



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
 OFFICE OF POLICY AND PLANNING
 William R. Snodgrass TN Tower
 312 Rosa L. Parks Avenue, 2nd Floor
 Nashville, TN 37243

TITLE VI PRE-AUDIT SURVEY

Name of entity: _____ Phone number: _____

Type of entity. (choose one): Government/Municipality Private Business Non-Profit

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin by any agency receiving Federal funds. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC, you are required to comply with Title VI and related nondiscrimination laws and regulations.

The following data is being collected for compliance with Title VI and will be used in accordance with applicable federal law. This form must be completed and returned to the TDEC program that administers your grant or loan so that your compliance efforts can be reviewed.

Complete this survey and return it along with applicable copies with your grant application.

1. What is the racial composition of the population in your geographic service area? _____

2. What is the racial composition of your advisory or governing board? _____

3. How does your advisory or governing board ensure that its racial composition reflective of the community's population? _____

4. Provide a copy of your agency's written policy of nondiscrimination stating that services or opportunities will be provided to all persons without regard to race, color, or national origin.
 If you do not have one, adopt TDEC's sample policy: <https://www.tn.gov/environment/program-areas/opsp-policy-and-sustainable-practices/opsp-title-vi-and-environmental-justice.html>, and provide the date of your adoption: _____

5. Provide a copy of your agency's Limited English Proficiency (LEP) Plan to communicate with persons who do not speak English as their primary language or have limited ability to read, speak, write, or understand English.

If you do not have one, adopt TDEC's sample plan (hyperlink provided above) and provide the date of your adoption: _____

6. How does your agency provide and ensure Title VI training of its staff? _____

7. Provide a copy of your Title VI training program.

If your agency does not currently have a Title VI training program, use TDEC's online training module, and retain the Certificates of Completion for each staff member: <https://tdec.tn.gov/title6/index.html>.

8. How do you advertise your projects and programs to the public? _____

9. Provide a copy of your agency's procedures on reviewing Title VI complaints.

If you do not have one, use TDEC's sample procedures (hyperlink provided above in number 4) and provide the date of your adoption: _____

10. Has a federal or state agency found you in noncompliance with civil rights requirements? Yes No
If yes, please attach a copy of the complaint and findings.
11. Has a civil rights compliance review been conducted onsite by a federal or state agency within the past two years? Yes No

Attach your Title VI policy and procedure, LEP policy and procedure, and Title VI training program.

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

Compliance Officer:

Printed Name and Title: _____

Signature: _____ Date: _____

Declaration of Chief Administrator or Supervising Authority: I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Chief Administrator or Supervising Authority:

Printed Name and Title: _____

Signature: _____ Date: _____