Caucasian/Male	3/18
Jessica Farr	Caucasian/Female	3/18
Lillian Blackshear	African-American/Female	3/19
Jeff Haynes	Caucasian/Male	3/19
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	3/20
Dr. Terry Jo Bichell, Mayor	Caucasian/Female	8/19
Briley's Representative		
Fabian Bedne, Metro Council	Hispanic/Male	9/19
Representative		
Emily Lamb, Legal	Caucasian/Female	

There were no Title VI complaints received for 2017-18 year.

**Minority Participation on the Commission is:** (3) Caucasian males, (1) African American male, (2) African American females, (4) Caucasian females and (1) Hispanic male

Metropolitan Planning Department  
Active Contracts  
May 1, 2018

**Metro Planning Commission  
Metro Funded Contracts**

Contract Number	Vendor	Service/Commodity Provided Under Contract	Beginning Date	Ending Date	Amount
414086	Economic & Planning Systems, Inc.	Develop a Transfer of Development Rights Program	9/12/17	9/12/22	\$ 40,000.00
<b>Total MPC Non-Grant Contracts</b>					<b>\$ 40,000.00</b>

**Metropolitan Planning Commission  
Grant Contracts**

Contract Number	Vendor	Service/Commodity Provided Under Contract	Beginning Date	Ending Date	Amount
16-4292-7086	National Endowment for the Arts	This project will plan for a maker district in Wedgewood-Houston, with community building efforts and plans for zones changes and capital improvements.	8/1/16	9/30/18	\$ 50,000.00
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
<b>Total MPC Grant Contracts</b>					<b>\$ 1,528,244.00</b>

**Metropolitan Planning Commission f/b/o  
Nashville Area MPO  
Grant Funded Contracts**

L-3491	TN Department of Transportation	Transportation Planning Grant FY 16-18	10/1/16	9/30/18	\$ 4,375,157.00
L-3588	TN Department of Transportation	Transit Planning Grant	1/1/15	12/31/18	\$ 504,254.00
RS2014-1182	TN Department of Transportation	Active Mobility Grant	9/22/14	9/22/19	\$ 312,500.00
L-3880	Greater Nashville Regional Council	Pass thru Grant Contract f/b/o Nashville Area MPO	10/5/17	6/30/18	\$ 700,000.00
<b>Total MPC f/b/o Nashville Area MPO Grant Contracts</b>				<b>Total</b>	<b>\$ 5,891,911.00</b>

# **METROPOLITAN NASHVILLE POLICE DEPARTMENT**

## **2018/2019**

### **Authority**

The Metropolitan Nashville Police Department's Title VI Coordinator responsibility lies with the Director, Human Resources Division. This individual reports directly to the Deputy Chief of Police for the Administrative Services Bureau.

The Title VI Coordinator is responsible for educating staff on 1) their responsibilities under Title VI, 2) how to inform clients of their rights under Title VI, 3) how to monitor for compliance with Title VI legislation and, 4) how to maintain and submit any required documentation for Title VI compliance.

Duties may include and may not be limited to the following:

- Conducting annual training for departmental personnel as required;
- Working in conjunction with the Metro Title VI Coordinator to ensure that all new employees of the Metropolitan Nashville Police Department receive Title VI training and information;
- Ensuring that procedures are in place to provide for public notification of rights under Title VI;
- Disseminating all Title VI resources, including posters and brochures, to departmental personnel as required;
- Maintaining Title VI complaint log and conducting any necessary investigations;
- Utilizing necessary monitoring techniques to ensure departmental compliance;
- Submitting annual Title VI plan to grantors in a timely manner;
- Other duties as necessary to ensure Title VI compliance;

The Title VI Coordinator for the Metropolitan Nashville Police Department is:

Suzanne Bibb  
MNPd Human Resources Director  
3055 Lebanon PK.,  
Nashville TN 37219  
615-862-7351(p) 615-880-2997(f)

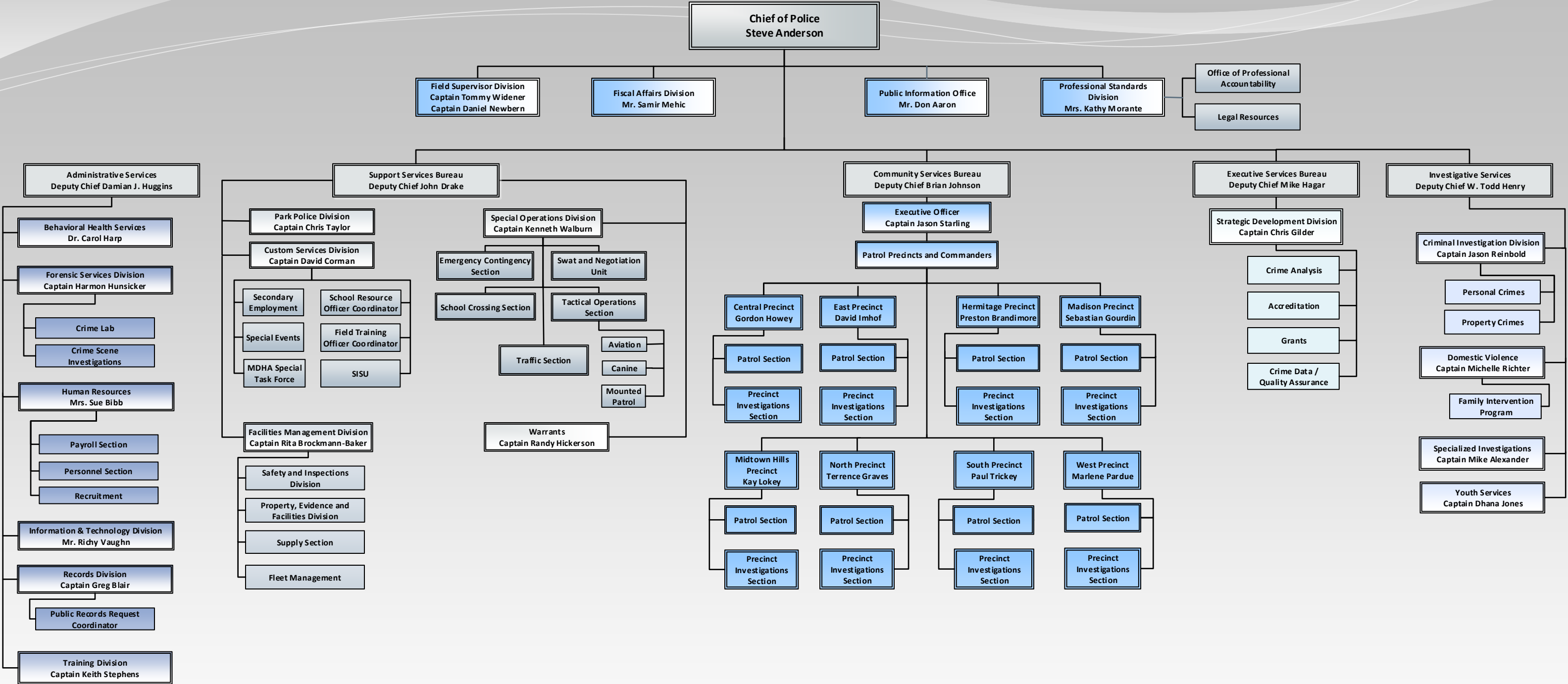
### **Organizational Environment**

#### **Mission Statement**

The Mission of the Metropolitan Nashville Police Department is to provide community-based police products to the public so they can experience a safe and peaceful Nashville.

**Organizational Chart**

A copy of the MNPd organizational chart is attached.



# **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 Public Defender's Office is to provide zealous representation and to fight for equal justice for the indigent accused, in accordance with the United States Supreme Court mandate and the Metropolitan Government of Nashville and Davidson County Charter.

### **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.

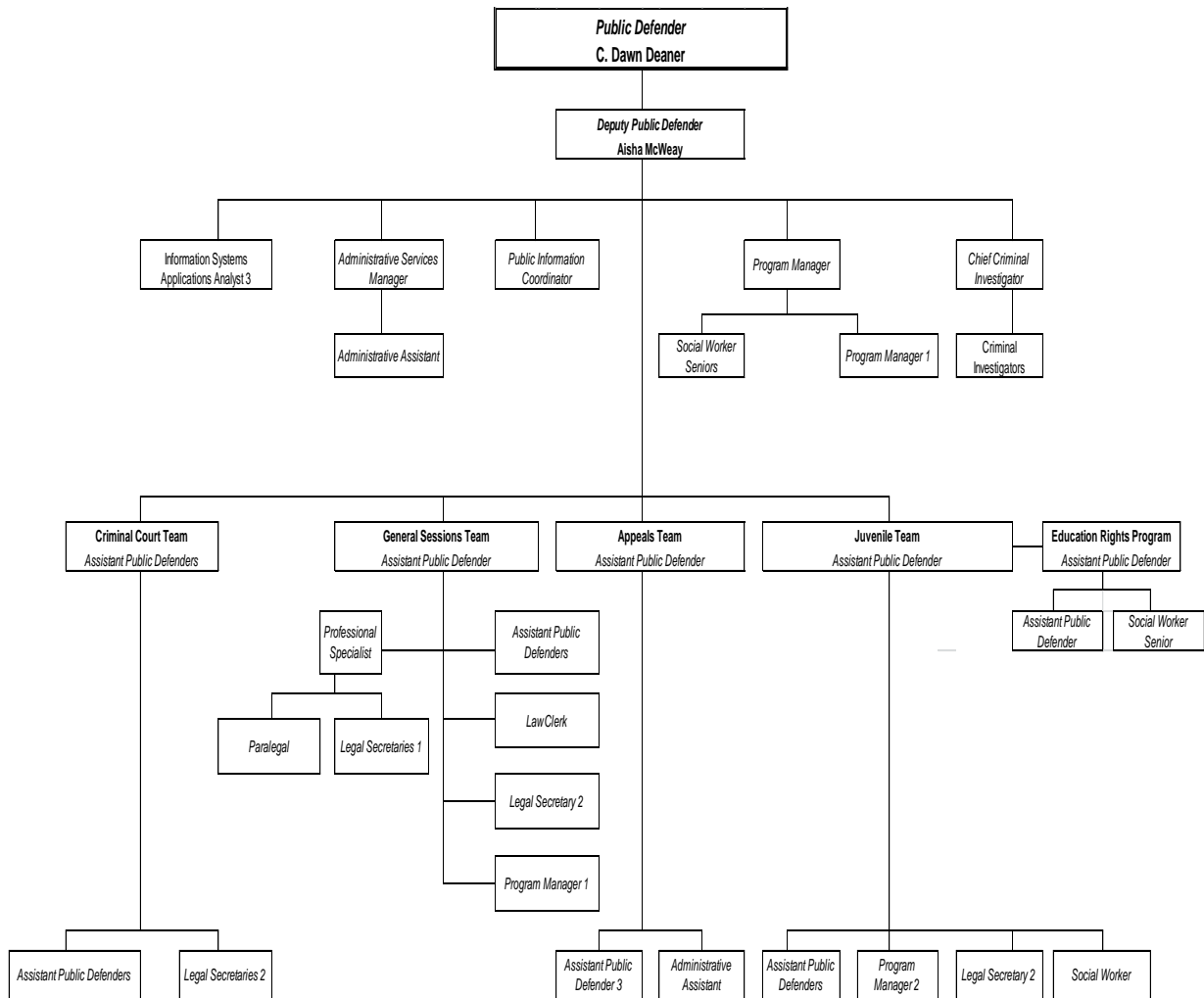
## **Contracted Program Overview**

The Public Defender's Office has no contracted programs.

## Organizational Chart

The Title VI Coordinator is a member of the Office Administrative Services 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 18, 2018

# **METROPOLITAN PUBLIC LIBRARY**

## **Authority**

The Nashville Public Library is governed by a 7 member board and is responsible 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.

The Library's Title VI Co-Coordinator is Assistant Director for Administrative Services, Susan Drye and Library Human Resources Manager, Sherry Adams. Title VI responsibilities include compliance planning, monitoring, training and reporting as required by Metro and to various governmental grantors. Ms. Drye is one of 5 Library Assistant Directors and her responsibilities include Human Resources, Finance, Facilities and Maintenance, Delivery and Security/Safety Management for the library system. Her contact information is as follows:

Office- 880-2614

Cell – 418-0091

Email – [susan.drye@nashville.gov](mailto:susan.drye@nashville.gov)

Ms. Adams is the Library Human Resource Manager. As such, she is responsible for all HR activities including investigating employee complaints of discrimination, harassment, etc. Ms. Adams' contact information is as follows:

Office – 862-5770

Email – [sherry.adams@nashville.gov](mailto:sherry.adams@nashville.gov)

## **Organizational Environment**

See attached organizational chart.

## **DEPARTMENT MISSION**

The mission of the Nashville Public Library is to inspire reading, advance learning and connect our Community.

## **Federal Funding in the Metropolitan Public Library Department**

Listed below are various Federal grants received by the Public Library in FY 17-18:



## **PUBLIC LIBRARY**

LSTA Library Services for Disadvantaged	INSTITUTE OF MUSEUM AND LIBRARY SERVICES	\$ 6,400.00
LSTA Library Services for Technology Svcs	INSTITUTE OF MUSEUM AND LIBRARY SERVICES	\$ 3,494.00
<b>TOTAL</b>	<b>PUBLIC LIBRARY</b>	<b>\$9,894.00</b>

## **Contracted Program Overview**

Listed below are various contract used by the Public Library and a description of how they support our goals and programs

AIMEDIA SOLUYIONS – 19317 – Web Design and Development  
AMERICAN CONSTRUCTORS 18890 Design Build Construction of Goodlettsville Library  
AMERICAN PAPER & TWINE 16254 Copy Paper  
AMERICAN PAPER & TWINE Trash Bags  
ARAMARK - 382307 – Servicing of Mats  
AT&T – 391064 – Telephone and Data Services  
A-Z OFFICE RESOURCE – Furniture and Furnishings  
BATTERIES PLUS – 347950 – Batteries  
BEARD PROPERTY MAINTENANCE – 323717 – Landscape Maintenance for Goodlettsville Library  
BELFORE PROPERTY RESTORATION – 19611 – Emergency Remediation/Disaster Recovery Services  
BRODART CO – 371587 – Furniture and Furnishings  
CDW-368995 – Coordinate Sharepoint Upgrade  
CHILTON TURF CENTER 18111 Small Equipment Maintenance  
COMMERCIAL COPY SERVICES 16008 Copy Machines  
COOK’S PEST CONTROL - Pest Control  
CINTAS CORPORATION - Rental of Mats  
CMS UNIFORM 19346 Uniform Purchases  
DEKALB OFFICE – 405314 – Furniture and Furnishings  
DELL ASAP SOFTWARE  
FACILITY PLANNERS – 374756 – Furniture and Furnishings  
FASTENAL – 405279 – Trash bags  
G4S – 316587 – Security Officer Services  
Goodson dba Tailored Business – 375388 – Temporary Services  
GRAINGER INDUSTRIAL 341269 Various Industrial & Commercial Supplies  
HOSSE & HOSSE SAFE & LOCK CO – 334752 – Lock & Key Service  
HST CORPORATE INTERIORS, LLC – 19735 – Tennsco Shelving  
Industrial Staffing – 390293 – Temporary Services  
KENNY PIPE – 350999 – Plumbing Supplies  
Keystone Ridge Design – 371586 – Furniture and Furnishings  
Lee Company – 368847 – HVAC Service and Repair  
The Library Corporation – 382245 – Provision, Implementation, Training, Continued Support and Maintenance for Carl X Library Automation Software Suite, etc.  
MAC PAPERS, INC (Formerly Boxes, ETC. LLC) – 358788 – Boxes  
Martha O'Bryan Center – 341123 – Coordinating Agency for the Northeast Zone, South Central Zone, and McGavock Zone of the Nashville After Zone Alliance (NAZA)

Middle Tennessee Exterminating – 401860 – Provision of Pest Control Services  
MY OFFICE PRODUCTS – 353174 – Office Supplies  
Nashville Office Interiors – 374753 – Furniture and Furnishings  
Oasis Center – Grant Support – L-3669 – Provide on-going support for high school students who participated in Nashville Scholars  
Otis Elevator Company – 384899 – Elevator, Escalator, Lifts Maintenance, Repair and Related Services  
Overhead Door of Nashville – 313325 – Roll Up Door Repair Contract  
Pavement Restorations – 356318 – Surface Treatment Application  
ADT/PROTECTION ONE SECURITY SOLUTIONS – 314661 - Monitoring Services  
RAINS ELECTRIC 16228 Electrical  
Randstad North America, Inc. – 390295 – Temporary Services  
Republic Services – 370626 – Provision and collection of waste and recycling containers  
RICHARDS & RICHARDS OFFICE RECORDS MANAGEMENT, INC. - Provide secure document destruction services  
RICOH USA – 309769 – Duplicating Machines  
School Specialty – 371588 – Furniture and Furnishings  
Sherwin Williams – 391102 – Paint and Paint Supplies  
SIEMENS BUILDING TECH Maint Agreement Fire Alarm System  
S. M. Lawrence and Company – 395505 – Plumbing Maintenance, Repair, and Emergency Repair  
Southeast Electric – 362990 – On-Call Electrical Service and Repair  
SOUTHEAST ELECTRIC 340210 Electrical  
TRIGREEN EQUIPMENT 323740 Small Equipment Maintenance, Repair Parts  
UNIQUE MANAGEMENT SERVICES INC 333012 Collection Services  
VANGUARD ID SYSTEMS – 346336 – Library Cards w/Barcodes  
WATSON LABEL – 315835 – Barcode Labels  
WILLIAMS SUPPLY 18566 Electrical Lamps, Hardware & Related Items  
YMCA of Middle Tennessee – Coordinating Agency for the Southeast Zone and the Northwest Zone of the Nashville After Zone Alliance (NAZA)

## **Minority Participation on the Public Library Board**

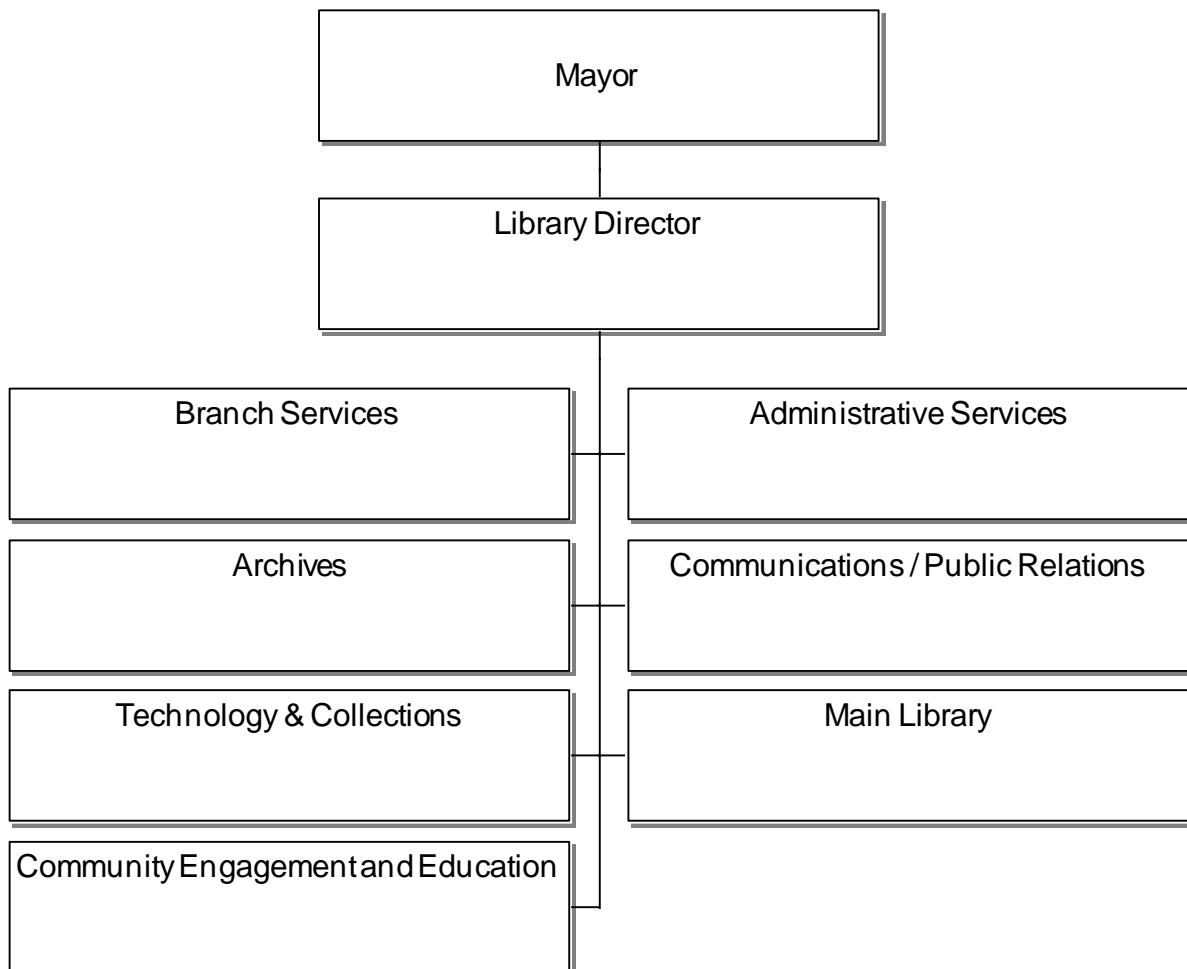
1 Hispanic Female  
1 Black Female  
1 Other Female  
2 White Females  
2 White Males

## **Number of Title VI Complaints Received Last Year - 0**

## **Statement of Non-Discrimination**

It is the policy of the Public Library that all persons shall have equal access to facilities and services regardless of race, color, national origin, sex, age, religion or handicap.

Nashville Public Library  
Organizational Structure  
FY 2017 – 2018



# **METRO PUBLIC WORKS**

## **Authority**

The Public Works Title VI Coordinator is Charles Boddie, Human Resources Manager. Mr. Boddie reports to the Deputy Director of Public Works. His Title VI responsibilities include compliance planning, monitoring, training and reporting to various governmental grantors and as required by Metro. The contact information for Mr. Boddie is as follows:

Office: 615-862-8710

E-mail: [charles.boddie@nashville.gov](mailto:charles.boddie@nashville.gov)

## **Mission**

The mission of Metro Nashville Public Works is to provide professional expertise, transportation, infrastructure and neighborhood environmental products to people who live, work, travel through, or play in Metro Nashville so they can experience clean neighborhoods, safe and efficient transportation.

## **Organizational Environment**

(See attached organizational chart)

## **Federal Funding in the Public Works Department**

The department has been awarded over \$1.063 million in Federal funds for FY'18 (July 1, 2017-June 30, 2018) that are used to achieve the goals and initiatives as defined in the departmental mission statement. (Please note, this figure only includes monies which PW has received and does not include funds promised for future projects.) These resources are primarily applied to capital needs for bikeways, sidewalks, traffic signal systems, streets, roads, intersections and bridges.

## **Contracted Program Overview**

The department utilizes contracts with various firms for professional services related to survey, design and construction monitoring of bikeways, sidewalks, traffic signal systems, streets, roads, intersections and bridges county-wide (GSD and USD) which include:

- Engineering, construction, maintenance and repair services for streets, roads, bridges, sidewalks and bikeways; this includes, but is not limited to, traffic signals, signs, pavement markings, and guardrails
- Implementation of FastTrac infrastructure development program including installation of new infrastructure and support systems
- Certain off-street parking facilities and also on-street parking operations and enforcement
- Recycling and disposal of solid waste

- Refuse collection, street cleaning, and street lighting for the Urban Services District (USD) area only
- Communications to general public about all of the above geared to enhance their mobility, safety and health within Davidson County. These contracts are vital to the department in attaining its goals.

**Minority Participation on the Solid Waste Regional Board –**

11 Members

- 8 Caucasian
- 2 African-American
- 1 Hispanic

**Minority Participation on the Traffic and Parking Commission –**

9 Members

- 8 Caucasian
- 1 African-American

**Minority Participation on the Transportation Licensing Commission --**

7 Members

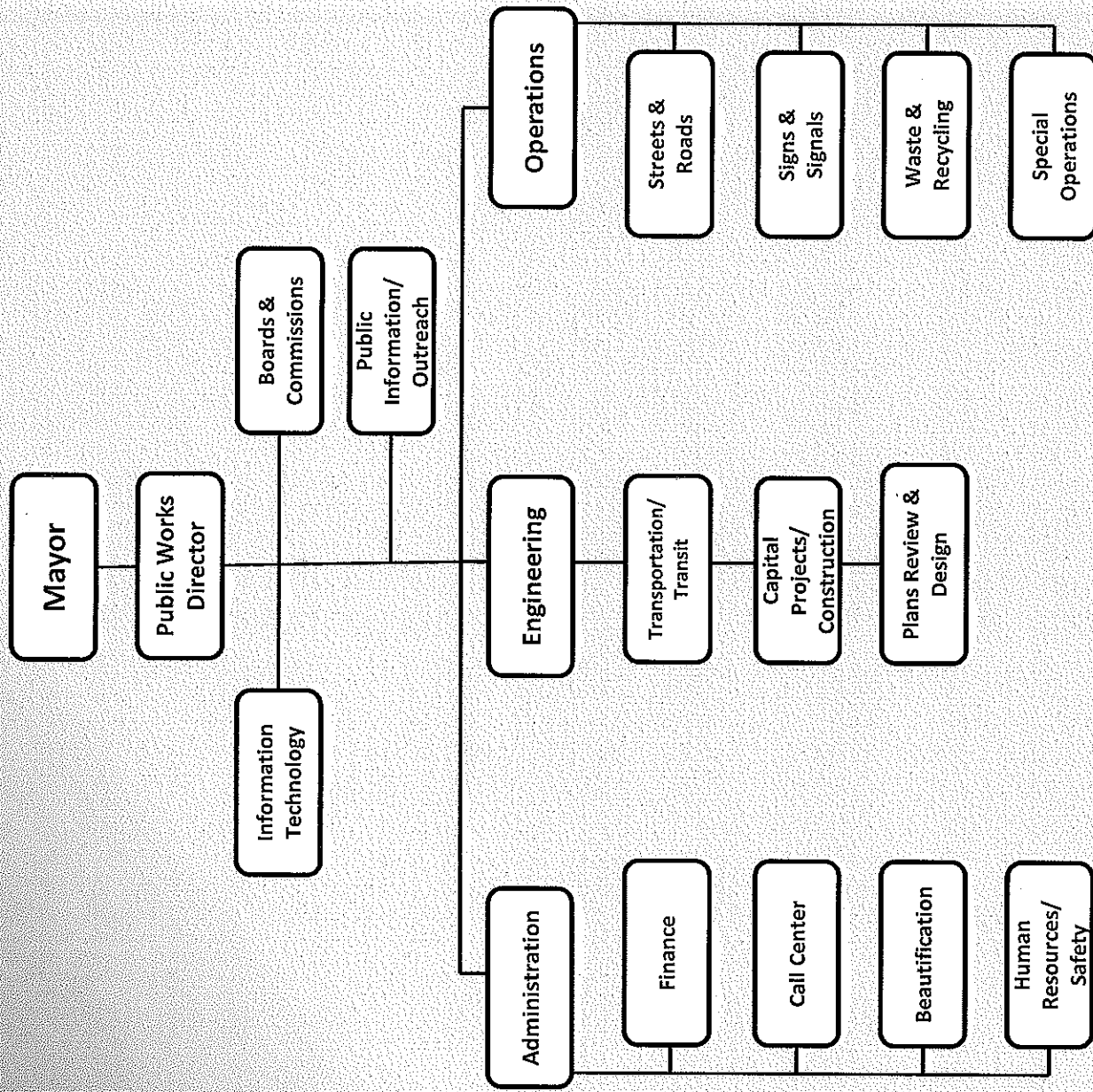
- 5 Caucasian
- 2 African-American

**Number of Complaints Received Last Year – None**

**Statement of Non-discrimination**

In compliance with Title VI of the Civil Rights Act of 1964, Metro Public Works will ensure equal opportunity in all aspects of its programs and services without regard to race, color, or national origin.

# Public Works Organizational Chart by Division FY'18





# NASHVILLE SHERIFF

## DAVIDSON COUNTY SHERIFF'S OFFICE

Daron Hall, Sheriff

### **Title VI Report**

**May 7, 2018**

#### **Authority**

The Standards Director serves as the Title VI coordinator for the Nashville-Davidson County Sheriff's Office. The Title VI Coordinator reports to the Chief Deputy.

The Title VI coordinator is responsible for training and educating all employees annually under the Title VI statement. New employees, volunteers, and contracted vendors are also trained under these guidelines.

The Title VI Coordinator for the Davidson County Sheriff's Office is:

Marsha Travis, CJM, CCM  
P.O. Box 196383  
Nashville, TN 37219  
615-862-8276  
Email: [mtravis@dcso.nashville.org](mailto:mtravis@dcso.nashville.org)

#### **Agency Mission**

As a law enforcement agency committed to public safety, we strive to be the leader in the field of corrections, service of civil process, and innovative community-based programs, emphasizing: Accountability, Diversity, Integrity, and Professionalism.

#### **Agency Purpose**

The purpose of the Davidson County Sheriff's Office is to provide operation and oversight of county correctional facilities, service of civil process, and innovative community outreach projects to the residents of Davidson County. By achieving these goals, Nashville will experience safer and stronger neighborhoods.

#### **TDOT Funding in the Davidson County Sheriff's Office**

- Z16LIT019 Litter Grant 2016/2017 is used for community outreach to all Davidson County residents, regardless of race, color or national origin. This grant will expire 6/30/19.

• Accountability • Diversity • Integrity • Professionalism •

PO Box 196383 Nashville, TN 37219-6383 | P: 615.862.8170 | F: 615.880.3900



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# NASHVILLE SHERIFF

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## DAVIDSON COUNTY SHERIFF'S OFFICE

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Daron Hall, Sheriff

### **Contracted Program Overview**

The Nashville-Davidson County Sheriff's Office enters into contracts following Metro purchasing guidelines' and procedures, which includes the standard language for Title VI requirements.

In a study conducted by Metro Nashville Human Resources, DCSO was noted as being the most diverse large agency within Metro Government.

<b>Number of complaints received in 2016</b>	<b>3</b>
<b>Number of complaints sustained</b>	<b>0</b>
<b>Number of complaints pending</b>	<b>0</b>



# 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 Homelessness Commission 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 Homelessness Commission** 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 Homelessness Commission 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)

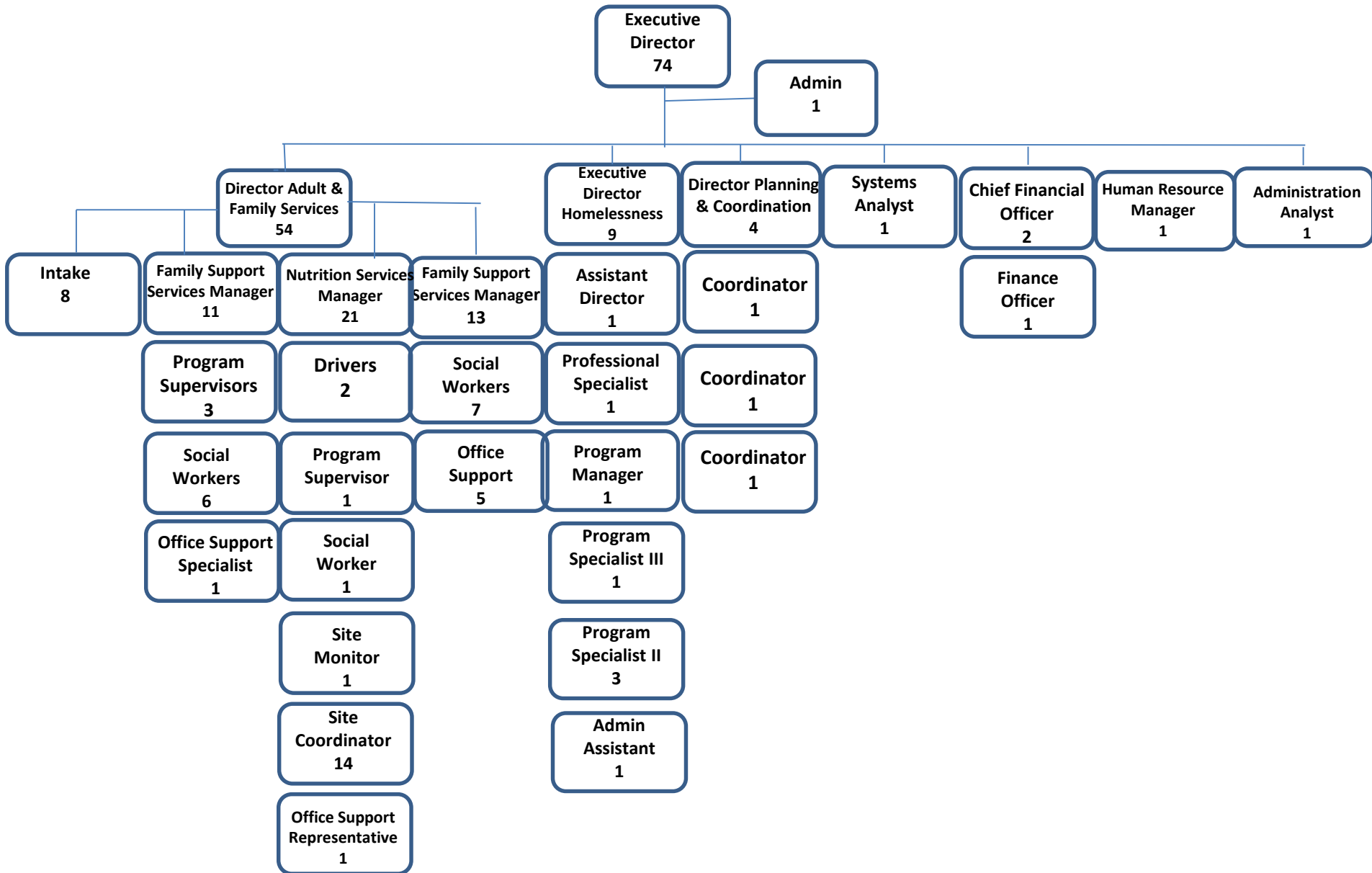
Area Agency on Aging and Disability of the Greater Nashville Regional Council    Nutrition, Transportation

**Minority Participation on the 7 member Board: 3**

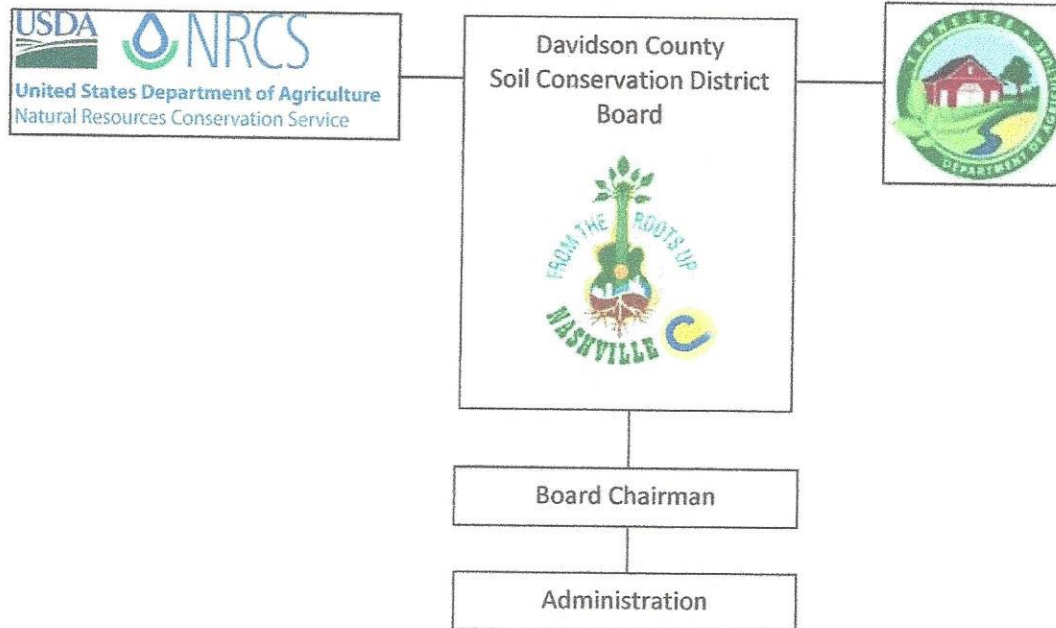
**Number of Complaints Received Last Year: 0**

# Metro Social Services

## May 2018



## Metropolitan Nashville Soil & Water Conservation Department



Authority : Carol Edwards- Office Administrator -Administer funds from TDA- NRCS/ USDA to landowners under authority of 5 member board- Minority 1 -3M1F

Mission: The mission of the Davidson County Soil Conservation District is to provide conservation planning, education information and technical assistance products to landowners, groups and units of government so they can enhance and benefit from the proper management of natural resources

oil & Water Conservation is in compliance. USDA/NRCS reviews the office and reports are filed. A report with the number of minorities receiving service is filed each year with TN Dept. of Agriculture. Soil & Water has only 1 employee. Employee has completed Federal State & Metro Title VI training.

No Complaints: 0

Statement of Non-Discrimination: (All Material and web-site)

Davidson Soil & water Conservation District offers

All programs and services are offered and are available on a nondiscriminatory basis without regard to race, color, national origin, age, sex, religion, marital status or disabilities

What type of corrective action would you like to see taken?

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Please attach any documents you have which support this allegation. Date and sign this form in the space below, and send it to the Title VI Coordinator at:

**Metro Human Relations Commission**  
**P.O. Box 196300**  
**404 James Robertson Parkway, Suite 130**  
**Nashville, TN 37219**

Your signature



\_\_\_\_ Carol Edwards \_\_\_\_\_

Print your name

\_\_\_\_ carol.nashville.gov \_\_\_\_\_


Email

\_\_\_\_ 615-880-2030 \_\_\_\_\_

Telephone

\_\_\_\_ MAY-02-2018 \_\_\_\_\_

Date

 **Soil & Water Conservation is in compliance.** USDA/NRCS reviews the office and reports are filed. A report with the number of minorities receiving services is filed with the TN Department of Agriculture annually. Soil & Water has only one Metropolitan Government of Nashville & Davidson Cty employee and no complaints or grievances have been received or filed. The office Administrator has received Metro, State and Federal training and provided the information to the board of supervisors. **(Stated on all material)** "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."

# METRO WATER SERVICES

## 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](mailto: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"><li>Establish values, policy, and goals</li></ul>	<u>Plan Development</u> <ul style="list-style-type: none"><li>Develop values, policy, goals and strategies</li><li>Describe MWS process for managing concerns about diversity issues</li><li>Identify baseline data for collection</li><li>Develop compliance review and evaluation process</li></ul>
<u>Plan Implementation</u> <ul style="list-style-type: none"><li>Communicate values, policy, and goals</li><li>Manage implementation</li><li>Collect baseline and compliance review data</li><li>Manage process for managing concerns about diversity issues (considering suggestions and adjudicating complaints)</li><li>Participate in training</li></ul> Manage public notification of plan, values	<u>Plan Implementation</u> <ul style="list-style-type: none"><li>Coordinate training</li><li>Plan public notification of plan, values and MWS process for managing concerns about diversity issues</li></ul>

and MWS process for managing concerns about diversity issues	
<b>Leadership Team Responsibilities Continued</b>	<b>Coordinator Responsibilities Continued</b>
<u>Compliance Review</u> <ul style="list-style-type: none"> <li>• Review periodic compliance review data</li> <li>• Prescribe improvement strategies</li> <li>• Manage implementation of improvement strategies</li> </ul>	<u>Compliance Review</u> <ul style="list-style-type: none"> <li>• Schedule periodic and annual compliance reviews</li> <li>• Analyze compliance review data and general data reflecting performance</li> <li>• Evaluate plan implementation and management</li> <li>• Develop improvement strategies</li> <li>• Report periodic review data and evaluations to Leadership team</li> </ul>
<u>Evaluation</u> <ul style="list-style-type: none"> <li>• Ensure MWS compliance with legal requirements and exemplary achievement through program diversity</li> <li>• Manage continued implementation and implementation of improvement strategies</li> </ul>	<u>Evaluation</u> <ul style="list-style-type: none"> <li>• Report annual compliance review data and evaluation to MWS Leadership Team, and Human Resources</li> <li>• Develop continued implementation and improvement strategies</li> </ul>

## 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

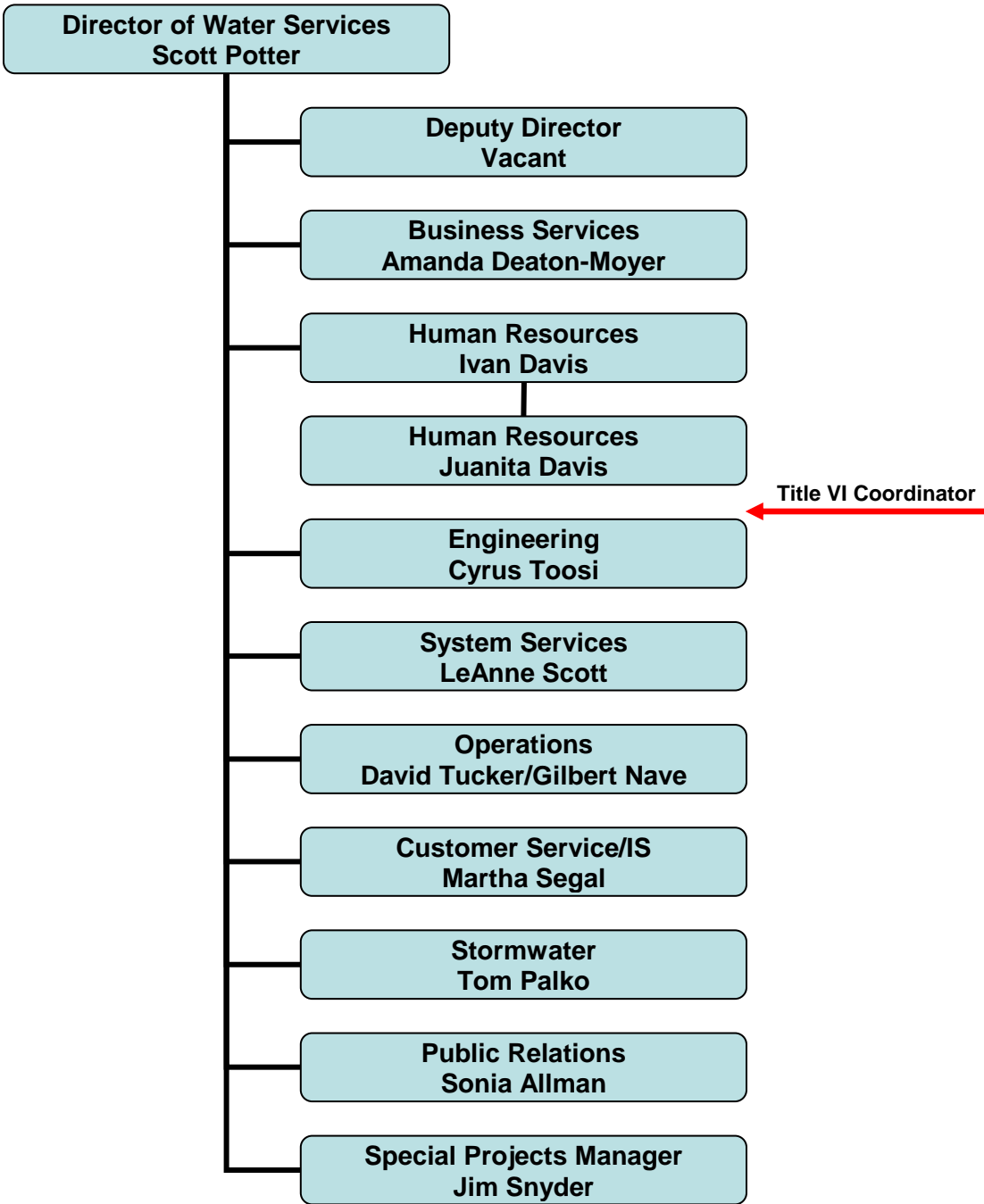
### **Goal Four**

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 timely, 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

## **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.

## **State Trial Courts Title VI Plan 2018**

### **Authority**

The Title VI Coordinator for the State Trial Courts is responsible for monitoring, training and educating staff on Title VI, handling questions, concerns, complaints, or requests for additional information regarding Title VI of the Civil Rights Act. The Coordinator maintains a Title VI complaint log, and ensures that all complaints will be investigated thoroughly and submits an annual Title VI plan to the Metro Human Relations Commission Title VI Coordinator.

The following person has been designated as this department's Title VI Coordinator:

Janet Hobson, Director

Drug Court

1406 County Hospital Road

Nashville, TN 37208

Phone: 615-862-4230

Fax: 615-862-4219

### **Organizational Environment**

#### **Mission Statement**

The mission of the State Trial Courts is to provide the public with equal and fair access to the judicial branch of government by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

#### **Strategic Goals**

- To provide justice to all citizens in a fair impartial manner.
- To help reduce jail overcrowding by providing more felony offenders access to the Davidson County Drug Court.
- To continue to successfully supervise offenders placed in the Community Corrections and DUI Supervision programs
- To improve adjudication of cases involving foreign language barriers by having interpreters available when needed.

#### **Federal Funding**

Currently, The State Trial Courts receives no direct federal financial assistance from grants or other sources to achieve its goals and initiatives.

#### **Contracted Program Overview**

The department currently holds no contracts with outside agencies in the delivery of its programs or services.

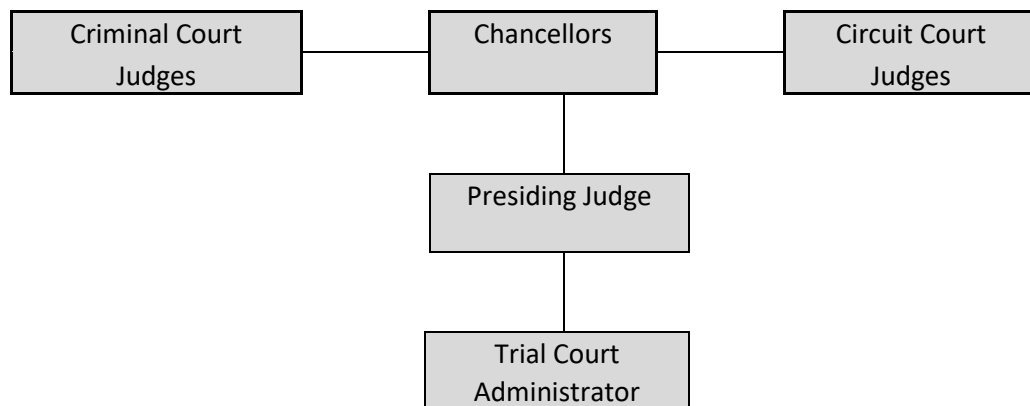
**Number of Complaints Received Last Year- 0**

**Statement of Non-discrimination**

The Metro State Trial Courts does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to or operations of its programs, services, or activities.

**STATE TRIAL COURTS**

Organizational Structure FY18



## **TITLE VI REPORT- Office of Family Safety, May 15, 2018**

What information is requested from Departments:

- (1) Authority- Details about the Title VI coordinator responsibility and where it lies organizationally as well as the name and contact information of the coordinator.
  - a. Title VI coordinator Whitney Blanton, director, Jean Crowe Advocacy Center  
[whitneyblanton@jis.nashville.org](mailto:whitneyblanton@jis.nashville.org) (615)862-4767
- (2) 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.
  - a. Mission Statement & Strategic Goals: The mission of Metropolitan Government of Nashville-Davidson County's Office of Family Safety is to improve victim safety and offender accountability through the coordination of services provided to domestic violence and sexual assault victims by Metropolitan Government, its Family Justice Center and nonprofit partners.
  - b. Organizational chart – see attached
- (3) Federal Funding – Detail as to how the department uses Federal Financial Assistance to achieve departmental goals and initiatives as well as listing of all the department’s grants, their value, and a description.

STOP Grant: Tennessee Office of Criminal Justice Planning federal pass through grant to provide civil legal advocacy for domestic violence victims. This grant is subcontracted to Legal Aid Society of Middle Tennessee. \$75,000 annually; 8/15/2015-6/30/2018

ARREST Grant: Federal grant focused on the following: 1) assessing and responding to risk/lethality indicators; 2) provision of civil-legal advocacy services, and 3) improving the standardization and quality of trainings. The objectives of this project are to accomplish these recommendations by having dedicated staff and collaborative multi-disciplinary team leadership. \$706,000 from 10/1/2015-6/30/2018

VOCA Grant: Tennessee Office of Criminal Justice Planning federal pass through grant. Two year grant - \$100,000 total. VOCA grant funds a Navigator position to assist domestic violence victims with safety related services at the Jean Crowe Advocacy Center. The Navigator also assists with data collection and outcome measurement.

STOP grant (2): Tennessee Office of Criminal Justice Planning federal pass through. Grant for three years \$264,000 total. A technical advisor has been hired and will evaluate, recruit, educate, visit, and facilitate training of interested TN jurisdictions that utilize a multi-disciplinary team approach to Fatality review.

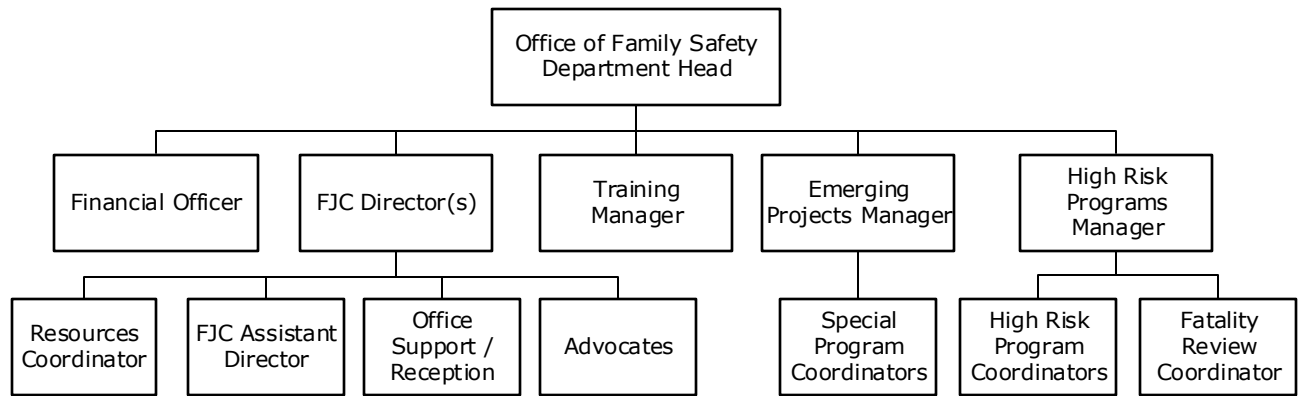
- (4) Contracted Program Overview-Detail as to how the department uses Contracts it enters into with other parties to achieve departmental goals and initiatives as well as a listing of all the department's contracts, the contractor, and a descriptions.

The Office of Family Safety partners with local not for profit entities to further the department mission. Partnership obligations are established through MOUs.

Legal Aid Society of Middle Tennessee- administers and implements (as a grant sub-contractor) the civil legal advocacy program under the STOP and ARRESTS grants.

- (5) Minority Participation on Boards and Commissions-The Office of Family Safety is not governed by a Board or Commission.
- (6) Number of Title VI complaints- none
- (7) Statement of Non-Discrimination- Please include your department's non-discrimination statement. The Metropolitan Office of Family Safety is committed to promoting the quality of opportunity for all citizens. The Metropolitan Office of Family Safety takes pride in ensuring that people with disabilities are able to access all of the services offered at the Jean Crowe Advocacy Center. The Metropolitan Office of Family Safety continues to modify its programs, policies, or practices, as necessary, to ensure access is provided. The Metropolitan Office of Family Safety 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 operation 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.





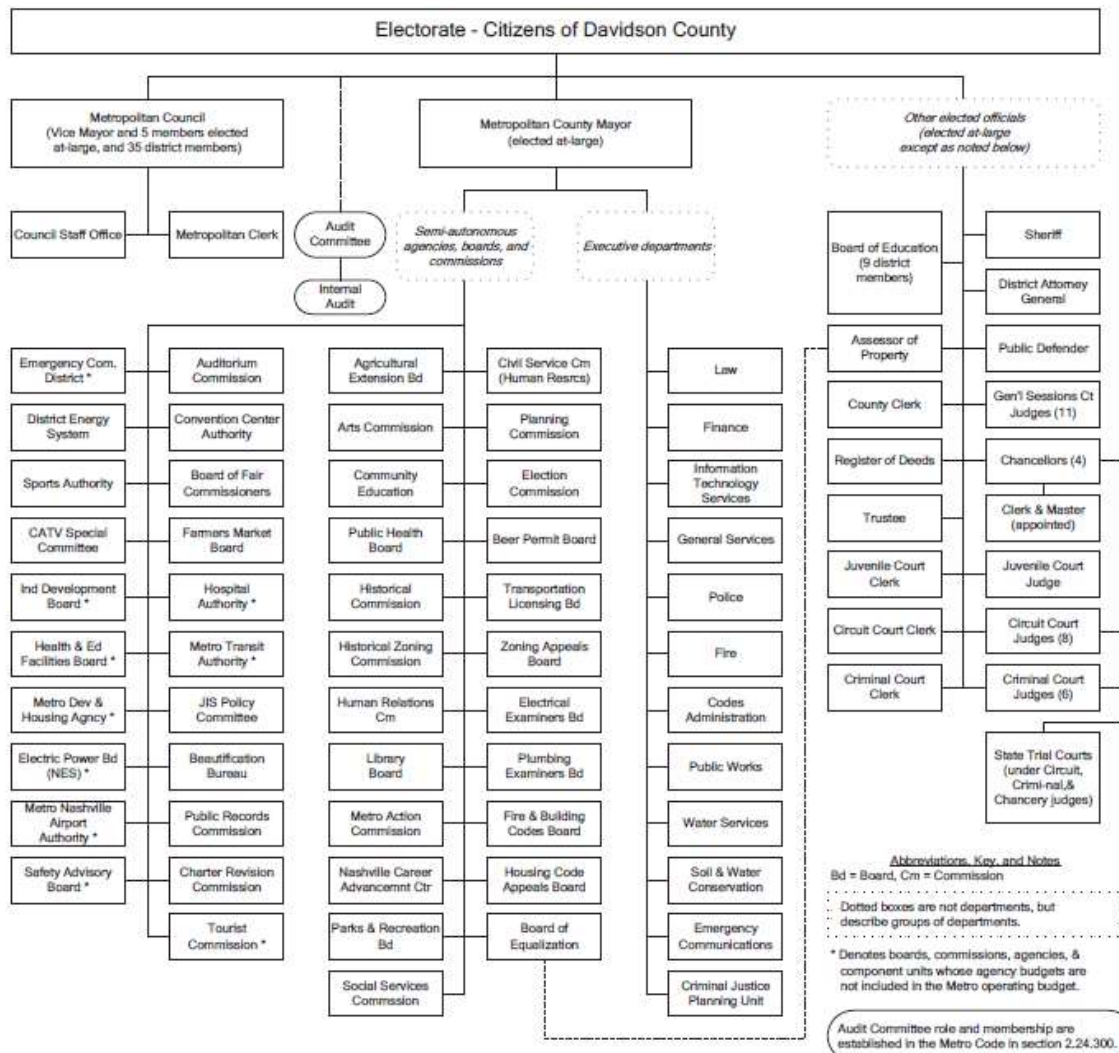
## Appendix A - Title VI Coordinators

DEPARTMENT	TITLE VI COORDINATOR
Arts Commission	Laurel Fisher
Beer Board	Amanda Webb
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	Yvonne Ogren/Paula Person
Human Relations Commission	Melody Fowler-Green
Human Resources	Wyntress Patterson & Aaron Shelton
Information Technology Services (ITS)	Leslie Mayo
Internal Audit	Qian Yuan
Justice Integration Systems	Nathalie Stiers
Juvenile Court	Jessica L. Oldham & Shelly Hudson- New Jessica Robertson
Juvenile Court Clerk	Telisia Phelps (Baniza)
Legal	Mark Murray
Metropolitan Development & Housing Agency (MDHA)	Pat Thicklin
Metro Action Commission (MAC)	Cassandra Johnson-Payne--See new
Metro Clerk	Austin Kyle
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	Whitney Blanton (temporary)
Metro Public Health	Jose Cruz
Metro Sports Authority	Monica Fawknorton/Montesrin, Ilesha
Metro Transit Authority (MTA)	Shontrill Lowe
Municipal Auditorium	Sharon Hill
Music City Center (MCC)	Erin Hampton
Nashville Career Advancement Center (NCAC)	Constance L. Caudle
Nashville Farmer's Market	Tasha Kennard
Nashville Public Library	Susan L. Drye & Sherry Adams
Office of Emergency Management	Jamie Summers
Parks & Recreation	James Gray
Planning Commission	Josie Bass
Public Defender	Annette Crutchfield
Public Works	Charles Boddie
Social Services	Yuri Hancock
Soil & Water Conservation	Carol M. Edwards
State Trial Courts (STC)	Janet Hobson
Water Services (WS)	Juanita Davis
Grants	Vaughn Wilson

**MEMBERS OF THE METROPOLITAN COUNCIL****2015-2019****EMAIL: Councilmembers@nashville.gov**

<b><u>PRESIDENT PRO TEM</u></b>	<b><u>Address</u></b>	<b><u>Telephone</u></b>	
		<b><u>Business</u></b>	<b><u>Residence</u></b>
WEINER, Sheri	One Public Square, Suite 204 P. O. Box 196300 (37219)	880-3357	238-6300
<b><u>COUNCIL MEMBERS AT LARGE</u></b>			
COOPER, John	3925 Woodlawn Drive (37205)		969-4444
GILMORE, Erica	P. O. Box 22277 (37202-2277)		862-6780
MENDES, Bob	One Public Square, Suite 204 (37201)		756-3533
HURT, Sharon	6316 Willow Oak Drive (37221)		726-5867
SHULMAN, Jim	2 Foxhall Close (37215)		584-1082
<b><u>DISTRICT COUNCIL MEMBERS</u></b>			
1. LEONARDO, Nick	4599 Dry Fork Road, Whites Creek (37189)		509-6334
2. HASTINGS, DeCosta	2412 14 <sup>th</sup> Avenue, North (37208)		779-1565
3. HAYWOOD, Brenda	4101 Brick Church Pike, Whites Creek (37189)		473-8339
4. SWOPE, Robert	5025 Marc Drive (37211)		308-0577
5. DAVIS, Scott	1010 Pennock Avenue (37207)		554-9730
6. WITHERS, Brett	1113 Granada Avenue (37206)		427-5946
7. DAVIS, Anthony	1516 Dugger Drive (37206)		775-8746
8. VANREECE, Nancy	209 Marlin Court, Madison (37115)		862-6780
9. PRIDEMORE, Bill	1537 Neely's Bend Road, Madison (37115)		915-1419
10. PARDUE, Doug	2086 Graceland Drive, Goodlettsville (37072)	305-3945	859-9370
11. HAGAR, Larry	108 Cherry Branch Lane, Old Hickory (37138)		972-4335
12. GLOVER, Steve	4156 Central Pike, Hermitage 37076		883-1378
13. HUEZO, Holly	516 Dunailie Drive (37217)		891-4517
14. RHOTEN, Kevin	5312 Highland Place Way, Hermitage (37076)		483-9535
15. SYRACUSE, Jeff	222 Graeme Drive (37214)		886-9906
16. FREEMAN, Mike	264 Tanksley Avenue (37211)		512-0121
17. SLEDGE, Colby	614 Moore Avenue (37203)		442-3727
18. ALLEN, Burkley	3521 Byron Avenue (37205)		383-6604
19. O'CONNELL, Freddie	1821 6 <sup>th</sup> Avenue, North (37208)		260-0005
20. ROBERTS, Mary Carolyn	P. O. Box 90291 (37209)		977-9262
21. KINDALL, Ed	2512 Scovel Street (37208)		321-2343
22.			
23. JOHNSON, Mina	6600 Fox Hollow Road (37205)		429-7857
24. MURPHY, Kathleen	231 Orlando Avenue (37209)		422-7109
25. PULLEY, Russ	843 Battlefield Drive, Apt. B (37204)		308-4972
26. ELROD, Jeremy	5373 Trousdale Drive (37220)		852-7197
27. BLALOCK, Davette	769 Huntington Parkway (37211)	485-6563	831-5525
28. VERCHER, Tanaka	901 Split Oak Drive, Antioch (37013)		878-5653
29. JOHNSON, Karen Y.	2928 Moss Spring Drive, Antioch (37013)		977-6721
30. POTTS, Jason	3914 East Ridge Drive (37211)	491-6857	332-0568
31. BEDNE, Fabian	6649 Sugar Valley Drive (37211)		829-6226
32. DOWELL, Jacobia	2609 Welshcrest Drive, Antioch (37013)		731-3177
33. LEE, Antoinette	7000 Red Apple Road, Cane Ridge (37013)	862-6780	755-5482
34. HENDERSON, Angie	112 Clydelan Court (37205)		260-5530
35. ROSENBERG, Dave	7429 Riverfront Drive (37221)		427-2705

## Appendix C – Metro Organizational Structure



**Abbreviations, Key, and Notes**

Bd = Board, Cm = Commission

Dotted boxes are not departments, but describe groups of departments.

\* Denotes boards, commissions, agencies, & component units whose agency budgets are not included in the Metro operating budget.

Audit Committee role and membership are established in the Metro Code in section 2.24.300.

## *Title VI Report, FY17-18*

<i>GRANTOR</i>	<i>TITLE</i>	<i>AWARD</i>	<i>GRANT END DATE</i>
<b>ARTS COMMISSION</b>			
NATIONAL ENDOWMENT FOR THE ARTS	Major Cultural Institution 18	\$74,000.00	6/30/2018
NATIONAL ENDOWMENT FOR THE ARTS	Arts Our Town 15-17	\$75,000.00	9/1/2017
NATIONAL ENDOWMENT FOR THE ARTS	Creativity Connects 17-18	\$85,000.00	1/31/2018
<b>DISTRICT ATTORNEY</b>			
U.S. DEPARTMENT OF JUSTICE	VOCA Hispanic, Child, and Family 15-18	\$474,948.00	6/30/2018
<b>FINANCE DEPARTMENT</b>			
U.S. DEPARTMENT OF HOMELAND SECURITY	Flood Public Assistance 10-15	\$71,989,126.04	4/29/2020
<b>HEALTH DEPARTMENT</b>			
ENVIRONMENTAL PROTECTION AGENCY	Air Pollution 105 14-18	\$1,384,155.00	9/30/2018
ENVIRONMENTAL PROTECTION AGENCY	Air Pollution Section 103 15-18	\$388,809.00	3/31/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Immunization Service 17-18	\$555,600.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Food Safety Service 16-17	\$101,700.00	9/30/2017
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV-AIDS Prevention, Surveillance, STD, Rapid Testing 17-17	\$996,500.00	12/31/2017
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Children Special Services 18	\$727,500.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV Emergency Relief 17-18	\$4,585,871.00	2/28/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Health Promotion Services 18	\$116,000.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Food Safety Service 18	\$99,300.00	9/30/2017
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV-AIDS Prevention, Surveillance, STD, Rapid Testing 18-18	\$941,300.00	12/31/2017
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Help Us Grow Successfully (HUGS) 14-19	\$3,051,000.00	6/30/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	HIV Emergency Relief 18-19	\$969,743.00	2/28/2019
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tobacco Use Prevention Services 17-20	\$127,500.00	3/31/2020

Appendix D – Grant Title VI Report FY18

<i><b>GRANTOR</b></i>	<i><b>TITLE</b></i>	<i><b>AWARD</b></i>	<i><b>GRANT END DATE</b></i>
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Breast and Cervical Cancer Screening 17-20	\$267,000.00	6/30/2020
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Public Health Emergency Preparedness 17-22 (Formerly Bioterrorism)	\$4,030,120.00	6/30/2022
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Family Planning 17-22	\$4,325,500.00	6/30/2022
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Tuberculosis Control, Prevention and Outreach Services 17	\$1,594,700.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Chronic Disease Management and School Health Promotion Services 14-18	\$373,000.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Women, Infant and Children (WIC) and Commodity Supplemental Food Program 14-18	\$20,270,000.00	9/30/2018
U.S. FOOD AND DRUG ADMINISTRATION	Food Environmentalist Training 18-18	\$3,000.00	12/31/2018
U.S. FOOD AND DRUG ADMINISTRATION	Food Inspector Training 18	\$3,000.00	12/31/2018
U.S. FOOD AND DRUG ADMINISTRATION	Food Inspector Training 17	\$3,000.00	12/29/2017
U.S. FOOD AND DRUG ADMINISTRATION	Food Environmentalist Training 17-18	\$3,000.00	12/29/2017
<b>HISTORICAL COMMISSION</b>			
U.S. DEPARTMENT OF INTERIOR	Fort Negley Cultural Landscape Plan 17-18	\$24,000.00	9/30/2018
<b>JUVENILE COURT</b>			
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Child Support Enforcement, Title IV-D 13-17	\$5,038,934.10	6/30/2018
<b>METRO ACTION</b>			
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Service Block Grant 18	\$1,295,900.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Low Income Home Energy Assistance Program (LIHEAP) 18	\$310,925.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Head Start/Early Head Start 18	\$12,506,400.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Community Services Poverty Fund (CSPF) 18	\$25,050.00	6/30/2018
<b>NCAC</b>			
U.S. DEPARTMENT OF LABOR	WIA Youth 16-18	\$1,888,445.00	6/30/2018
U.S. DEPARTMENT OF LABOR	Administration for Redistribution Funds 18	\$62,967.00	6/30/2018
U.S. DEPARTMENT OF LABOR	WIA Dislocated Worker 16-18	\$375,887.00	6/30/2018
U.S. DEPARTMENT OF LABOR	WIA Adult 16-18	\$217,784.00	6/30/2018

Appendix D – Grant Title VI Report FY18

<i><b>GRANTOR</b></i>	<i><b>TITLE</b></i>	<i><b>AWARD</b></i>	<i><b>GRANT END DATE</b></i>
U.S. DEPARTMENT OF LABOR	Adult 17-19	\$1,414,224.00	6/30/2019
U.S. DEPARTMENT OF LABOR	Dislocated Worker 16-18	\$2,445,425.00	6/30/2018
U.S. DEPARTMENT OF LABOR	Adult 16-18	\$1,561,890.00	6/30/2018
U.S. DEPARTMENT OF LABOR	WIA Dislocated Worker 17-19	\$322,313.00	6/30/2019
U.S. DEPARTMENT OF LABOR	RESEA 17-17	\$14,150.00	6/30/2018
U.S. DEPARTMENT OF LABOR	Supplemental Nutrition Assistance Program (SNAP) 17-17	\$132,000.00	9/30/2017
U.S. DEPARTMENT OF LABOR	Dislocated Worker 17-19	\$2,445,425.00	6/30/2019
U.S. DEPARTMENT OF LABOR	WIA Youth 17-19	\$1,794,243.00	6/30/2019
U.S. DEPARTMENT OF LABOR	Supplemental Nutrition Assistance Program (SNAP) 17-18	\$23,509.00	9/30/2018
U.S. DEPARTMENT OF LABOR	Rapid Response - Consolidated Business 17-17	\$76,192.57	6/30/2018
U.S. DEPARTMENT OF LABOR	Admin Funds for Rapid Response 17-17	\$11,500.00	6/30/2018
U.S. DEPARTMENT OF LABOR	WIA Adult 17-19	\$207,790.00	6/30/2019
<b>OFFICE OF EMERG. MGMT.</b>			
U.S. DEPARTMENT OF HOMELAND SECURITY	Port Security Program 16-19	\$849,000.00	8/31/2019
U.S. DEPARTMENT OF HOMELAND SECURITY	2015 Homeland Security 15-18	\$244,633.00	4/30/2018
U.S. DEPARTMENT OF HOMELAND SECURITY	2015 February Ice Storm FEMA-4211-DR-TN 15-20	\$525,258.48	2/14/2020
U.S. DEPARTMENT OF HOMELAND SECURITY	2016 Homeland Security 16-19	\$149,270.00	4/30/2019
U.S. DEPARTMENT OF HOMELAND SECURITY	2017 Homeland Security 17-20	\$173,154.00	4/30/2020
U.S. DEPARTMENT OF HOMELAND SECURITY	Emergency Management Performance 16-18	\$188,350.00	6/30/2018
<b>OFFICE OF FAMILY SAFETY</b>			
U.S. DEPARTMENT OF JUSTICE	OVW Encourage Arrest Policies and Enforcement of Protection Orders 15-18	\$706,464.00	9/30/2018
U.S. DEPARTMENT OF JUSTICE	STOP Civil Legal Advocacy 15-16	\$225,000.00	6/30/2018
U.S. DEPARTMENT OF JUSTICE	VOCA Family Justice Center Advocate Navigator 16-18	\$100,000.00	6/30/2018
U.S. DEPARTMENT OF JUSTICE	STOP, Fatality Review Technical Assistance 17-20	\$264,000.00	6/30/2020

<i><b>GRANTOR</b></i>	<i><b>TITLE</b></i>	<i><b>AWARD</b></i>	<i><b>GRANT END DATE</b></i>
<b>PLANNING COMMISSION</b>			
NATIONAL ENDOWMENT FOR THE ARTS	Our Town 17	\$50,000.00	8/1/2017
U.S. DEPARTMENT OF TRANSPORTATION	Regional Bicycle-Pedestrian Planning & Coordination Activities 14-19	\$250,000.00	6/30/2019
U.S. DEPARTMENT OF TRANSPORTATION	Transportation Planning and Coordination 15-18	\$4,375,157.00	9/30/2018
U.S. DEPARTMENT OF TRANSPORTATION	Nashville Expanded Urbanized Area 16-17	\$771,077.00	9/30/2017
U.S. DEPARTMENT OF TRANSPORTATION	Short-Range Transit Planning Activities 14-17	\$493,703.00	12/31/2017
U.S. DEPARTMENT OF TRANSPORTATION	Short-Range Transit Planning Activities 15-18	\$504,254.00	12/31/2018
<b>POLICE DEPARTMENT</b>			
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 16-19	\$504,412.00	9/30/2019
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 15-18	\$471,673.00	9/30/2018
U.S. DEPARTMENT OF JUSTICE	Victim Service Coordinators VOCA 17-20	\$2,428,500.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE	Crime Victim Assistance-Victims of Crime (VOCA) 15-18	\$1,206,917.00	6/30/2020
U.S. DEPARTMENT OF JUSTICE	Justice Assistance Grant 13-17	\$532,216.00	9/30/2017
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety Alcohol Saturation 17-18	\$402,000.00	9/30/2018
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety 16-17	\$399,999.64	9/30/2017
U.S. DEPARTMENT OF TRANSPORTATION	Tennessee Highway Safety Bike 18-18	\$10,150.27	9/30/2017
<b>PUBLIC DEFENDER</b>			
U.S. DEPARTMENT OF JUSTICE	Pre-Trial Risk Assessment Pilot 16-19 (Public Defender)	\$351,999.00	6/30/2019
<b>PUBLIC LIBRARY</b>			
INSTITUTE OF MUSEUM AND LIBRARY SERVICES	LSTA Technology 17-18	\$3,494.00	4/30/2017
INSTITUTE OF MUSEUM AND LIBRARY SERVICES	LSTA Technology 16-17	\$6,195.00	4/30/2017
<b>PUBLIC WORKS</b>			
U.S. DEPARTMENT OF TRANSPORTATION	Shelby Ave. Gateway Blvd. 09-17	\$5,200,000.00	10/1/2017
U.S. DEPARTMENT OF TRANSPORTATION	Intersection Improvements 08-17	\$1,701,250.00	12/31/2017



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U.S. DEPARTMENT OF TRANSPORTATION	Jefferson Street Intersection Improvement 08-17	\$920,808.00	6/1/2019
U.S. DEPARTMENT OF TRANSPORTATION	Harding Place Pedestrian Network Enhancement: Phase 1 - Nolensville Pike to Tampa Drive 11-16	\$1,933,300.00	8/1/2017
U.S. DEPARTMENT OF TRANSPORTATION	Lebanon Pike Sidewalk Improvements 15-20	\$3,040,000.00	5/30/2020
U.S. DEPARTMENT OF TRANSPORTATION	Harding Place Sidewalk Improvements, Phase 3 15-20	\$4,720,000.00	3/1/2020
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 - Construction 15-20	\$1,499,979.40	11/1/2020
U.S. DEPARTMENT OF TRANSPORTATION	Intersection Improvements County Wide (.01) 15-20	\$3,211,249.60	3/31/2020
<b>SHERIFF</b>			
U.S. DEPARTMENT OF TRANSPORTATION	Sheriff's Alcohol Awareness For Everyone (S.A.A.F.E.) 17-18	\$15,000.00	9/30/2018
<b>SOCIAL SERVICES</b>			
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	GNRC Nutrition and Transportation Services 18	\$881,554.00	6/30/2018
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES	Cooperative Agreement to Benefit Homeless Individuals (TN-CABHI) 16-17	\$510,000.00	9/29/2017
<b>STATE TRIAL COURTS</b>			
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety Office 17	\$14,910.00	9/30/2018
U.S. DEPARTMENT OF TRANSPORTATION	Governor's Highway Safety Office 17	\$59,639.83	9/30/2017
<b>WATER &amp; SEWER</b>			
U.S. DEPARTMENT OF HOMELAND SECURITY	Flood Pennington Bend Home Buyout 11-14	\$2,235,557.41	6/29/2017
U.S. DEPARTMENT OF HOMELAND SECURITY	Flood Benzing Road/Park Terrace Home Buyout 11-14	\$2,840,317.79	6/30/2017
U.S. DEPARTMENT OF HOMELAND SECURITY	FLOOD Gibson Drive/Elm Street Home Buyout 17-19	\$387,922.50	4/1/2019
U.S. DEPARTMENT OF HOMELAND SECURITY	Severe Repetitive Loss Buyout Project 16-19	\$953,260.00	10/30/2018

Fiscal Year 2018 Disadvantaged Business Report  
FY 18 Fiscal Yr. (July 1, 2017 - May 14, 2018)

	Disadvantaged Business															Totals		Total of All Business
	Ethnic Minority Male Only					Total Male Ethnic Minority	Woman Owned					Total Woman Owned	OS&E*	Total Disadvantaged Business	Non-Ethnic Male			
	African American	Hispanic	Asian	Native American	Non-Specific Male Minority		African American	Hispanic	Asian	Native American	Non-Specific Female Minority					Non-Ethnic Female		
Agricultural																		
1 Extension	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	958	\$958	
2 Arts Commission	31120	4500	0	0	0	\$35,620	1600	0	0	0	0	22766	\$24,366	0	\$59,986	1274217	\$1,334,203	
3 Auditorium Commission	3975	0	0	1,671	0	\$5,646	0	0	0	0	70	26087	\$26,157	0	\$31,803	211282	\$243,085	
4 Beer Permit Board	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	6,225	\$6,225	
5 Community Education	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	0	\$0	
6 Convention Center Election	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	0	\$0	
7 Commission	0	0	0	0	0	\$0	0	0	0	0	0	554	\$554	0	\$554	114487	\$115,041	
8 Farmer's Market	355792	0	0	19,532	0	\$375,324	0	0	0	0	1,016	0	\$1,016	0	\$376,340	104718	\$481,058	
9 Historical Commission	0	0	0	0	0	\$0	0	0	0	0	0	435	\$435	0	\$435	11077	\$11,512	
10 Human Relations	500	0	0	0	0	\$500	800	0	0	0	0	360	\$1,160	0	\$1,660	4,666	\$6,326	
Justice Integration																		
11 Systems	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	444429	\$444,429	
12 Library	135630	0	0	7118	0	\$142,748	0	0	0	0	740	527929	\$528,669	0	\$671,417	10408635	\$11,080,052	
13 Metro Action Commission	20,199	4,050	0	52,059	0	\$76,308	46,501	0	0	0	84529	186067	\$317,097	0	\$393,405	3979938	\$4,373,343	
Nashville Career																		
14 Advancement Ctr	4806	0	0	2,780	0	\$7,586	0	0	0	0	0	34331	\$34,331	0	\$41,917	2176362	\$2,218,279	
15 Parks and Recreation	432746	49250	0	19572	0	\$501,568	862	19,525	0	0	4791	235293	\$260,471	0	\$762,039	47315326	\$48,077,365	
16 Planning Commission	0	0	0	960	0	\$960	0	0	0	0	0	7200	\$7,200	0	\$8,160	678768	\$686,928	
17 Public Health	86510	10,115	0	22,752	0	\$119,377	0	0	0	0	153843	40551	\$194,394	0	\$313,771	5606889	\$5,920,660	
18 Social Services	177972	1,565	0	1000	0	\$180,537	0	0	0	0	0	1,072	\$1,072	0	\$181,609	1791228	\$1,972,837	

Transportation																	
19 Licensing	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	0	\$0
Codes																	
20 Administration	0	0	0	0	0	\$0	0	0	0	0	0	20240	\$20,240	0	\$20,240	234530	\$254,770
Criminal Justice																	
21 Planning Unit	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	0	\$0
Emergency																	
22 Communications	0	0	0	0	0	\$0	0	0	0	0	0	45705	\$45,705	0	\$45,705	73879	\$119,584
Finance	370720	0	0	0	0	\$370,720	0	0	0	0	0	119	\$119	0	\$370,839	5048542	\$5,419,381
Fire	6022	0	0	144004	0	\$150,026	0	0	0	0	0	781897	\$781,897	0	\$931,923	1526344	\$2,458,267
General Services	6489933	986	0	33870110	0	\$40,361,029	0	0	0	0	557	2545156	\$2,545,713	0	\$42,906,742	142641563	\$185,548,305
Human Resources	1,585	0	0	202	0	\$1,787	0	0	0	0	0	3,461	\$3,461	0	\$5,248	227227	\$232,475
Information																	
27 Technology Serc.	302275	0	41,555	0	0	\$343,830	0	0	0	0	0	499291	\$499,291	0	\$843,121	24001694	\$24,844,815
Law	0	0	0	7,459	0	\$7,459	0	0	0	0	0	6,195	\$6,195	0	\$13,654	259014	\$272,668
Police	159958	0	0	14,529,912	0	\$14,689,870	20080	0	0	0	870	730447	\$751,397	0	\$15,441,267	12721689	\$28,162,956
Public Works	267377	44211	0	11450613	0	\$11,762,201	0	0	0	0	0	18,233,723	\$18,233,723	0	\$29,995,924	82006430	\$112,002,354
Soil & Water																	
31 Conservation	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	408	\$408
Water Services	3358005	0	21657	83656	0	\$3,463,318	0	1,062	0	0	108404	1324774	\$1,434,240	0	\$4,897,558	156653780	\$161,551,338
Assessor of Property	0	0	0	0	0	\$0	0	0	0	0	364	7	\$371	0	\$371	355658	\$356,029
Circuit Court Clerk	0	0	0	41301	0	\$41,301	0	0	0	0	50	3,144	\$3,194	0	\$44,495	251870	\$296,365
County Clerk	0	0	0	0	0	\$0	0	0	0	0	0	1,552	\$1,552	0	\$1,552	99934	\$101,486
Criminal Court Clerk	0	0	0	41,301	0	\$41,301	0	0	0	0	50	3,144	\$3,194	0	\$44,495	251,870	\$296,365
District Attorney																	
38 General	0	0	0	32,799	0	\$32,799	0	0	0	0	0	2,850	\$2,850	0	\$35,649	243566	\$279,215
General Sessions																	
39 Court Judges	820	573	0	0	0	\$1,393	0	960	0	0	0	5230	\$6,190	0	\$7,583	228052	\$235,635
Juvenile Court Clerk	60	5,754	0	24777	0	\$30,591	0	0	0	0	0	9410	\$9,410	0	\$40,001	44930	\$84,931
Public Defender	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	31215	\$31,215
Register of Deeds	0	0	0	0	0	\$0	0	0	0	0	0	0	\$0	0	\$0	3,044	\$3,044
Sheriff	0	0	3,716	224093	0	\$227,809	0	0	0	0	2,549	406542	\$409,091	0	\$636,900	4361420	\$4,998,320
State Trial Courts	0	0	0	33925	0	\$33,925	6,235	0	0	0	0	4,313	\$10,548	0	\$44,473	227898	\$272,371

45	Trustee	0	0	0	848	0	\$848	0	0	0	0	0	0	\$0	0	\$848	176625	\$177,473
	Totals	\$12,206,005	\$121,004	\$66,928	\$60,612,444	\$0	\$73,006,381	\$76,078	\$21,547	\$0	\$0	\$357,833	\$25,709,845	\$26,165,303	\$0	\$99,171,684	\$505,800,387	\$604,972,071
							12.1%							4.3%	0.0%	16.4%	83.6%	100.0%
							73.6%							26.4%	0.0%	100.0%		

\* OS&E (Other Socially and Economically disadvantaged Business) includes disabled and veteran owned businesses.