



Metropolitan Government
of Nashville and Davidson County

Title VI

Compliance Implementation Report

David Briley, Mayor

2019

Department of Human Resources

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INTRODUCTION

Title VI is a federal law which requires the non-discriminatory delivery of services which are supported by federal financial assistance. It prohibits discrimination on the basis of race,

color, or national origin. Other civil rights laws prohibit discrimination on the basis of gender, age, and disability.

THE OFFICE OF THE MAYOR

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

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 WeGo– to update and implement Nashville's policies and plans around transportation and sustainability.

THE METROPOLITAN COUNCIL

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

The Metropolitan Council meets regularly on the first and third Tuesdays of each month at 6:30 p.m. Meetings are open to the public and 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 every day. The department's employees are committed to providing high quality services.

Social Services

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

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

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

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

OTHER ELECTED OFFICIALS

Assessor of Property

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

Board of Education

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

Circuit Court Clerk

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

County Clerk

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

Criminal Court Clerk

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

District Attorney General

By authority granted in TCA § 8-7-10, the District Attorney General serves to investigate and prosecute all criminal offenses that occur within Davidson County where there is sufficient evidence to warrant conviction. All prosecutions are designed to punish offenders,

incapacitate violent and repeat criminals, and generally to deter future criminal activity. Additionally, the office is committed to treating victims and witnesses with dignity.

General Sessions Court Judges

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

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

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

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

Juvenile Court Clerk

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

Public Defender

The Metropolitan Public Defender’s Office operates under the authority of the Metropolitan Charter, Title II, Section 2-16-010, which states as follows: The public defender shall render legal aid and defend only those indigent defendants who are in jail, charged with the commission of a crime and are unable to make bond, or such other defendants as a court with criminal jurisdiction shall determine to be indigent. In addition, the public defender shall provide guardian *ad litem* services when such services are deemed required by the Davidson County juvenile court for children who are the subject of proceedings in such court and the Metropolitan Government would be required by law to pay reasonable compensation for such services if not provided by the public defender. The Public Defender’s Office is staffed with 42 licensed attorneys who represent indigent clients on charges ranging from public drunkenness to first degree murder.

Register of Deeds

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

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

Sheriff

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

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

State Trial Courts

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

Clerk and Master

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

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

Juvenile Court

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

Trustee

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

PROGRAM COVERAGE

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

Federal Funding in Metro

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

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

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

RESOURCES COMMITTED TO TITLE VI COMPLIANCE

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

lying with the Mayor. Each department is responsible for implementation, compliance and data collection in their respective areas.

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

TITLE VI PROCEDURES

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

Communication

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

METROPOLITAN NASHVILLE ARTS COMMISSION

Authority

Ian Myers, Finance and Operations Director is the Title VI coordinator for Metro Arts and will respond as appropriate to all Title VI responsibilities.

Phone: 615-862-6730

Email: Ian.Myers@nashville.gov

Organizational Environment

Mission

Drive an equitable and vibrant community through the arts.

Vision

Every Nashvillian Participates in a Creative Life

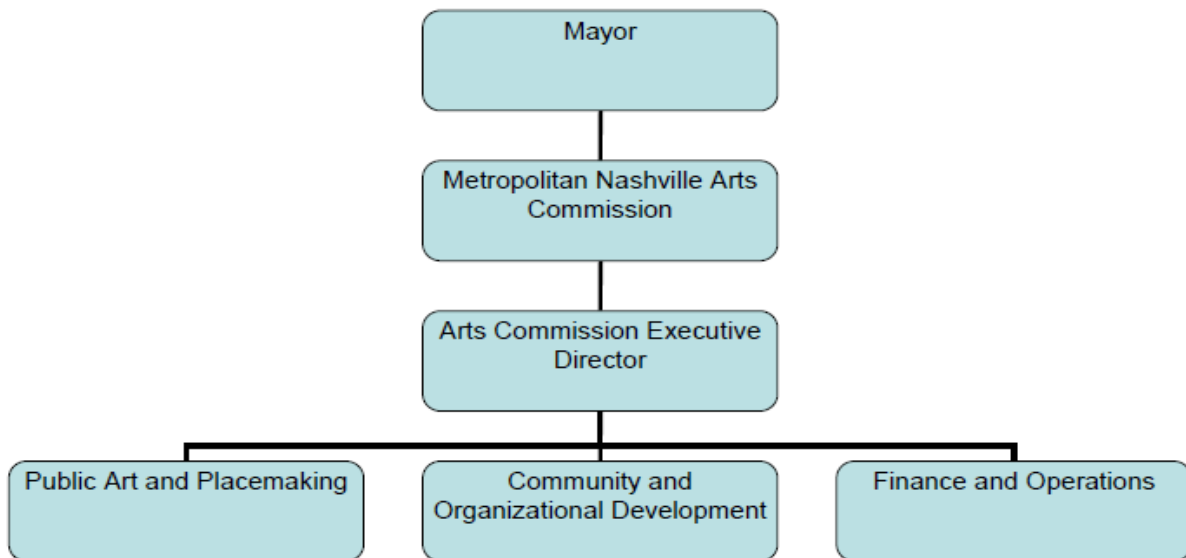
Goals

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

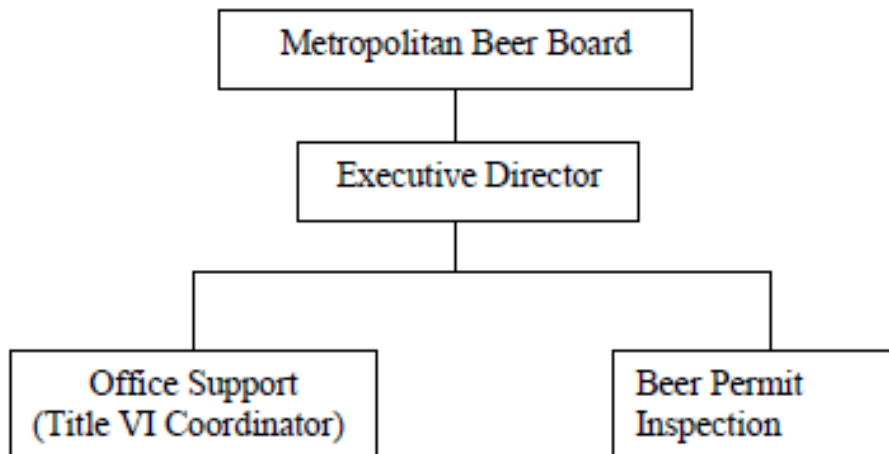
Authority

Amanda Webb – Office Support Specialist

Accept complaints by citizens, records name, date, phone numbers, and complaint and submits 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 Government of Nashville and Davidson County

Title VI Questionnaire

Department: **Codes & Building Safety** Year: 2019

Title VI Coordinator: Roy L Jones Form Completed By: May 24, 2019

Form Completion Date: 5/24/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☒ Yes ☐ No

If so, how is the training provided?

Informal discussions with employees on an as-needed basis; Metro-wide orientation when hired

☐ Not Provided

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

Metro's Title VI compliance plan relies on Coordinators in each department to lead efforts in their department.

To do this effectively, the Metro Human Relations Commission offers an annual training for departmental Title VI Coordinators.

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

☒ Yes ☐ No

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

Through dissemination of materials as needed

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

Web site

Do you provide this in languages other than English?

☐ Yes ☒ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

☐ Posted Signs ☒ Website

☐ Other

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

☐ Yes ☒ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☒ Yes ☐ No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? None

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

Date	Status	Action Taken	Summary
Select a Date	Select a Status	Select an Action	None - N/A
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	
Select a Date	Select a Status	Select an Action	

Monitoring Subrecipients

If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity, you have an obligation to

monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.

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

☐ Yes ☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes ☒ No

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

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

Provide Spanish-speaking employees

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes ☒ No

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

Name	Race
N/A	Select an Item

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

Any board recommendations are either provided by the Mayor’s Office or nominees are sent to that office for approval

Metropolitan Department of Codes & Building Safety

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 2nd 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 included.

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 ensure 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.

Title VI Questionnaire

Department: **Community Education** Year: 2019

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

Form Completion Date: 5/15/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☐ Yes ☒ No

If so, how is the training provided?

☒ Not Provided

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

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

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

☐ Yes ☒ No

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

We have Title VI posted in our public office spaces.

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

Flier is posted in the public office/lobby space

Do you provide this in languages other than English?

☐ Yes ☒ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

☒ Posted Signs ☐ Website

☐ Other

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

☐ Yes ☒ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☒ Yes ☐ No

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

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

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

Monitoring Subrecipients

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

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

☐ Yes ☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes

☒ No

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

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

We have a staff member who speaks fluent Spanish and one who speaks some. These staff members are available to communicate during office hours, within limits. We also offer some classes in other languages including Arabic and Spanish. We can start writing and adopting a policy this month and have one implemented by September 2019.

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes

☒ No

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

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

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

We do not directly receive and federal assistance. But we do receive funds from the General Fund and have a 7-person Commission that is selected by the Mayor, Director of School, and Metro Council. We encourage and suggest that each appointment helps us keep a diverse Commission. We do not have ultimate choice on these appointments but do ask that minority candidates be given priority consideration if and when positions become available.

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
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

Richards Convention Florist LLC DBA Green Resources	Interior Landscaping
Richards Convention Florist LLC DBA Green Resources Holiday	Interior Landscaping Holiday
Presidio	Wired/Wireless Infrastructure
The Greathouse Company	Exterior Landscaping
RJ Young	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

Males

	White	African American	Other
Marty Dickens	x		
Randy Rayburn	x		
William E. "Willie" McDonald	x		
Randy Goodman	x		
David McMurry		x	
TOTAL	4	1	

Females

	White	African American	Other
Irwin E. Fisher	x		
Vonda McDaniel		x	
Renata Soto			x
Leigh Walton	x		
TOTAL	2	1	1

f) Number of Complaints Received Last Year: None

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



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

CRIMINAL COURT CLERK

Authority

Amy Rooker is the Human Resources Director and Title VI Administrator for the Office of the Criminal Court Clerk and can be contacted at (615) 862-4211 or by email at amy.rooker@nashville.gov.

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 eight (8) bilingual Deputy Clerks. This office's current minority workforce consists of 37.2% African American, 1.2% Asian, 8.1% Hispanic, and 2.3% two or more races. Additionally, 60.5% of the current 86 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 total number of expunged records in 2018 more than 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 Board / Commission. (None)

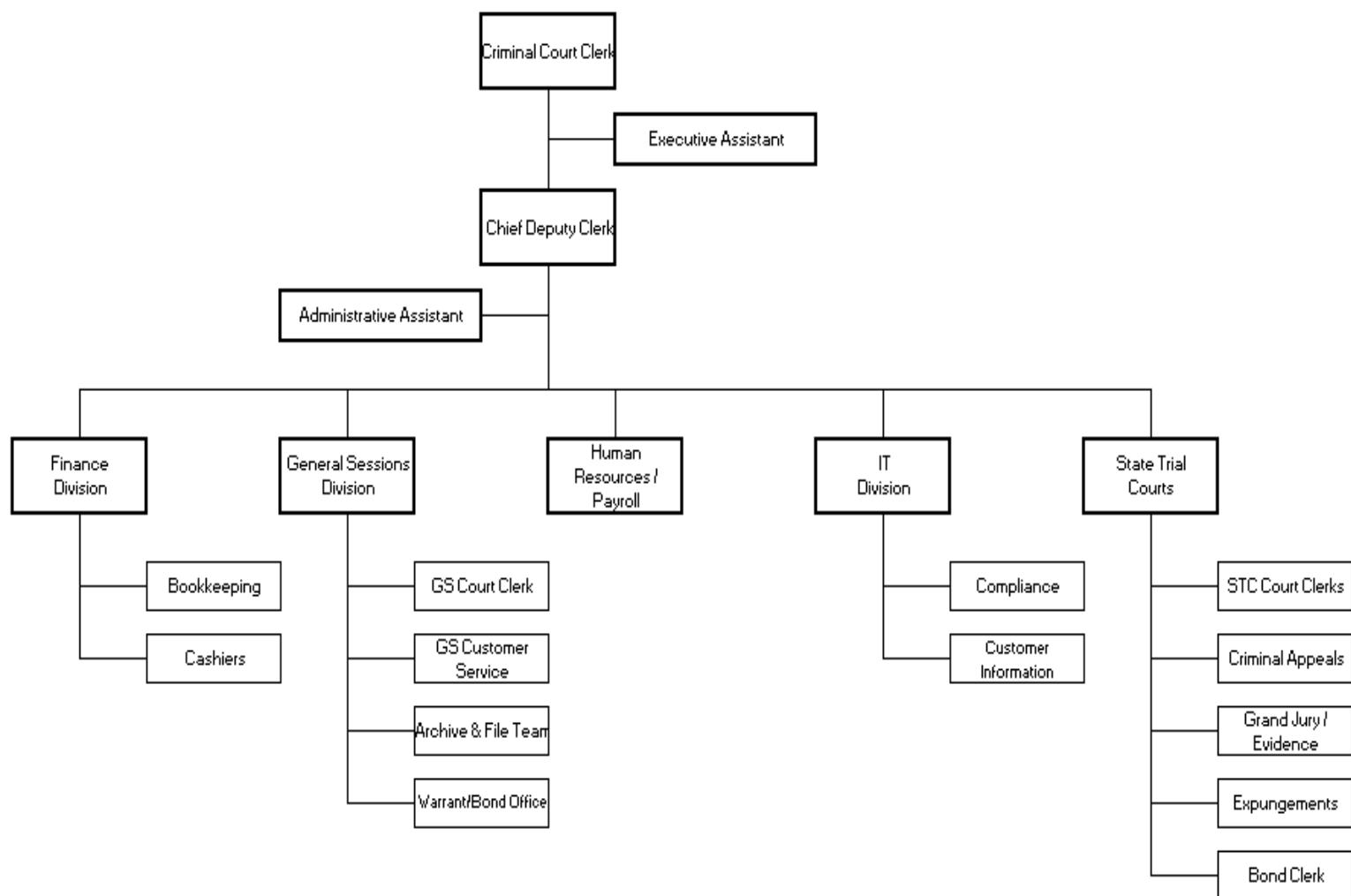
There are no Boards/Commissions within the Office of the Criminal Court Clerk.

Number of Complaints Received Last Year: 1

Office of Criminal Court Clerk'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



Metropolitan Government of Nashville and Davidson County

Title VI Questionnaire

Department: **Election Commission** Year: **2019**

Title VI Coordinator: Joan A. Nixon Form Completed By: Joan A. Nixon

Form Completion Date: 5/15/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☐ Yes ☐ No N/A-We don't provide separate training outside of the required trainings for Metro Employees

If so, how is the training provided?

☐ Not Provided

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

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

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

☐ Yes ☐ No, N/A-We don't provide separate training outside of the required trainings for Metro Employees

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

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☐ Yes ☒ No

List all locations where the notice is posted:

Do you provide this in languages other than English?

☐ Yes ☒ No

Title VI Complaint Procedure

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

☒ Yes ☐ No

If Yes, please provide it by attaching it to this response. The DCEC HR POLICY (updated version has not been approved by the current commission, therefore, we are under the HR manual adopted July 1, 1994)

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

☐ Yes ☐ No

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

☐ Posted Signs ☐ Website

☒ Other N/A

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

☐ Yes ☒ No As of this date, state law prohibits election documents translated in any other language except English.

Record of Title VI Complaints, Investigations and Lawsuits

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

☐ Yes ☒ No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? none

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

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

Monitoring Subrecipients

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

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

☐ Yes ☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes

☒ No

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

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

State Election laws would have to be changed

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes

☐ No N/A

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

Name	Race
	Select an Item

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

N/A

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.

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.

In carrying out our mission, members of our department will continue to value:

- The importance of the people we serve and each other.
- Excellence and professionalism in handling our duties.
- Problem solving teamwork with our first responder partners.

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

OFFICE OF EMERGENCY MANAGEMENT

Authority

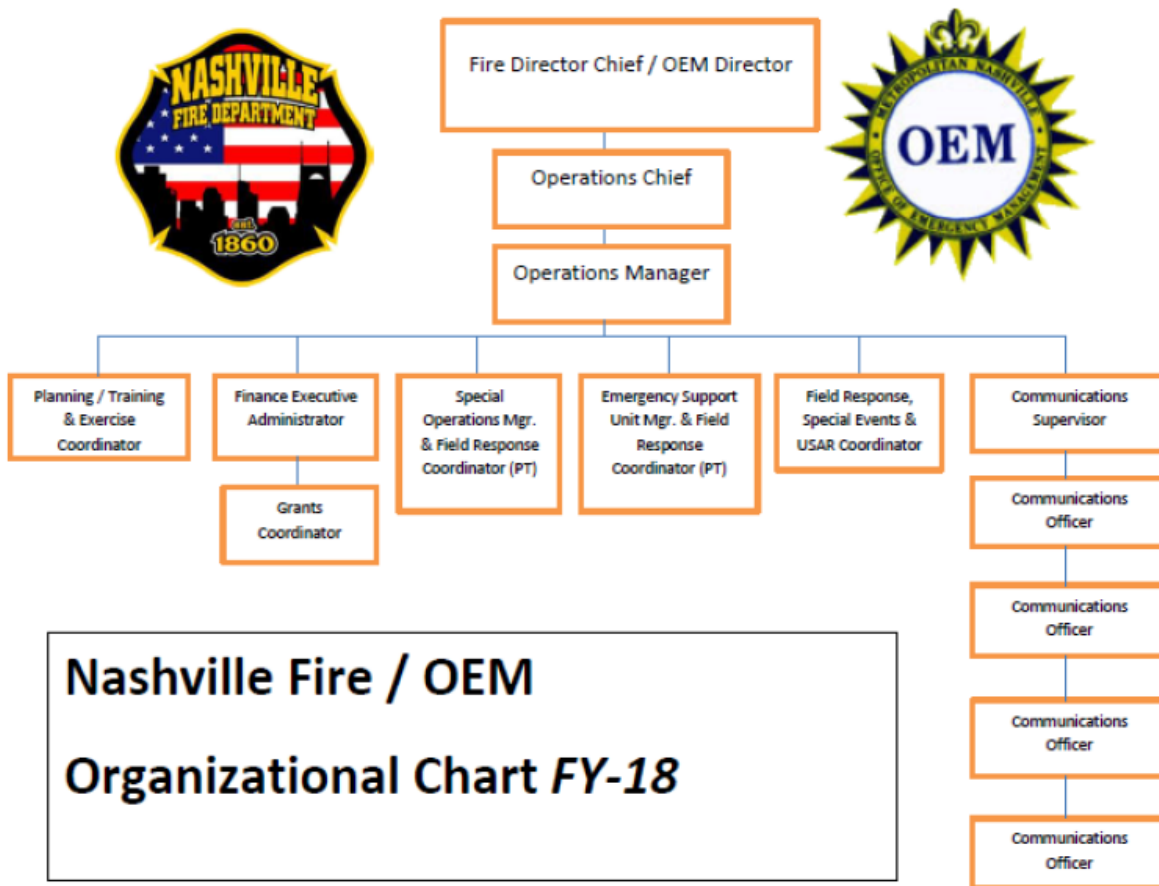
The Title VI coordinator for the Office of Emergency Management contact person:

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.

- (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
LaToya Townsend, Director of Training, Outreach, and Development,
Metro Office of Family Safety (615)862-5159
- (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 the Metropolitan Nashville-Davidson County 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 Centers, and its partners.

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.

ICJR Grant: Federal grant focused on the following: enhancing OFS’s programming to provide services and response to sexual assault, domestic violence, dating violence, and stalking victims in Nashville-Davidson County. This project continues essential programming funded through an ICJR 2015 grant while expanding this programming to adapt to the new Family Safety Center and enhance services and response to:

- 1) High risk intimate partner violence victims as identified by the LAP/Jacqueline Campbell Danger Assessment;
- 2) Human trafficking victims that are victims of sexual assault domestic violence, dating violence, and stalking; and
- 3) Marginalized/underserved victims. \$745,325 from 10/1/2018-9/30/2021

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 evaluates, recruits, educates, visits, and facilitates training of interested TN jurisdictions that utilize a multi-disciplinary team approach to Fatality review.

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

The YWCA – Support the Lethality Assessment Program (LAP) in partnership with OFS and MNPd by supporting the hotline calls per requirements under the ICJR grant (grant sub- The Office of Family Safety is not governed by a Board or Commission.

BJA Grant - Supports adult female offenders who are identified as victims of sex trafficking and voluntarily want to participate in a human trafficking court program under the Tennessee Human Trafficking Court Program.

(4) Number of Title VI complaints - 1

(5) 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.

Insert OFS Org Chart

Metropolitan Government of Nashville and Davidson County
Title VI Questionnaire

Department: **Nashville Farmers' Market** Year: 2019
Title VI Coordinator: Tasha Kennard Form Completed By: Tasha Kennard
Form Completion Date: 5/14/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☒ Yes ☐ No

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

Through Metro Training activities and supervisor.

☐ Not Provided

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

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

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

☒ Yes ☐ No However our coordinator retired and I have now assumed the role and need to attend training.

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

We provide verbal training and utilize Civil Service policies when onboarding new employees.

☒ We Do Not

We would like to receive assistance in developing a new protocol for disseminating this information in various languages.

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

Monthly board agendas posted on Nashville.gov

[Do you provide this in languages other than English?](#)

☒ Yes ☒ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

☒ Yes ☐ No

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

- ☐ Posted Signs ☐ Website
- ☐ Other

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

- ☐ Yes ☒ No

Record of Title VI Complaints, Investigations and Lawsuits

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

- ☐ Yes ☒ No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? none

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

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

Monitoring Subrecipients

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

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

- ☐ Yes ☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes

☒ No

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

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

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes

☒ No

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

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

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

METROPOLITAN NASHVILLE 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 is 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.

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 ____1____

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 2nd 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 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, 2018, and 2019.

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

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. Davis Acker	Caucasian Male
Mr. Don Cusic	Caucasian Male
Mr. Jim Forkum	Caucasian Male
Mr. Chris Cotton	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. Michelle Hall	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
Mr. David Price	Caucasian Male
Mr. Cyril Stewart	Caucasian Male
Mr. Brian Tibbs	African-American Male
Ms. LaDonna Boyde	African-American
Ms. Leigh Fitts Female	Caucasian Female

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.

Metropolitan Government of Nashville and Davidson County

Title VI Questionnaire

Department: **Historical Commission** Year: 2019

Title VI Coordinator: Paula Person Form Completed By: Paula Person

Form Completion Date: [Click or tap to enter a date.](#)

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☐ Yes ☒ No

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

☐ Not Provided

*If you have written training material, please provide it by attaching it to this re

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

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

☐ Yes ☒ No

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

Email updates to employees

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted: On Commission agendas

[Do you provide this in languages other than English?](#)

☐ Yes ☒ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

☐ Posted Signs ☐ Website

☒ Other- Refer to Ms. Shirley Sims-Saldana, Title VI Coordinator as instructed to do

Do you provide this complaint procedure in languages other than English, pursuant to language a

☐ Yes ☒ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☐ Yes ☒ No

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

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

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

Monitoring Subrecipients

If your department receives federal financial assistance from a primary source (such as the federal or state government) and then distributes any part of that assistance to another entity,

you have an obligation to monitor that “subrecipient” for Title VI compliance. Subrecipients may be contractors, subcontractors or grantees.

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

☒ Yes

☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes

☒ No

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

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

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes

☒ No

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

Name	Race
	Select an Item

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

Metropolitan Government of Nashville and Davidson County

Title VI Questionnaire

Department: **Juvenile Court** Year: 2019

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

Form Completion Date: 5/15/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☒ Yes ☐ No

If so, how is the training provided?

During All-Staff Trainings and soon to be implemented during New Hire Orientation for the department.

☐ Not Provided

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

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

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

☐ Yes ☒ No

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

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

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

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

[Do you provide this in languages other than English?](#)

☒ Yes ☐ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

[If No, do you refer all complaints to the Metro Human Relations Commission?](#)

☒ Yes ☐ No

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

☒ Posted Signs ☒ Website

☐ Other

[Do you provide this complaint procedure in languages other than English, pursuant to language access plan?](#)

☒ Yes ☐ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☒ Yes ☐ No

[How many Title VI complaints, investigations and lawsuits did you have this annual reporting period?](#) 0

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

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

Monitoring Subrecipients

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

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

☒ Yes ☐ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☒ Yes ☐ No

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

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

Minority Representation on Planning or Advisory Bodies

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


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

☐ Yes ☒ No

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

Name	Race
	Select an Item

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

	Chapter Departmental Business Practices	Title 2.23: Interpreter Requests	Effective Date 07/01/2018
Appointing Authority Sheila D.J. Calloway, Judge	Approved Date 07/01/2018 Approved By <i>Original with Signature on File</i>	Related Standard Tennessee Supreme Court Rule 41: Rules of Ethics for Spoken Foreign Language Interpreters in Tennessee Courts: T.C.A. ¹³⁰ §24-1-211: Providing Oral or Deaf Sign Language in Administrative and Judicial Proceedings; Title VI of the Civil Rights Act of 1964 - Nashville Origin Discrimination Against Persons With Limited English Proficiency; Executive Order 13166: Improving Access to Services for Persons With Limited English Proficiency (August 11, 2000) ¹³¹	Revised Date

PURPOSE:

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

DEFINITIONS:

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

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

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

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

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

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

¹³⁰ Rule 41: States in part...Many persons who come before the courts are partially or completely excluded from full participation in the proceedings due to limited English proficiency (LEP). It is essential that the resulting communication barrier be removed; as far as possible, so that these persons are placed in the same position as similarly situated persons for whom there is no such barrier.

¹³¹ Executive order 13166; Improving Access to Services for Persons with Limited English Proficiency states in part. recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Oral Interpreter: A person who interprets language through facial and lip movements only and who does not use manual communication.¹³²

Qualified Deaf Interpreter: An interpreter certified by the National Registry of Interpreters for the Deaf, Tennessee Registry of Interpreters for the Deaf, or, in the event an interpreter so certified is not available, an interpreter whose qualifications are otherwise determined. Efforts to obtain the services of a qualified interpreter certified with a Legal Skills Certificate or a Comprehensive Skills Certificate will be made prior to accepting services of an interpreter with lesser certification ¹³³.

Sight Translation: Oral translation of a written text.

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

Source Language: The input language requiring interpretation.

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

POLICY":

1. In any case in law of equity before the court, wherein any deaf person is a party to such action, either as a complainant, defendant, or witness, the court may appoint a qualified interpreter of the deaf sign language to interpret the proceedings to the deaf person and interpret the person's testimony or statements and to assist in preparation with counsel¹³⁵.
2. In any case in law of equity before the court, wherein any LEP person is a party to such action, either as a complainant, defendant, or witness, the court may appoint a qualified interpreter of language to interpret the proceedings to the LEP person and interpret the person's testimony or statements and to assist in preparation with counsel.
3. Interpreters for persons with Limited English Proficiency have as a duty to ensure that the proceedings in English reflect precisely what was said by the LEP person, and to place the LEP person on an equal footing with those who understand and speak English. This creates an obligation to conserve every element of information contained in a source language communication when it is rendered in the target language¹³⁶
4. Generally, hearings requiring two plus (2+) hours should require two interpreters.

6. Employees have access to language lines for interpretation services.

PROCEDURES:

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

REVIEW:

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

FORMS:

None.

¹³² Tennessee Code Annotated §24-1-211: An oral interpreter shall be provided upon the request of a deaf person who does not communicate in sign language. The right of a deaf person to an interpreter may not be waived except by a deaf person who does not use sign language and who initiates such request for waiver in writing. Such waiver is subject to approval of counsel to such deaf person, if existent, and is subject to approval of the appointing authority.

¹³³ Ibid: No "qualified interpreter" shall be appointed unless the appointing authority and the deaf person make a preliminary determination that the interpreter is able to readily communicate with the deaf person and is able to accurately interpret the statements of the deaf person and interpret the proceedings in which a deaf person may be involved.

¹³⁴ This policy applies only to the Juvenile Court of Davidson County. The Metropolitan Government of Nashville and Davidson County Civil Service Rules, Section 1.10 - Departmental Rules, states in part... Appointing authorities shall implement additional rules to govern their departments, specific rules which would apply to their departments only or are not covered in the Civil Service Rules.
m Tennessee Code Annotated §24-1-211.

¹³⁵ Tennessee Supreme Court Rule 41: Rules of Ethics for Spoken Foreign language Interpreter in Tennessee Courts, Canon 1: Accuracy and Completeness.

Title VI Implementation Plan 2019-2020

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 NASHVILLE POLICE DEPARTMENT

2019/2020

Authority

The Metropolitan Nashville Police Department's Title VI Coordinator responsibility lies with the Director, Human Resources Division. These 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
600 Murfreesboro Pike,
Nashville TN 37211
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.

INSERT MNPd ORG CHART

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: 615-880-2614

Cell: 615-418-0091

Email: 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: 615-862-5770

Email: 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 18-19:

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	\$ 3,124.00
Justice Assistance Grant Program	OFFICE OF CRIMINAL JUSTICE	<u>\$98,599.00</u>
	PUBLIC LIBRARY	\$108,123.00

Contracted Program Overview

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

Please see attached contracts the Public Library utilized in FY18-19

Minority Participation on the Public Library Board

1 Hispanic Female
1 Black Female
1 Black Male
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.

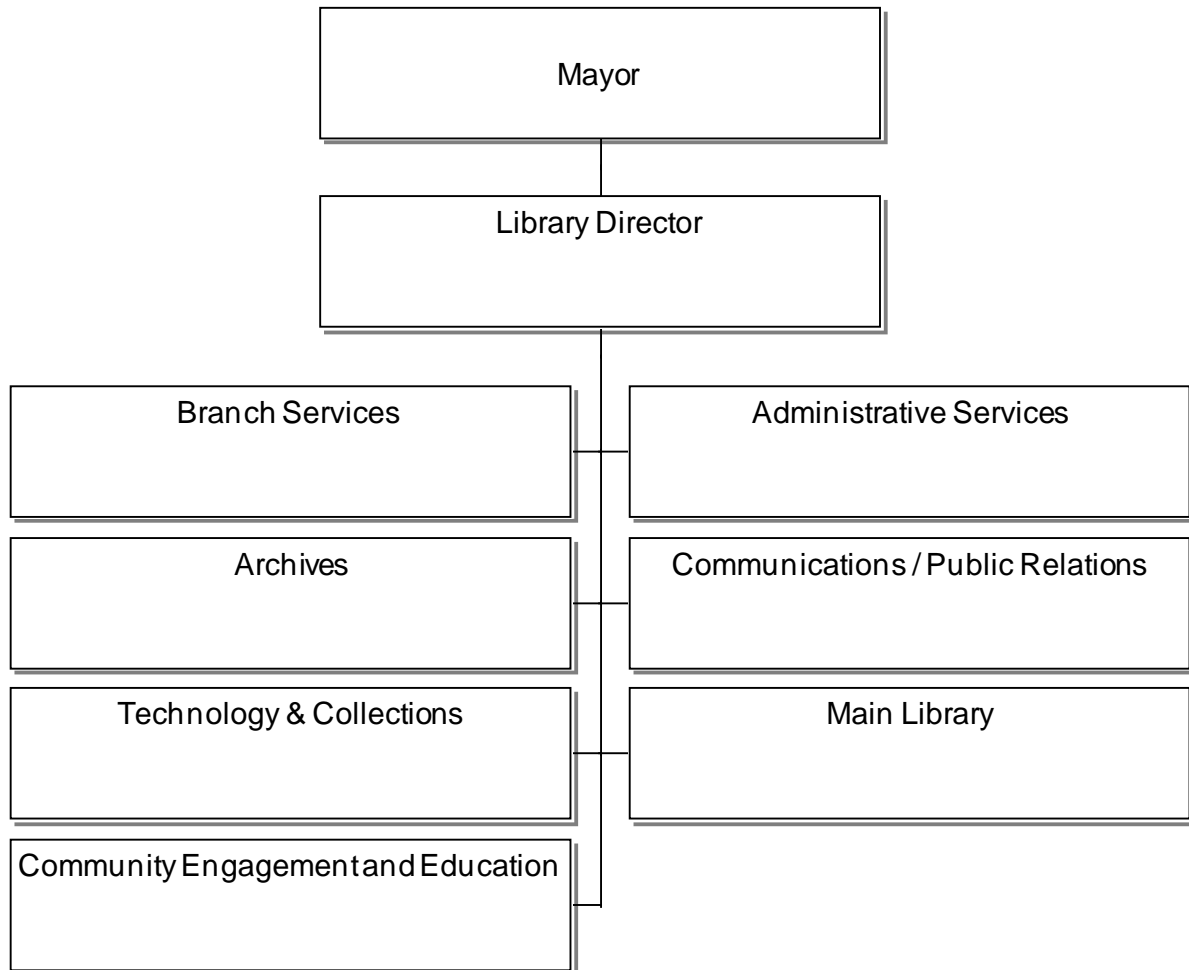
PUBLIC LIBRARY UTILIZED CONTRACTS			
G4S	316587	General Services	Metro Wide Contract - security officers
Oasis Center	L-3946	Public Library	Nashville Scholars Program Grant \$250,000
Oasis Center	L-3947	Public Library	Youth Grant \$50,000
Unique Management Services	333012	Public Library	Contract for collecting non-returned materials, fines, and fees for Nashville Public Library
YMCA of Middle Tennessee	425402	Public Library	Afterschool programs in Southeast and Northeast Zones
Llovet Filtraton Co	430427	General Services	Services for Supplying and Installing HVAC Filters and Filter Replacement
Hosse Hosse Safe + Lock	334752	Metro Wide	Lock/Key Services
Martha O'Bryan	341123	Public Library	Nashville After Zone Alliance Coordinating Agency for Northeast Zone
Grainger	341269	Metro Wide	Maintenance, repair and operations supplies and equipment
Premier Building Maintenance Corporation	344530	Metro Wide	Landscape Management Services
Vanguard ID	346336	Public Library	Provide laminated library cards with barcodes for Metro Public Library
Batteries Plus	347950	Metro Wide	Metro-Wide contract for specialty batteries
Nixon Power Services	350012	Metro Wide	Metro-Wide contract for standby generator parts and services
Eye in the Sky	349507	Information Technology Services	Service & Maintenance of Network Video Systems
Kenny Pipe	350999	Water Services	ID/IQ Meter parts and plumbing
MyOfficeProducts	353174	Metro Wide	Metro-Wide Contract for the provision of office supplies
Lebanon Chemical	355892	Sheriff	Metro-Wide Provision of Janitorial Supplies including Industrial Laundry & Floor Care Products
Pavement Restorations	356318	Public Works	IDIQ for all labor, materials, & equipment needed to apply surface sealant
Southeast Electric	362990	General Services: Metro Wide	Metro-Wide: Provide all equip., materials, & labor for on-call electrical services & repairs as needed
Commonwealth Blinds and Shades, Inc	364086	Metro Wide	Metro-Wide: Provide Window Treatment; Removal/Disposal of Old Window Treatment & Installation of New Window Treatment
All World Language Consultants, Inc	367813	Health	Metro-Wide: On-site Interpretation Services as Needed

Johnstone Supply	369469	Metro Wide	Metro-Wide: Provide HVAC parts on an as needed basis
SM Lawrence	377349	Water Services	HVAC Service & Repair
Isenhour	369630	General Services	Provision of locks, replacement & parts
Jarrett Builders	369038	General Services	Metro-Wide: IDIQ for Labor, materials & equipment for parking lot maintenance
Lee Company	368847	Water: Metro Wide	Metro-Wide: Provide HVAC service & repair including parts for service & repair on an as-needed basis
Burgeon Group	371585	General Services	Provide Furniture & Furnishings via Drop Ship
Keystone Ridge Design	371586	General Services	Provide Furniture & Furnishings via Drop Ship
School Specialty Furniture	371588	General Services	Provide Furniture & Furnishings via Drop Ship
Republic Services	370626	Metro Wide	Metro-Wide: IDIQ to provide & collect waste & recycling containers
Demco	371584	General Services	Provide Furniture & Furnishings via Drop Ship
Brodart	371587	General Services	Provide Furniture & Furnishings via Drop Ship
Technical Innovation	372925	ITS: Metro Wide	Metro-Wide: Preventative & General maintenance & support, and professional services for all current & future AV equipment
Facility Diagnostics	373204	General Services	Commissioning Services
Goodson Inc DBA Tailored Business	375388	Metro Wide	Metro-Wide: Provision of special payroll services on an as-needed basis
CDW	368995	ITS: Metro Wide	Metro-Wide: Provide a broad range of services for projects related to Microsoft Products
A-Z	374757	General Services	Furniture/Furnishings
Facility Planners	374756	General Services	Furniture, Furnishing, & other related services for specific brands
HST	374751	General Services	Furniture, Furnishings, & other related services for specific brands
Dekalb	405314	General Services	Furniture/Furnishings
Kreuger International (KI)	374752	General Services	Furniture, Furnishing, & other related services for specified brands
Nashville Office Interiors	374753	General Services	Furniture, Furnishing, & other related services for specified brands
Office Resources Inc.	437706	General Services	Furniture and Furnishing
Furniture Alliance	374758	General Services	Furniture, Furnishing, & other related services for specified brands
Alfred Williams and Company	374759	General Services	Furniture/Furnishings

Aramark	382307	Metro Wide	Metro-Wide: Provide servicing of mats, mops, towels, & other related items
The Library Corporation	382245	Public Library	Provision, implementation, training, & Support/Maintenance of the Carl X Library Automation Software Suite
Protection One	384027	General Services: Metro Wide	Metro-Wide: Provide Central Monitoring Services for Security & Fire Alarms
Kent Oliver	L-3395	Public Library	Employment Contract
Axis Direct, Inc.	383766	Metro Wide	ID/IQ for printing associated with bulk mailings and emailing
Otis Elevator	384899	Metro Wide	Elevator, escalator, lifts maintenance, repair & related services
ACT Security	390129	General Services	Access Control/Alarm Monitoring Systems Integrator
Industrial Staffing	390293	Metro Wide	Temporary staffing for Industrial Classification Jobs, General Labor, etc.
Randstad	390295	Public Library: Metro Wide	Temporary Administrative and Professional Positions
Sherwin Williams	391102	Metro Wide	Indefinite delivery/indefinite quantity for paint and paint supplies
CMS	392423	Metro Wide	Provision of General Government uniforms
Case Restoration	410583	General Services	Environmental/Hazardous Material/Remediation/Cleanup
TPM, Inc	410584	General Services	Environmental & Hazardous Material Abatement, Remediation, and Clean Up Services
SM Lawrence	395005	Metro Wide	Plumbing maintenance, repair, and emergency repair
Cintas	392686	Public Works	First Aid Cabinets & Supplies
American Paper & Twine	397040	Metro Wide	Copy & Printer Paper
American Paper & Twine	397580	Metro Wide	Toilet Tissue, Paper Towels and Dispensers
Greer Sign	398311	General Services	Vinyl Decals and Signage for All Metro Departments
Middle Tennessee Exterminating	401860	Metro Wide	Metro-Wide contract for pest control services
Gobbell Hays Partners	398849	General Services	Environmental and Hazardous Material (HAZMAT) Inspection and Testing Services
720 Design	406330	Public Library	Renovation Conceptual Design Documents
Fastenal	405279	Metro Wide	Contract for Trash Bags
Flood Brothers	410453	General Services	Professional Moving and Storage Services
Ted R Sanders	410452	General Services	Professional Moving and Storage Services
Point Security	415680	Municipal Auditorium	Metal detectors and x-ray inspection systems

M&P Services	413174	Metro Wide	Commercial Painting Services both interior and exterior
American Constructors	421299	Public Library	Construction for Renovation/Modifications to Nashville Public Library Madison Branch at 610 Gallatin
AT&T Corporation	427516	Public Library	Managed Internet Service, Wide Area Network (WAN) Services and Telecommunications Services (E-Rate)
ASSA ABLOY	427055	General Services	Metro Wide Contract to repair garage doors
ACT Security	432411	General Services	Life Safety Systems/Inspection Services
Superior Water Services, Inc.	440892	General Services: Metro Wide	To provide inspection, testing and treatment of closed loop, hot-chilled water loops and cooling water towers.
R J Young Company LLC	440707	General Services	Multifunction Copiers/Printers
Watson Label Products	442900	Public Library	Barcode labels for Library
R J Young Company LLC	445999	Metro Wide	Printing, reprographic, and graphic services as outlined in Contract Exhibits

Nashville Public Library
Organizational Structure
FY 2018 – 2019



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

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.

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 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



METRO HUMAN RELATIONS COMMISSION TITLE VI PLAN 2019

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

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.

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.

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.

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.

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:

- 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.
- 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.
- 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.

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.

FEDERAL FUNDING

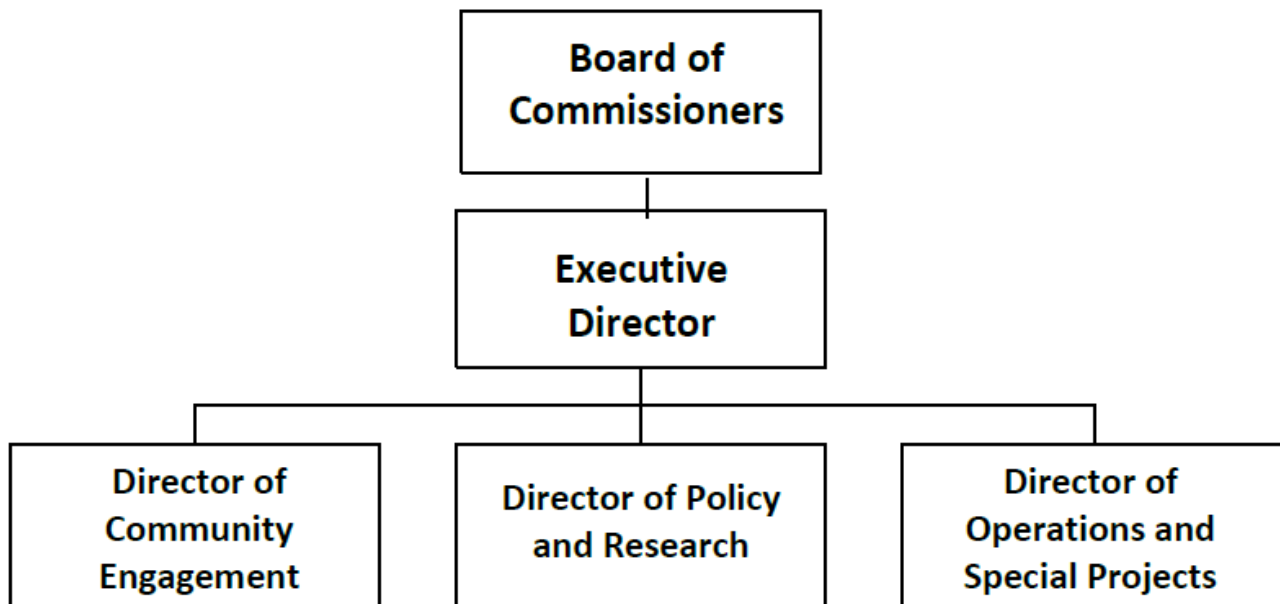
Currently, the MHRC receives no direct federal financial assistance from grants or other sources to achieve its goals and initiatives.

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.

MINORITY PARTICIPATION ON THE BOARD OF COMMISSIONERS

The MHRC Board of Commissioners is composed of 17 members, 8 of whom meet the criteria for racial/ethnic minority status. There are currently no vacancies on the board.



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

8

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.

Metropolitan Government of Nashville and Davidson County

Title VI Questionnaire

Department: **Information Technology Services** Year: 2019

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

Form Completion Date: 5/14/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☐ Yes ☒ No

If so, how is the training provided?

☐ Not Provided

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

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

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

☒ Yes ☐ No

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

Public notice board for employee information in the main hallway near the break room.

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☐ Yes ☒ No

List all locations where the notice is posted:

Do you provide this in languages other than English?

☐ Yes ☒ No

Title VI Complaint Procedure

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

☐ Posted Signs ☐ Website☐ Other

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

☐ Yes ☒ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☒ Yes ☐ No

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

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

[illegible]

Monitoring Subrecipients

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

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

☐ Yes

☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☐ Yes

☒ No

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

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

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes

☒ No

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

Name	Race
	Select an Item
	Select an Item

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

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 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.

- Title VI Coordinator’s training is up-to-day by taking the State of Tennessee online training in January 2019
 - New employees received the State of Tennessee Title VI brochure for their training.

Metropolitan Planning Department
Active Contracts
May 1 2019

**Metro Planning Commission
Metro Funded Contracts**

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

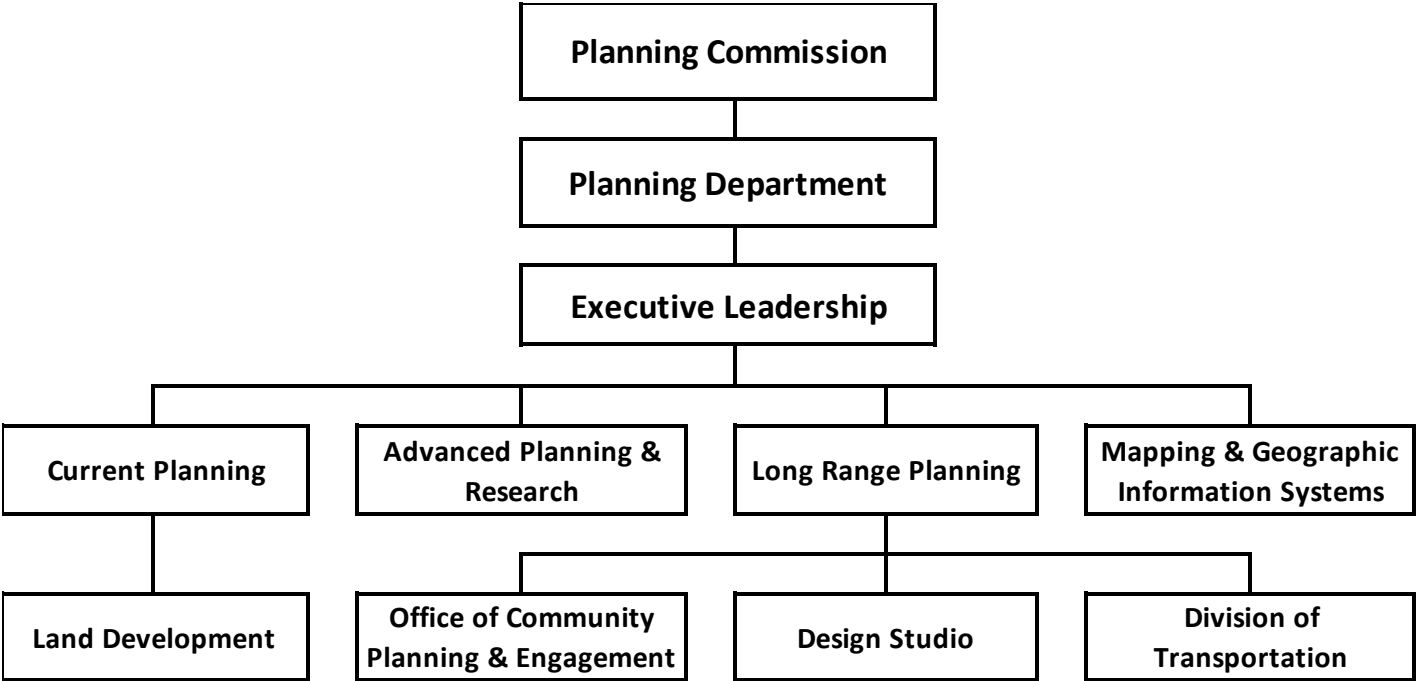
**Metropolitan Planning Commission
Grant Contracts**

<u>Contract Number</u>	<u>Vendor</u>	<u>Service/Commodity Provided Under Contract</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Amount</u>
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	6/30/19	\$ 50,000.00
434265	Randall Gross/Development Economics	Market Study of Industrial/Maker Uses in Wedgewood-Houston and Chestnut Hill	8/2/18	8/1/23	\$ 40,000.00
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
Total MPC Grant Contracts					<u>\$ 1,568,244.00</u>

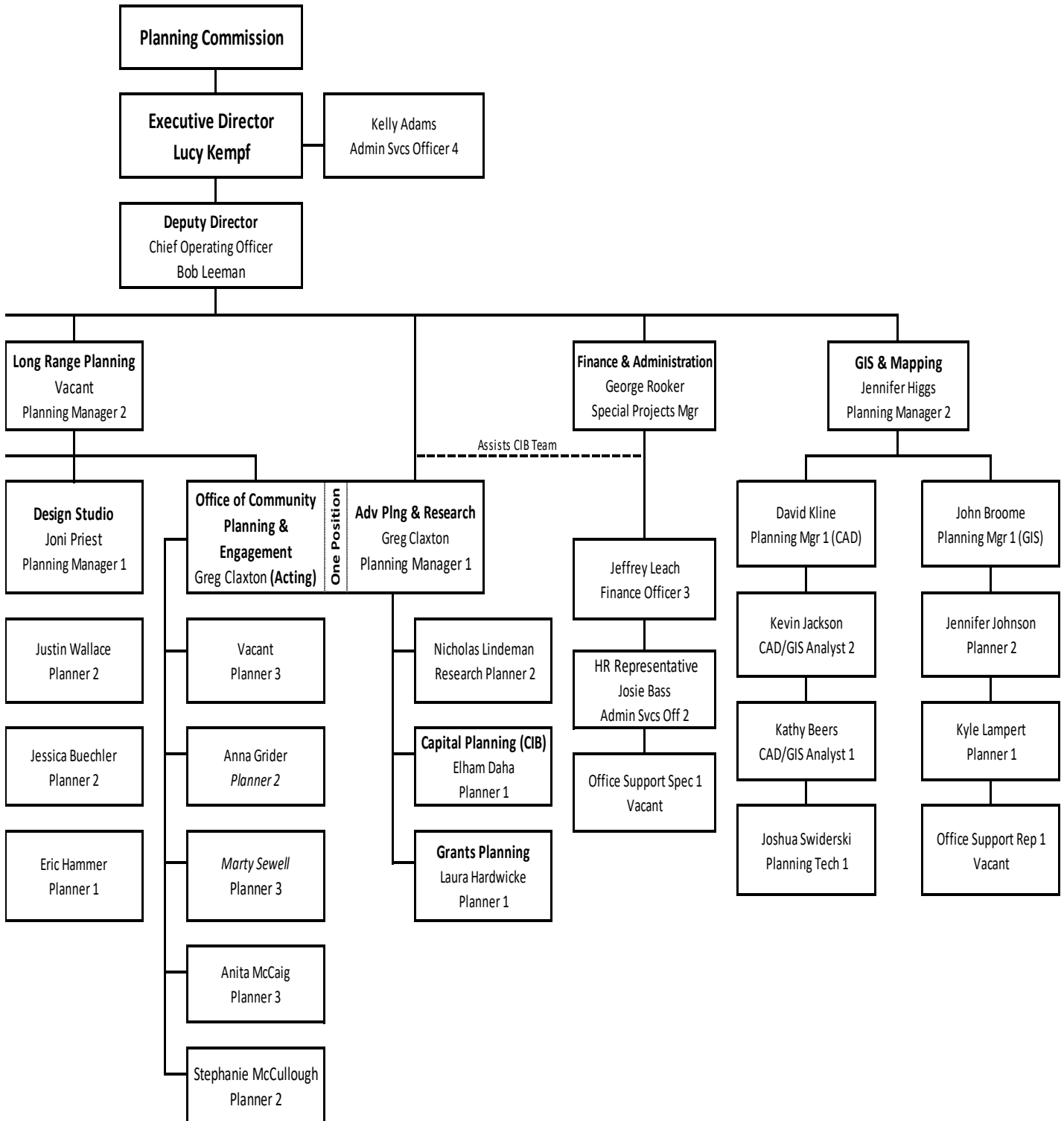
**Metropolitan Planning Commission f/b/o
Nashville Area MPO
Grant Funded Contracts**

No Contracts Remaining.
MPO Fiscal Agency is now Greater Nashville
Regional Council

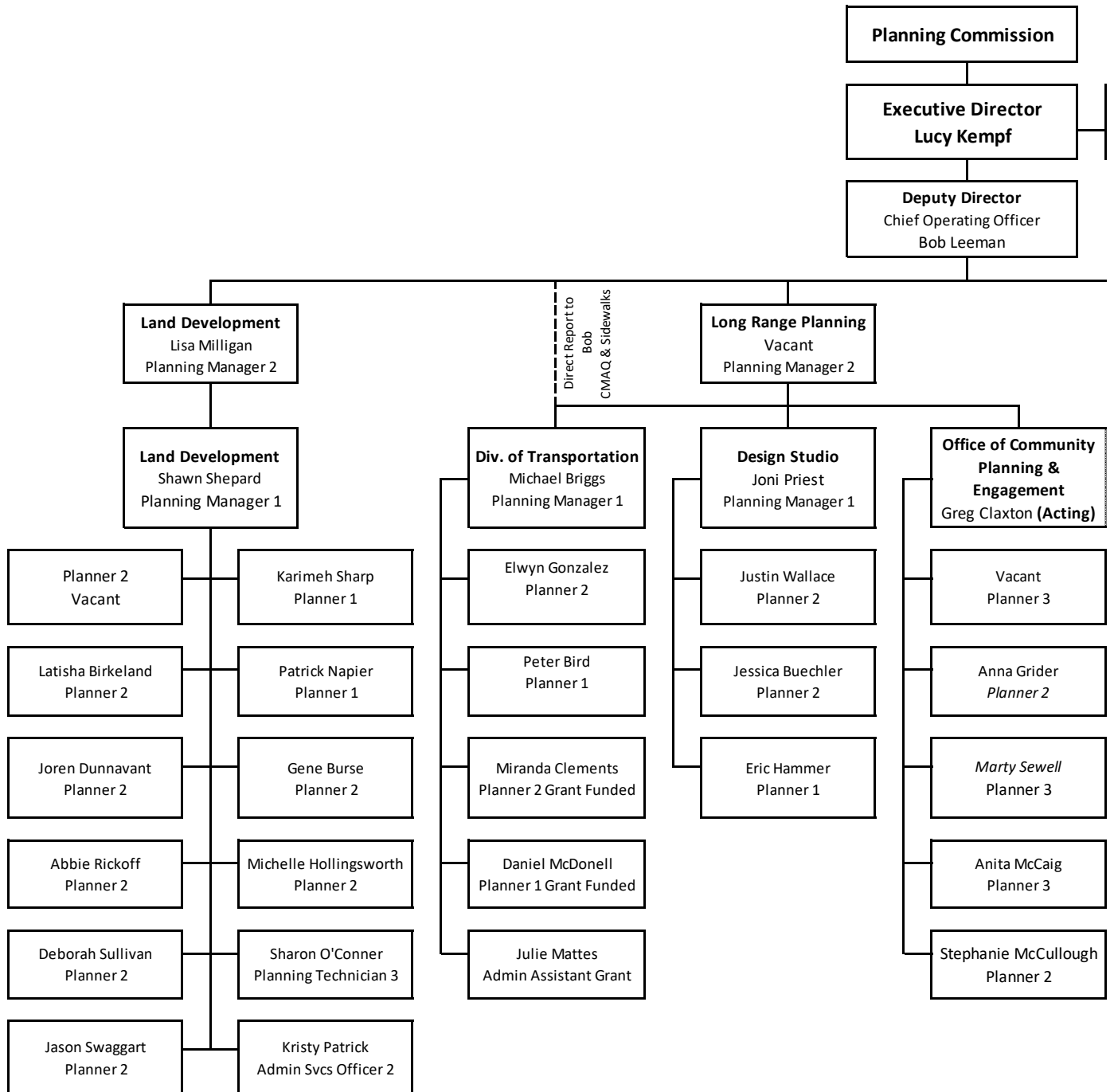
**Metropolitan Planning Department
Organizational Chart (Divisions)**



Detailed (I)



Detailed (II)



METROPOLITAN PLANNING COMMISSIONERS

COMMISSIONERS	RACE	TERM EXPIRES
Greg Adkins, Chairman	Caucasian/Male	3/22
Jessica Farr	Caucasian/Female	3/22
Lillian Blackshear	African-American/Female	3/23
Jeff Haynes	Caucasian/Male	3/23
Brian Tibbs	African-American/Male	3/20
Dr. Pearl Sims	Caucasian/Female	3/21
Ron Gobell	Caucasian/Male	3/21
Daveisha Moore	African American/Female	3/21
Roe Oscar Elam, IV, Mayor Briley's Representative	Caucasian/Male	8/19
		9/19
Fabian Bedne, Metro Council Representative	Hispanic/Male	
Quan Poole, Legal	African-American/Male	

There were no Title VI complaints received for 2018-19 year.

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

Unduplicated Count 2018

56,430

Race **Count**

WHITE	30,228
BLACK	22,135
OTHER	2,393
ASIAN	1,510
UNKNOWN	129
AMIND	22
PACIF	11

Language **Count**

ENGLISH	37,354
SPANISH	10,862
ARABIC	2,328
OTHER	1,885
ARMENIAN	519
KURDISH	207
SWAHILI	74
RUSSIAN	57
VIETNAMESE	46
FRENCH	42
CHINESE	38
TAGALOG	37
KOREAN	28
TURKISH	15
ITALIAN	14
PORTUGUESE	14
BURMESE	13
HINDI	12
JAPANESE	9
LAOTIAN	6
DANISH	5
ZULU	4
SERBO-CROATIAN	3
THAI	3
KAREN	3
GERMAN	2
SUDANESE	1

Country of Origin**Count**

UNITED STATES	43,804
MEXICO	2,964
HONDURAS	1,702
EGYPT	1,692
GUATEMALA	1,571
EL SALVADOR	808
IRAQ	306
VENEZUELA	278
CONGO	238
BURMA	218
ETHIOPIA	211
NIGERIA	179
SOMALIA	148
INDIA	127
NEPAL	109
VIETNAM	98
CUBA	97
SUDAN	89
PUERTO RICO	78
COLOMBIA	75
UZBEKISTAN	70
AFGHANISTAN	66
HAITI	59
BHUTAN	57
CHINA	51
KENYA	47
GHANA	46
TANZANIA, UN. REP OF	42
IRAN	39
NICARAGUA	37
JORDAN	36
KOREA, REPUBLIC OF	35
THAILAND	35
MALAYSIA	34
DOMINICAN REPUBLIC	33
TURKEY	32
SAUDI ARABIA	31
PHILLIPPINES	29
ISRAEL	27
JAPAN	26
JAMAICA	26
RUSSIA	24
PERU	23

ECUADOR	23
DEMOC REPUBLIC CONGO	23
UNKNOWN	23
PAKISTAN	21
ERITREA	21
BRAZIL	21
LIBERIA	20
YEMEN (ADEN)	20
SYRIA	18
UGANDA	16
UNITED KINGDOM	16
UN OF SOV SOC REP	14
CANADA	14
BURUNDI	13
PANAMA (INCL CANAL)	13
COSTA RICA	13
SENEGAL	12
LAOS	12
SIERRA LEONE	12
KYRGYZSTAN	11
ALBANIA	11
GERMANY	11
RWANDA	11
BANGLADESH	11
YEMEN (SANA)	11
INDONESIA	10
KOREA, DEM PPL REP OF	10
SPAIN	10
SOUTH AFRICA	9
GUYANA	9
CHILE	9
BOSNIA AND HERCEGOVI	9
KAZAKHSTAN	8
IRAQ-SAUDI ARAB N-ZO	8
GUADELOUPE	7
CAMEROON	7
TRINIDAD & TOBAGO	7
GAMBIA, THE	7
BELIZE	7
BAHAMAS, THE	7
IVORY COAST	7
ROMANIA	6
YUGOSLAVIA	6
CHINA (TAIWAN)	6
BULGARIA	5

UNITED ARAB EMIRATES	5
KOSOVO	5
ITALY	5
IRELAND	5
CAMBODIA	5
TUNISIA	5
MONGOLIA	4
MOROCCO	4
CNT AFRICAN REP	4
UKRAINE	4
FRANCE	4
ANGOLA	4
AUSTRALIA	4
MARTINIQUE	4
LEBANON	4
KUWAIT	4
BOLIVIA	4
ZAMBIA	3
BR IND OCEAN TR	3
SINGAPORE	3
DOMINICA	3
BRUNEI	3
NETHERLANDS	3
ARGENTINA	3
HONG KONG	3
AZERBAIJAN	3
TOGO	3
ST LUCIA	3
SWAZILAND	2
ANTIGUA	2
ALGERIA	2
CZECH REPUBLIC	2
MAURITIUS	2
MICRONESIA, FED.STS. 9	2
KAMPUCHEA (CAMBODIA)	2
GERMAN FED REP (WEST)	2
BOTSWANA	2
BELGIUM	2
COOK ISLANDS	2
NORWAY	2
ZAIRE	2
PORTUGAL	2
ZIMBABWE (S. RHDOESIA)	2
DJIBOUTI	2
TURKMENISTAN	1

URUGUAY	1
BENIN(DAHOMEY)	1
ARMENIA	1
WESTERN SAMOA	1
POLAND	1
MALAWI	1
MALDIVES	1
MALTA	1
JOHNSTON ATOLL	1
MARSHALL ISLANDS	1
MOLDOVA	1
MONACO	1
HUNGARY	1
NIGER	1
GUINEA	1
PARACEL ISLANDS	1
GRENADA	1
SRI LANKA	1
GREECE	1
TAJIKISTAN	1
GERMAN DEM REP(EAST)	1
GABON	1
FINLAND	1
ESTONIA	1
SERBIA	1
EQUATORIAL GUINEA	1
SLOVAKIA	1
SURINAME	1
CZECHOSLOVAKIA	1
SVALBARD & JAN MAYEN	1
CROATIA	1
SWEDEN	1
GREENLAND	1



417 FOURTH AVENUE NORTH, NASHVILLE, TENNESSEE 37201

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

EMAIL: rick.reno@nashville.gov

(615) 862-6393 (VOICE) * (615) 862-6394 (FAX)

May 17, 2019

2019 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

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 given (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

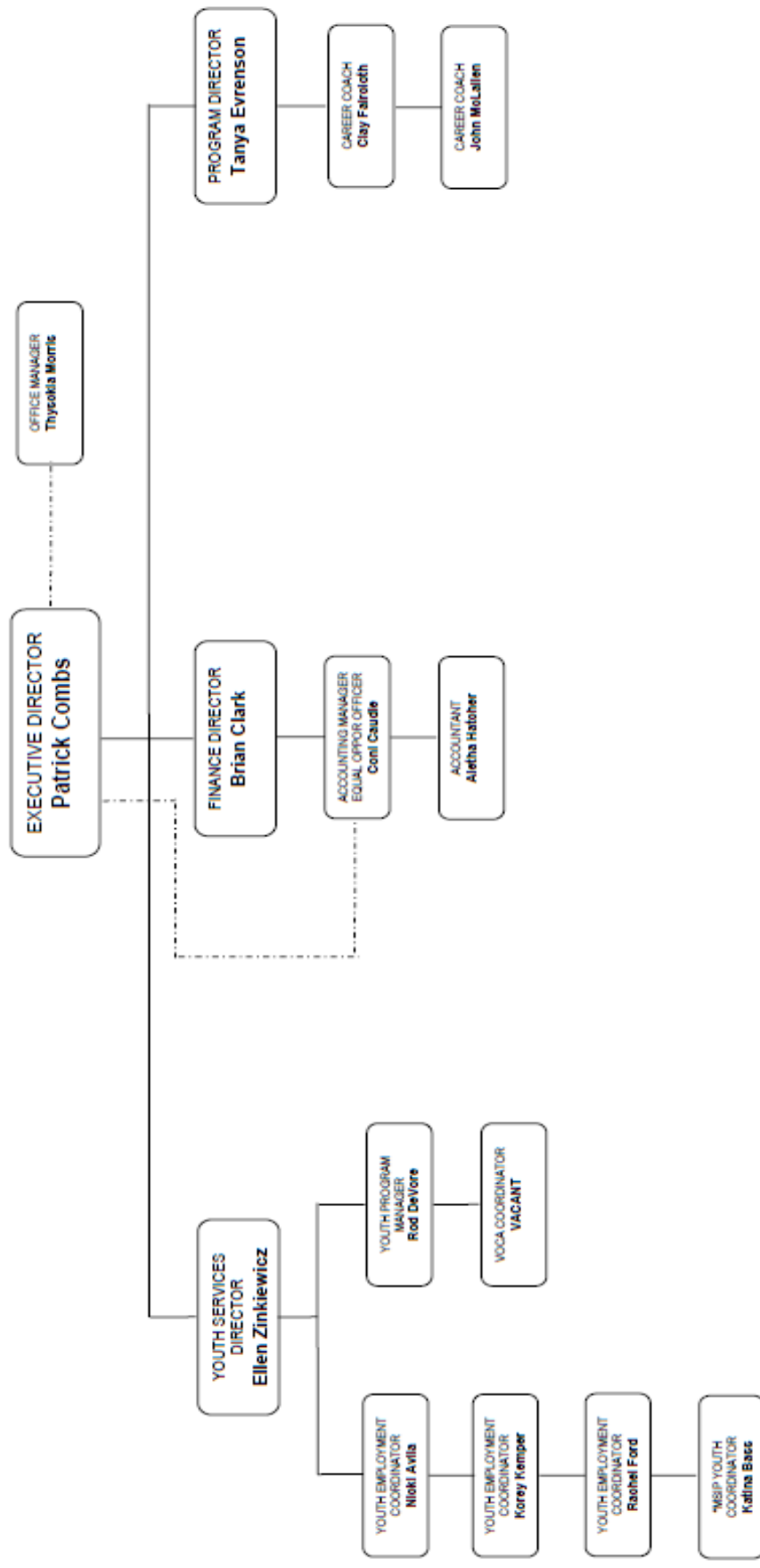
NCAC is funded by the State of Tennessee Department of Labor and Workforce Development, and the US Department of Labor. Also, we have two programs; Opportunity Now and Nashville Career Readiness who serve ages 14+. We serve Adult, Dislocated Workers, Youth Recipients to provide job readiness, career 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.

Number of Complaints Received Last Year: 0

NCAC NASHVILLE CAREER ADVANCEMENT CENTER



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:

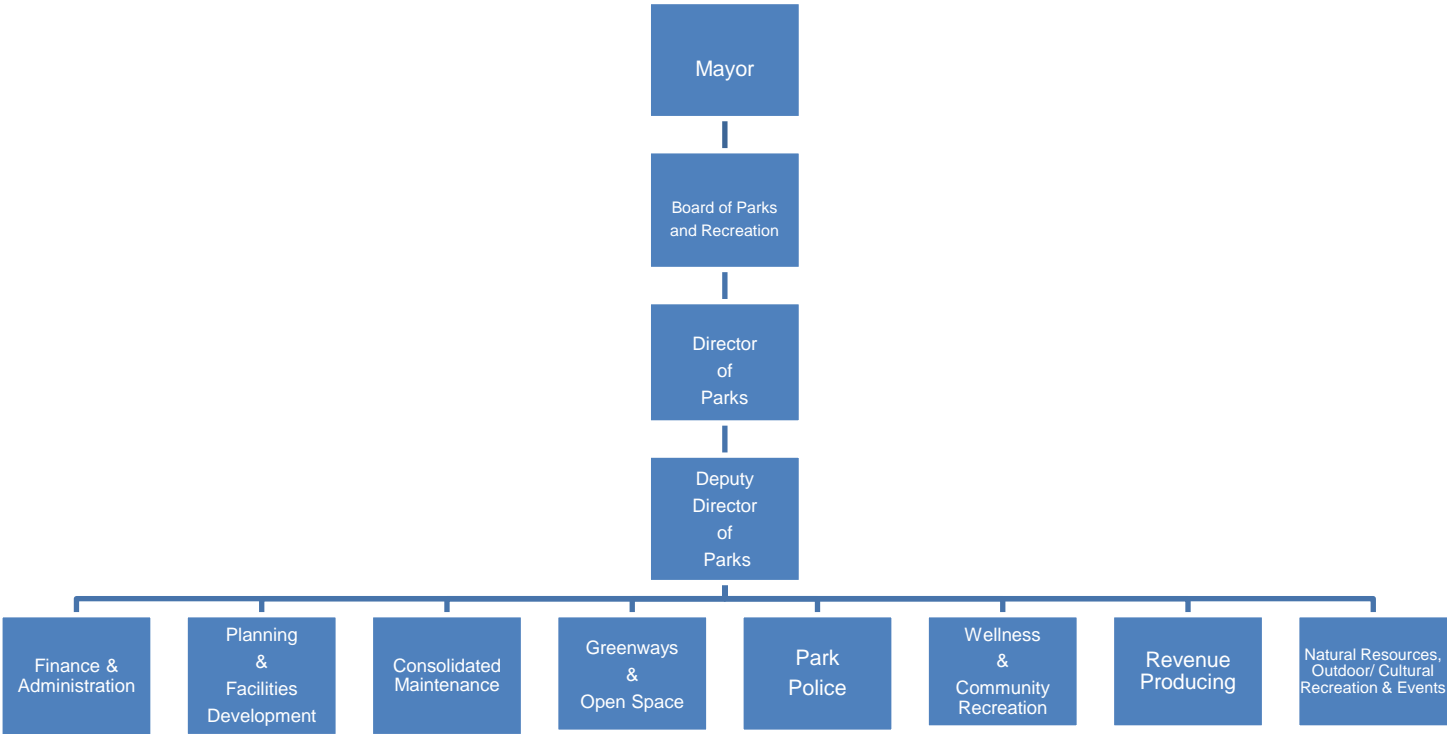
James A. Gray
Special Projects Manager
Centennial Park Office
Nashville, TN 37201
615-862-6836(v) 615-862-8414(f)
Email: james.gray@nashville.gov

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 PUBLIC DEFENDER

Authority

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

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

Organizational Environment

Mission Statement – The mission of the Metropolitan Public Defender's Office is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system.

Strategic Goals:

Provide high quality effective legal representation to every client we serve.

Serve as a consistent champion in the criminal justice system and the city for fair, just and lawful treatment of the criminally accused.

Federal Funding

The Public Defender's Office currently does not receive federal funding.

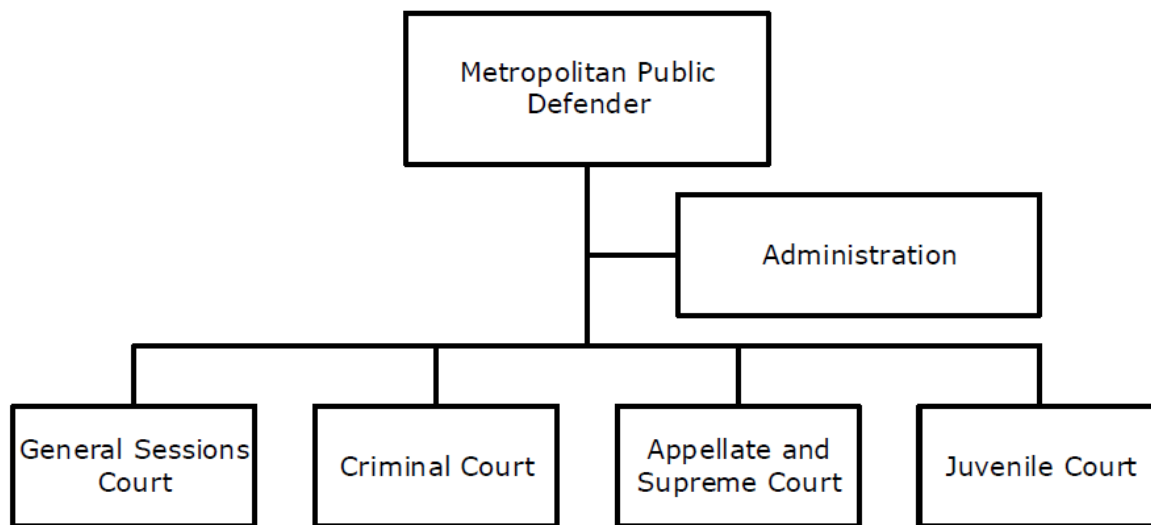
Contracted Program Overview

The Public Defender's Office has no contracted programs.

Organizational Chart

The Title VI Coordinator is a member of the Administration group. See organizational chart included below.

Metropolitan Public Defender Organizational Chart



Minority Participation on the x Not applicable Board/Commission.

Number of Complaints Received Last Year- 0

Metropolitan Government of Nashville and Davidson County
Title VI Questionnaire

Department: **Public Works** Year: 2019
Title VI Coordinator: Charles Boddie Form Completed By: Charles Boddie
Form Completion Date: 6/25/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☐ Yes ☒ No

If so, how is the training provided?

☐ Not Provided

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

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

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

☐ Yes ☒ No

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

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

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

Administration Building – Break Room and Main Announcement Board (Visible to the Public)

Operations Building – Roll Call Room

Engineering Building – Main Announcement Board (Visible to the Public)

☒ Yes ☐ No

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

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

☒ Yes ☐ No☒ Posted Signs ☐ Website☐ Other☒ Yes ☐ No

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

☐ Yes ☒ No

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

[illegible]

Monitoring Subrecipients

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

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

☐ Yes ☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☒ Yes ☐ No

If Yes, please provide it by attaching it to this response. The majority of our interactions with citizens who do not speak English occurs through our 311 Call Center. We have staff on hand who speak Spanish. Additionally, we utilize Lingualinx for calls other than Spanish.

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

Minority Representation on Planning or Advisory Bodies

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

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

☐ Yes ☒ No

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

Name	Race
Freddie Carr (Transportation and Licensing Commission)	Black or African American
Jessica Powell (Transportation and Licensing Commission)	Black or African American
Marvin Neal (Traffic and Parking Commission)	Black or African American
Damita Beck-Taylor (Solid Waste Board)	Black or African American

Vanessa Paz (Solid Waste Board)	Hispanic or Latino
Ken McMichael (Solid Waste Board)	Black or African American

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

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



NASHVILLE SHERIFF

DAVIDSON COUNTY SHERIFF'S OFFICE

Daron Hall, Sheriff

Title VI Report May 13, 2019

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 and staff are 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

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.

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.

Number of complaints received in 2018	9
Number of complaints sustained	0
Number of complaints pending	0

Metropolitan Government of Nashville and Davidson County

Title VI Questionnaire

Department: Sheriff's Office Year: 2018
Title VI Coordinator: M. Cook/M. Travis Form Completed By: M. Travis
Form Completion Date: 5/14/2019

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

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

Training

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

☒ Yes ☐ No

If so, how is the training provided?

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

☐ Not Provided

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

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

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

☒ Yes ☐ No

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

Policy is available to all staff on a shared drive which is accessible at their desktop. Computers are available for all staff. As the policy information is updated, it is disseminated to all staff members. Updates are offered as needed in annual training which is required of all staff members.

☐ We Do Not

Notice to Beneficiaries of Protection under Title VI

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

☒ Yes ☐ No

List all locations where the notice is posted:

Public entrances of all facilities operated by the Sheriff's Office

Do you provide this in languages other than English?

☒ Yes ☐ No

Title VI Complaint Procedure

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

☒ Yes ☐ No

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

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

☐ Yes ☐ No

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

☒ Posted Signs ☐ Website

☒ Other Policy which is available to all under the Public Records criteria

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

☒ Yes ☐ No

Record of Title VI Complaints, Investigations and Lawsuits

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

☒ Yes ☐ No

How many Title VI complaints, investigations and lawsuits did you have this annual reporting period? 9

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

Date	Status	Action Taken	Summary
1/29/2018	Completed	None	Inmate Harris complained that another inmate was being discriminated against for having a magazine with women in it. It was found not to be a Title VI complaint.
1/30/2018	Completed	None	Inmate Owens was dismissed from a treatment program. Advised to file a grievance, as the dismissal was for possession of inappropriate material rather than a Title VI complaint.
6/12/2019	Completed	None	Inmate Bell was dismissed from a treatment program based on a disciplinary. All offenders who received a disciplinary report were dismissed. This was determined not to meet Title VI guidelines.
6/19/2019	Completed	None	Inmate Bell claimed he did not receive his medicine. No evidence could be found to support that it was due to Title VI issues.
6/20/2018	Completed	None	Inmate Bell complained that officers took his commissary. Neither the claim nor the investigation revealed any violation based on race, color, or national origin.
7/11/2018	Completed	None	The inmate reported being targeted, however, then stated that the officer addressed problems with the entire housing unit. There was no claim of denial of services or privileges and was deemed not to be a Title Vi complaint.

Monitoring Subrecipients

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

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

☐ Yes

☒ No

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

Language Access to Persons who are limited English Proficient

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

Does your department have a written language plan?

☒ Yes

☐ No

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

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

Minority Representation on Planning or Advisory Bodies

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

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


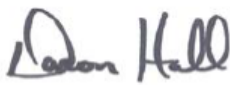
☐ Yes

☒ No

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

Name	Race
	Select an Item
	Select an Item

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

 NASHVILLE SHERIFF <small>DAVIDSON COUNTY SHERIFF'S OFFICE</small> <small>Deron Hall, Sheriff</small>	<u>Chapter</u> Administration and Management	<u>Page</u> 1 of 3
	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Effective Date</u> 8/20/18
<u>Index Number</u> 1-1.154	<u>Related Standards</u> PREA 115.16b, c	<u>Approved By</u> 
<u>Supersedes</u> Policy # 1-1.154	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Prior Effective Date</u> 10/1/17

PURPOSE

To ensure compliance with Title VI of the Civil Rights Act of 1964 within the Davidson County Sheriff's Office (DCSO).

POLICY

The DCSO takes reasonable steps to provide limited English proficient (LEP) individuals equivalent access to DCSO-managed programs and services. LEP inmates have an equivalent opportunity to participate in or benefit from the agency's efforts to prevent, detect, and respond to sexual abuse/harassment. The DCSO complies with Title VI of the Civil Rights Act of 1964. PREA 115.16b

DEFINITIONS

Language Line – A resource that provides translation services via the telephone.

Limited English Proficiency (LEP) – A term that describes individuals who do not speak English as their primary language and have limited ability to read, write, or understand English.

Qualified Interpreter – A person who is certified or registered to translate the words someone is using effectively, accurately and impartially with any necessary specialized vocabulary.

Prison Rape Elimination Act (PREA) – A federal law related to the elimination, reduction, response to, and detection of sexual abuse/harassment of inmates.

Title VI of the Civil Rights Act of 1964 – A federal law requiring 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."

PROCEDURAL GUIDELINES

The DCSO, in compliance with Title VI, ensures that all persons, including inmates, visitors, and others, are granted equivalent access to information. The DCSO does not delay or deny services on account of race, color, or national origin.

OFFICIAL

<u>Index Number</u> 1-1.154	<u>Effective Date</u> 8/20/18	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Page</u> 2 of 3
<u>Supersedes</u> Policy # 1-1.154	<u>Prior Effective Date</u> 10/1/17	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Page</u> 2 of 3

The DCSO provides resources such as contracted language line services, interpreters, signs, and bilingual literature to assist LEP inmates. The intake officer identifies LEP inmates and stamps their paperwork to reflect that status. The prisoner processor then adds that information to the inmate's record in the Jail Management System (JMS) during processing.

The DCSO posts rules for booking and intake in the booking area in English and Spanish. The inmate handbook is available on kiosks in English and Spanish. DCSO programs and services such as treatment and education are offered in English and other languages as required. Twelve-Step meetings and religious programs administered by volunteers are offered in English and other languages when available.

The DCSO communicates information about accessing health care services and the grievance system verbally and in writing in a language easily understood by the inmate.

DCSO's Title VI coordinator for employees is a member of the human resources division and investigates employee Title VI complaints as outlined in DCSO Policy # 1-1.300, "Workplace Discrimination." DCSO's Title VI coordinator for inmates and the public investigates inmate/public Title VI complaints as outlined below.

Language Line

Cards containing information about language line services are available in support facilities and areas such as security checkpoints, intake, medical, classification, case managers' offices, and property rooms.

An employee obtains approval from the area supervisor before utilizing the language line. Contracted vendors are required to provide their own access to appropriate translation services.

Calls to the language line are logged in the designated folder on the DCSO shared drive. The log includes the date of the call, name of staff member placing the call, inmate's name/OCA number or name of civilian needing the service, the beginning and ending time of the call, and the interpreter's identification (ID) number.

Interpreters

The DCSO does not rely on inmate interpreters, readers, or other type of inmate assistance when dealing with sexual abuse/harassment complaints except in limited circumstances. Inmate interpreters in such situations are only used when an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-responder duties, or the investigation of the inmate's allegation. **PREA 115.16c**

Upon the inmate's request, the DCSO Title VI coordinator contacts the Metro Title VI coordinator to arrange for qualified interpreter services from outside the agency.

<u>Index Number</u> 1-1.154	<u>Effective Date</u> 8/20/18	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Page</u> 3 of 3
<u>Supersedes</u> Policy # 1-1.154	<u>Prior Eff</u> 10/1/17	<u>Title</u> Title VI Compliance for Inmates and the Public	<u>Page</u> 3 of 3

OFFICIAL

For information about qualified interpreter access to correctional facilities, see DCSO Policy # 1-5.420, "Inmate Visitation."

DCSO Title VI Coordinator for Inmate/Public Complaints

DCSO's Title VI coordinator for inmate/public complaints is a member of the standards division. The Title VI Coordinator/Designee conducts training on Title VI compliance during annual core training and for all newly-hired employees and contracted vendors. Standards division personnel monitor Title VI compliance through annual assessments and training.

Complaints

Individuals may file a Title VI complaint with the DCSO or the Metro Title VI coordinator, who is a member of Metro Human Relations Commission. A Title VI complaint may be filed up to 180 days after the fact.

An inmate's case manager provides the "Civil Rights Title VI Discrimination Complaint" form upon request. The case manager reviews the complaint and forwards it to the standards division if it is based on color, race, or national origin. The standards division keeps a log of all Title VI complaints and dispositions on the shared drive. Within three days of receiving the complaint, the DCSO coordinator/designee acknowledges receipt of the complaint via a memo to the inmate or an email to his case manager.

The DCSO coordinator/designee reviews the complaint and investigates as needed. The coordinator/designee does not investigate complaints which are clearly not related to the provisions of Title VI. The coordinator/designee stamps such complaints "Not a Title VI Discrimination Complaint," and returns them to the complainant with a memo.

If an investigation is necessary, the coordinator/designee completes it within 60 days.

If the standards division determines a Title VI violation occurred, a copy of the investigative packet is sent to the sheriff, chief deputy, chief of corrections, and administrative counsel. Administrative counsel reviews the investigative packet before standards division personnel forward it to the Metro Title VI coordinator.

The DCSO coordinator provides a copy of the final complaint resolution to the inmate, his case manager, and the facility administrator. Standards division personnel keep a copy on file and forward one to the records division for the inmate's institutional record.

METROPOLITAN SOCIAL SERVICES DEPARTMENT

Authority

OFFICIAL

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

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

Organizational Environment

Mission Statement:

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

Federal Funding in the Metropolitan Social Services Department

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

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

Positive Program Impact include:

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

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

Positive Program Impact:

- **Socialization** – The program provides non-homebound seniors with the opportunity for activities and socialization, enhancing well-being and mental health. Congregate site participants interact with other participants, while homebound customers maintain regular communication with staff.
- **Independence** – By providing nutritional meals to homebound seniors/disabled persons, they have the opportunity to thrive at home (rather than in nursing homes)
- **Health/Nutrition** – Daily nutritious meals (including appropriate meals for those on special diets) are an important component for healthy living.
- **Family Assurance** – For caregivers or extended family members (who may be at work or live in other locations) they receive assurance that their senior/disabled person receives a daily nutritional meal and staff contact.

Contracted Program Overview

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

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

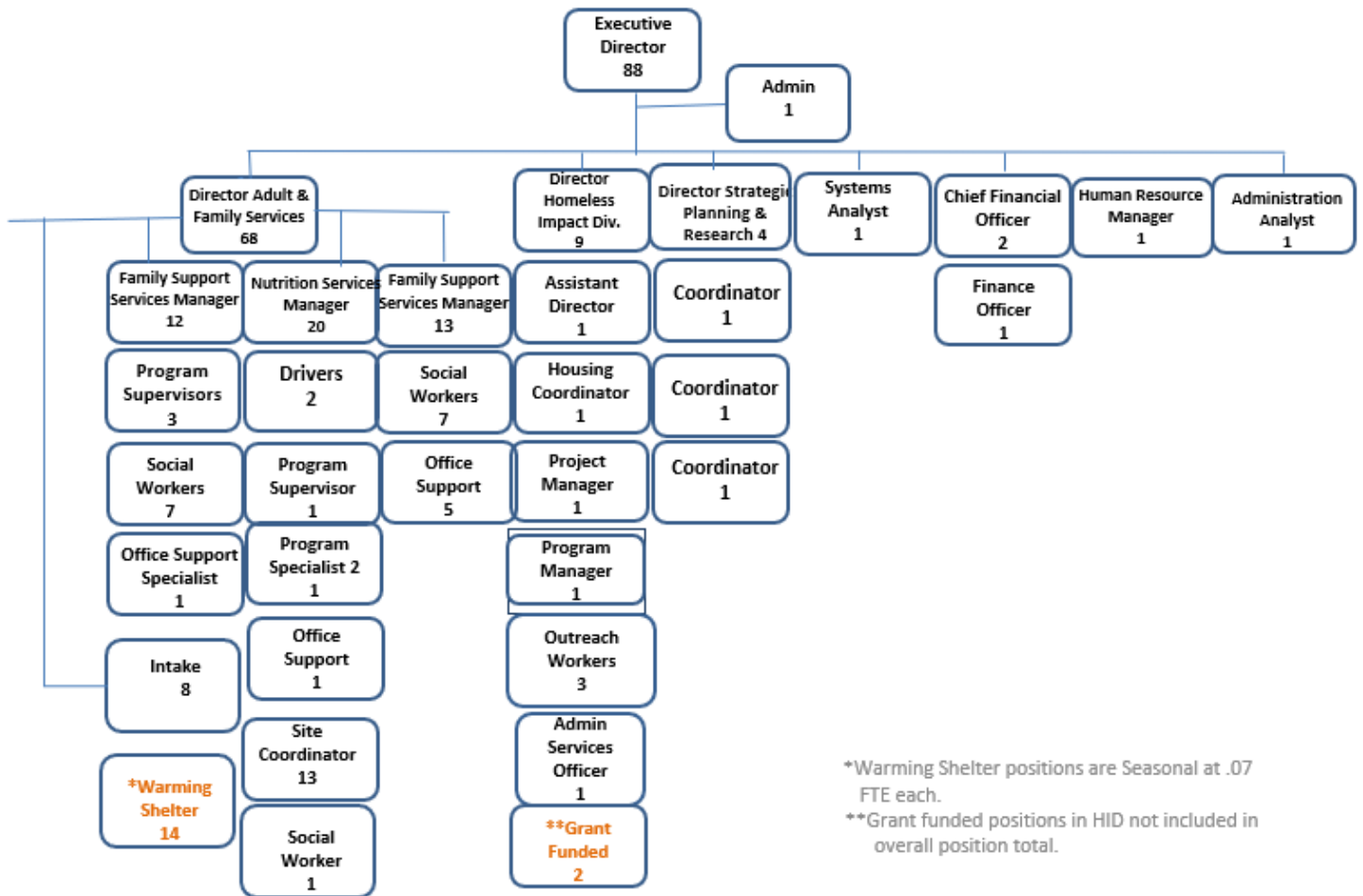
Substance Abuse & Mental Health Services Agency (SAMSHA)

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

Minority Participation on the 7 member Board: 4

Number of Complaints Received Last Year: 0

Metro Social Services FY2019



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

LEADERSHIP TEAM AND COORDINATOR RESPONSIBILITIES

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

	* Report periodic review data and evaluations to Leadership team
<u>Evaluation</u> * Ensure MWS compliance with legal requirements and exemplary achievement through program diversity * Manage continued implementation and implementation of improvement strategies	<u>Evaluation</u> * Report annual compliance review data and evaluation to MWS Leadership Team, and Human Resources * Develop continued implementation and improvement strategies

Organizational Environment Mission

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

Strategic Goals

Goal One

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

- Reduced mileage of (303(d)) Impaired Streams listed in MWS' service area
- 99% compliance for all permitted Stormwater and collection system operations
- 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:

- Cost per MG (million gallons) water treated
- Cost per MG (million gallons) of wastewater treatment capacity
- Billing cost per customer
- Number of IODs (injuries on duty)
- Number of at fault vehicular accidents
- Number of OSHA/TOSHA (Occupational Safety and Health Administration/Tennessee Occupational Safety and Health Administration) violations
- Percentage of bad debt to revenue billed
- Percentage non-revenue water
- 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:

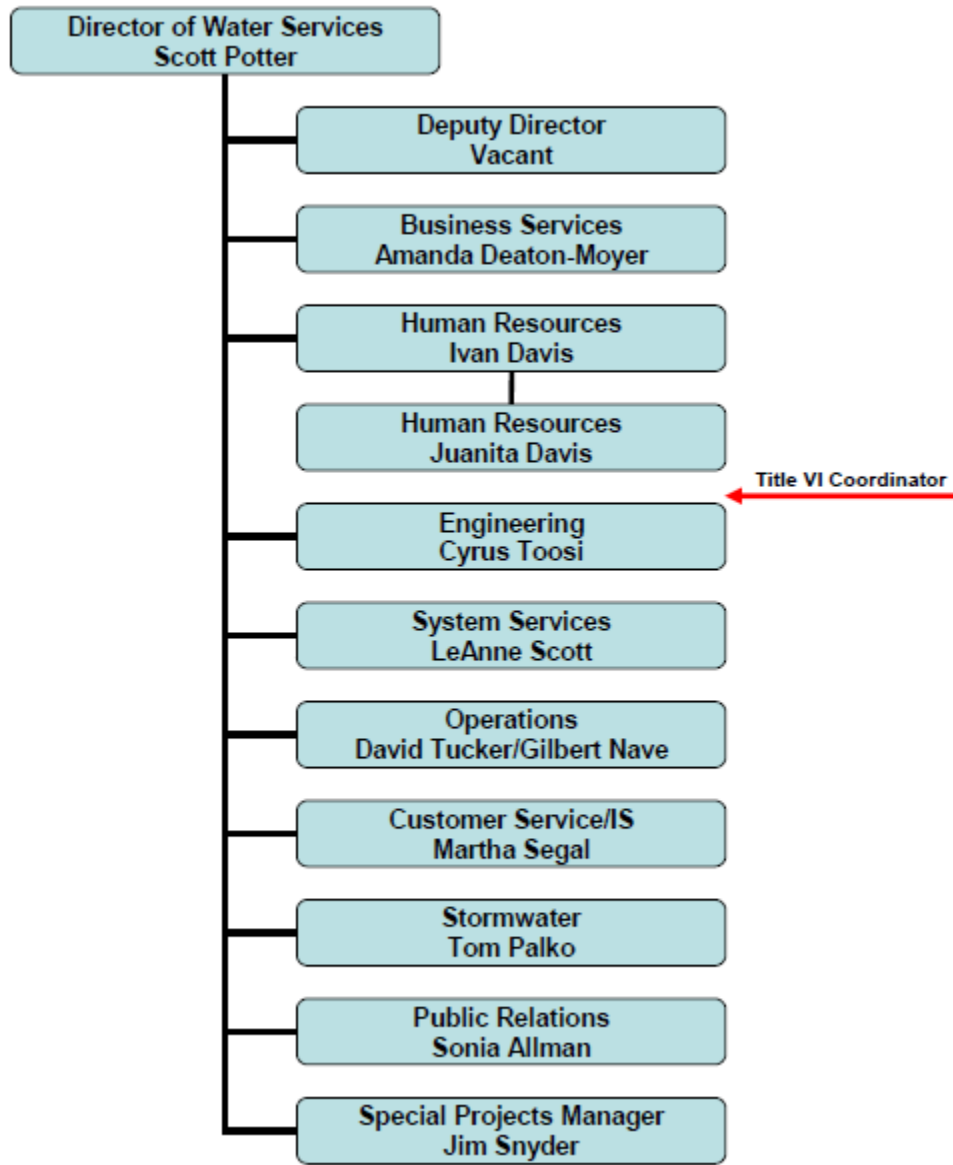
- Turbidity levels
- Chlorine levels

- 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 more 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



Federal Funding in the Metropolitan Water Services Department

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

The Program's objectives are:

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

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

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

Contracted Program Overview

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

4.44.030 Mandatory duties of the purchasing agent.

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

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

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

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

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

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

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

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

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

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

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

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

4.44.040 Discretionary duties of the purchasing agent.

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

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

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

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

14% Minority Participation on the Stormwater Management Committee.

(Ronette Adams-Taylor)

Number of Complaints Received Last Year: 0.

Statement of Non-Discrimination:

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

APPENDIX A
Metro Government of Nashville & Davidson County Title VI Coordinators

DEPARTMENT	TITLE VI COORDINATOR
Arts Commission	Ian Myers
Beer Board	Julie Welch
Codes Administration	Roy Jones
Community Education Commission	Mary Beth Harding

Criminal Court Clerk	Amy Rooker
Davidson County Sheriff's Office (DCSO)	Marsha Travis, Jason Saad, Jennifer Maestas, & Meshawn Cook
Election Commission	Joan Nixon
Emergency Communications – 911 (ECC)	Lynette Dawkins
Fairgrounds	Kristi Harris
Finance	Kimberly Northern
Fire	Jamie Summers
General Services	Velvet Hunter
Historical Commission	Paula Person
Human Relations Commission	Melody Fowler-Green
Human Resources	Wyntress Patterson & Aaron Shelton
Information Technology Services (ITS)	Leslie Mayo
Internal Audit	Qian Yuan
Justice Integration Systems	Nathalie Stiers
Juvenile Court	Jessica Robertson
Juvenile Court Clerk	Julius Sloss
Legal	Mark Murray
Metropolitan Development & Housing Agency (MDHA)	Pat Thicklin
Metro Action Commission (MAC)	Gerri Walker
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	LaToya Townsend
Metro Public Health	Jose Cruz
Metro Sports Authority	Ilesha Montesrin
Metro Transit Authority (MTA)	Shontrill Lowe
Municipal Auditorium	Kristie Bailey
Music City Center (MCC)	Erin Hampton
Nashville Career Advancement Center (NCAC)	Constance L. Caudle
Nashville Farmer's Market	Tracey Ray
Nashville Public Library	Susan L. Drye & Sherry Adams
Office of Emergency Management	Jamie Summers
Parks & Recreation	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 & Brian Leftwich
Water Services (WS)	Juanita Davis
Grants	Vaughn Wilson

APPENDIX B

MEMBERS OF THE METROPOLITAN COUNCIL 2015-2019

EMAIL: Councilmembers@nashville.gov

PRESIDENT PRO TEM

WEINER, Sheri

Address

One Public Square, Suite 204
P. O. Box 196300 (37219)

Telephone
Business Residence
880-3357 238-6300

COUNCIL MEMBERS AT LARGE

COOPER, John

3925 Woodlawn Drive (37205)

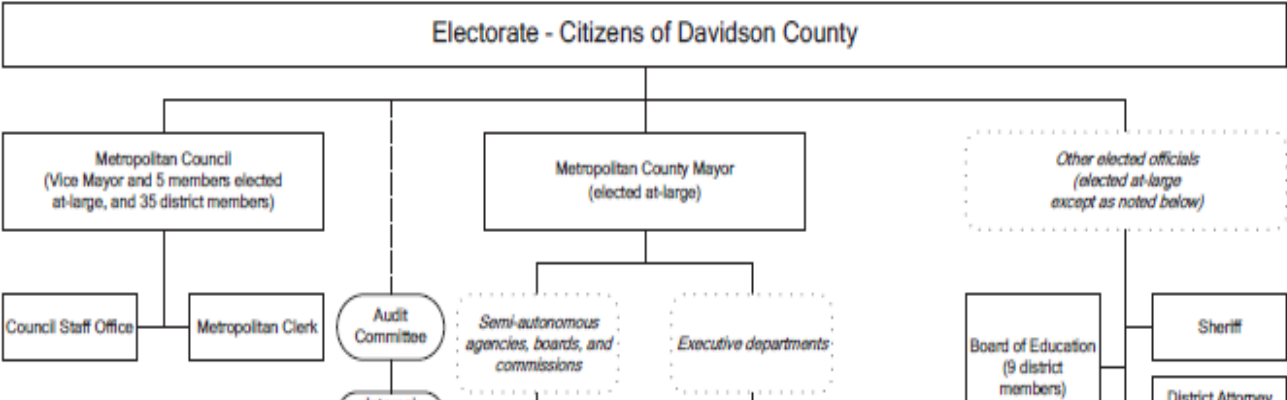
969-4444

GILMORE, Erica

P. O. Box 22277 (37202-2277)

862-6780

APPENDIX C
Metro Organizational Structure



Insert APENDIX D

Insert APPENDIX E