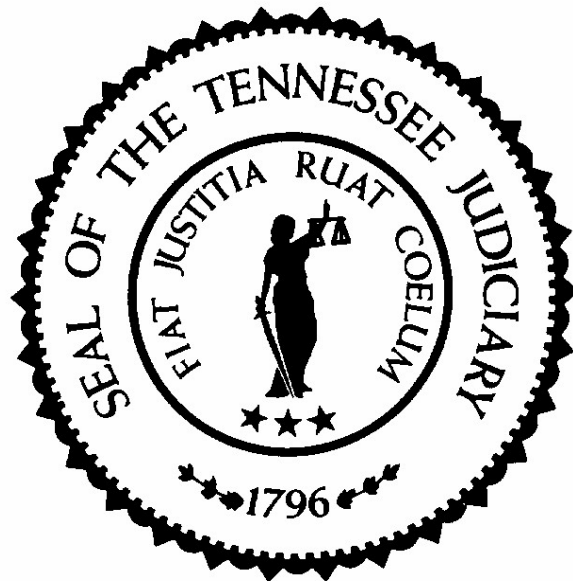


**TITLE VI OF THE CIVIL RIGHTS ACT OF
1964
2013 IMPLEMENTATION PLAN**



*Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219*

Submitted September 27, 2013

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
2013 IMPLEMENTATION PLAN
ADMINISTRATIVE OFFICE OF THE COURTS**

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I. Overview of the Administrative Office of the Courts

The Administrative Office of the Courts provides support services to the Tennessee Supreme Court and the entire state court system. The director, appointed by the Supreme Court, is the chief executive officer for the courts and oversees daily operations. Duties of the office include preparing the court system's annual budget; providing judicial education, computers, equipment, training and technical support for judges and other court personnel; assisting judges with case assignments; administering payroll and human resource functions for the court system; conducting orientation for new judges; administering the state court reporters system; providing assistance to judicial committees; compiling data; and disbursing funds to court-appointed attorneys representing indigents and providing support to the Child Support Magistrate Program.

A copy of the AOC organizational chart is *Appendix A*.

General Policy Statement: It is the policy of the Administrative Office of the Courts that no person shall on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments Act of the 1972, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity.

2. Federal Programs or Activities

GRANTS THAT WERE ADMINISTERED BY THE ADMINISTRATIVE OFFICE OF THE COURTS FISCAL YEAR 2012 - 2013

Grant Name, Federal Funding Source and Description of Program and/or Activity	Annual Funding	Grant Period
Access to Visitation	\$182,772	10/1/12-9/30/13
<i>This grant was awarded by the TN Department of Human Service, Child Support Division. This grant is for the development of or continuation of initiatives that will aid self-represented litigants in accessing the TN court system regarding child support issues. The initiatives address the needs of divorced or never married parents and focus on services to help them resolve any or all issues concerning parenting and visitation in child support cases or cases involving child support issues.</i>		
Rural Juvenile Court Intervention Strategy	\$47,250	7/1/12-6/30/13
<i>This grant awarded by the TN Office of Criminal Justice, Juvenile Accountability Grants Section will offer judges alternatives to incarceration of youth while increasing the likelihood the youth will become productive citizens. This grant will identify youth referred from juvenile court to summer camp programs and year round programs which employ evidence-based programming to increase the youth's knowledge of the perils of drugs and alcohol, build their self esteem and offer them positive ways of spending time so as to avoid negative and destructive forms of behavior.</i>		
Child Support Magistrates	\$1,725,850	10/1/12-9/30/13
<i>This grant is for the provision of services to adjudicate child support cases filed by the TN Dept. of Human Services pursuant to Title IV-D of the SSA.</i>		
TEAM Recovery Project	\$400,000	10/1/11-9/30/14
<i>This grant award is from the Substance Abuse and Mental Health Services Agency to implement TN's Treatment, Empowerment, Assistance & Meaningful Recovery (TEAM Recovery) project. TEAM Recovery provides individualized, evidence-based, integrated treatment to adults (18+) in four rural counties (Franklin, Grundy, Marion and Sequatchie) who have behavioral health disorders and are engaged with the criminal justice system.</i>		
Court Improvement Program Training	\$195,862	4/16/12-9/30/13
<i>From the U.S. Department of Health and Human Services, Children's Bureau, these funds are appropriated for the purpose of training judges and attorneys in child welfare cases.</i>		
Court Improvement Data Sharing	\$201,513	4/16/12-9/30/13
<i>From the U.S. Department of Health and Human Services, Children's Bureau, these funds are appropriated for the purpose of collecting and sharing relevant data concerning the effectiveness of the courts.</i>		

Court Improvement Program (CIP)	\$217,341	4/16/12-9/30/13
<i>In 2003, the U.S. Department of Health and Human Services, Children's Bureau, mandated a re-assessment of the juvenile courts particularly taking into account the requirements of the Adoption and Safe Families Act (ASFA) of 1997 (P.L. No. 105-89), TN's implementation of ASFA legislation, and the CIP implementation of the original plan of improvements. The Safe and Timely Interstate Placement of Foster Children Act of 2006, (P.L. 109-239), required an additional assessment to evaluate the role, responsibilities, and effectiveness of the courts in the interstate placement of foster children and to implement improvements to expedite these placements.</i>		
Juvenile Justice Training	\$37,500	10/1/2012-6/30/13
<i>From the TN Council on Children & Youth, Juvenile Accountability Block Grant Program this grant provides scholarships to existing training outside the Administrative Office of the Courts as well as the development, coordination and execution of Juvenile and Family Court Judges training on juvenile justice delinquency prevention.</i>		
Integrated Criminal Justice Portal Access	\$91,000	10/1/12-9/30/13
<i>This grant is from the Governor's Highway Safety Office (GHSO) through the National Highway Safety, Transportation Administration and the funding is used to pay for certain authorized agencies' access fees to the TN Criminal Justice Portal.</i>		
Courtroom Technology Improvement	\$100,000	7/1/12-8/30/13
<i>This grant was awarded by the Office of Criminal Justice Programs from a 2013 JAG award from the Department of Justice. The purpose of the grant is to provide funds to subrecipients to purchase enhanced technology for courtrooms.</i>		
Family Centered Services Project	\$152,500	10/1/12-9/30/13
<i>This grant is from the TN Department of Human Services as a part of a Section 1115 Grant for Child Support Services. The project will evaluate and test strategies to increase child support collections and non custodial parents' regular contract with children by providing family-centered services to never-married parents focusing on screening noncustodial parents to identify problems with such issues as parenting time, employment, transportation, substance abuse, or mental health and providing services on a low and high treatment basis. The Administrative Office of the Courts will assist with the evaluation and some services.</i>		

Federal FY 2010 NCHIP Sub-award	\$200,000	10/15/12-9/30/13
<i>This grant is from the TN Office of Criminal Justice Programs through the National Criminal History Improvement Project. This grant is for the multi-year automation project of the Case Judgment document. The Case Judgment Document is a crucial form in the business flow of the criminal justice system in Tennessee. T.C.A. 40-35-209 cites required information and procedures for the uniform criminal case judgment document. The judgment document contains the case disposition information from the criminal/circuit judge. It lists all relevant information concerning the outcome of the case. The information impacts the following agencies and systems: (1) the Tennessee Bureau of Investigation (TBI) criminal history repository, pre-trial diversion system and meth database; (2) the Department of Correction and Board of Probation and Parole's TOMIS system; (3) the AOC Felony Case Judgment and Tennessee Justice Information system (TGIS); (4) the Court Clerks case management system(s); and (5) local law enforcements records management systems.</i>		
TOTAL	\$3,551,588	

PROJECTED FEDERAL FUNDS FISCAL YEAR 2013-2014

Grant Name and Description	*Funding Awarded	Grant Period
Access to Visitation	\$172,556	10/1/13-9/30/14
Child Support Magistrates	\$1,662,062	7/1/12-6/30/13
Court Improvement Program	\$205,875	5/9/13-9/30/14
Court Improvement Training	\$185,527	4/25/13-9/30/14
Court Improvement Data Sharing	\$201,513	4/25/13-9/30/14
Family Centered Services Project	\$42,500	7/1/13-9/30/13
TEAM Recovery Project	\$400,000	10/1/11-9/30/14
Juvenile Justice Training Grant	\$50,000	10/1/13-6/30/14
TOTAL	\$2,920,033	

*The amount of award shown may be a tentative award amount.

Appendix B provides copies of all assurances signed by the department head for 2012-2013.

3. Organization of the Civil Rights Office/Civil Rights Coordinator

The responsibility for coordinating Title VI for the Administrative Office of the Courts is assigned to Cynthia H. Saladin, Human Resources Manager.

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219
Phone: (615) 741-2687

The Title VI Coordinator monitors compliance with Title VI using the guidelines set forth by the Administrative Office of the Courts. The coordinator develops the annual Title VI implementation plan, compiles reports describing Title VI compliance and related activities, and addresses complaints under the procedures outlined in this plan. The Title VI Coordinator provides forms for pre-award assurances and data collection and post-award compliance monitoring and reporting. The Coordinator develops and administers Title VI training for agency staff, subrecipients and contractors. The ultimate responsibility for complying with Title VI is vested with the Administrative Director of the Courts who is accountable for overall administration of the programs and contracts of the Administrative Office of the Courts. Programs managers (grant managers) are responsible to monitor the compliance of each grant awarded in their program area. Program managers work with the Title VI Coordinator to assure overall compliance and reporting functions are completed in a timely manner.

4. Data Collection and Analysis

Beneficiaries of the Administrative Office of the Courts grant programs and services:

Access to Visitation Grant Beneficiaries

Hispanic or Latino	143
White (not Hispanic or Latino)	886
Black or African American (not Hispanic or Latino)	1345
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	6
Asian (Not Hispanic or Latino)	13
American Indian or Alaska Native (Not Hispanic or Latino)	9
Two or More Races (Not Hispanic or Latino)	31
TOTAL	2433

Juvenile Justice Training Grant Beneficiaries

Hispanic or Latino	0
White (not Hispanic or Latino)	69
Black or African American (not Hispanic or Latino)	7
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0
Asian (Not Hispanic or Latino)	0
American Indian or Alaska Native (Not Hispanic or Latino)	0
Two or More Races (Not Hispanic or Latino)	0
TOTAL	76

Family Centered Services Grant

Hispanic or Latino	3
White (not Hispanic or Latino)	23
Black or African American (not Hispanic or Latino)	82
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0
Asian (Not Hispanic or Latino)	0
American Indian or Alaska Native (Not Hispanic or Latino)	2
Two or More Races (Not Hispanic or Latino)	3
TOTAL	113

TEAM Recovery Project

Hispanic or Latino	0
White (not Hispanic or Latino)	30
Black or African American (not Hispanic or Latino)	1
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	0
Asian (Not Hispanic or Latino)	0
American Indian or Alaska Native (Not Hispanic or Latino)	0
Two or More Races (Not Hispanic or Latino)	0
TOTAL	32

Court Improvement Program

Hispanic or Latino	92
White (not Hispanic or Latino)	1428
Black or African American (not Hispanic or Latino)	1288
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	3
Asian (Not Hispanic or Latino)	8
American Indian or Alaska Native (Not Hispanic or Latino)	4
Two or More Races (Not Hispanic or Latino)	37
TOTAL	2860

In Summary, 5,513 individuals were beneficiaries of Federal Funding during the 2012-2013 Fiscal Year. A breakdown of the ethnicity of the total beneficiaries is shown below:

Hispanic or Latino	238
White (not Hispanic or Latino)	2436
Black or African American (not Hispanic or Latino)	2723
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)	9
Asian (Not Hispanic or Latino)	21
American Indian or Alaska Native (Not Hispanic or Latino)	15
Two or More Races (Not Hispanic or Latino)	71
TOTAL	5513

Minority representation of agency staff:

As of June 30, 2013, the AOC had 72 staff. Of that number there are 22 White males, 1 Black or African American male, 38 White females, 6 Black or African American females, 3 Hispanic or Latino females, and 2 Asian females. Out of a total of 72 AOC staff 83.3% are White, 9.8% are Black or African American, 4.2% Hispanic or Latino and 2.7% Asian. All 72 staff is executive service. In addition, on June 30, 2013 there was 24 Child Support staff. All staff is White. Child Support staffs are located state wide and are appointed by the presiding judge of varying judicial districts.

5. Definitions

Assurances: A written statement of agreement by one legally authorized to contractually bind an entity in which the signatory agrees on behalf of the organization to administer federally assisted programs in accordance with all applicable laws and regulations including those applicable to non-discrimination.

Beneficiaries: Those persons to whom assistance, services or benefits are ultimately provided.

Compliance: The fulfillment of the requirements of Title VI, other applicable laws, implementing regulations and instructions to the extent that no distinctions are made in the delivery of services or benefits on the basis of race, color or national origin.

Complaint: A verbal or written allegation of discrimination which indicates that any federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color or national origin.

Discrimination: To make any distinction between one person or group of persons and others intentionally, by neglect, or by the effect of actions or lack of actions based on race, color or national origin.

Limited English Proficiency: The inability to speak, read, write or understand the English Language at a level that permits an individual to effectively interact with service providers.

Minority: A person or group of persons differing from others in some characteristics and often subjected to differential treatment on the basis of race, color or national origin.

Noncompliance: Failure or refusal to comply with Title VI of the Civil Rights Act of 1964, other applicable civil rights laws, and implementing departmental regulations.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-4: Federal law prohibiting discrimination based on race, color or national origin. It covers all forms of federal aid except contracts or insurance and guaranty. It does not cover employment, except where employment practices result in discrimination against program beneficiaries or where the purpose of the federal assistance is to provide employment.

6. Discriminatory Practices

The Administrative Office of the Courts prohibits the following practices committed on the basis of race, color or national origin:

1. Denying any individual service, aid or other benefit provided under the program;

Example: denying a non-English speaking defendant in an order of protection hearing the use of a certified court interpreter for the actual hearing and discussions with the defendant's attorney.

2. Providing any service, aid, or other benefit to an individual which is different, or is provided in a different manner, from that provided to others under the program;
3. Treating an individual differently from others in determining whether he or she satisfies any requirement or condition which individuals must meet in order to be provided any service, aid or other benefit under the program;

Example: Denying a trainee for a Juvenile Justice Training Program reimbursement of travel expenses that the trainee applied for because the program manager knows that the person is from Peru and other trainees applying for reimbursement of travel expenses are all native Tennesseans.

4. Subjecting an individual to discrimination in employment practices under such program; or

Example: Selecting only white male applicants to participate in interviews for a court improvement program coordinator.

5. Addressing an individual in a manner that denotes inferiority.

7. Limited English Proficiency (LEP)

LEP Policy and Procedure and Language Access Plan:

In an effort to provide all individuals with equal access to the judicial system, the Administrative Office of the Courts created the Court Interpreter Credentialing Program pursuant to Supreme Court Rule 42. This program tests each interpreter's ability to understand English terminology and accurately interpret it into the languages spoken by persons with limited English proficiency. Upon completing the required examinations, workshops, and criminal background checks, the interpreters are added to a roster that is distributed periodically to the courts and updated frequently on the office's website. The Court Interpreter Credentialing Program is a member of the Consortium for Language Access in the Courts. The Administrative Office of the Courts utilizes the Consortium's Written Examination and Oral Examination as well as Language Testing International's Oral Proficiency Interview (OPI) and ALTA Languages Services, Inc. for language proficiency in the target language and English. Additionally, the Administrative Office of the Courts sought and obtained funding from the General Assembly, effective July 1, 2012, for interpreter services for criminal and civil court hearings whether or not the parties are indigent.

For fiscal year 2012-2013, the written examination was offered in August 2012, November 2012, January 2013 and April 2013. The OPI (oral proficiency interview) is offered twice per month in Jackson, Knoxville, Chattanooga, and Nashville. The Court Interpreter Credentialing Program administered the Spanish oral interpreting examination for interpreters possessing "registered" status in November 2012 and February 2013. Oral interpreting examinations for languages other than Spanish were offered in April 2013.

The AOC's Language Access Plan can be found on the AOC website at: http://www.tncourts.gov/sites/default/files/docs/final_tennessee_statewide_lep_plan_10-30-12.pdf

List translator and interpreter services (bilingual staff and/or contractors) utilized by the department:

Contact information for credentialed court interpreters credentialed pursuant to Supreme Court Rule 42 can be found on the AOC website at: <http://www.tncourts.gov/programs/court-interpreters/find-court-interpreter>. As of September 10, 2013, the following languages had the following number of credentialed interpreters:

CERTIFIED LANGUAGE	QUANTITY
Spanish	51
Arabic	1
Japanese	1
Mandarin Chinese	1

REGISTERED LANGUAGE	QUANTITY
Spanish	40
Arabic	1
Farsi	1
German	1
Indonesian	1

Portuguese	1
Vietnamese	1

The various languages include those listed above. Anecdotally, other languages requested include Korean and African languages. When these languages are requested, the Administrative Office of the Courts then reviews the interpreter database it has of those that are not registered or certified and also checks the databases of the Tennessee Foreign Language Institute. If an interpreter cannot be found, the Administrative Office of the Courts then contacts the members of the Council of Language Access Coordinators to see if they have an interpreter. If not, then the AT&T Language Line is consulted.

Breakdown of Various Languages Confronted by the Department or Agency as Result of On-site and Telephonic Encounters from the Public:

The AOC recently instituted a totally online invoicing system interpreters must use to process their invoices for payment. This program has shown that interpreters have provided interpretation for the following languages for which the AOC has been billed. The below list is very indicative of the language needs for the court system in general:

- Amharic
- Arabic
- Bengali
- Burmese
- Chinese
- French
- Haitian Creole
- Hindi
- Hungarian
- Korean
- Lao
- Nepali
- Russian
- Somali
- Swahili
- Thai
- Turkish
- Vietnamese
- Other

Number of Times LEP Services were provided to the public by the Department during July 1, 2012 – June 30, 2013.

The AOC had approximately 2 occurrences when LEP services were provided to the public via telephone contact. In one instance, AOC bilingual staff assisted and in one instance the AT&T Language Line was called. In both occurrences, the language needed was Spanish.

Breakdown of Languages Confronted by the Department as a Result of On-Site and Telephonic Encounters from Beneficiaries or Public:

Spanish was the only language confronted by the AOC offices during this time period.

Listing of Departmental Documents that have been Translated and in which Languages:

The AOC does not have specific AOC departmental documents that have been translated and available to the public. However, the AOC has had translated many court documents that can be found on the AOC website. These documents include:

Parenting Plan forms - in English, Spanish, Korean and Vietnamese found at:
<http://www.tncourts.gov/programs/parenting-plan/forms>

Orders of Protection forms – in English, Spanish, Korean, Vietnamese, Russian, Somali, and Arabic found at: <https://www.tncourts.gov/node/305439>

Divorce without children forms – in English and Spanish found at:
<https://www.tncourts.gov/help-center/court-approved-divorce-forms>

In addition, the Justice for all AOC website can be translated into different languages at the click of a button: <http://justiceforalltn.com/>

Identify Other Steps and Goals Toward Breaking Down Barriers to LEP Challenges:

The Administrative Office of the Courts continually revises bench cards for the judges and has provided these to all newly elected/appointed judges since the funding additions and Rule changes effective July 1, 2012. The Administrative Office of the Courts has also revised information cards for clerks and attorneys and distributed them. In addition, the Administrative Office of the Courts consistently provides interpreter training for judges and clerks as needed. The AOC has made many presentations on interpreter issues during the past fiscal year for the Davidson County law clerks and magistrates, Davidson County juvenile court staff, Public Defender Conference, Tennessee Bar Association, and Sumner County Bar Association. Each year, at the general sessions judges conference, the clerks conferences and the trial judges conferences, the bench cards and information cards are provided and interpreter pamphlets are provided.

In addition to providing the courts with qualified interpreters, the Administrative Office of the Courts has provided each judicial district with at least one set of simultaneous interpreting equipment. The equipment improves the court participant's ability to hear and understand the interpreter and provides the interpreter with the flexibility to move around the courtroom when necessary. This equipment is updated and replaced as needed.

The Administrative Office of the Courts continues making an effort to increase the number of languages, other than Spanish (LOS) interpreters, by collaborating with various community organizations including Catholic charities, Tennessee Foreign Language Institute, university foreign language departments, and the Tennessee Association of Professional Interpreters and Translators (TAPIT).

The AOC also has a presence on the national scene on these issues as the Court Services Director of the AOC has been elected to serve as the Council of Language Access Coordinators liaison to the Conference of State Court Administrators' Language Access Advisory Committee.

8. Complaint Procedures

Title VI Complaints:

One complaint was received and it was administratively closed.

There are no pending lawsuits against the department alleging discrimination on the basis of race, color or national origin under any federally funded program or activity.

Complaint Procedures:

Any person alleging discrimination based on race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint may be filed with (1) the Title VI Coordinator of the Administrative Office of the Courts, (2) the appropriate federal agency (3) the recipient agency (4) the TN Human Rights Commission. It is not necessary to know the identity of the complainant, as long as the information is sufficient to determine the identities of the recipient and indicates the possibility of a violation.

Complaints may be filed on the complaint form shown in *Appendix C*.

Complaints should be handled within 90 days of their receipt. A letter should be sent acknowledging receipt of the complaint and requesting a time and date an investigator can contact the complainant by telephone to discuss the complaint. A preliminary inquiry shall be conducted on all complaints to substantiate or refute the allegations. If the preliminary inquiry conclusion indicates that there may be a problem, then a full complaint investigation shall be initiated. A letter will be sent to the complainant explaining that an investigation will be started and that their cooperation will be needed in the future.

If the allegations are not substantiated, a letter will be sent to the complainant that contains a description of the allegations investigated, the scope of the investigation, the facts learned and a closing statement summarizing the basis on which the determination was made. If the complaint allegations are substantiated appropriate steps will be taken to rectify the situation and to insure that rules, processes etc., are changed so that similar situations do not occur in the future. A letter will be sent to the complainant describing the outcome and next steps.

Copies of complaints and their dispositions will be kept for records and review as appropriate by state and federal authorities.

AOC Title VI Complaint Log

<u>Date Received</u>	<u>Complainant</u>	<u>Log #</u>
4/1/2013	Sylvia Cross	2013.1
Allegations of national origin discrimination against Judge Puckett and Judge Swafford		

Action Taken:

Received from THRC: 4/12/2013

Completed initial review of complaint: 4/13/2013

Case Summary form submitted to THRC: 4/17/2013

Letter to complainant dismissing complaint administratively: 4/25/2013

Complaint file closed: 4/25/2013

9. Compliance Reviews

A. Subrecipients and Contractors

The Administrative Office of the Courts, its contractors and/or subrecipients, shall make available any compliance report to be reviewed by the TN Human Rights Commission upon request.

Appendix D

Agency Designated Subrecipients and Contractors for 2012-2013

Subrecipients and Contractors	Begin and End Date of Each Contract, Subrecipient	Amount of Contract	MWBE Designation of the Entity	Description of Services Provided	Location of Subrecipient, Contractor	Funding Source: Federal, State or Hybrid	Identify whether Subrecipient, Contractor	Was the Contract competitive or Non-Competitive
Timothy DiScenza	7/15/2012 to 6/30/2014	\$300,000	White	Disciplinary Counsel for the Board of Judicial Conduct	Nashville	State	Contractor	Non-Competitive
LT Court Tech - a Thompson Reuters business	5/17/2010 to 5/15/2015	\$3,000,000	None	Software Customization and Maintenance	Media, PA	State	Contractor	Competitive
Patrick McHale	7/15/2012 to 6/30/2014	\$160,000	White	Assistant Disciplinary Counsel for the Board of Judicial Conduct	Nashville	State	Contractor	Non-Competitive
James R. Bierbrodt	7/15/2012 to 6/30/2014	\$40,000	White	Investigator for Board of Judicial Conduct	Nashville	State	Contractor	Non-Competitive
12th District Drug Court Foundation, Inc.	9/1/2011 to 9/30/2014	\$391,000	N/A	Mental illness and/or substance use disorder treatment services	Franklin, Marion, Grundy and Sequatchie Counties	Federal	Subrecipient	Non-Competitive
Collins, Bill	07/01/2012-06/30/2014	\$12,040.00	African American	Representation/Child Support	Nashville	State	Contractor	Competitive
Urquhart, Mike	07/01/2012-06/30/2014	\$16,985.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Willoughby, Amy	07/01/2012-06/30/2014	\$12,900.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Lewis, Bobby	07/01/2012-06/30/2014	\$8,385.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Nordhoff, Dennis	07/01/2012-06/30/2014	\$16,770.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Mader, Susan	07/01/2012-06/30/2014	\$16,125.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Frazier, Charles	07/01/2012-06/30/2014	\$13,545.00	African American	Representation/Child Support	Nashville	State	Contractor	Competitive
Griffith, Will	07/01/2012-06/30/2014	\$13,115.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Darby, Rachel	07/01/2012-06/30/2014	\$15,265.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Ford, John	07/01/2013-06/30/2014	\$0.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Huddleston, Scott	07/01/2012-06/30/2014	\$13,975.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Wooten, Julie	07/01/2012-06/30/2014	\$13,545.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
Wilhoite, Elijah	07/01/2012-06/30/2014	\$10,965.00	African American	Representation/Child Support	Nashville	State	Contractor	Competitive
Cardwell, Michael	07/01/2012-06/30/2014	\$14,835.00	White	Representation/Child Support	Nashville	State	Contractor	Competitive
DoubleTree Hotel	3/19/2013-3/22/2013	\$6,873.64	None	Meeting rooms, sleeping rooms, equipment rental	Murfreesboro, TN	Federal	Vendor	Non-Competitive
DoubleTree Hotel	6/3/2013-6/6/2013	\$6,163.76	None	Meeting rooms, sleeping rooms, equipment rental	Murfreesboro, TN	Federal	Vendor	Non-Competitive
Lincoln County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Lincoln County, TN	Federal	Subrecipient	N/A

Grundy County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Grundy County, TN	Federal	Subrecipient	N/A
Monroe County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Monroe County, TN	Federal	Subrecipient	N/A
Sequatchie County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Sequatchie County, TN	Federal	Subrecipient	N/A
Bledsoe County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Bledsoe County, TN	Federal	Subrecipient	N/A
Roane County	7/1/10-6/30/13	maximum liability \$27,000- Year 1- \$9,000; Year 2- \$9,000; Year 3- \$7,875	N/A	To organize and run summer camps for juveniles referred there from Juvenile court to teach them about dangers of drugs/alcohol/ and destructive forms of behavior	Roane County, TN	Federal	Subrecipient	N/A
Community Health of East TN	10/1/11 - 9/30/12	\$10,000	N/A	Mediation	Jacksboro, TN	Federal	Contractor	Competitive
Community Legal Center	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$85,000	N/A	Legal Clinic	Memphis, TN	Hybrid	Contractor	Competitive
Community Mediation Services	10/1/11 - 9/30/12	\$7,230	N/A	Mediation	Clinton, TN	Federal	Contractor	Competitive
Juvenile Court of Shelby County	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$24,800	N/A	Legal Information	Memphis, TN	Federal	Contractor	Competitive
Legal Aid of East TN	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$75,000	N/A	Legal Clinic	Knoxville, TN	Hybrid	Contractor	Competitive
Nashville Conflict Resolution Center	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$85,000	N/A	Mediation	Nashville, TN	Federal	Contractor	Competitive
Quality Time Project	10/1/12 - 9/30/13	\$7,500	N/A	Legal Clinic	Lewisburg, TN	Federal	Contractor	Competitive
Southeast TN Legal Services - 10th	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$28,500	N/A	Legal Information/Legal Clinic	Cleveland, TN	Federal	Contractor	Competitive
Southeast TN Legal Services - 11th	10/1/11 - 9/30/12 10/1/12 - 9/30/13	\$45,000	N/A	Legal Information/Legal Clinic	Chattanooga, TN	Federal	Contractor	Competitive
Southeast TN Legal Services - 11th	10/1/12 - 9/30/13	\$10,000	N/A	Legal Information/Legal Clinic	Winchester, TN	Federal	Contractor	Competitive
Co-Parenting Solutions	10/1/12 - 9/30/13	\$10,000	N/A	Legal Clinic	Oak Ridge, TN	Federal	Contractor	Competitive
Fayette County Courts	10/1/12 - 9/30/13	\$15,080	N/A	Legal Clinic	Somerville, TN	Federal	Contractor	Competitive
The Mediation Center	10/1/11 - 9/30/13	\$5,000	N/A	Mediation	Columbia, TN	Federal	Contractor	Competitive
Jody Harper	2/1/13 - 8/30/13	\$24,000	White	Parenting Plan Preparation	Jackson, TN	Federal	Contractor	Competitive
Center for Policy Research	7-1-12 - 8/30/13	\$195,000	N/A	Evaluation	Denver, CO	Federal	Contractor	Non-Competitive

Tennessee Child Advocacy Center	9/30/2012 - 12/31/2012	\$24,500.00	N/A	Scholarship and Speaker expenses for Connecting for Children's Justice Conference	Nashville, TN	Federal	Subrecipient	Non-Competitive
Crowe Horwath, LLP	12/1/2011 - 7/31/2012	\$162,500.00	N/A	Provide Quest Case Management System for Juvenile Courts	Chicago, IL	Federal	Subrecipient	Non-Competitive
Deseray Smith	12/1/2012-12/31/2013	\$12,500.00	African American	Peer Advocate for Specialized Foster Care Review Board	Jackson, TN	Hybrid	Contractor	Non-Competitive
Latoya Phillips	12/1/2011 - 11/30/2012	\$12,096.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Latoya Phillips	2/1/2013 - 12/21/2013	\$19,500.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Jennifer Ford	12/1/2011 - 11/30/2012	\$2,923.28	White	Peer Advocate for Specialized Foster Care Review Board	Luttrell, TN	Hybrid	Contractor	Non-Competitive
Jennifer Ford	12/1/2012 - 12/31/2013	\$7,000.00	White	Peer Advocate for Specialized Foster Care Review Board	Luttrell, TN	Hybrid	Contractor	Non-Competitive
Logan Prater	12/1/2011-11/30/2012	\$2,084.21	White	Peer Advocate for Specialized Foster Care Review Board	Blountville, TN	Hybrid	Contractor	Non-Competitive
Logan Prater	12/1/2012 - 12/31/2013	\$6,500.00	White	Peer Advocate for Specialized Foster Care Review Board	Blountville, TN	Hybrid	Contractor	Non-Competitive
Jennifer Rhodes	12/1/2012 - 12/31/2013	\$6,500.00	White	Peer Advocate for Specialized Foster Care Review Board	Murfreesboro, TN	Hybrid	Contractor	Non-Competitive
Tyesha Woodward	12/1/2011-11/30/2012	\$6,775.00	African American	Peer Advocate for Specialized Foster Care Review Board	Nashville, TN	Hybrid	Contractor	Non-Competitive
Tyesha Woodward	12/1/2012 - 12/31/2013	\$19,500.00	African American	Peer Advocate for Specialized Foster Care Review Board	Nashville, TN	Hybrid	Contractor	Non-Competitive
Keanna Mays	12/1/2011-11/30/2012	\$975.00	African American	Peer Advocate for Specialized Foster Care Review Board	Jackson, TN	Hybrid	Contractor	Non-Competitive
Cory Pinkins	7/1/2012 - 12/31/2012	\$4,000.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Cory Pinkins	1/1/2013 - 12/31/2013	\$900.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Darrah Hall	5/1/2012-11/30/2012	\$3,750.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Darrah Hall	12/1/2012 - 12/31/2013	\$450.00	African American	Peer Advocate for Specialized Foster Care Review Board	Memphis, TN	Hybrid	Contractor	Non-Competitive
Anderson County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Anderson County	Hybrid	Subrecipient	Competitive
Chester County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Chester County	Hybrid	Subrecipient	Competitive
Davidson County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Davidson County	Hybrid	Subrecipient	Competitive
DeKalb County	7/1/2012-8/30/2013	\$5,000	N/A	Courtroom Technology Improvement	DeKalb County	Hybrid	Subrecipient	Competitive
Dickson County	7/1/2012-8/30/2013	\$5,550	N/A	Courtroom Technology Improvement	Dickson County	Hybrid	Subrecipient	Competitive
Greene County	7/1/2012-8/30/2013	\$7,450	N/A	Courtroom Technology Improvement	Greene County	Hybrid	Subrecipient	Competitive
Henry County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Henry County	Hybrid	Subrecipient	Competitive
Jefferson County	7/1/2012-8/30/2013	\$4,000	N/A	Courtroom Technology Improvement	Jefferson County	Hybrid	Subrecipient	Competitive
Putnam County	7/1/2012-8/30/2013	\$1,000	N/A	Courtroom Technology Improvement	Putnam County	Hybrid	Subrecipient	Competitive
Rhea County	7/1/2012-8/30/2013	\$1,000	N/A	Courtroom Technology Improvement	Rhea County	Hybrid	Subrecipient	Competitive
Roane County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Roane County	Hybrid	Subrecipient	Competitive
Sevier County	7/1/2012-8/30/2013	\$3,000	N/A	Courtroom Technology Improvement	Sevier County	Hybrid	Subrecipient	Competitive

Shelby County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Shelby County	Hybrid	Subrecipient	Competitive
Wayne County	7/1/2012-8/30/2013	\$10,000	N/A	Courtroom Technology Improvement	Wayne County	Hybrid	Subrecipient	Competitive
Williamson County	7/1/2012-8/30/2013	\$3,000	N/A	Courtroom Technology Improvement	Williamson County	Hybrid	Subrecipient	Competitive
NIC USA - Tennessee	4/1/2011-12/31/2014	\$52,875	None	Provides support and maintenance services for the Tennessee Integrated Criminal Justice Portal (TNCRIM). These services are under the established Non-Transaction Based Application Support Services cost where each law enforcement agency or government agency for justice pays a support cost of \$75.00 per 10 users.	Nashville, TN	Federal	Contractor	Competitive
Four Point Solutions, Ltd.	4/30/2013-12/31/2013	\$393,500	None	Automate the case judgment documents in Tennessee by modifying the Adobe Live cycle application.	Nashville, TN	Hybrid	Contractor	Non-Competitive

During the 2012-2013 Fiscal Year the AOC had 73 state and/or federal contractors. Of this total amount 17.8% were minority contractors and the total dollar amount paid minority contractors was \$116,996 which represents 4.3% of the total amount spent on contracts.

Below is a list of new subrecipients and contractors:

Quality Time Project
Co-Parenting Solutions
Fayette County Courts
Jody Harper
Deseray Smith
Latoya Phillips
Jennifer Ford
Logan Prater
Jennifer Rhodes
Keanna Mays
Cory Pinks
Darrah Hall
Four Point Solutions, LTD.

Appendix D provides a copy of contractual provisions prohibiting discrimination for usage in all contract documents and request for proposal documents.

Pending Federal Financial Assistance

Federal Financial Assistance Applications that are PENDING with federal and/or state agencies	Amount of PENDING Grant	The Federal or State Granting Source
Federal FY 2012 NCHIP Sub-award	\$200,000.00	Office of Criminal Justice Programs
Integrated Criminal Justice Portal Access	\$91,000.00	Governor's Highway Safety Office

B. Pre-Award Procedures

Appendix F provides a copy of the pre-award Survey required for completion by all federally funded subrecipients and/or contractors. All completed assessments are reviewed upon receipt by the Title Vi coordinator.

A total of 18 Pre-award surveys were received in this fiscal year.

Below is a list of subrecipients and contractors that signed a “statement of assurances” during the 2012-2013 fiscal year:

Community Health of East TN
Community Legal Center
Community Mediation services
Juvenile Court of Shelby
Legal Aid of East TN
Nashville Conflict Resolution Center
Quality Time Project
Southeast TN Legal Services - 10th District
Southeast TN Legal Services - 11th District (Chattanooga)
Southeast TN Legal Services - 11th District (Winchester)
Co-Parenting Solutions
Fayette County Courts
The Mediation Center
Jody Harper
Center for Policy Research
Lincoln County
Bledsoe County
Monroe County
Anderson County
Chester County
Davidson County
DeKalb County
Dickson County
Greene County
Henry County
Jefferson County
Putnam County
Rhea County
Roane County
Sevier County
Shelby County
Wayne County
Williamson County
NIC, USA - Tennessee

Subrecipients and contractors are required to sign a “statement of assurances” as well as complete a pre-award survey. Unless the information contained in the returned self-reporting tool is not adequate, is in error or we have reason to suspect that the subrecipient/contractor is misrepresenting the information, we do not request field or on-site compliance reviews during the initial stages of the contractual relationship. Should we become aware of any issues a compliance team, including the Title VI Coordinator, will initiate an on-site compliance review.

Title VI Training: Subrecipients and contractors are notified of training standards in contract and statement of assurances documents. Subrecipients are required to report in the pre-award survey the date Title VI training was last provided and the frequency in which Title VI training is offered to staff.

C. Post-Award Procedures

Appendix F provides a copy of the post-award survey sent to all subrecipients and contractors receiving grant funding from the AOC. A total of 17 surveys were completed and returned. Every returned survey was reviewed for compliance by the assigned grants manager.

Compliance reviews are conducted by an AOC assistant general counsel who has responsibility of subrecipient monitoring for Department of Finance and Administration Policy 22/Department of General Services, Central Procurement Office Policy 2013-007. In accordance with monitoring guidelines (set out by both the old and the new policy) the assistant general counsel performs internal monitoring audits which may include phone interviews with the subrecipient. On-site compliance reviews are only conducted when internal audits uncover information that is “suspect”. During this reporting period, the assistant general counsel did not find any subrecipient to be subject to non-compliance therefore, he conducted no on-site compliance reviews. The 2013 monitoring report was submitted to General Services Monitoring Director and approved with no findings.

In this reporting year every subrecipient and contractor was sent a post-award survey which provided questions about the total number of staff trained in Title VI training, the actual number and percentage of staff trained, the dates training was offered, a copy of the agenda and the method used to deliver the training.

For the fiscal year 2012-2013 all subrecipients were required to complete the AOC Title VI Power Point Training workshop and verify completion of the training by completion of an on-line post-test. The post-test requires trainees to include their name and the date on which the training was completed.

The training requirement for 2012-2013 was very successful as is evidenced by the number of subrecipients and their staff who completed the training and the number of correct answer by each participant on the post-test. In the current fiscal year the training requirement will remain the same as the previous year.

D. Public Notice and Outreach

The Court System website a page is dedicated to public notice and outreach for Title VI and Title IX. To access this page, go to: <http://www.tncourts.gov/administration/human-resources/title-vi-title-ix>. The 2013 Title VI Implementation Plan will be placed at the Court System website after the final review by the THRC.

When opportunities exist for application for federal funding the front page of the Court System website includes a section that lists this information. Most of the grant dollars received by the AOC are used for programs and services that are made available to local courts and state and local government agencies. Web postings and email are used for notice and outreach.

Complaint forms are accessible on the Court System website. Nondiscrimination policy and the procedures for filing a complaint fact sheets and posters are distributed to judicial personnel and to programs servicing the court system with instructions to display in a prominent location.

Acknowledgement: The Administrative Office of the Courts hereby agrees to monitor all subrecipients and/or contractors concerning the dissemination of information about the following to the public:

- (i) Nondiscrimination policy;
- (ii) Programs and services;
- (iii) Complaint procedures; and,
- (iv) Minority participation on planning boards and advisory bodies.

E. Procedures for Noncompliance

First, our goal is to work with subrecipients on any compliance issues so that they voluntarily comply with any deficiencies.

Any subrecipient or contractor found to be in noncompliance with Title VI shall be given written notice from the Director of the Administrative Office of the Courts. Subrecipients/contractors are requested to respond to the written notice within 30 days identifying a plan of action to eliminate the source of noncompliance. The contract monitor, Title VI Coordinator, and the appropriate grant manager will review the action plan and determine if it is sufficient to eliminate the area of noncompliance. The Grant Manager will monitor the implementation of the action plan to assure that the area of noncompliance is resolved within the agreed upon timeframe. Should the subrecipient/contractor not respond to the notice from the Director of the Administrative Office of the Courts, the subrecipient/contractor will be contacted by phone in an effort to gain attention to the issue. If all efforts fail to produce the required results and the area of non-compliance is significant enough to warrant, involved parties will recommend to the Director other actions up to and including removal of funding to the subrecipient. Ultimately these decisions rest with the Director.

10. Compliance/Noncompliance Reporting

The AOC furnishes or shares Title VI compliance reports with the TN Commission on Children and Youth, Department of Finance and Administration, the Department of Children Services and the Department of Transportation.

Federal reporting requirements: The AOC is responsible for citing the following applicable Code of Federal Regulations (CFR) citation and/or federal departmental circular that governs each program, activity or federal funds.

Federal Agency	Code of Federal Regulations Citation
Department of Health and Human Services	SSA 438 (42 U.S.C 629)
Department of Health and Human Services	SSA 438 (42 U.S.C 629)
Substance Abuse & Mental Health Services Agency	45CFR Part 74 & 92
Juvenile Accountability Block Grants	28CFR31-31.5
Department of Justice	16.738
National Highway Safety, Transportation Administration	20.610
Department of Justice	16.554

There were no Title VI or discrimination related audits and/or findings within the agency during this reporting period.

11. Title VI Training Plan

The AOC developed on-line Power Point training for Title VI. Embedded in the Power Point is a link to a video from the Department of Justice entitled “Understanding and Abiding by Title VI of the Civil Rights Act of 1964.” The agenda contains an overview of Title VI of the Civil Rights Act of 1964, information about protected classes, and key definitions; examples of discriminatory practices relative to the grants awarded to the AOC, policies and procedures including the non-discrimination policy; complaint procedures and Limited English Proficiency (LEP), an overview of the issue facing the court system regarding court interpreters; public notice and outreach; and reporting obligations.

Also included in the training package are a “Quick Facts” document and a training quiz powered by Survey Monkey. The training quiz allows participant answers to be saved and it also requires the name of the person completing the quiz for verification purposes. We are pleased with the responses we have received from employees and subrecipients who have completed the training package.

The AOC has 72 employees of which 58 or 80.5% completed in the on-line Power Point Title VI training. Staff in the Child Support Magistrate offices statewide totals 26 staff of which 23 or 88.4% completed the on-line Power Point Title VI training.

Thirty (30) subrecipients completed the on-line Power Point Title VI training and, in addition, 21 staff members of the subrecipients also completed the training. Out of the 57 total federally funded subrecipients 52.6% completed the training.

Title VI Training for the 2013-2014 year will again be handled through the on-line Power Point training and associated on-line training quiz. Utilizing technology as the training delivery vehicle allows employees and subrecipients to access the training at a convenient time and has increased the number of individuals trained.

In addition to the on-line Power Point training the AOC held a training class on May 6, 2013 for all employees. The purpose of the training was to provide a learning forum to discuss the AOC LEP policy and to create a greater understanding of our continued efforts to make available alternatives for individuals with Limited English Proficiency. In addition, the forum provided employees information about the subtle side of discrimination and their responsibilities for reporting discriminatory behavior.

12. Public Notice and Outreach

The AOC is making an effort to increase utilization of minority media particularly in the area of court interpreters by collaborating with various community organizations including Catholic charities, Tennessee Foreign Language Institute, university foreign language departments, and the Tennessee Association of Professional Interpreters and Translators (TAPIT). A priority for the newly appointed court interpreter program coordinator is to increase the numbers of certified court interpreters in all languages and to seek outlets for minority public notice and outreach. Input is sought constantly using various media sources and methods.

The Title VI Implementation Plan for AOC is posted on the Court System web page (<http://www.tncourts.gov/administration/human-resources/title-vi-title-ix>). Complaint forms are accessible as downloads on the webpage. Fact sheets and posters are distributed to judicial personnel and to programs servicing the court system with instructions to display in a prominent location. These efforts provide information for staff, beneficiaries and potential beneficiaries of the court's nondiscrimination policy and the procedures for filing a complaint.

The Administrative Office of the Courts has three advisory boards or bodies.

The Access to Justice Commission is composed of ten members and was created by Supreme Court Rule. Membership is determined by members of the Court every three years. The Access to Justice Commission has 30% minority membership including seven or 70% White members, two or 20% Black or African American members and one or 10% Hispanic or Latino member. While the Commission has 10 members many ad hoc subcommittees are formed on a voluntary basis.

The Court Improvement Program (CIP) Workgroup is a multidisciplinary board. The CIP Workgroup assists the court system in improving the safety, permanency and well-being of children and families in the child welfare system. The workgroup is composed of 29 members appointed by the Supreme Court as a result of recommendations by the CIP Manager. Recommendations are based on the appointees' work with the child welfare system. The membership consist of three or 11.5% African American or Black members and 26 or 89.5% White members. Members serve for a one year period and may be asked to serve multiple years. Membership is not posted for review.

The Integrated Criminal Justice Steering Committee is administratively attached to the AOC by statute. The purpose of the committee is to provide the governmental and technical information systems infrastructure necessary for accomplishing state and local government public safety and justice functions in the most effective manner, by appropriately and efficiently sharing criminal justice and juvenile justice information among law enforcement agencies, judicial agencies, correctional agencies, executive agencies and political subdivisions of the state. The committee membership is set by statute. Currently the membership consists of 23 members of whom 21 or 91.3% are White and two or 8.7% are African American or Black.

Members of committees serving the judiciary are located on the court system website at www.tncourts.gov.

The types of federal grants utilized by the AOC require varied methods of notice and outreach. In general grants awarded to AOC do not provide direct services to clients and notification is made to state and local government agencies regarding the availability of opportunities for contracts and grant funds. Other federal funding is determined through an award process. Notification of available funding is posted on our website along with the application, award process procedures and required time frames.

13. Evaluation Procedures

The AOC seeks in large part federal funding that assists in furthering the needs of the court system. In many cases the programs or activities do not actually equate to actual beneficiaries other than those who participate in training funded through a federal program. The Access to Visitation program beneficiaries listed on page 8 of this plan is provided by the contractors as a monitoring requirement of the federal and state funding source. These beneficiaries are individuals who are actually benefiting from legal assistance/representation in child support cases.

Program managers are very proactive in reaching out to contractors and subrecipients during the course of year for reporting, providing technical assistance and monitoring in areas involved with beneficiaries.

As noted in section 12 several advisory committees provide an extension to AOC programs and activities. These committees provide an additional objective source of evaluation and monitoring of federally funded services, programs and activities.

During the 2013-2014 fiscal year:

The AOC will increase the participation level of staff completing Title VI Training to at least 90% and participation level of subrecipients/contractors to at least 62.6% during the 2013-2014 fiscal year.

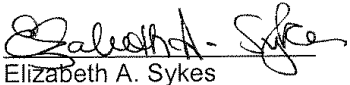
The AOC will continue to identify and utilize new sources for minority outreach particularly in the area of court interpreters during the 2013-2014 fiscal year.

The Title VI Coordinator will meet quarterly with grant managers to assess monitoring efforts and adjust monitoring methods as needed.

14. Responsible Officials

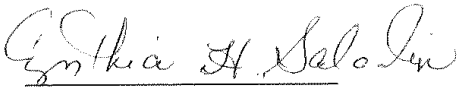
The Administrative Office of the Courts hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, TCA 4-21-203 and any directives and regulations issued pursuant to that act.

Responsible State Official:


Elizabeth A. Sykes
Director, Administrative Office of the Courts

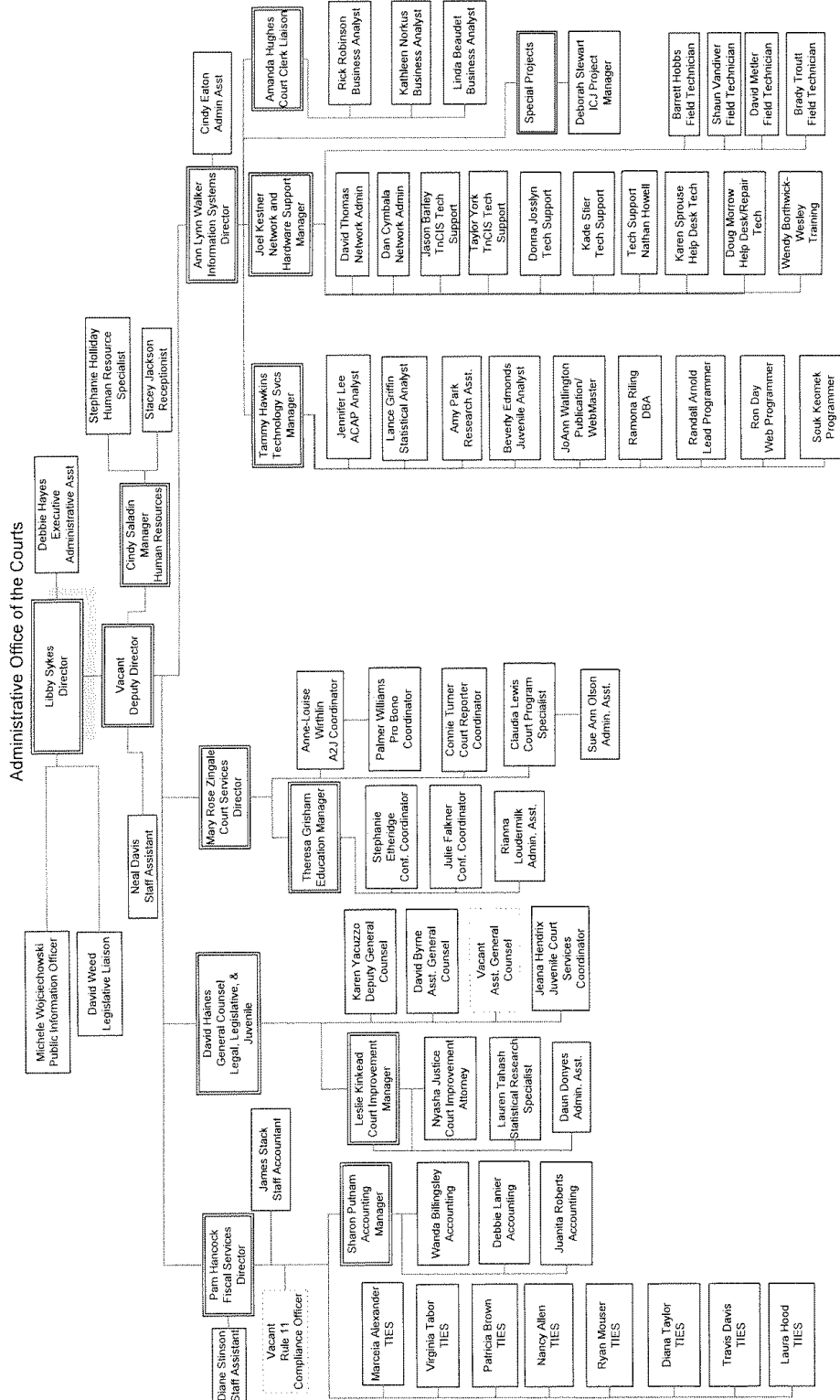
9/26/13
Date

Title VI Coordinator:


Cynthia H. Saladin
Human Resources Manager

9/26/13
Date

Appendix A



Appendix B

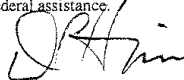
OMB APPROVAL NO. 1121-0140 EXPIRES: 1/31/96
OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE
OBSOLETE ATTACHMENT TO SF-424

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal Funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguard to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposed for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will Provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature



Date

7-20-2012

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.

1. Grantee Name and Address:

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

2. Project Name

Juvenile Justice Training Project

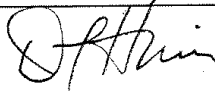
3. Grantee IRS/Vendor Number

State #62-6001445

4. Typed Name and Title of Authorized Representative

David Haines, General Counsel

5. Signature



6. Date

7-20-2012



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67: Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

State #62-6001445

2. Application Number and/or Project Name

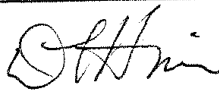
Juvenile Justice Training Project

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

David Haines, General Counsel

5. Signature



6. Date

7-20-2012



State of Tennessee
Tennessee Commission on Children and Youth
JABG State-Allocated Grants
Certified Assurances

- ◆ Applicant agrees that no person, including prevention policy board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving federal JABG State-Allocated funding.
- ◆ Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.
- ◆ Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).
- ◆ Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.
- ◆ Applicant agrees that project staff will interact with the Tennessee Commission on Children and Youth (TCCY) Regional Coordinators, including participation with the Regional Council.
- ◆ Applicant agrees to make a presentation to the TCCY relative to the progress and activities of the project, if requested.
- ◆ Applicant agrees that federal JABG State-Allocated funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.
- ◆ Applicant assures that a State Advisory Board (SAB) has been convened prior to submission of this application, has developed and approved the application, and will be the decision-making body for the implementation of this project; and that a complete list of SAB members has been completed using the form provided in this application.
- ◆ Applicant agrees that: "No person shall on the grounds of race, color, national origin, sex, age, religion, disability, or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the TCCY. It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964."

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

Signature of Authorized Official

*Judge Perry / Centerstone
grant from MH?
1/5/2013*

ASSURANCE OF COMPLIANCE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, 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 subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The person whose signature appears below is authorized to sign this assurance and commit the Applicant to the above provisions.

1-15-13
Date

Elizabeth Sykes
Signature of Authorized Official

Elizabeth A. Sykes, Director
Name and Title of Authorized Official (please print or type)

Administrative Office of the Courts
Name of Healthcare Facility Receiving/Requesting Funding

511 Union Street, Suite 600
Street Address

Nashville, TN 37219
City, State, Zip Code

Please mail form to:
U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Ave., S.W.
Washington, DC 20201

Appendix C



**ADMINISTRATIVE OFFICE OF THE COURTS
COMPLAINT UNDER CIVIL RIGHTS ACT OF 1964**

TO: ADMINISTRATIVE OFFICE OF THE COURTS

I, _____, hereby file an official complaint against

_____ located at: _____.

Complainant's Name: _____

Complainant's Address: _____

Basis of Complaint:

Date of Alleged Discrimination: _____

Signature of Complainant: _____

Appendix D

Title VI Pre Award, Contract and Post Award Procedures

1. Pre-Award:

A. Make sure RFP requires proposal to include Pre-Award Survey and Title VI assurances.

B. Make sure RFP includes the following language:

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Contractor pursuant to this RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

2. Contract:

A. Make sure this language is included:

Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination. The grantee also warrants that it agrees, warrants, and assures that it will comply with all federal and state laws concerning civil rights. Grantee specifically warrants that it will make reasonable modifications as may be necessary under the Americans with Disabilities Act to ensure access or participation to its programs for individuals with qualified disabilities.

B. Make sure this language is included:

Grantee will provide all forms as requested by Administrative Office of the Courts to include but not be limited to, forms for compliance with federal grant requirements and forms for compliance with any audit requirements including but not limited to racial and ethnic data demonstrating the extent to which the members of minority groups are beneficiaries of the services. Grantee will also provide Title VI training to all staff members and to any subrecipients of this grant contract. The Grantee hereby agrees to provide to the Grantor specific information regarding the Title VI training (such as the extent and content of the training, the dates training was provided and the number of staff attending the training) upon request of the Grantor. The Grantee further agrees to participate in Title VI Training provided by the Grantor.

C. Make sure subrecipient fills out Title VI Assurances and Pre-Award Survey.

3. Post Award:

A. Make sure subrecipient provides Post-Award Survey.

B. Make sure subrecipient provides Racial and Ethnic Data Survey.

Appendix E



[Exit this survey](#)

Pre Award Recipient Survey

*** Enter Date of Survey**

Date MM DD YYYY
 / /

*** Name of Entity:**

*** Name of Title VI Coordinator**

*** Completing this survey 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. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

If no, what are the percentages of the racial composition of the board or advisory group? (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)**

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 12 months, has your entity/institution received any complaints alleging a Title VI violation? If yes, attach a description of the nature of the complaint and its disposition.**

- Yes
- No

*** 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 ensure that minorities are effectively made knowledgeable about your services?**

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

Date MM DD YYYY

/ /

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. Enter zero if your program does not provide services. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)****

Hispanic or Latino	<input type="text"/>
White (not Hispanic or Latino)	<input type="text"/>
Black or African American (not Hispanic or Latino)	<input type="text"/>
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	<input type="text"/>

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 program's staff. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)****

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. Enter zero if your program does not use volunteers. (Please see "Definitions of Race & Ethnicity Categories" at the bottom of this survey)****

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 (by typing your name here you are certifying your responses):

Date:

Position of Individual Completing Survey:

**** Definitions of Race & Ethnicity Categories**

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.

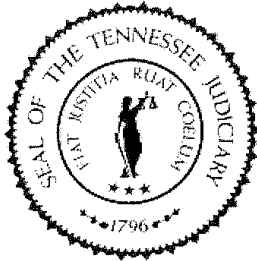
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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.

Appendix F



Exit this survey

Title VI Post Award Survey

- This survey must be completed annually by each facility or agency subrecipient or contractor obtaining grant assistance from the Administrative Office of the Courts.
- The survey must be completed at one sitting. If you exit the survey while partially complete all information provided will be deleted. You may review or print the survey prior to completing it so that required information can be assembled.
- Questions that begin with an asterisk (*) are required.
- The completed document must be submitted electronically by clicking DONE at the end of the survey.

* 1. Administrative Information

Date of Survey:

Name of Agency/Facility:

Name of the Agency/Facility Head and Title:

Name of the Agency/Facility Compliance Designee for Title VI:

2. Does your agency/facility have a Governing Board or Advisory Group? (If yes answer questions 3, 4, and 5, if no skip to question 6.)

- Yes
- No

3. How is the Governing Board or Advisory Group appointed?

- By staff
- By general membership
- By agency/facility owner
- By agency head or facility administrator
-

Appointed by action of the Supreme Court, State Legislature, County Commission, Municipal Council or other elected body

As required by grantor agency

4. What is the racial composition of the Governing Board or Advisory Group? **A definition of each race is at the end of the survey.

Hispanic or Latino	<input type="text"/>
White (not Hispanic or Latino)	<input type="text"/>
Black or African American (not Hispanic or Latino)	<input type="text"/>
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	<input type="text"/>
American Indian or Alaska Native (not Hispanic or Latino)	<input type="text"/>
Two or More Races (not Hispanic or Latino)	<input type="text"/>
TOTAL MEMBERS	<input type="text"/>

5. What steps are taken to obtain minority representation on the Governing Board or Advisory Group? (Answer required if in your geographic service area, minorities represent 5% of the population or more)

*** 6. Policies and Contracts**

	Yes	No
Does your agency/facility have a written policy stating that services will be provided to all persons without regard to race, color, or national origin?	<input type="radio"/>	<input type="radio"/>
Does your agency/facility have a written policy and procedures regarding the provision of Limited English Proficiency for clients who have limited or no English skills?	<input type="radio"/>	<input type="radio"/>
Does your agency/facility have written procedures for hearing and reviewing Title VI complaints?	<input type="radio"/>	<input type="radio"/>
Does your agency/facility subcontract for the provision of direct services to clients/customers?	<input type="radio"/>	<input type="radio"/>
If yes, do the contracts contain a statement of compliance with Title VI by the subcontractor?	<input type="radio"/>	<input type="radio"/>

* 7. Has the Agency/Facility Compliance Designee for Title VI received training on the agencies requirements under Title VI?

- Yes
- No

* 8. Title VI Training

Total number of staff:

Provide the actual number and percentage of staff trained in Title VI:

Describe method used to train staff and the method used to verify and record members of staff completing training:

List dates Title VI training was offered to staff:

* 9. Minority representation of recipients/beneficiaries of services provided by this grant. What is the racial composition of the recipients/beneficiaries served by this grant? **A definition of each race is at the end of the survey.

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)

TOTAL NUMBER OF RECIPIENTS/BENEFICIARIES

* 10. DECLARATION OF RESPONDENT: I declare that I have reviewed and approved the information provided in this survey and to the best of my knowledge believe it to be accurate and truthful.

Signature (by typing your name here you are certifying your responses):

Date:

Position of Individual Completing Survey:

** Definitions of Race & Ethnicity Categories

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.

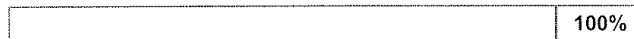
-Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

-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.



Done

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