

**RULES
OF
TENNESSEE HUMAN RIGHTS COMMISSION**

**CHAPTER 1500-01-03
TITLE VI COMPLIANCE PROGRAM**

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1500-01-03-.01 APPLICATION.

These rules implement 2009 Public Chapter 437, as codified in Tennessee Code Annotated (T.C.A.), Title 4, Chapter 21, Section 203, requiring the Tennessee Human Rights Commission to verify that all state governmental entities that are recipients of Federal financial assistance comply with Title VI of the Civil Rights Act of 1964 by developing a statewide Title VI implementation plan, investigating allegations of noncompliance with Title VI and serving as the central coordinating agency for technical assistance, consultation and resources. These rules shall govern all state departments and agencies that receive Federal financial assistance in the state of Tennessee, to the end that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity.

Authority: T.C.A. §§ 4-21-202 and 4-21-203. **Administrative History:** Original rule filed November 15, 2010; effective February 13, 2011.

1500-01-03-.02 DEFINITIONS.

- (1) "Applicant" means one who submits an application, request, or plan required to be approved by a primary recipient, as a condition to eligibility for Federal financial assistance, and the term "application" means such an application, request or plan.
- (2) "Assurance" means a written statement or contractual agreement signed by the head of an organization or agency agreeing to administer federally assisted programs in accordance with civil rights laws and regulations.
- (3) "Commission" means the Tennessee Human Rights Commission.
- (4) "Complainant" means the person by whom or on whose behalf a complaint is filed.
- (5) "Contractor" means any entity or individual who provides any function or service that requires the performance or delivery of assistance to beneficiaries under the terms of a contract with a department or agency.
- (6) "Facility" means all or any portion of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.
- (7) "Federal financial assistance" means:
 - (a) Grants and loans of Federal funds;

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- (b) The grant or donation of Federal property and interests in property;
 - (c) The detail of Federal personnel;
 - (d) The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and,
 - (e) Any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance.
- (8) "Limited English Proficiency (LEP)" means not speaking English as a primary language and having a limited ability to read, speak, or understand English. Individuals that might experience LEP are entitled to language assistance with respect to a particular type of service, benefit, or encounter.
- (9) "Primary recipient" means any department or agency that is authorized or required to extend Federal financial assistance to another recipient or subrecipient for the purpose of carrying out a program.
- (10) "Program" or "program or activity" means any program, project, or activity for the provision of services, financial aid, or other benefits to individuals (including education or training, rehabilitation, or other services or disposition, whether provided through employees of the recipient of Federal financial assistance or provided by others through contracts or other arrangements with the recipient, and including work opportunities and cash or loan or other assistance to individuals), or for the provision of facilities for furnishing services, financial aid, or other benefits to individuals. The disposition, services, financial aid, or benefits provided under a program receiving Federal financial assistance shall be deemed to include any disposition, services, financial aid, or benefits provided with the aid of Federal financial assistance or with the aid of any non-Federal funds, property, or other resources required to be expended or made available for the program to meet matching requirements or other conditions which must be met in order to receive the Federal financial assistance, and to include any disposition, services, financial aid, or benefits provided in or through a facility provided with the aid of Federal financial assistance or such non-Federal resources.
- (11) "Recipient" means any state department or agency in Tennessee, to whom Federal financial assistance is extended, directly or through another recipient, for any program, including any successor, assign, or transferee thereof, but such term does not include any ultimate beneficiary under any such program. Many programs have two recipients—a primary recipient and a subrecipient. A primary recipient is authorized or required to extend Federal financial assistance to another recipient for the purpose of carrying out a program. A subrecipient is any entity or person that receives Federal financial assistance from a primary recipient to carry out a program. Both the primary recipient and subrecipient are covered by and must conform to the federal and state regulations pertaining to Title VI.
- (12) "responsible Official" means the Title VI Coordinator or other designated person assigned with the responsibility within a department or agency of ensuring compliance with Title VI.
- (13) "responsible State official" means any Commissioner or other head official of any governmental entity that is a recipient of Federal financial assistance.
- (14) "Subcontract" means an agreement entered into by a contractor with any entity or individual who agrees to perform any function or service on behalf of the contractor which requires the performance or delivery of assistance to beneficiaries.

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- (15) "Subcontractor" means any entity or individual that provides any function or service which requires the performance or delivery of assistance to beneficiaries under the terms of a contract with a contractor.
- (16) "Subrecipient" means any entity or person that receives Federal financial assistance from a primary recipient to carry out a program. A subrecipient may include any local, county government, institution, local entity or organization, or any other entity charged with carrying out a program.

Authority: T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C.

1500-01-03-.03 DISCRIMINATION PROHIBITED.

- (1) It is a discriminatory practice for any state department or agency receiving federal funds making it subject to Title VI of the Civil Rights Act of 1964, or for any entity or person receiving such federal funds from a state agency, to exclude a person from participation under any program or activity on the basis of race, color, or national origin.
- (2) Specific discriminatory actions prohibited
 - (a) A recipient under any program or activity to which this section applies may not, directly or through contractual or other arrangements, on the ground of race, color, or national origin:
 - 1. Deny an individual any disposition, service, financial aid, or benefit provided under the program;
 - 2. Provide any disposition, service, financial aid, or benefit to an individual which is different, or is provided in a different manner, from that provided to others under the program;
 - 3. Subject an individual to segregation or separate treatment in any matter related to the receipt of any disposition, service, financial aid, or benefit under the program;
 - 4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any disposition, service, financial aid, or benefit under the program;
 - 5. Treat an individual differently from others in determining whether such person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any disposition, service, financial aid, function or benefit provided under the program;
 - 6. Deny an individual an opportunity to participate in the program through the provision of services or otherwise or afford such person an opportunity to do so which is different from that afforded others under the program (including the opportunity to participate in the program as an employee but only to the extent set forth in paragraph (3) below); or,
 - 7. Deny a person the opportunity to participate as a member of a planning or advisory body which is an integral part of the program.
 - (b) A recipient, in determining the type of disposition, services, financial aid, benefits, or facilities which will be provided under any such program, or the class of individuals to

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whom, or the situations in which, such services, financial aid, benefits, or facilities will be provided under any such program, or the class of individuals to be afforded an opportunity to participate in any such program, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or which have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin.

- (c) In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination under any program on the ground of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI of the Civil Rights Act of 1964, T.C.A. § 4-21-904 or this regulation.
 - (d) For the purposes of this section the disposition, services, financial aid, or benefits provided under a program receiving Federal financial assistance shall be deemed to include any portion of any program or function or activity conducted by any recipient of Federal financial assistance which program, function, or activity is directly or indirectly improved, enhanced, enlarged, or benefited by such Federal financial assistance or which makes use of any facility, equipment or property provided with the aid of Federal financial assistance.
 - (e) The enumeration of specific forms of prohibited discrimination in this paragraph and in paragraph (3) of this section does not limit the generality of the prohibition in paragraph (1) of this section.
 - (f) In administering a program regarding which the recipient has previously discriminated against persons on the ground of race, color, or national origin, the recipient must take affirmative action to overcome the effects of prior discrimination. Even in the absence of such prior discrimination, a recipient in administering a program may take affirmative action to overcome the effects of conditions which resulted in limiting participation by persons of a particular race, color, or national origin.
- (3) Employment practices
- (a) Whenever a primary objective of the Federal financial assistance to a program to which this regulation applies, is to provide employment, a recipient of such assistance may not (directly or through contractual or other arrangements) subject any individual to discrimination on the ground of race, color, or national origin in its employment practices under such program (including recruitment or recruitment advertising, employment, layoff, or termination, upgrading, demotion, or transfer, rates of pay or other forms of compensation, and use of facilities). That prohibition also applies to programs as to which a primary objective of the Federal financial assistance is: (i) to assist individuals, through employment, to meet expenses incident to the commencement or continuation of their education or training, or (ii) to provide work experience which contributes to the education or training of the individuals involved.
 - (b) In regard to Federal financial assistance which does not have providing employment as a primary objective, the provisions of paragraph (3)(a) of this section apply to the employment practices of the recipient if discrimination on the ground of race, color, or national origin in such employment practices tends, on the ground of race, color, or national origin, to exclude persons from participation in, to deny them the benefits of or to subject them to discrimination under the program receiving Federal financial assistance. In any such case, the provisions of this subparagraph shall apply to the

(Rule 1500-01-03-.03, continued)

extent necessary to assure equality of opportunity to and nondiscriminatory treatment of beneficiaries.

Authority: *T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C. Administrative History: Original rule filed November 15, 2010; effective February 13, 2011.*

1500-01-03-.04 ASSURANCE REQUIRED.

(1) General

(a) Every application for Federal financial assistance to carry out a program to which this regulation applies, and every application for Federal financial assistance to provide a facility shall, as a condition to its approval and the extension of any Federal financial assistance pursuant to the application, contain or be accompanied by an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed by or pursuant to this subparagraph. In the case where the Federal financial assistance is to provide or is in the form of personal property, or real property or interest therein or structures thereon, such assurance shall obligate the recipient, or, in the case of a subsequent transfer, the transferee, for the period during which the property 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, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases, such assurance shall obligate the recipient for the period during which Federal financial assistance is extended pursuant to the application.

(b) In the case of real property, structures or improvements thereon, or interest therein, which was acquired through a program of Federal financial assistance, or in the case where Federal financial assistance is provided in the form of a transfer of real property or interest therein from the Federal Government, the instrument effecting or recording the transfer shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property 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. Where no transfer of property is involved, but property is improved under a program of Federal financial assistance, the recipient shall agree to include such a covenant in any subsequent transfer of such property.

(2) Assurances from governmental entities. In the case of any application from any department, agency, or office of any county or local government for funds that may include Federal financial assistance for any specified purpose, the assurance required by this section, shall extend to any other department, agency, or office of the same governmental unit if the policies of such other department, agency, or office will substantially affect the project for which Federal financial assistance is requested.

(3) Assurance from academic and other institutions

(a) In the case of any application for Federal financial assistance for any purpose to an academic institution, the assurance required by this section shall extend to admission practices and to all other practices relating to the treatment of students.

(b) The assurance required with respect to an academic institution, detention or correctional facility, or any other institution or facility, insofar as the assurance relates to the institution's practices with respect to admission or other treatment of individuals as students, patients, wards, inmates, persons subject to control, or clients of the institution or facility or to the opportunity to participate in the provision of services, disposition, treatment, or benefits to such individuals, shall be applicable to the entire

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institution or facility. If, in any such case, the assistance sought is for the construction of a facility or part of a facility, the assurance shall in any event extend to the entire facility and to facilities operated in connection therewith.

- (4) Assurances from contractors. State departments or agencies shall require any and all contractors to sign statements of assurances or include such language of assurance in the contract to be signed by such contractor. For example, a statement contained in the contractual language should express that "the [Contractor] will comply, and all its subcontractors will comply, with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, and other appropriate civil rights statutes, as applicable."
- (5) Continuing state programs. Any state department or agency administering a program which receives continuing Federal financial assistance subject to this regulation shall as a condition for the extension of such assistance:
 - (a) Provide a statement that the program is (or, in the case of a new program, will be) conducted in compliance with this regulation; and,
 - (b) Provide for such methods of administration (e.g. policies) as are found by the Commission during the review of the annual implementation plan or periodic compliance review to give reasonable assurance that the primary recipient and all other recipients of Federal financial assistance under such program will comply with this regulation.

Authority: T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C. **Administrative History:** Original rule filed November 15, 2010; effective February 13, 2011.

1500-01-03-.05 COMPLIANCE.

- (1) Cooperation and assistance. Each responsible State official shall, to the fullest extent practicable, seek the cooperation of its departmental/agency staff, subrecipients and contractors in obtaining compliance with this regulation and shall provide assistance and guidance to subrecipients and contractors to help them comply voluntarily with this regulation.
- (2) Compliance reports
 - (a) Each recipient and subrecipient shall keep such records and submit to the Commission timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Commission may determine to be necessary to ascertain whether the recipient and its subrecipients have complied or is complying with this regulation. In general, recipients and subrecipients should have available for the Commission racial and ethnic data showing the extent to which members of minority groups are beneficiaries of federally assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient or contracts with any other person or group, such other recipient or contractor shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this regulation.
 - (b) Records and information which may be deemed as part of an agency's compliance report shall be included in the implementation plan that is submitted annually as set forth in these regulations. In addition, the Commission may request that any state department or agency submit a separate compliance report with reasonable notice of at least thirty (30) days when seeking additional information related to any investigation, audit or other periodic assessment conducted by the Commission.

(Rule 1500-01-03-.05, continued)

- (3) Access to sources of information. Each recipient and subrecipient shall permit access by the Commission during normal business hours to such of its books, records, accounts, and other sources of information, and its facilities, as may be pertinent to ascertain compliance with this regulation. Whenever any information required of a recipient is in the exclusive possession of any other agency, institution, or person and that agency, institution, or person fails or refuses to furnish that information, the recipient shall so certify in its report and set forth the efforts which it has made to obtain the information. Asserted considerations of privacy or confidentiality may not operate to bar the Commission from evaluating or seeking to verify compliance with this regulation. Information of a confidential nature obtained in connection with compliance evaluation or verification shall not be disclosed except where necessary in formal enforcement proceedings or where otherwise required by law.
- (4) Information to beneficiaries and participants. Each recipient shall make available to participants, beneficiaries, and other interested persons such information regarding the provisions of this regulation and its applicability to the program under which the recipient receives Federal financial assistance, and make such information available to them in such manner as the Commission finds necessary to apprise such persons of the protections against discrimination assured them by Title VI of the Civil Rights Act of 1964, T.C.A. § 4-21-904 and this regulation.

Authority: T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C. **Administrative History:** Original rule filed November 15, 2010; effective February 13, 2011.

1500-01-03-.06 CONDUCT OF INVESTIGATIONS.

- (1) Complaints
 - (a) Complainants alleging discrimination based on race, color or national origin by a recipient may file a written verified complaint with the Commission. Complaints may also be filed with the Commission if the recipient is unknown or the recipient program or activity is associated with joint federal funding.
 - (b) Complaints must be filed within one hundred eighty (180) days after the alleged discriminatory practice occurs.
- (2) Investigations
 - (a) The Commission will make a prompt investigation whenever a compliance review, report, complaint, or any other information indicates a possible failure to comply with these regulations. The investigation should include, whenever appropriate, a review of the pertinent practices and policies of the recipient, the circumstances under which the possible noncompliance with these regulations occurred, and other factors relevant to a determination as to whether the recipient has failed to comply.
 - (b) The Commission may investigate allegations of noncompliance with Title VI made against any recipient (e.g. a department or agency) or its subrecipient(s); however, the Commission reserves the right to refer any complaint to the appropriate recipient for investigation and resolution.
 1. The responsible State official or responsible Official shall report the commencement of an investigation to the Commission within ten (10) days.
 2. The State official or responsible Official shall submit a summary of its investigation to the Commission prior to notifying the complainant.

(Rule 1500-01-03-.06, continued)

3. The Commission shall not investigate a complaint that is filed as a lawsuit in a court of law or as an administrative complaint with another state or federal department or agency.
 4. If a complainant is dissatisfied with any recipient's finding following such investigation, the complainant may file with the federal agency that provides the funding.
- (3) Resolution of matters
- (a) If an investigation pursuant to paragraph (2) of this section indicates a failure to comply, the Commission will so inform the department or agency and the matter will be resolved by informal means whenever possible. If it has been determined that the matter cannot be resolved by informal means, action will be taken as provided for in paragraph (4) of this section.
 - (b) If an investigation does not warrant action pursuant to paragraph (3)(a) of this section, the Commission will so inform the department or agency and the complainant, if any, in writing.
 - (c) Intimidation or retaliatory acts prohibited
 1. No recipient, subrecipient or other related entity or person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by section 601 of Title VI of the Civil Rights Act of 1964, T.C.A. § 4-21-904 or this regulation, or because an individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this regulation.
 2. The identity of a complainant shall be kept confidential except to the extent necessary to carry out the purpose of this regulation, including the conduct of any investigation arising thereunder.
- (4) Procedure for effecting compliance
- (a) If there appears to be a failure or threatened failure for any recipient to comply with these regulations and if the noncompliance or threatened noncompliance cannot be corrected by informal means in conjunction with the responsible State official and responsible Official, the Commission shall report its findings and recommendations to the governor and to each member of the general assembly.
 - (b) If there appears to be a failure or threatened failure for any subrecipient to comply with these regulations and if the noncompliance or threatened noncompliance cannot be corrected by informal means, the responsible State official may suspend or terminate, or refuse to grant or continue Federal financial assistance, or use any other means authorized by law, to induce compliance by the subrecipient with this regulation. Such other means include any applicable proceeding under state or local law.
 - (c) Noncompliance with assurance requirement. If an applicant or recipient fails or refuses to furnish an assurance required under Rule 1500-01-03-.04, or fails or refuses to comply with the provisions of the assurance it has furnished, or otherwise fails or refuses to comply with any requirement imposed by or pursuant to Title VI or this regulation, Federal financial assistance may be suspended, terminated, or refused in accordance with the procedures of this regulation.

(Rule 1500-01-03-.06, continued)

Authority: T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C. *Administrative History:* Original rule filed November 15, 2010; effective February 13, 2011.

1500-01-03-.07 COORDINATION AND TRAINING.

- (1) While primary responsibility for compliance with Title VI rests directly with the responsible State official, in order to assure coordination of Title VI compliance and consistency among agencies, each department and agency that receives Federal financial assistance shall advise the Commission of the progress and results related to resolving any programmatic issues that prevent appropriate investigation of complaints.
- (2) Title VI training shall be made available at least annually by each recipient to employees, subrecipients, contractors and program area liaisons. The training shall provide information on Title VI provisions, application to program operations, the identification of Title VI issues and resolution of complaints. Each state department and agency shall provide a summary of the training conducted during the previous state fiscal year and training planned for the upcoming state fiscal year in the annual Title VI implementation plan.
- (3) Each responsible Official for a department or agency (e.g. Title VI Coordinator for a department) shall, attend annually at least one session of Title VI training to be sponsored by the Commission. The training shall provide a forum to discuss any updates or changes in the Title VI implementation plan and reporting requirements, as well as updates and changes in Title VI and related civil rights laws.

Authority: T.C.A. §§ 4-21-202 and 4-21-203. **Administrative History:** Original rule filed November 15, 2010; effective February 13, 2011.

1500-01-03-.08 MONITORING.

- (1) Periodic compliance reviews.
 - (a) The Commission shall from time to time review the practices of recipients (e.g. state departments and agencies) to determine whether they are complying with these regulations.
 - (b) The Commission shall report its activities, findings and recommendations, including whenever there is a finding by the Commission that any recipient (e.g. a state department or agency) has not met the requirements of these rules, to the governor and to each member of the general assembly.
- (2) Title VI implementation plan required
 - (a) It shall be a violation whenever any state governmental entity that receives Federal financial assistance fails to submit an annual implementation plan pursuant to T.C.A. § 4-21-203.
 - (b) The implementation plan shall be submitted to the Commission no later than October 1. The annual implementation plan shall include reports and updates of any subrecipient(s) and/or contractor(s), if applicable. Each agency's plan shall include a comprehensive list that identifies all of the state entity's subrecipients and contractors (not including subcontractors).
- (3) Contents of the Title VI implementation plan

(Rule 1500-01-03-.08, continued)

- (a) Table of contents. Table of contents shall include, at minimum, the sections listed in parts 1 - 14. The required contents of the implementation plan are subject to any guidelines issued by the Commission.
1. Overview. The department or agency shall provide an overview of its operations and organizational structure to ensure that the nondiscrimination policy will be implemented throughout the entire organization.
 2. Federal programs or activities. Identify the following with respect to the most recent fiscal year as well as any projections for federal funds to be received during the upcoming fiscal year:
 - (i) Each program and/or activity and the federal dollar amount received for the fiscal year; and,
 - (ii) Each federal grant, loan or subsidy not included in subpart (i) above and the federal dollar amount received for each.
 3. Organization of the Civil Rights Office/Civil Rights Coordinator
 - (i) Describe the organization and staffing of the agency's Civil Rights/ Title VI Unit.
 - (ii) Outline the duties and responsibilities of the Title VI Director/ Coordinator.
 4. Data collection and analysis. Include racial and ethnic data demonstrating the extent to which members of minority groups are beneficiaries of the department's federally assisted programs and/or services.
 5. Definitions. Definitions of all common terms stated in the plan shall be included to ensure that agency staff, recipients and beneficiaries have consistent applicable definitions.
 6. Discriminatory practices. Specify prohibited discrimination practices under Title VI and where applicable, provide examples of prohibited discrimination practices in relation to agency activities.
 7. Limited English Proficiency (LEP) Plan. Departments and agencies shall include an LEP policy and procedure that is followed by staff when confronted with circumstances where language assistance is required;
 8. Complaint procedures. Describe procedures related to complaints, investigations, report of findings, and hearings and appeals, if applicable.
 9. Compliance review. Provide an overview of how the department or agencies monitors subrecipients and contractors concerning pre-/post-award procedures, minority representation of contractors, and public notice and outreach methods. Include procedures utilized by the department or agency to address subrecipient and/or contractor non-compliance.
 10. Compliance/Noncompliance reporting
 - (i) List any federal or state departments/agencies (other than the Commission) to which the department or agency furnishes or shares Title VI compliance reports; and,

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- (ii) Identify and list any and all federal reporting requirements of which the state department or agency is responsible by citing the applicable Code of Federal Regulations (CFR) citation and/or federal departmental circular that governs each program, activity or federal funds identified in the implementation plan.

- 11. Title VI training plan
 - (i) Describe training program and provide the number of total staff, subrecipients and/or contractors, the actual number and percentage of each that received training and dates that training was offered; and,
 - (ii) List proposed dates for future training programs that will be offered to staff, subrecipients and contractors.

- 12. Public notice and outreach
 - (i) Identify how the department or agency disseminates information about the following to its clients and constituents:
 - (I) Title VI implementation plan;
 - (II) Complaint procedures;
 - (III) Nondiscrimination policy;
 - (IV) Programs and services; and,
 - (V) Participation on planning boards and advisory bodies.
 - (ii) List the methods used by the department or agency to inform the public about the process for obtaining grants or bidding on contracts over which the department or agency has oversight.

- 13. Evaluation procedures
 - (i) Describe how the agency plans to address any existing needs and implementation plan deficiencies; and,
 - (ii) Provide a timeline for meeting the above plans.

- 14. Responsible Officials. Provide the name, title, address and signature of both:
 - (i) the responsible State official charged with ensuring that the department or agency complies with Title VI; and,
 - (ii) the Title VI Director/Coordinator or other designated person assigned with the task of developing and drafting the annual implementation plan.

Authority: T.C.A. §§ 4-21-202, 4-21-203 and 28 CFR Part 42, Subpart C. **Administrative History:** Original rule filed November 15, 2010; effective February 13, 2011.