

**THE CITY OF KNOXVILLE
TITLE VI DOCUMENTATION**

SUB-RECIPIENT SURVEY

1. Date of Survey: _____

2. Type of Survey: Initial _____ Annual _____ Other _____

3. Sub-Recipient: _____

4. Sub-Recipient Director: _____

5. City of Knoxville Title VI Departmental Coordinator: Joshalyn Hundley, 215-3867

6. Advisory Group or Advisory Board

a. Racial composition of the Advisory Group or Governing Board:

TOTAL: _____

Number of Whites: _____

Number of Blacks: _____ Hispanics: _____ Native Americans: _____ Others: _____

b. How are members selected? _____

c. Length of term members serve on the Advisory Group or Board?

d. If no minorities are on the Advisory Group or Board and they represent at least 5% of the population in the geographical service area, what steps will be taken to obtain minority representation on the Advisory Group or Board?

7. Does a written policy exist stating that services will be provided to all persons without regards to race, color, or national origin?

Yes _____ No _____

8. **Posters:**
Are posters containing Title VI information prominently displayed within the Sub-Recipient facility?

Yes: _____ No: _____

Do the posters show the name of the Title VI Coordinator to whom complaints Should be referred?

9. **Describe below any complaints received in this report period:**

Name of Complainant	Race	Charge	Findings

10. **Are permanent records kept of all Title VI Complaints?**

Yes _____ No _____

- a. **Has this sub-recipient been monitored for Title VI compliance by a state or federal agency?**

Yes _____ No _____

If yes give date: _____ Results: Compliance _____ Non-compliance _____

11. **Are applicants aware of their rights under Title VI, including the right to file a complaint?**

Yes _____ No _____

12. **Compliance Assurance: Do all contracts to provide direct services to clients contain a Title VI statement of compliance?**

Yes _____ No _____

If yes, attach a copy of the Title VI statement included in such contracts.

13. **Are recipients and vendors, if any, aware of the City of Knoxville's commitment to Title VI?**

Yes _____ No _____

14. **Does the staff address individuals without regard to race, color, or national origin, in both oral and written communications?**

Yes _____ No _____

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

Signature of person Completing Survey

Date

Declaration of Title VI Coordinator: I declare that I have reviewed and approved the information provided in this survey and to the best of my knowledge, it is correct and complete.

Signature of Title VI Coordinator

Date