



Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

Title VI Requirements and Assurance of Compliance

Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000(d), 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 subject to discrimination under any program or activity received federal financial assistance.

The below signed applicant ("The Applicant") hereby agrees that is will comply with Title VI of the Civil Rights Act of 1964, and any directives or regulations issued pursuant thereto, and specifically will ensure 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 otherwise subject to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Administrative Office of the Courts and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, and reimbursable expenditures, grants or donation of Federal property and interest in property, the detail of Federal personnel, the sale of and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Applicant by the Administrative Office of the Courts.

BY ACCEPTING THIS ASSURANCE, the Applicant agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of Title VI, and permit the Administrative Office of the Courts personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Administrative Office of the Courts shall have the right to seek administrative and/or judicial enforcement of this assurance. **In addition, the Applicant agrees to provide training to staff and volunteers pursuant to the training standards as set by the Administrative Office of the Courts.**

This assurance is binding on the Applicant, its successors, transferees, and assignees as long as it receives assistance from the Administrative Office of the Courts. In the case of real property, this assurance is binding for as long as the property is used for a purpose for which this assistance was intended or for the provision of services of benefits similar to those originally intended. In the case of personal property, this assurance applies for as long as the recipient retains ownership or possession of the property. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the applicant.

Notwithstanding the above, potential grantees/contractors may contact:

- 1. Staff of the Governor’s Office of Diversity Business Enterprise for assistance available to minority-owned, women-owned, and small businesses as well as general, public information relating to contracts; and**
- 2. The following individual designated by the Courts to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated federal regulations:**

**Cindy Saladin, Human Resources Manager
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219
615-741-2687**

Name of Organization: _____

Signature: _____ Date: _____

Administrative Office of the Courts
Title VI Pre Award Survey
(for recipients of federal funds)

Date of Survey: _____

Name of Entity: _____

Name of Title VI Coordinator: _____

Completing this survey is in response to: (Name of Grant) _____

1. Is your organization minority owned or run by minority individuals? Yes ____ No ____

If yes, identify the race(s) of the owner or individual(s) running the organization.*

If no, what are the percentages of the racial composition of the board or advisory group?*

____ Hispanic or Latino ____ White (not Hispanic or Latino) ____ Black or African American
(not Hispanic or Latino) ____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
____ Asian (Not Hispanic or Latino) ____ American Indian or Alaska Native (Not Hispanic or
Latino) ____ Two or More Races (Not Hispanic or Latino).

What steps are being taken to obtain minority representation, if in your geographic service area,
minorities represent 5% of the population or more?

2. Nondiscrimination Policies: Does your institution have a written policy stating that services or
opportunities will be provided to all persons without regard to race, color, or national origin?
Yes ____ No ____

3. Are permanent records kept of all Title VI complaints? Yes ____ No ____

4. In the past twelve months, has your entity/institution received any complaints alleging a Title VI
violation? Yes ____ No ____ If Yes, attach a description of the nature of the complaint and
its disposition.

5. Are Title VI information and non-discrimination notices disseminated to your employees or other
beneficiaries of services? Yes ____ No ____ If yes, describe how employees and/or
beneficiaries are informed (posters displayed, brochures displayed, etc.)

Do the notices contain contact information if someone has a Title VI or discrimination complaint?

Yes ____ No ____

6. Do you have written policies and procedures addressing Title VI? Yes ____ No ____

7. How do you to ensure that minorities are effectively made knowledgeable about your services?

8. When did you last conduct Title VI training for your staff? ____/____/____

How often do you provide the training/refreshment training to your staff? _____

9. Please indicate as of this date, the percentages of the racial composition of those that currently receive your program's services.*

____ Hispanic or Latino ____ White (not Hispanic or Latino) ____ Black or African American (not Hispanic or Latino) ____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) ____ Asian (Not Hispanic or Latino) ____ American Indian or Alaska Native (Not Hispanic or Latino) ____ Two or More Races (Not Hispanic or Latino).

10. Please indicate as of this date, the percentages of the racial composition of your programs staff. *

____ Hispanic or Latino ____ White (not Hispanic or Latino) ____ Black or African American (not Hispanic or Latino) ____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) ____ Asian (Not Hispanic or Latino) ____ American Indian or Alaska Native (Not Hispanic or Latino) ____ Two or More Races (Not Hispanic or Latino).

11. Please indicate as of this date, the percentages of the racial composition of your program's volunteers.

____ Hispanic or Latino ____ White (not Hispanic or Latino) ____ Black or African American (not Hispanic or Latino) ____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) ____ Asian (Not Hispanic or Latino) ____ American Indian or Alaska Native (Not Hispanic or Latino) ____ Two or More Races (Not Hispanic or Latino).

Declaration of Applicant:

I declare that I have completed the data in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Signature: _____ Date: _____

Position of Individual Completing Survey: _____

** Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:*

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.