

**DEPARTMENT OF GENERAL SERVICES**  
**IMPLEMENTATION PLAN**  
**FOR**  
**TITLE VI OF THE 1964 CIVIL RIGHTS ACT**  
**2010 - 2011**



September 30, 2010

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# SECTION 1

## OVERVIEW - DEPARTMENT OF GENERAL SERVICES

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### A. Overview of the Department

The Department of General Services (DGS) was established by Tennessee Code Annotated, Sections 4-3-1101-1111. The mission of the Department is to act as a service provider to other state entities by coordinating and administering the state's purchases, personal property, printing, motor vehicles, and postal services as well as other support services not specifically assigned by law to other departments. In addition to the administrative staff, the Department is divided into several divisions which provide services to other state agencies. These are:

1. **Motor Vehicle Management:** This division oversees the operations of the dispatch fleet and is responsible for studying the utilization of state-owned vehicles and equipment, and establishes rules and regulations for vehicle usage.
2. **Postal Service:** This division provides centralized mail services for state agencies in Davidson County. It is the recognized liaison between state government and the U.S. Postal Service.
3. **Property Services Management:** This division is responsible for supervising the maintenance and operation of state buildings. This division manages some state facilities and oversees contractor management in various other state buildings.
4. **Printing:** This division provides a full range of graphic designing, photographing, printing, copying, and binding services to state agencies, other government agencies, non-profit agencies, and charities.
5. **Property Utilization/Warehouse:** This division provides redistribution of state and federal surplus property to state agencies, local governments, eligible non-profit health and educational organizations, service educational activities, and small business administration (SBA) program participants. This division also provides central warehousing and the distribution services of printed materials.
6. **Purchasing:** This division provides centralized procurement of goods and services for use by state agencies and departments.
7. **Records Management Division:** This division serves as the principal records management agency for state government. It provides all state agencies with analytical and managerial support using systematic controls for the maintenance, use, and final disposition of records.
8. **Governor's Office of Diversity Business Enterprise (GoDBE):** This office is charged with coordinating and directing the Executive Branch's efforts in assisting minority owned, women owned, and small businesses in developing into viable, successful businesses.

The primary goal of the Department's Title VI Program is to ensure that all management staff, subcontractors, and surplus property donees are aware of the provisions of Title VI and responsibilities associated with Title VI of the Civil Rights Act of 1964.

Public Chapter 502, passed by the Tennessee General Assembly and signed into law on May 31, 1993, requires each state agency to develop a Title VI Implementation Plan. Each state governmental entity must submit an annual Title VI compliance report to the Department of Audit by October 1, each year.

## **B. Mission Statement**

The Department of General Services' mission is to provide quality goods and services to all state agencies to facilitate the operation of state government in the most timely, efficient, and economical manner possible.

## **C. Nondiscrimination Policy**

The Department of General Services' Nondiscrimination policy is as follows:

### ***Affirmative Action/Equal Employment Opportunity***

Pursuant to the state of Tennessee's policy of nondiscrimination, the Department of General Services does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services, or activities.

Counseling is available through the Human Resources Office to resolve informal complaints of discrimination. Any employee or applicant who feels that they may have been discriminated against may file formal complaint with the Director of Human Resources (615-741-1379) without fear of reprisal.

### ***Americans with Disabilities Act (ADA)***

The Americans with Disabilities Act (ADA) was enacted to provide comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. An individual is considered to have a disability if that individual either:

- has a physical or mental impairment which substantially limits one or more of that person's major life activities
- has a record of such an impairment
- is regarded by the covered entity as having such an impairment

General Services' Affirmative Action/Equal Employment Opportunity policy statement includes disability as a condition where discrimination is prohibited.

If you meet the above criteria and feel you have been subject to discrimination, please contact the Director of Human Resources (615-741-1379).

## SECTION 2

### FEDERAL PROGRAMS OR ACTIVITIES

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#### A. Program Coverage

Title VI prohibits discrimination in “any program or activity” which receives federal financial assistance. Though the department does not receive direct federal funding, the Property Utilization Division (PUD) does receive federal surplus property which it sells to governmental subdivisions, non-profit organizations, and the general public. The Civil Rights Restoration Act of 1987 (CRRA) defines coverage in specific areas. For state governments, the term “program or activity” means all operations of the department or agency.

The Federal Surplus Property Section is governed by federal guidelines, which are incorporated into the Federal Surplus Property Rules in Chapter 0690-1-1 in the *Rules and Regulations of the State of Tennessee (Appendix A)*. Under these rules, the PUD receives surplus property from the federal government, which it redistributes throughout the state to eligible recipients. The process of redistributing federal surplus property by PUD is completed in accordance with federal surplus property rules and guidelines. Recipients are public agencies as defined in FMR 101-44(b) (3).

#### B. Federal Assistance

The total acquisition cost of Property received through the Federal Surplus Property for the period July 1, 2009 through June 30, 2010 was \$1,272,580.46 with a fair market value of Warehouse Sales \$21,515.00 and Direct Sales \$79,916.12.

## SECTION 3

### ORGANIZATION/TITLE VI COORDINATOR

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The Commissioner of the Department has assigned Title VI responsibilities and the title of Department's Title VI Coordinator to the Director of the Office of Assurance and Technology Services. The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the Department of General Services' compliance with Title VI regulations.

Title VI Coordinator responsibilities are as follows:

1. Receive and process the disposition of Title VI complaints.
2. Collect statistical data (race, color, sex, age, disability, or national origin) of participants in and beneficiaries of DGS programs.
3. Review annual Title VI reviews of DGS program areas performed by Division Representatives to determine the effectiveness of program activities at all levels.
4. Coordinate training programs on Title VI for Title VI Division Representatives and recipients of federal property.
5. Prepare a yearly report of Title VI accomplishments and goals, as required.
6. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 30 days. (See **Appendix B** - Title VI Complaint & Compliance Monitoring).
7. Prepare annual Title VI Implementation Plan as required by the Tennessee Human Rights Commission.

Divisional Title VI Representatives are a key component in assisting the Department's Title VI Coordinator in fostering its mission to ensure compliance with Title VI Regulations. The following staff members are properly trained on Title VI regulations to ensure compliance within their division.

<b>TITLE VI DIVISION REPRESENTATIVES</b>	
Benita Rosario Office of Assurance & Technology Services 615-741-1438	Bonnie Houchin Office of Financial Management 615-532-7232
Theresa Nixon Postal 615-741-8243	Chartise Vantrease Property Utilization 615-350-3373
Dian Douglas MVM 615-327-1449	Donna Hampton Property Services Management 615-253-2913
Marva Bradford Purchasing 615-741-8635	Lori Hillard Printing 615-741-4198
Donna Bridges Records Management 615-253-4440	Shelia Simpson GoDBE 615-253-4634
Marie Bigham Human Resources 615-253-5992	

Responsibilities of the Title VI Division Representatives are as follows:

1. Serve as the point of contact for division Title VI complaints.
2. Disseminate Title VI information to the general public and, where appropriate, in languages other than English (See **Appendix C** – Title VI LEP Policy).
3. Conduct quarterly compliance audits of program activities, applicable contracts, and donees.
4. Report Title VI noncompliance issues to the Title VI Coordinator and appropriate supervisor.
5. Prepare a final monitoring report of Title VI findings to the Title VI Coordinator.

## SECTION 4 DATA COLLECTION AND ANALYSIS

### A. Minority Representation of Agency Staff

The organizational list below displays the staff of the Department as of June 2010:

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Moss	Wanda	G	EXECUTIVE ADMIN ASSISTANT 1	01	F
Chapman	Cathy	L	ADMIN SERVICES ASSISTANT 2*	01	F
Crawford	Elizabeth	C	MANAGEMENT CONSULTANT 1	01	F
Kacena	Nancy	C	EXECUTIVE ADMIN ASSISTANT 2	01	F
Bentley	Wendy		ACCOUNTANT 3	01	F
Eskander	Angel	N	ACCOUNTANT 2*	01	F
Green	Linda	L	ACCOUNTING TECHNICIAN 2	01	F
Haggard	Nora	D	ACCOUNTING TECHNICIAN 1	01	F
Hanna	Catherine	M	ACCOUNTING TECHNICIAN 2	01	F
Houchin	Bonnie	L	ADMIN SERVICES ASSISTANT 3	01	F
Ison	Margaret	D	ACCOUNTING MANAGER	01	F
Michael	Amira	W	ACCOUNTING TECHNICIAN 2	01	F
Trimble	Teresa	L	ACCOUNTING TECHNICIAN 1	01	F
West	Cindy	A	ACCOUNTING TECHNICIAN 2	01	F
Mckinney	Charlotte	L	EXECUTIVE ADMIN ASSISTANT 1	01	F
Chaffin	Regina	A	HR ANALYST 2*	01	F
Hardy	Daffiny	S	HR DIRECTOR 3	01	F
Turrentine	Marilyn	M	HR MANAGER 1	01	F
Rudy	Cheryl	L	LEGAL ASSISTANT	01	F
Stuart	Toni	L	ATTORNEY 3	01	F
Mcmillon Nixon	Theresea	E	MAIL SERVICES MANAGER	01	F
Moss	Carrie	L	MAIL CLERK	01	F
Smith	Kimberly	J	MAIL TECHNICIAN 1	01	F
Batey	Amy	M	ADMIN SECRETARY	01	F
Bergquist	Patricia	M	ADMIN SERVICES ASSISTANT 3	01	F
Chapman	Margarette	P	CLERK 2	01	F
Deardorff	Carol	J	FLEET MAINTENANCE ASSISTANT 1	01	F
Douglas	Dian	D	ADMIN SERVICES ASSISTANT 4	01	F
Hunter	Roby	L	FLEET SUPERVISOR 1	01	F
Ivey	Pamela	M	CLERK 2	01	F
Russell	Ardell	R	ACCOUNT CLERK	01	F
Craft	Melody	A	ADMIN ASSISTANT 1	01	F
Field	Deborah	L	ADMIN ASSISTANT 1	01	F
Gregg	Lisa	J	ADMIN ASSISTANT 1	01	F
Jensen	Lynelle	A	FACILITY ADMINISTRATOR 3	01	F
Ladd	Judy	C	FACILITY ADMINISTRATION DIR	01	F
Mack	Patricia	K	ADMIN ASSISTANT 1	01	F

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Nelson	Melinda	P	ADMIN ASSISTANT 1	01	F
Sauceda	Bonnie	S	ADMIN SERVICES ASSISTANT 2*	01	F
Wright	Kaye	R	ADMIN ASSISTANT 1	01	F
Pope	Hilda	S	CHEF/MANAGER	01	F
Stergas	Anna	C	EXECUTIVE ADMIN ASSISTANT 2	01	F
Wales	Nancy	E	CUSTODIAL WORKER 2	01	F
West	Susan	D	GROUPS WORKER 2	01	F
Bayless	Karen	M	ADMIN ASSISTANT 1	01	F
Brewer	Stephanie	L	ADMIN SERVICES ASSISTANT 3	01	F
Casey	Leesia	D	ADMIN ASSISTANT 1	01	F
Holland	Penny	E	ADMIN SERVICES ASSISTANT 3	01	F
Hoover	Patricia	A	FACILITY ADMINISTRATOR 3	01	F
King	Linda	M	ADMIN SERVICES ASSISTANT 3	01	F
Stafford	Kittie	S	ADMIN SERVICES ASSISTANT 3	01	F
Stewart	Shirley	R	ADMIN ASSISTANT 1	01	F
Vaccaro	Sylvia	M	ADMIN ASSISTANT 1	01	F
Yunker	Claudia	D	GROUPS WORKER 3	01	F
Gillihan	Cynthia	S	ACCOUNT CLERK	01	F
Golden	Tammy	A	PRINTING SERVICES DIRECTOR	01	F
Goodin	Veronica	Jane	PRINTING SERVICES A DIRECTOR	01	F
Hilliard	Lori		ADMIN ASSISTANT 2	01	F
Logan	Lisa	D	PRINTING ESTIMATOR	01	F
Gary	Deborah	P	BINDERY WORKER 2	01	F
Hesson	Martha	A	BINDERY SUPERVISOR 2	01	F
Miller	Sherrian		BINDERY WORKER 2	01	F
Montgomery	Theresa		STATE PHOTOGRAPHER 1	01	F
Melton	Jean		ACCOUNT CLERK	01	F
Dieterich	Robin	S	PURCHASING ADMINISTRATOR	01	F
Lysinger	Crystal	M	PURCHASING ADMINISTRATOR	01	F
Pope	Sharon	L	PURCHASING COMPUTER TECHY CONS	01	F
Whitby	Sharon	L	ADMIN SERVICES ASSISTANT 3	01	F
Blain	Charlotte	E	PURCHASING AGENT 2*	01	F
Carter	Mary	S	PURCHASING AGENT 3	01	F
Curfman	Thelma	L	PURCHASING AGENT 3	01	F
Gilbert	Joan	T	PURCHASING AGENT SUPERVISOR	01	F
Nowlin	Quinn	T	PURCHASING AGENT SUPERVISOR	01	F
Robbins	Tammy	L	ADMIN SERVICES ASSISTANT 4	01	F
Warner	Cindy	L	PURCHASING AGENT 2*	01	F
Crowley	Yelena	H	PURCHASING AGENT SUPERVISOR	01	F
Abramowitz	Cathy	G	WORD PROCESSING OPERATOR 1	01	F
Ketchum	Shara	L	WORD PROCESSING OPERATOR 1	01	F
Moore	Linda	L	CLERK 3	01	F
Russ	Lola	M	PROCUREMENT OFFICER 2	01	F
Mcdonald	Brenda	J	INFO RESOURCE SUPPORT SPEC 2*	01	F

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Woodard	Kimberly	S	INFORMATION SYSTEMS ANA 4	01	F
Buttrey	Neva	E	INFORMATION SYSTEMS MANAGER 2	01	F
Seay	Patricia	D	INFO RESOURCE SUPPORT SPEC 3	01	F
Kurowski	Elizabeth	A	INFORMATION SYSTEMS CONSULT	01	F
Bridges	Donna	K	RECORDS MANAGEMENT DIRECTOR	01	F
Eason	Karen	E	RECORDS ANALYST 3	01	F
Nicodemus	Karla	J	RECORDS ANALYST 3	01	F
Garrison	Melissa	M	CLERK 2	01	F
Hooper	Stacey		CENTRAL STORES DIRECTOR	01	F
Kronick	Rebecca	S	ACCOUNT CLERK	01	F
Lewis	Maria	K	CENTRAL STORES ASST DIRECTOR	01	F
Gupton	Joyce	F	STOREKEEPER 2	01	F
Weeks	Nancy	B	PROPERTY REPRESENTATIVE 3	01	F
Chester	Thomas	W	DEPUTY COMMISSIONER 1	01	M
Perry	Michael	F	ASSISTANT COMMISSIONER 2	01	M
Cockerham	James	P	ACCOUNTING TECHNICIAN 1	01	M
Cowley	John	B	BUDGET ANALYST COORDINATOR	01	M
Eaton	Joseph	R	ACCOUNTANT 3	01	M
Hamblin	David	G	ACCOUNTING TECHNICIAN 2	01	M
Hermisdorfer	Jeff	M	ACCOUNTING MANAGER	01	M
Jenks	Steven	C	FISCAL DIRECTOR 1	01	M
Lay	Larry	W	ACCOUNTING TECHNICIAN 2	01	M
Lipman	Joseph	R	ACCOUNTANT 2*	01	M
Plumb	Ronald	N	FISCAL DIRECTOR 3	01	M
Fathi	Abdulrahim	S	AUDITOR 2*	01	M
Anderson	Kenneth	J	TRAINING OFFICER 2	01	M
Cooper	Christophe	B	ADMIN SERVICES ASSISTANT 5	01	M
Van Norman	Richard		ADMIN SERVICES ASSISTANT 5	01	M
Watkins	Thaddeus	E	GENERAL COUNSEL 2	01	M
Page	Phillip	O	MAIL SERVICE DIRECTOR	01	M
Yost	Russell	S	MAIL CLERK	01	M
Boyd	Timothy	S	MAIL CLERK	01	M
Jackson	Andrew	J	MAIL CLERK	01	M
Frensley	Anthony	W	MAIL CLERK	01	M
Harrell	Jeffrey	C	MAIL CLERK	01	M
Keith	Herman	F	MAIL TECHNICIAN 1	01	M
Pundt	George	S	MAIL CLERK	01	M
Lindsey	Ralph	T	MOTOR VEHICLE MGMT DIRECTOR	01	M
Bowles	Mark	A	FLEET MAINTENANCE ASSISTANT 2	01	M
Bryant	Charles	L	FLEET MAINTENANCE ASSISTANT 1	01	M
Craddock	Larry	D	FLEET SUPERVISOR 1	01	M
Davis	William	D	ADMIN SERVICES ASSISTANT 4	01	M
Jakalski	Joe	S	FLEET MAINTENANCE ASSISTANT 2	01	M
Jonsson	Eric	M	CLERK 2	01	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Keith	David	C	FLEET SUPERVISOR 2	01	M
Lawrence	John	L	FLEET SUPERVISOR 2	01	M
Mcvey	George	T	FLEET MAINTENANCE ASSISTANT 2	01	M
Pewitt	Johnny	W	VEHICLE OPERATOR	01	M
Rich	Gary	L	FLEET MAINTENANCE ASSISTANT 2	01	M
Simmons	Aaron	M	FLEET MAINTENANCE ASSISTANT 1	01	M
Anderson	Randall	W	FLEET MAINTENANCE ASSISTANT 1	01	M
Burton	John	T	EQUIPMENT SERVICE WORKER	01	M
James	Joshua	L	EQUIPMENT MECHANIC 1	01	M
Moore	Gregory		AUTOMOTIVE MASTER MECH SUPV	01	M
Ozanne	Barry	D	FLEET MAINTENANCE ASSISTANT 2	01	M
Ross	David	W	EQUIPMENT SERVICE WORKER	01	M
Spicer	David	W	FLEET MAINTENANCE ASSISTANT 1	01	M
Consolini	Robert	L	ADMIN SERVICES ASSISTANT 3	01	M
Dollar	Charles	B	ADMIN SERVICES ASSISTANT 5	01	M
Griffith	William	J	FACILITY ADMINISTRATOR 3	01	M
Johnson	Don		FACILITY ADMINISTRATION MGR	01	M
Martin	Barry	J	ELEVATOR INSPECTOR 2*	01	M
Mayfield	Richard	A	FACILITY ADMINISTRATOR 3	01	M
Primeau	David	A	ADMIN SERVICES ASSISTANT 4	01	M
Sterritt	Thomas	J	FACILITIES CONSTRUCTION SPC 2*	01	M
Wright	Robert	L	ADMIN SERVICES ASSISTANT 4	01	M
Kuhr	Robert	R	MAINTENANCE ELECTRICIAN 1	01	M
Wilson	John	B	HORTICULTURIST	01	M
Allen	William	S	BUILDING MAINTENANCE WORKER 2	01	M
Baird	Henry	D	BUILDING MAINTENANCE WORKER 2	01	M
Bates	Thomas	E	GROUPS WORKER 2	01	M
Benson	George	C	GROUPS WORKER 3	01	M
Bishop	James	W	HEATING & REFRIGERATION MECH 2	01	M
Bomar	Mark	R	BUILDING MAINTENANCE WORKER 2	01	M
Brown	Gregory	N	HEATING & REFRIGERATION MECH 1	01	M
Brown	Christophe	S	GROUPS WORKER 2	01	M
Burrows	Michael	C	BUILDING MAINTENANCE WORKER 2	01	M
Cantor	Jerry	L	MAINTENANCE ELECTRICIAN 2	01	M
Cantrell	Jerry	M	FACILITY ADMINISTRATOR 2	01	M
Cargile	Wendell	R	BUILDING MAINTENANCE WORKER 2	01	M
Carpenter	David	L	FACILITY ADMINISTRATOR 3	01	M
Cawthorn	Gary	W	FACILITIES SUPERVISOR	01	M
Chambers	Timothy	C	ADMIN SERVICES ASSISTANT 3	01	M
Chewning	Edgar	G	MAINTENANCE PLUMBER 2	01	M
Clayton	Harmon	F	BUILDING MAINTENANCE WORKER 2	01	M
Coleman	Conley	D	BUILDING MAINTENANCE WORKER 3	01	M
Cornell	Michael	R	FACILITIES SUPERVISOR	01	M
Crowson	Kenny	D	FACILITIES SUPERVISOR	01	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Crutcher	Melvin	H	DELTA ROOM OPERATOR	01	M
Davis	Herbert	W	BUILDING MAINTENANCE WORKER 2	01	M
Dias	Brian	A	HORTICULTURAL MANAGER	01	M
Dickerson	Gary	T	ADMIN SERVICES ASSISTANT 3	01	M
Dodd	Michael	W	BUILDING MAINTENANCE WORKER 2	01	M
Edens	James	E	GROUNDS WORKER 2	01	M
Elmore	Jerry	R	FACILITY ADMINISTRATOR 2	01	M
Faulkner	Nicky	V	BUILDING MAINTENANCE WORKER 2	01	M
Forehand	Michael	F	FACILITY ADMINISTRATOR 2	01	M
Forkum	Randall	C	BUILDING MAINTENANCE WORKER 3	01	M
Gallacher	James	Daniel	BUILDING MAINTENANCE WORKER 2	01	M
Gann	Robert	L	BUILDING MAINTENANCE WORKER 3	01	M
Grove	Robert	D	FACILITY ADMINISTRATOR 2	01	M
Hall	Adam	C	BUILDING MAINTENANCE WORKER 3	01	M
Harris	Charles	M	MAINTENANCE ELECTRICIAN 2	01	M
Head	George	M	BUILDING MAINTENANCE WORKER 3	01	M
Henry	Jeffrey	T	BUILDING MAINTENANCE WORKER 2	01	M
Hines	Ronald	L	FACILITIES SUPERVISOR	01	M
Horner	James	L	FACILITIES SUPERVISOR	01	M
Hunter	Raymond	C	DELTA ROOM SUPERVISOR	01	M
Hutchison	Stephen	W	BUILDING MAINTENANCE WORKER 2	01	M
Jackson	Melton	G	BUILDING MAINTENANCE WORKER 2	01	M
Jensen	Gregory	L	BUILDING MAINTENANCE WORKER 3	01	M
Johnson	David	E	FACILITY ADMINISTRATOR 2	01	M
Jones	Jeff	G	FACILITY ADMINISTRATOR 2	01	M
Jones	Mark	E	HEATING & REFRIGERATION MECH 3	01	M
Kalivoda	Jeffrey		BUILDING MAINTENANCE WORKER 2	01	M
Knight	William		BUILDING MAINTENANCE WORKER 2	01	M
Laws	Ronald	D	FACILITY ADMINISTRATOR 2	01	M
Maloney	Roy	D	MAINTENANCE ELECTRICIAN 1	01	M
Manley	Charles	G	BUILDING MAINTENANCE WORKER 2	01	M
Mcclain	David	C	HEATING & REFRIGERATION MECH 1	01	M
Meyer	Eldred	L	BUILDING MAINTENANCE WORKER 2	01	M
Midgett	Gary	H	BUILDING MAINTENANCE WORKER 2	01	M
Miller	Robert	S	HEATING & REFRIGERATION MECH 1	01	M
Montgomery	William	H	FACILITIES SUPERVISOR	01	M
Nicely	Danny	L	BUILDING MAINTENANCE WORKER 3	01	M
Parnell	Daniel	B	BUILDING MAINTENANCE WORKER 2	01	M
Parris	Darrell	M	BUILDING MAINTENANCE WORKER 2	01	M
Pate	Michael	S	MAINTENANCE ELECTRICIAN 2	01	M
Patterson	Thomas	N	HEATING & REFRIGERATION MECH 2	01	M
Patton	Howard	W	BUILDING MAINTENANCE WORKER 3	01	M
Poff	Elroy		BUILDING MAINTENANCE WORKER 2	01	M
Prifogle	Tim	A	BUILDING MAINTENANCE WORKER 2	01	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Ramsey	Mark	A	FACILITIES SUPERVISOR	01	M
Randolph	Jeffery	L	BUILDING MAINTENANCE WORKER 2	01	M
Reed	James	R	GROUPS WORKER 2	01	M
Robertson	Roger	D	FACILITIES MANAGER 2	01	M
Rockey	Paul	D	FACILITY ADMINISTRATOR 2	01	M
Rogers	Bennie	R	FACILITY ADMINISTRATOR 2	01	M
Rogers	James	B	MAINTENANCE ELECTRICIAN 2	01	M
Rusie	William		FACILITY ADMINISTRATOR 3	01	M
Sadler	Jerry	L	FACILITIES SUPERVISOR	01	M
Selby	Glenn	W	BUILDING MAINTENANCE WORKER 2	01	M
Sherwood	Michael	L	MAINTENANCE ELECTRICIAN 1	01	M
Springer	Larry	D	HEATING & REFRIGERATION MECH 3	01	M
Sprott	Timothy	H	DELTA ROOM OPERATOR	01	M
Stamps	John	D	FACILITY ADMINISTRATOR 1	01	M
Tufo	Steven	J	MAINTENANCE ELECTRICIAN 1	01	M
Turner Jr	William	H	HEATING & REFRIGERATION MECH 1	01	M
Vaillancourt	Roderick	R	BUILDING MAINTENANCE WORKER 2	01	M
Waggoner	Thomas	L	FACILITIES SUPERVISOR	01	M
Walker	Charles	E	FACILITIES SUPERVISOR	01	M
Wesson	Johnny	A	GROUPS WORKER 2	01	M
West	William	E	HEATING & REFRIGERATION MECH 1	01	M
White	James	W	BUILDING MAINTENANCE WORKER 2	01	M
Wilson	Rodney	C	BUILDING MAINTENANCE WORKER 3	01	M
Windrow	Ronald	L	BUILDING MAINTENANCE WORKER 2	01	M
Woodard	James	B	HEATING & REFRIGERATION MECH 2	01	M
Woods	Dorris	L	BUILDING MAINTENANCE WORKER 2	01	M
Young	Kevin	A	BUILDING MAINTENANCE WORKER 2	01	M
Yunker	Ricky	N	GROUPS WORKER 3	01	M
Butler	Timothy	W	PRINTING ESTIMATOR	01	M
Campbell	Kevin	J	PRINTING ESTIMATOR	01	M
Adkins	Ronald	W	STOREKEEPER 2	01	M
Bond	James	D	PRINTING SERVICES SUPERVISOR 2	01	M
Brugger	Roger	L	BINDERY WORKER 2	01	M
Derryberry	Darryl	G	BINDERY WORKER 2	01	M
Evans	John	W	PRINTING PRE-PRESS SUPV 2	01	M
Finney	Preston	A	VEHICLE OPERATOR	01	M
Gillaspie	Justin	W	OFFSET PRESS OPERATOR 2	01	M
Hearn	Travis	L	OFFSET PRESS OPERATOR 2	01	M
Hulet	Bret		OFFSET PRESS OPERATOR 1	01	M
Jones	Dale	M	GRAPHIC ARTIST	01	M
Marshall	Norman	R	BINDERY WORKER 2	01	M
Shatto	Terry	W	OFFSET PRESS OPERATOR 2	01	M
Sullivan	Kelly	L	OFFSET PRESS OPERATOR 1	01	M
Temple	Samuel	R	OFFSET PRESS OPERATOR 2	01	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Wright	Dave	V	WAREHOUSE WORKER	01	M
Colebank	John	A	WEBSITE DEVELOPER 2	01	M
Hinkel	Robert	A	GRAPHICS DESIGNER 1	01	M
Martin	Richard	A	GRAPHICS DESIGNER 2	01	M
Dekalb	John	E	STATE CHIEF PHOTOGRAPHER	01	M
Mcmurtrie	Andrew	J	STATE PHOTOGRAPHER 2	01	M
Bermack	Alan	H	CLERK 2	01	M
Gill	David	L	PRINTING SCHEDULER	01	M
Hayes	Phillip	R	ADMIN SERVICES ASSISTANT 2*	01	M
Bissell	John	C	PURCHASING DIRECTOR	01	M
Evans	Dwayne	K	ADMIN SERVICES ASSISTANT 5	01	M
Johnson	Thomas	D	PURCHASING ASSISTANT DIRECTOR	01	M
Reksten	Stephen	J	PURCHASING ASSISTANT DIRECTOR	01	M
Askins	John	D	PURCHASING AGENT 2*	01	M
Buttrey	James	E	PURCHASING AGENT 3	01	M
Davis	Sewell	W	PURCHASING AGENT 2*	01	M
Detillier	Milton	J	PURCHASING AGENT 3	01	M
Edens	Edward	F	PURCHASING AGENT 3	01	M
Heinlein	Theodore	L	PURCHASING AGENT 3	01	M
Hicks	Clyde	D	PURCHASING AGENT 3	01	M
Mckeel	Mark	L	PURCHASING AGENT SUPERVISOR	01	M
Mullinix	Jerry		PURCHASING AGENT 2*	01	M
Taylor	Billy	C	PURCHASING AGENT 2*	01	M
Bell	James	W	PURCHASING AGENT 3	01	M
Klein	David	S	PURCHASING AGENT 2*	01	M
Yates	Stephen	M	PURCHASING AGENT 3	01	M
Wiles	Nicholas	H	CLERK 3	01	M
Wilson	Terry	B	CLERK 3	01	M
Hamblin	Robert	J	ADMIN SERVICES ASSISTANT 2*	01	M
Polak	Gregory	S	PURCHASING AGENT SUPERVISOR	01	M
Ross	Matthew	C	PURCHASING AGENT 3	01	M
Hauser	Paul	C	MANAGEMENT CONSULTANT 2	01	M
Karolchik	Stephen	A	INFO RESOURCE SUPPORT SPEC 3	01	M
Shepherd	William	R	INFORMATION SYSTEMS ANA 4	01	M
Cariani	Joseph	F	INFO RESOURCE SUPPORT SPEC 3	01	M
Brooks	David	L	INFORMATION SYSTEMS ANA 4	01	M
Cole	Ronald	B	INFORMATION SYSTEMS ANA 3	01	M
Vaughan	Harry	H	INFORMATION SYSTEMS MANAGER 2	01	M
Baker	Elbert	R	ADMIN SERVICES ASSISTANT 2*	01	M
Barnes	John	D	PROPERTY UTILIZATION MANAGER 2	01	M
Farmer	Billy	J	STORES MANAGER	01	M
Harris	Joel	S	PROPERTY UTILIZATION MANAGER 1	01	M
Allen	David	R	PROPERTY UTILIZATION MANAGER 2	01	M
Askins	James	E	LONG DISTANCE HAULER	01	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Chaffin	Eddie	W	LONG DISTANCE HAULER	01	M
Chambliss	Darrell	R	PROPERTY REPRESENTATIVE 3	01	M
Grimenstein	Seth	P	STOREKEEPER 2	01	M
Haddock	John	F	STOREKEEPER 1	01	M
Harlan	Larry	J	STOREKEEPER 1	01	M
Jolley	Frank	H	PROPERTY REPRESENTATIVE 3	01	M
Jones	Chris	C	STORES MANAGER	01	M
Wahl	Kevin	G	STOREKEEPER 1	01	M
Wedekind	Paul	D	PROCUREMENT OFFICER 1	01	M
<b>Total Whites:</b>				<b>310</b>	
Sims Davis	Gwendolyn		COMMISSIONER 1	02	F
Dobbs	Angelita	M	ASSISTANT COMMISSIONER 2	02	F
Hampton	Donna	L	EXECUTIVE ADMIN ASSISTANT 2	02	F
Rosario	Benita	H	ADMIN SERVICES ASSISTANT 3	02	F
Stevenson	Kimberly	M	ADMIN SERVICES ASSISTANT 3	02	F
Brandon	Jamita	W	SECRETARY	02	F
Jolayemi	Mary	A	ACCOUNTANT 2*	02	F
Thompson	Lela		CLERK 2	02	F
Johnson	Lawanda	M	AUDITOR 2*	02	F
Latham	Sha Tanya	G	AUDITOR 3	02	F
Bennett	Sonia	Y	HR ANALYST 2*	02	F
Stanton	Sonia	M	HR TECHNICIAN 2*	02	F
Clark	Valerie		ADMIN SERVICES ASSISTANT 2*	02	F
Simpson	Shelia	J	DIVERSITY BUSINESS PROGRAM DIR	02	F
White	Tamara	D	ADMIN SERVICES ASSISTANT 4	02	F
Bakerwoodard	Cynthia	A	MAIL SERVICES MANAGER	02	F
Brown	Donna	M	CLERK 3	02	F
Bailey	Sherri	A	MAIL CLERK	02	F
Brown	Patsy	D	MAIL CLERK	02	F
Brown	Jeanette		MAIL CLERK	02	F
Hall	Angela	L	MAIL TECHNICIAN 1	02	F
Hill	Jacqueline	E	MAIL CLERK	02	F
Hooper	Linda		MAIL TECHNICIAN 2	02	F
Johnson	Dianne	B	MAIL CLERK	02	F
Lucas	Shenita	W	MAIL CLERK	02	F
Oliver	Martina	O	MAIL TECHNICIAN 2	02	F
Stevenson	Linda	J	MAIL TECHNICIAN 1	02	F
Valentine	Marquinta	R	MAIL CLERK	02	F
Coffey	Terry	L	FLEET MAINTENANCE ASSISTANT 1	02	F
Mcdaniel	Patricia	L	VEHICLE OPERATOR	02	F
Bowers	Yulanda	E	ADMIN SERVICES ASSISTANT 2*	02	F
Harper	Georgia	M	ADMIN ASSISTANT 1	02	F
Timberlake	Shirley	J	FOOD SERVICE ASSISTANT	02	F

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Clark	Pamela	Vernette	CUSTODIAL WORKER 1	02	F
Fitzpatrick	Pamela	D	FACILITY ADMINISTRATOR 1	02	F
Howell	Pamela	L	ADMIN SERVICES ASSISTANT 3	02	F
Miller	Teresa	Y	CUSTODIAL WORKER 1	02	F
Moreland	Regina	A	CUSTODIAL WORKER 1	02	F
Nunn	Gloria	M	CUSTODIAL WORKER 1	02	F
Williams	Sallie	M	ADMIN SERVICES ASSISTANT 3	02	F
Jackson	Onna	L	PRINTING ORDER CLERK	02	F
Bradley	Julia	M	BINDERY WORKER 2	02	F
Frazer	Nancy	L	CLERK 2	02	F
Frierson	Stephanie		CLERK 3	02	F
Price	Patricia	A	CLERK 3	02	F
Taylor	Elise	M	OFFSET PRESS OPERATOR 1-NE	02	F
Bradford	Marva	A	PURCHASING ADMINISTRATOR	02	F
Gilbert	Jerald	E	PURCHASING AGENT 2*	02	F
Johnson	Jeaneene	R	PURCHASING AGENT 3	02	F
Liverman	Valerie	J	WORD PROCESSING OPERATOR 1	02	F
Mcdowell	Angela	M	PURCHASING AGENT 2*	02	F
Bennett	Cheryl	L	INFORMATION SYSTEMS ANA 4	02	F
Venson	Frances	M	INFORMATION SYSTEMS MANAGER 1	02	F
Byner	Sandra	L	INFO RESOURCE SUPPORT SPEC 4	02	F
Drummond	Alice	E	RECORDS MANAGER	02	F
Neal	Penny		RECORDS MANAGER	02	F
Jones	Donna	D	ADMIN SERVICES ASSISTANT 3	02	F
Parker	Keri	D	STORES CLERK	02	F
Simmons	Shaylondia	R	PROP UTILIZATION ASST DIRECTOR	02	F
Vantrease	Chartise	R	ADMIN SERVICES ASSISTANT 2*	02	F
McBride	Jeremy	Galloway	EXECUTIVE ADMIN ASSISTANT 1	02	M
Anderson	Micheal	L	MAIL SERVICES SUPERVISOR	02	M
Futrell	Azell		MAIL SERVICES SUPERVISOR	02	M
Mosley	Herman	E	MAIL TECHNICIAN 1	02	M
Payne	Terrence	D	MAIL CLERK	02	M
Barbour	Donte	M	MAIL CLERK	02	M
Deaderick	Henry	H	MAIL CLERK	02	M
Duncan	Leonard	W	MAIL CLERK	02	M
Gray	Harold	D	MAIL TECHNICIAN 2	02	M
Lanier	William	S	MAIL TECHNICIAN 1	02	M
Moore	Rapheal	S	MAIL CLERK	02	M
Page	William	E	MAIL CLERK	02	M
Payne	Gregory	S	MAIL CLERK	02	M
Proby	Nathaniel		MAIL CLERK	02	M
Radcliffe	Gregory	W	MAIL CLERK	02	M
Robinson	Tony	M	MAIL CLERK	02	M
Webb	Carlos	D	MAIL CLERK	02	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Fitzpatrick	Michael	L	MAIL CLERK	02	M
Gooch	Melvin	J	MAIL CLERK	02	M
Greene	Iren	M	MAIL CLERK	02	M
Jones	Cedarin	L	MAIL CLERK	02	M
Perkins	Reginald	M	MAIL CLERK	02	M
Taylor	John	B	MAIL TECHNICIAN 2	02	M
Williams	Frederick	D	MAIL CLERK	02	M
Wilson	Henry	D	MAIL TECHNICIAN 2	02	M
Vaughn	Victor	R	MOTOR VEHICLE MGMT ASSIST DIR	02	M
Watkins	Miguel	R	EQUIPMENT SERVICE WORKER	02	M
Harkness	Phillip	R	FACILITY ADMINISTRATOR 2	02	M
Adams	Sam		BUILDING MAINTENANCE WORKER 3	02	M
Askew	Jonathan		FACILITIES SUPERVISOR	02	M
Bass	Shawn	E	FACILITIES SUPERVISOR	02	M
Buchanan	John	T	FACILITY ADMINISTRATOR 2	02	M
Butler	Eric	S	FACILITY ADMINISTRATOR 2	02	M
Church	Joshua	V	CUSTODIAL WORKER 1	02	M
Dansby	Robert	E	HEATING & REFRIGERATION MECH 2	02	M
Ervin	Ernest	E	HEATING & REFRIGERATION MECH 3	02	M
Fanning	Barry	E	BUILDING MAINTENANCE WORKER 3	02	M
Jones	Patrick	D	HEATING & REFRIGERATION MECH 1	02	M
Lanier	Clifford	R	DELTA ROOM OPERATOR	02	M
Lucas	Troy	D	DELTA ROOM OPERATOR	02	M
Malone	Homer	R	CUSTODIAL WORKER 2	02	M
Maze	Darrell	D	BUILDING MAINTENANCE WORKER 3	02	M
Mckeldin	Norman	H	BUILDING MAINTENANCE WORKER 2	02	M
Overton	Bruce	L	BUILDING MAINTENANCE WORKER 3	02	M
Ridley	Rickey	T	MAINTENANCE ELECTRICIAN 1	02	M
Rollins	Dannie	R	BUILDING MAINTENANCE WORKER 2	02	M
Rosenboro	Myron	L	FACILITY ADMINISTRATOR 1	02	M
Sanderfur	Charles	B	FACILITY ADMINISTRATOR 1	02	M
Schaeffer	Ronald	E	FACILITIES SUPERVISOR	02	M
Terry	Harvey	L	BUILDING MAINTENANCE WORKER 2	02	M
Turner	Brian	K	BUILDING MAINTENANCE WORKER 2	02	M
Holt	Jeffrey	D	BINDERY WORKER 2	02	M
Johnson	Samuel	C	OFFSET PRESS OPERATOR 1	02	M
Montague	Arnett	G	OFFSET PRESS OPERATOR 2	02	M
Thomas	Jimmy	L	OFFSET PRESS OPERATOR 1	02	M
Carey	Clen	H	PURCHASING AGENT 3	02	M
Willhite	Brian	L	PURCHASING AGENT 2*	02	M
Zergaw	SHEMELES	T	PURCHASING AGENT 2*	02	M
Jarrett	Henry	V	CLERK 3	02	M
Cox	Glendale		STOREKEEPER 1	02	M
Hobson	Herbert	H	STOREKEEPER 2	02	M

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION TITLE	ETHNIC GROUP	SEX
Hudson	Rickey		STOREKEEPER 1	02	M
Clemons	Corey	E	STOREKEEPER 2	02	M
Dennis	Horace		STOREKEEPER 1	02	M
Foster	Michael	L	VEHICLE OPERATOR	02	M
Foxx	Calvin	R	VEHICLE OPERATOR	02	M
Parks	William		WAREHOUSE WORKER	02	M
Simpson	Tom	F	STOREKEEPER 1	02	M
<b>Total Blacks:</b>				<b>128</b>	
Alvarez	Celedonio		BUILDING MAINTENANCE WORKER 2	03	M
Bermudez	Ulysses		MAINTENANCE ELECTRICIAN 1	03	M
Michaels	Daniel	R	ADMIN SERVICES ASSISTANT 2*	03	M
Chen	Jian	L	ACCOUNTANT 2*	03	F
Nguyen	Long	N	MAINTENANCE ELECTRICIAN 2	03	M
Wu	Cheng Huang		BUILDING MAINTENANCE WORKER 2	03	M
Estes	Jerry	W	PRINTING SERVICES SUPERVISOR 1	03	M
Harper	Linda	J	ADMIN ASSISTANT 1	03	F
Woldemichael	Mahilet		CLERK 2	03	F
Hana	Adel	H	ACCOUNTING TECHNICIAN 1	03	M
Gee	David	M	AUDITOR 4	03	M
Filoubos	Monir	K	HEATING & REFRIGERATION MECH 1	03	M
Kasdallah	George		BUILDING MAINTENANCE WORKER 3	03	M
<b>Total Other:</b>				<b>13</b>	

**Total Male**                    **294**            **65%**

**Total Female**                **157**            **35%**

**Total White**                 **310**            **69%**    **01 - White**

**Total Black**                 **128**            **28%**    **02 - Black**

**Total Other**                 **13**             **3%**     **03 - Other**

## **B. Department of General Services Complaints for Fiscal Year 2009-2010:**

- No complaints were received
- No complaints were closed
- No complaints were referred to another state or federal department or agency

There were no lawsuits filed during fiscal year 2009-2010 against the Department of General Services alleging discrimination on the basis of race, color, or national origin.

### C. Census Data for Eligible Population to be Served

The Department of General Services, Federal Surplus Property Program, serves State government, as well as local governments and eligible non-profit organizations across the entire State of Tennessee. The following data is from the 2009 census for the State of Tennessee:

Male	48.7%
Female	51.3%
White	76.5%
Black	16.8%
American Indian and Alaska Native	0.3%
Asian	1.4%
Native Hawaiian and Other Pacific Islander	0.1%
Hispanic	4.2%
Other	0.7%

## SECTION 5 DEFINITIONS

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- A. Beneficiary: Any person or group of persons (other than States) entitled to receive benefits, directly or indirectly, from any federally-assisted program, i.e., relocates, affected citizens, communities, etc.
- B. Commissioner: Commissioner of the Department of General Services.
- C. Complaint: A written allegation of discrimination, which indicates that a 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.
- D. Compliance: Fulfillment of the requirement of Title VI, other applicable laws, implementing regulations and instructions to the extent that no distinctions are made in the delivery of any service or benefit based on race, color, or national origin.
- E. Compliance Reviews: Conducted by means of either regular inspections of Department programs to determine compliance with Title VI requirements (which may be conducted by means of on-site visits), or desk (structured paper) reviews of programs and associated documentation.
- F. Contractor: An individual, group, or company that agrees to perform services or provide commodities at a specified price pursuant to a contract.
- G. Donees: Non-profit organizations and state entities who receive federal surplus property from the DGS, Property Utilization Division.
- H. Limited English Proficiency (LEP): A person who does not speak English as their primary language and has a limited ability to read, speak, write, or understand English.
- I. Monitoring: A review process used to determine compliance with the requirements of a state and/or federal program, applicable laws and regulations, and stated results and outcomes.
- J. Recipient: Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term “recipient” does not include any ultimate beneficiary under any such program.
- K. Title VI Coordinator: A position designated by the DGS Commissioner to ensure compliance with Title VI program requirements.

## **SECTION 6**

### **DISCRIMINATORY PRACTICES**

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The following activities would be considered discriminatory practices under Title VI:

- Deny any individual any service, financial aid, or other benefits offered by the Department because of their race, color, or national origin.
- Treat individuals differently because of their race, color, or national origin.
- Use methods which directly or indirectly, through contractual relationships, defeat or substantially impair the accomplishment of effective non-discriminatory practices.

Adopt methods which would limit participation by any group or subject them to discrimination.

## SECTION 7

### LIMITED ENGLISH PROFICIENCY (LEP)

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Limited English Proficiency policies and procedures for the Department of General Services are included as **Appendix C**.

The Department of General Services is covered by a statewide contract with the following contractor to provide interpreter services:

Worldwide Interpreters  
516 Missouri  
South Houston, TX 77587

English was the only language encountered by the Department of General Services as a result of on-site and telephonic encounters from the public during the State Fiscal Year July 1, 2009 – June 30, 2010.

## SECTION 8 COMPLAINT PROCEDURES

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### **A. Process for Filing a Complaint**

A formal complaint must be filed in writing, within one hundred-eighty (180) days of the occurrence of the alleged discrimination. (See Department's Title VI Program Complaint and Compliance Monitoring Process – **Appendix B**).

The complaint should be filed on form DGS-1, Title VI Complaint Form (See **Appendix D**) available on the Department's intranet webpage.

The complaint may also be filed in a letter stating the elements of the complaint.

Allegations that are received by telephone, fax, or e-mail will be acknowledged and reduced to writing. However, a complaint form will be forwarded for the person(s) to sign and return to DGS for processing. The person to whom the complaint is made will document the elements of the complaint in writing if the complainant is unable or unwilling to file the complaint in writing. The complaint must contain the following information:

1. Name, address, and telephone number of the complainant
2. Location and name of the agency, facility, or other office where the alleged discrimination took place
3. Identification of the agency staff alleged to have engaged in discrimination
4. The elements of the event(s) that led to the belief that discrimination occurred
5. The basis of the complaint, i.e., race, color, or national origin
6. Names, addresses, and telephone numbers of people who may have knowledge of the event
7. The date(s) the alleged discriminatory event(s) occurred

A complaint alleging discrimination against a division or entity of the General Services program delivery system may be filed internally with the DGS Title VI Coordinator.

In addition, a complaint can be filed externally with the Tennessee Title VI Compliance Commission or the Office of Civil Rights, U.S. General Services Administration.

### **B. Investigation, Determination, and Ruling**

DGS supervisory staff shall forward all written complaints received to the Title VI Coordinator within two (2) business days of the receipt of any complaint.

The Title VI Coordinator will:

1. Coordinate the review and investigation of complaints.
2. Notify the complainant of receipt of the complaint.

- a. The notification will be accomplished by the most expedient means available, including e-mail, fax, or telephone call to be documented in writing and confirmed by letter.
  - b. The notification will include a request for a time and date an investigator can reach the complainant by telephone or in person to discuss the complaint.
3. Notify the complainant by certified letter of the determination and/or any remedial action that has been taken if it is determined that there was discrimination based on race, color, or national origin.
4. Maintain copies of complaints and findings for a minimum of three (3) years from the resolution of the complaint.
5. Take primary responsibility for investigating complaints and reporting findings to the Commissioner. The investigation will review, minimally:
  - a. Applicable practices and policies
  - b. The circumstances and events which led to the filing of the complaint
  - c. All other pertinent information

Complete the investigation and prepare a written determination on the alleged discrimination and/or make any recommendations on appropriate remedial action to the Commissioner within thirty (30) calendar days of receipt of the written complaint.

## SECTION 9 COMPLIANCE REVIEW

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### A. Pre-Award Procedures – Assurances and Data Collection

The Tennessee Department of General Services (DGS) agrees that as a condition to receiving any federal financial assistance, it will comply with Title VI of the Civil Rights Acts of 1964. The Commissioner of the Department General Services has the overall responsibility for compliance with Title VI. The Title VI Coordinator, appointed by the Commissioner, is responsible for coordinating Title VI within the Department.

The U.S. Department of General Services Administration (GSA), Southeast Office of Civil Rights, requires the Department to comply with Title VI for the receipt of federal property. The Property Utilization Division (PUD) is required to follow strict federal compliance review procedures in order to remain eligible to participate in the federal surplus property program. The Title VI Coordinator and the Director of PUD are responsible for coordinating and monitoring all approved participating donees that are participating in the federal surplus property program. The rules of Federal Surplus Property are included in **Appendix A**.

All Title VI Division representatives will conduct quarterly reviews of DGS program activities and donees. All Title VI noncompliance issues will be reported to the Title VI Coordinator.

As of April 2010, the Department of General Services had a total of 916 donees registered to receive state and federal surplus property from PUD. **Appendix E** contains the complete list of donees. From this list, five percent were selected for on-site visits. The Title VI Audit Checklist (**Appendix F**) was utilized during these on-site visits.

Currently, the Department of General Services only has approved donees that participate in our federal property program. We do not have any other subrecipients or contractors that would require compliance with Title VI regulations. See **Appendix G** for qualifications to become a donee and **Appendix H** for applicant application documents.

All applicable program and service contracts contain a statement that the recipient will conform to the requirements of Title VI (See Assurance Agreement Form in **Appendix I**).

The Department of General Services does not provide any training to PUD donees.

### B. Post-Award Procedures

The Department of General Services has prepared a summary report of Title VI review results and it is included as **Appendix J** of this Plan.

All donees receive Title VI posters and brochures; however, no formal training is provided.

### **C. Minority Representation**

As of June 30, 2010, the Department of General Services did not have any contractors or subcontractors that would require compliance with Title VI regulations. Therefore, minority representation of contractors would not be applicable.

### **D. Public Notice and Outreach**

The Department of General Services utilizes the Title VI Audit Checklist when performing on-site visits and it is used to monitor all subrecipients and/or contractors concerning the dissemination of information to the general public, including minority groups.

### **E. Procedures for Noncompliance**

Follow-up letters are sent to every donee that is found to be in noncompliance with Title VI regulations. An example letter is included as **Appendix K**.

## **SECTION 10**

### **COMPLIANCE/NONCOMPLIANCE REPORTING**

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The Department of General Services does not furnish to, or share Title VI compliance reports with, any Federal or State agencies. However, they are made available to the General Services Administration during their review of our Surplus Property Program.

**SECTION 11**  
**TITLE VI TRAINING PLAN**

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The Department has communicated its Title VI policy to its Title VI representatives, staff, vendors, and donees through training seminars, one-on-one counseling, posters hung in centrally located areas, dissemination of Title VI brochures, and by making available upon request its written non-discrimination policy.

Also, the Department includes its non-discriminatory policy clause on all pro forma Invitation to Bid (ITB) and Request for Proposal (RFP) contracts. The Department's efforts in the promulgation of Executive Order 14 and involvement with the Governor's Office of Diversity Business Enterprise are other examples of the Department's commitment to Title VI.

Title VI training for Divisional Representatives was conducted on August 5, 2009. There are 16 Divisional Representatives in the Department of General Services and 14 were in attendance (88 percent). Following is a breakdown by Division of employees the Department of General Services has recently trained:

<b>Division</b>	<b>Number of Staff Trained</b>
Property Services Mgt.	165
Office of Financial Management	20
Motor Vehicle Mgt.	32
Purchasing	41
Warehouse Admin./Property Util.	31
Human Resources	7
Commissioner's Office/Support	10
General Counsel	3
IT	6
Printing/Media Services	43
Postal Services	48
Internal Audit	8
<b>Total</b>	<b>414</b>

The Department proposes to conduct Title VI training for Divisional Representatives as well as all employees on an annual basis.

## SECTION 12 PUBLIC NOTICE AND OUTREACH

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### **A. Commitment Statement**

The primary goal of the Tennessee Department of General Services Title VI Program is to ensure that all management staff, contractors, and service beneficiaries are aware of the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964. We are readily available to provide high-quality technical assistance, resources, guidance, and any other information in regard to Title VI.

Copies of the Title VI Implementation Plan are available upon request and it is also posted on the Department of General Services web site. Title VI Divisional Representatives are asked to post complaint procedures in an appropriate location within their respective Divisions.

Copies of our Title VI brochure that contains information regarding nondiscrimination policies, programs, and services are available at each division and upon request.

### **B. Minority Representation**

The Department does not control the membership of any Board or Commission. However, its Commissioner sits on the Board of Standards and State Capitol Commission pursuant to statute (**Appendix L** and **Appendix M**, respectively). The Capitol Commission has minority participation assured by the General Assembly through legislation.

The workshop concept has been a means to identify specific issues and concerns of minority. Concerns can be properly addressed only when they have been identified. This type of outreach and training throughout the state is continuously promoted by the Department. Along with various other state agencies, this effort is to increase awareness of the Department's policy, as well as to increase contracting opportunities with minority, women-owned, and small businesses.

### **C. Documentation of Minority Input in the Development of the Plan**

The DGS recognizes the importance of having diverse input into the procedures that affect their customers and services. The Department's Title VI Report is reviewed annually by the subcommittee of the Tennessee Black Caucus of the Tennessee State Legislature.

**SECTION 13**

**EVALUATION PROCEDURES OF TITLE VI IMPLEMENTATION**

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The Department of General Services has no existing needs or implementation plan deficiencies that need to be addressed.

**SECTION 14**  
**RESPONSIBLE OFFICIALS**

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- A. The responsible State official charged with ensuring that the Department of General Services complies with Title VI is:**

Gwendolyn Sims Davis, Commissioner  
Department of General Services  
William R. Snodgrass Tennessee Tower, 24<sup>th</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243

  
\_\_\_\_\_  
Signature

- B. The Title VI Director/Coordinator assigned with the task of developing and drafting the annual implementation plan is:**

Angelita Latham Dobbs, Director  
Office of Assurance and Technology Services  
Department of General Services  
William R. Snodgrass Tennessee Tower, 24<sup>th</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243

  
\_\_\_\_\_  
Signature

**APPENDIX A**  
**FEDERAL SURPLUS PROPERTY RULE 0690-1-13**

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## Federal Surplus Property Rule 0690-1-13

**0690-1-1-12 COOPERATIVE AGREEMENTS.** The State Agency has the authority and will enter into such cooperative agreements deemed necessary with GSA or other Federal agencies in accordance with FPMR 101-44.206. Such agreements may involve, but are not limited to:

- (1) Use of property by State Agency
- (2) Overseas property
- (3) Use of Federal Telecommunications System
- (4) Interstate transfers
- (5) Others, as may be necessary

*Authority:* T.C.A. Sections 4-330(15), 12-333(5A), and 49-808 through 49-810. See also Public Law No. 94-519.

*Administrative History:* Original Rule filed August 31, 1977, effective September 30, 1977.

### 0690-1-1-13 FORMS

- (1) A sample copy of release form is enclosed as Exhibit A.
- (2) A sample copy of Vessel Conditional Transfer Document is enclosed as Exhibit B.
- (3) A sample copy of Non-combat-type Aircraft Conditional Transfer Document is enclosed as Exhibit C.
- (4) A sample copy of Combat-type Aircraft Conditional Transfer Document is enclosed as Exhibit D.
- (5) All property issued by the State Agency shall be listed on a distribution document. A sample copy is enclosed as Exhibit E.

*Authority:* T.C.A. Section 4-330(15), 12-333(5A), and 49-808 through 49-810. See also Public Law No. 94-519.

*Administrative History:* Original Rule filed August 31, 1977, effective September 30, 1977.

March, 1999 (Revised)

DISTRIBUTION OF FEDERAL SURPLUS PROPERTY CHAPTER 0690-1-1  
WITHIN THE STATE OF TENNESSEE

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DEPARTMENT OF GENERAL SERVICES  
FEDERAL PROPERTY UTILIZATION DIVISION

ISSUE SHEET and INVOICE

DATE: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_ COUNTY: \_\_\_\_\_ INVOICE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTED: \_\_\_\_\_

PURPOSES FOR WHICH PROPERTY IS BEING ACQUIRED:

- |                               |                             |
|-------------------------------|-----------------------------|
| 1. PUBLIC AGENCY ORGANIZATION | 2. NONPROFIT INSTITUTION OR |
| A. CONSERVATION               | A. EDUCATION                |
| B. ECONOMIC DEVELOPMENT       | B. HEALTH                   |
| C. MEDICATION                 | C. OTHER                    |
| D. PARKS AND RECREATION       |                             |
| E. PUBLIC HEALTH              |                             |
| F. PUBLIC SAFETY              |                             |
| G. TWO OR MORE PURPOSES       |                             |
| H. OTHER                      |                             |

Purpose	Stock No.	Qty.	Unit of Measure	Description	Unit Fee	Total	Check if Loaded	Loader	Office Use Only Acquisition Cost		
									Unit Total Cost		
Property Checked By:				Items Checked Above Picked up By:				Date:			

BEING THE DULY AUTHORIZED AGENT OF THE ABOVE DONEE ORGANIZATION, I ACCEPT THE PROPERTY LISTED HEREON AND ON THE ATTACHED CONTINUATION SHEET(S) WHERE APPROPRIATE, AND COMMIT THE DONEE TO COMPLY WITH THE TERMS AND CONDITIONS PRINTED ON THE REVERSE OF THIS DOCUMENT AND INVOICE.

SIGNATURE OF AGENT	DATE
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• LETTER ATTACHED

DISTRIBUTION OF FEDERAL SURPLUS PROPERTY CHAPTER 0690-1-1  
WITHIN THE STATE OF TENNESSEE

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A. THE DONEE CERTIFIES THAT:

1. It is a public agency; or a nonprofit educational or public health institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.
2. If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purposes. The property is not being acquired for any other use or purpose or for sale or other distribution; or for permanent use outside the State, except with prior approval of the State Agency.
3. Funds are available to pay all costs and charges incident to donation.
4. This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964 and Title VI Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

B. THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

1. All items of property shall be placed in use for the purposes for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State Agency, and at the donee's expense, return such property to the State Agency, or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.
2. Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.
3. In the event the property is not so used or handled as required by (B)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

C. THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$3,000 OR MORE AND PASSENGER MOTOR VEHICLES REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

1. The property shall be used only for the purpose(s) for which acquired and for no other purpose.
2. There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the State Agency designates a further period of restriction.
3. In the event the property is not so used as required by (C)(1) and (2) and federal restrictions (B)(1) and (2) have expired, then title and right to the possession of such property shall at the

option of the State Agency revert to the State of Tennessee and the donee shall release such property to such person as the State Agency shall direct.

D. THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS AND RESTRICTIONS:

1. From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently for use outside the State, without prior approval of GSA under (B) or the State Agency under (C). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State Agency, shall be remitted promptly by the donee to GSA or the State Agency as the case may be.
2. In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, without the prior approval of GSA or the State Agency, the donee, at the option of GSA or the State Agency, shall pay to GSA or the State Agency, as the case may be, the proceeds of the disposal or for the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State Agency.
3. If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State Agency, and shall, as directed by the State Agency, return the property to the State Agency, release the property to another donee or another State Agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State Agency.
4. The donee shall make reports to the State Agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the State Agency.
5. At the option of the State Agency, the donee may abrogate the conditions set forth in (C) and the terms, reservations and restrictions pertinent thereto in (D) by payment of an amount as determined by the State Agency.

E. THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:


1. The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind.
2. Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, the State Agency will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

F. TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$3,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

**THE DONATION SHALL BE SUBJECT TO THE TERMS, CONDITIONS, RESERVATIONS, AND RESTRICTIONS SET FORTH IN THE CONDITIONAL TRANSFER DOCUMENT EXECUTED BY THE AUTHORIZED DONEE REPRESENTATIVE.**

**APPENDIX B**  
**TITLE VI COMPLAINT AND MONITORING PROCESS**

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 <p>POLICIES AND PROCEDURES State of Tennessee Department of General Services</p>	Index #	Page 1 of 6
	Effective Date: August 14, 2009	
	Distribution: Division Directors and Title VI Representatives	
	Supersedes: N/A	
Approved By: Gwendolyn Sims Davis		
Subject: Title VI Program Complaint and Compliance Monitoring Process		

- I. AUTHORITY: TCA §§ 4-3-1105, 4-21-901, 4-21-904, 4-21-905, 49-1-304; Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.
- II. POLICY: No person based on race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program, service, or activity operated, funded, or overseen by the Tennessee Department of General Services (DGS).
- III. PURPOSE: To ensure agency compliance with the requirements of Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations.
- IV. APPLICATION: All Department of General Services Employees, Contractors, Subcontractors, and Donee organizations that are eligible to receive federal surplus property.
- V. RESPONSIBILITY: The Title VI Coordinator under the supervision and direction of the Director of Audit and Compliance will coordinate all programs and activities associated with Title VI complaint investigations and compliance monitoring.
- VI. DEFINITIONS: As used in this policy, include the following:
  - A. Beneficiary: Any person or group of persons (other than States) entitled to receive benefits, directly or indirectly, from any federally assisted program, i.e., relocates, affected citizens, communities, etc.
  - B. Complaint: A written allegation of discrimination, which indicates that a 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.
  - C. Compliance: Fulfillment of the requirement of Title VI, other applicable laws, implementing regulations and instructions to the extent that no distinctions are made in the delivery of any service or benefit based on race, color, or national origin.
  - D. Compliance Reviews: Conducted by means of either regular inspections of Department programs to determine compliance with Title VI requirements, which may be conducted by means of on-site, or desk (structured paper) reviews of programs and associated documentation.

- E. Contractor: An individual, group, or company that agrees to perform services or provide commodities at a specified price pursuant to a contract.
- F. Donees: Non-profit organizations and state entities who receive federal surplus property from the DGS, Property Utilization Division.
- G. Limited English Proficiency (LEP): Persons that does not speak English as their primary language, and has a limited ability to read, speak, write or understand English.
- H. Monitoring: A review process used to determine compliance with the requirements of a state and/or federal program, applicable laws and regulations, and stated results and outcomes.
- I. Recipient: Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term “recipient” does not include any ultimate beneficiary under any such program.
- J. Title VI Coordinator: A position designated by the DGS Commissioner to ensure compliance with Title VI program requirements.

## VII. PROCEDURES:

### A. Complaint Filing

A formal complaint must be filed in writing, within one hundred-eighty (180) days of the occurrence of the alleged discrimination.

1. The complaint should be filed on form **DGS-1070, Complaint under Title VI of the Civil Rights Act of 1964** available on the Department’s Intranet webpage, i.e. DGS Employee Handbook, located under Tools.
2. The complaint may also be filed in a letter stating the elements of the complaint.
3. Allegations that are received by telephone, fax, or e-mail will be acknowledged and reduced to writing. However, a complaint form will be forwarded for the person(s) to sign and return to DGS for processing. The person to whom the complaint is made will document the elements of the complaint in writing if the complainant is unable or unwilling to file the complaint in writing. The complaint must contain the following information:
  - a. Name, address and phone number of the complainant;
  - b. Location and name of the agency, facility, or other office where the alleged discrimination took place;

- c. Identification of the agency staff alleged to have engaged in discrimination;
  - d. The elements of the event(s) that led to the belief that discrimination occurred,;
  - e. The basis of the complaint: race, color, or national origin;
  - f. Names, addresses and phone numbers of people who may have knowledge of the event;
  - g. The date(s) the alleged discriminatory event(s) occurred.
4. A complaint alleging discrimination against a division or entity of the General Services program delivery system may be filed internally with the DGS Title VI Coordinator.
  5. In addition, a complaint can be filed externally with the Tennessee Title VI Compliance Commission or the Office of Civil Rights, U.S. General Services Administration.

#### B. Investigation, Determination and Ruling

DGS supervisory staff shall forward all written complaints received to the Title VI Coordinator within two (2) business days of the receipt of any complaint.

The Title VI Coordinator will:

1. Coordinate the review and investigation of complaints.
2. Notify the complainant of receipt of the complaint.
  - d. The notification will be accomplished by the most expedient means available, including e-mail, fax, or telephone call to be documented in writing and confirmed by letter.
  - e. The notification will include a request for a time and date an investigator can reach the complainant by telephone or in person to discuss the complaint.
3. Notify the complainant by certified letter of the determination and/or any remedial action that has been taken if it is determined that there was discrimination based on race, color, or national origin.
4. Maintain copies of complaints and findings for a minimum of three (3) years from the resolution of the complaint.
5. Take primary responsibility for investigating complaints and reporting findings to the Commissioner. The investigation will review, minimally:
  - a. Applicable practices and policies;
  - b. The circumstances and events which led to the filing of the complaint;
  - c. All other pertinent information.

6. Complete the investigation and prepare a written determination on the alleged discrimination and/or make any recommendations on appropriate remedial action to the Commissioner within thirty (30) calendar days of receipt of the written complaint.
7. If a complaint involves an Executive Director, Assistant Commissioner, Deputy Commissioner, or the Commissioner, the Department of Human Resources will investigate the complaint on behalf of DGS and report the results to the appropriate agency.

#### C. Internal Appeal Process

If the complainant is not satisfied with the Title VI Coordinator's findings and/or the remedial action taken, an appeal may be filed with the Assistant Commissioner, which constitutes the last level in the internal complaint system.

1. Upon an appeal, the Director of Human Resources, the Title VI Coordinator, and the General Counsel will assist the Assistant Commissioner and the Commissioner in reviewing the matter and making a determination.
2. The appeal process can include, but is not limited to, discussing the complaint with the complainant, the alleged offender, the initial recipient of the complaint, and the Department authority whose finding is appealed.

#### D. External Review Process

A complaint may be filed simultaneously with the Tennessee Title VI Compliance Commission or the Office of Civil Rights, U.S. General Services Administration and with DGS. In such case, the external complaint supersedes the internal DGS complaint. Accordingly, the internal complaint procedures will be suspended pending the outcome of the Tennessee Title VI Compliance Commission or federal review procedure, unless there is a request from the external agency for assistance in the investigation.

#### E. DGS Program and Activities Monitoring Process

1. The Title VI Coordinator will:
  - a. Coordinate desk audits and on-site reviews.
  - b. Ensure proper notice is given to employees and outside parties regarding the Department's nondiscrimination policy.
  - c. Approve the final monitoring report and distribute the document to the Director of Audit and Compliance, appropriate Division Director(s), and Donee, if applicable.
2. The Compliance Auditor (Title VI Division Rep) will:

- a. Conduct quarterly compliance audits of DGS programs activities and Donees. These audits may include desk reviews, on-site visits, and routine reviews.
- b. Identify and report Title VI noncompliance issues to the Title VI Coordinator and appropriate Supervisors.
- c. Prepare the final monitoring report of Title VI findings. The report shall be submitted within thirty (30) calendar days after the completion of the on-site review or the Title VI compliance questionnaire.

3. The Title VI Divisional Representative will:

- a. Serve as the point of contact within their respective divisions for Title VI concerns/issues.
- b. Ensure that LEP guidelines are followed and that Title VI materials are available.
- c. Collect and maintain data on race and ethnic categories, if applicable.

4. Upon receipt of the report, the Program Director and Donee, if applicable shall:

- a. Prepare a corrective action plan outlining the steps that will be taken to correct findings identified in the monitoring report.
- b. Provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date.
- c. Submit the corrective action plan within thirty (30) calendar days of the date of the report.
- d. If the Program Director or Donee does not agree with the findings or believes corrective action is not required, then the corrective action plan shall include an explanation and specific reasons.

F. Non-compliance Findings and Sanctions

Any Donee or Contractor found to be in noncompliance with Title VI will be given a written notice. Failure to eliminate further discrimination within sixty (60) calendar days of receipt of notice will be considered a violation of the terms of the contract and a basis for contract suspension, termination, or rejection.


G. Title VI-Compliance Review and Implementation Plan

1. The Title VI Coordinator will develop the DGS, Title VI-Implementation Plan and monitor agency compliance.
2. The Implementation Plan will provide a summary update of the Department's compliance review strategy and findings and include, but not be limited to, the following components: programmatic and budget overview, agency organizational structure, data collection, nondiscrimination assurance statement, compliance procedures, monitoring results, work plan, data collection, outreach, and training.

3. The Plan shall be submitted annually on October 1 to the Division of State Audit, Comptroller of the Treasury.

**APPENDIX C**  
**TITLE VI LEP POLICY**

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 <p style="text-align: center;"> <b>POLICIES AND PROCEDURES</b>          State of Tennessee          Department of General Services       </p>	Index #:	Page 1 of 2
	Effective Date: August 14, 2009	
	Distribution: Division Directors and Title VI Division Representatives	
	Supersedes:	
Approved by: Gwendolyn Sims Davis		
Subject: Limited English Proficiency (LEP) Procedure		

- I. AUTHORITY: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; Executive Order 13166
- II. POLICY: The Department of General Services does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services and steps have been taken to ensure that all individuals will be able to communicate, either through written or oral language services, with members of our staff.
- III. PURPOSE: To take reasonable steps to ensure that LEP individuals are provided meaningful access to our programs and/or services.
- IV. APPLICATION: All Department of General Services employees.
- V. RESPONSIBILITY: Each Title VI Division Representatives in conjunction with the Title VI Coordinator will ensure that each division has properly trained staff to assist LEP individuals.
- VI. DEFINITIONS: As used in this policy include the following:
  - H. Limited English Proficiency (LEP): Person that does not speak English as their primary language, and has a limited ability to read, speak, write or understand English.
  - I. Meaningful Access: Requires the Department to conduct an assessment of their service population by using the four factor analysis. (1) Number or proportion of LEP persons; (2) Frequency of contact LEP persons have with the program or activity; (3) Nature and importance of the program; and (4) Resources available to the recipient.
  - J. Interpretation: The oral or spoken transfer of a message from one language into another language.
  - K. Translation: The written transfer of a message from one language into another language.
- VII. PROCEDURES: Any individual eligible for programs/services at the Department of General Services who cannot speak, write, or understand the English language at a level that permits them to interact effectively with our staff has the following rights: (1) A right

to qualified interpreter services at no cost to them; (2) A right to not be required to rely on their minor children, other relatives, or friends as interpreters; (3) A right to file a grievance about the language access services provided them.

Each Division Title VI Representatives will be responsible for ensuring that all LEP individuals are able to communicate effectively, either through written or oral languages, with respective program and/or activity staff members.

The Title VI Coordinator will conduct an annual review of LEP compliance efforts undertaken by each division to ensure that the following has occurred:

1. **Perform a Needs Assessment** -- Each division will assess the language assistance needs of the population they serve by identifying the languages likely to be encountered and the number of LEP persons likely to be directly affected by its program.
2. **Train Staff** -- Each Title VI Division Representative will provide staff training to all staff members that may encounter a LEP person. This training should include how to obtain language assistance services and communication with interpreters and translators. Staff should also be trained on how to properly handle a Title VI complaint. (See Title VI Program Complaint and Compliance Monitoring Process)
3. **Provide Interpretation Assistance** -- Each division/program will provide LEP persons with oral language assistance at reception or customer service desks or when telephone contact is made. Telephonic (over the phone) interpretation services are available, via a statewide contract with World Wide Interpreters, for non-English speaking individuals. Each office shall have a designated person to request LEP services from the authorized contractor.
4. **Notify LEP Customers of Language Assistance Availability** -- Each division will inform the public of the availability of LEP services by posting signs or providing written materials in public areas notifying them of this service.
5. **Monitor Access to Language Assistance** -- Each division will continuously monitor their language assistance process to ensure that policies and practices are consistent.

**APPENDIX D**  
**TITLE VI COMPLAINT FORM**

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STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

Type or Print

Date:

To: The Division Title VI Coordinator

I, \_\_\_\_\_ hereby file an official complaint **against**  
(print name of complainant)

Name of Person(s) or Agency or Entity: \_\_\_\_\_

Location or Address: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Complainant's Address: \_\_\_\_\_

Date of alleged discrimination: \_\_\_\_\_

Basis of complaint: (For additional space use separate sheet of paper) \_\_\_\_\_

What do you want to happen as a result of this complaint? (For additional space use separate sheet of paper)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Form DGS 1

**APPENDIX E**  
**ACTIVE LIST OF FEDERAL PROPERTY DONEES**

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**Tennessee Department of General Services  
Property Utilization Division  
Active List of Federal Property Donees  
As of April 30, 2010**

---

<u>ENTITY NAME</u>		
ADAMS, CITY OF	1	
ADAMSVILLE, TOWN OF	2	
ALAMO, CITY OF	3	
ALCOHOLIC BEVERAGE COMMISSION	4	
ALEXANDRIA POLICE DEPARTMENT	5	
ALGOOD, CITY OF	6	√
ALLARDT, CITY OF	7	
ALMAVILLE FIRE & RESCUE	8	
ALPHA-TALBOTT UTILITY DISTRICT	9	
ALVIN C.YORK AGRICULTURAL INST	10	
AMARC LLC	11	
ANDERSON COUNTY BOARD OF EDUCATION	12	
ANDERSON COUNTY GOVERNMENT	13	
ANDERSON COUNTY HIGHWAY DEPT.	14	
APPALACHIAN EDUCATIONAL COMMISSION	15	
ARGIE COOPER PUBLIC LIBRARY	16	
ARLINGTON DEVELOPMENTAL CENTER	17	
ARMS OF HOPE FOOD MINISTRY, IN (closed)	18	
ARRINGTON VOLUNTEER FIRE DEPARTMENT	19	√
ASHLAND CITY, TOWN OF	20	
ATHENS CITY SCHOOLS	21	
ATHENS ST. AREA VO-TECH SCHOOL	22	
ATHENS TENNESSEE TECHNOLOGY CENTER	23	
ATHENS, CITY OF	24	
ATOKA, TOWN OF	25	
ATWOOD, TOWN OF	26	
AUBURNTOWN, CITY OF	27	
AUSTIN PEAY STATE UNIVERSITY	28	
BANEBERRY, CITY OF	29	
BANGHAM UTILITY DISTRICT OF PU	30	
BARTLETT, CITY OF	31	
BAXTER, CITY OF	32	
BEAN STATION, CITY OF	33	
BECK CULTURAL EXCHANGE CENTER, INC.	34	
BEDFORD COUNTY BOARD OF EDUCATION	35	
BEDFORD COUNTY E-911 COMM DISTRICT	36	
BEDFORD COUNTY EMERG MED SERV	37	
BEDFORD COUNTY GOVERNMENT	38	
BEDFORD COUNTY HIGHWAY DEPARTMENT	39	
BEDFORD COUNTY SHERIFF DEPARTMENT	40	
BEECH RIVER WATERSHED DEV. AUTHORITY	41	
BELL BUCKLE, TOWN OF	42	
BELLE MEADE, CITY OF	43	
BELLS, CITY OF	44	
BELMONT UNIVERSITY	45	
BENTON COUNTY BOARD OF EDUCATION	46	
BENTON COUNTY GOVERNMENT	47	
BENTON COUNTY HIGHWAY DEPT.	48	√
BENTON COUNTY RESCUE SQUAD	49	
BENTON COUNTY SHERIFF DEPT	50	

<u>ENTITY NAME</u>		
BENTON, TOWN OF	51	
BETHEL COLLEGE	52	
BETHESDA COMMUNITY MISSION, INC.	53	
BIG SANDY VOL FIRE DEPT	54	√
BIG SANDY, TOWN OF	55	
BLAIR VOLUNTEER FIRE DEPARTMENT	56	
BLEDSON COUNTY GOVERNMENT	57	
BLEDSON COUNTY HIGHWAY DEPT	58	
BLOUNT COUNTY GOVERNMENT	59	
BLOUNT COUNTY HIGHWAY DEPT.	60	
BLOUNT COUNTY SCHOOL SYSTEM	61	
BOLIVAR, CITY OF	62	
BOY SCOUTS - MIDDLE TENN COUNCIL	63	
BOY SCOUTS CHICKASAW COUNCIL	64	
BOY SCOUTS GREAT SMOKY MOUNTAIN COUNCIL	65	√
BOYS AND GIRLS CLUB OF SMOKY MOUNTAINS	66	
BOYS AND GIRLS CLUBS OF MIDDLE TENNESSEE	67	√
BOYS AND GIRLS CLUBS OF TENN VALLEY	68	
BRADEN, CITY OF	69	
BRADFORD, CITY OF	70	
BRADLEY CLEVELAND SERVICES, IN	71	
BRADLEY COUNTY GOVERNMENT	72	√
BRADLEY COUNTY ROAD DEPARTMENT	73	
BRADLEY COUNTY SCHOOLS	74	
BRADLEY COUNTY SHERIFF DEPT	75	
BRENTWOOD, CITY OF	76	
BRIGHTON, TOWN OF	77	
BROWNSVILLE, CITY OF	78	
BRUCETON, TOWN OF	79	
BUFFALO RIVER SERVICES, INC.	80	
BUFFALO VALLEY, INC	81	
BURNS, TOWN OF	82	
BYRDSTOWN, CITY OF	83	
CAMDEN, CITY OF	84	
CAMPBELL COUNTY BOARD OF EDUCATION	85	
CAMPBELL COUNTY GOVERNMENT	86	
CAMPBELL COUNTY HIGHWAY DEPT	87	
CANNON COUNTY AMBULANCE SERVICE	88	
CANNON COUNTY GOVERNMENT	89	
CANNON COUNTY HWY DEPT	90	
CAREY COUNSELING CENTER, INC.	91	
CARROLL COUNTY BOARD OF EDUCATION	92	
CARROLL COUNTY ELECTRIC DEPT	93	
CARROLL COUNTY GOVERNMENT	94	
CARROLL COUNTY HIGHWAY DEPT	95	
CARROLL HENRY COUNTY RAILROAD AUTHORITY	96	√
CARTER COUNTY GOVERNMENT	97	
CARTER COUNTY HIGHWAY DEPARTMENT	98	
CARTER COUNTY SCHOOLS	99	
CARTHAGE, TOWN OF	100	
CARYVILLE, TOWN OF	101	
CELINA, CITY OF	102	
CENTER GROVE/WINCHESTER UTILITIES	103	
CENTERVILLE, TOWN OF	104	
CENTRAL COMMUNITY VOL FIRE DEPARTMENT	105	

<u>ENTITY NAME</u>		
CENTRAL GARAGE,CORRECTION DEPT		106
CENTRAL VIEW VOL FIRE DEPT		107
CHALK LEVEL VOL FIRE DEPT		108
CHAPEL HILL, TOWN OF		109
CHARLESTON, CITY OF		110
CHATT.ST.TECH.COMM.COLLEGE		111
CHATTANOOGA TENNESSEE TECHNOLOGY CENTER		112
CHEATHAM COUNTY BOARD OF EDUCATION		oar
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<u>ENTITY NAME</u>	
ROANE COUNTY GOVERNMENT	665
ROANE COUNTY HIGHWAY DEPT	666
ROANE COUNTY RESCUE SQUAD	667
ROANE STATE COMMUNITY COLLEGE	668
ROBERTSON COUNTY BD OF EDUCATION	669
ROBERTSON COUNTY GOVERNMENT	670
ROBERTSON COUNTY SHERIFF OFFICE	671
ROBINSONS CARE HOME, INC.	672
ROCKVALE VOL FIRE DEPT	673
ROCKWOOD WATER WASTEWATER & NATURAL GAS	674
ROGERSVILLE HOUSING AUTHORITY	675
ROSSVILLE, TOWN OF	676
RUSSELLVILLE-WHITESBURG UTILITIES	677
RUTHERFORD COUNTY BD OF EDUCATION	678
RUTHERFORD COUNTY EMERGENCY MANAGEMENT SERVICES	679
RUTHERFORD COUNTY GOVERNMENT	680
RUTHERFORD COUNTY SHERIFF DEPT	681
RUTHERFORD VOL FIRE DEPT	682
RUTHERFORD, TOWN OF	683
RUTLEDGE, TOWN OF	684
SAFE ENTRY HOUSING, INC.	685
SALE CREEK VOLUNTEER FIRE DEPARTMENT	686
SALEM BLACKMAN VOLUNTEER FIRE DEPARTMENT	687
SALTILLO, CITY OF	688
SARDIS, TOWN OF	689
SAVANNAH AREA VO-TECH SCHOOL	690
SCOTT APPALACHIAN INDUSTRIES	691
SCOTT COUNTY BOARD OF EDUC.	692
SCOTT COUNTY GOVERNMENT	693
SCOTT COUNTY ROAD DEPARTMENT	694
SCOTTS HILL, TOWN OF	695
SECRETARY OF STATE	696
SELMER UTILITY DIVISION	697
SELMER, TOWN OF	698
SENATOR FRANK LASHLEE OFFICE	699
SEQUATCHIE COUNTY BOARD OF EDUCATION	700
SEQUATCHIE COUNTY GOVERNMENT	701
SEQUATCHIE COUNTY HIGHWAY DEPARTMENT	702
SEVIER COUNTY BD OF EDUCATION	703
SEVIER COUNTY EMGCY COMM DISTRICT	704
SEVIER COUNTY GOVERNMENT	705
SEVIER COUNTY HIGHWAY DEPT	706
SEVIER COUNTY SHERIFF DEPT	707
SEVIERVILLE WATER SYSTEMS	708
SEVIERVILLE, CITY OF	709
SHARPS CHAPEL VOL FIRE DEPT	710
SHELBY COUNTY SCHOOLS	711
SHELBY ST. COMMUNITY COLLEGE	712
SHELBYVILLE TENNESSEE TECHNOLOGY CENTER	713
SHELBYVILLE, CITY OF	714
SMITH COUNTY BOARD OF EDUCATION	715
SMITH COUNTY GOVERNMENT	716
SMITH COUNTY HIGHWAY DEPARTMENT	717
SMITH UTILITY DISTRICT	718
SMITHVILLE, CITY OF	719
SNEEDVILLE, CITY OF	720

√

<u>ENTITY NAME</u>		
SODDY-DAISY, CITY OF	721	
SOMERVILLE, TOWN OF	722	
SOUTH 40 VOLUNTEER FIRE DEPT	723	
SOUTH CENTRAL HUMAN RESOURCE	724	
SOUTH FULTON, CITY OF	725	
SOUTH PITTSBURG MTN VOL FIRE DEPARTMENT	726	
SOUTH PITTSBURG POLICE DEPARTMENT	727	
SOUTH SIDE UTILITY DISTRICT	728	
SOUTHEAST TENN DEVELOPMENT DISTRICT	729	
SOUTHEASTERN CORRECTIONAL FAC.	730	
SOUTHERN ADVENTIST UNIVERSITY	731	
SOUTHWEST HUMAN RESOURCE AGENCY	732	
SPARTA, CITY OF	733	
SPENCER, CITY OF	734	
SPRING CITY, TOWN OF	735	√
SPRING HILL POLICE DEPARTMENT	736	
SPRING HILL, CITY OF	737	
ST. ANDREWS SEWANEE SCHOOL	738	
ST. JAMES VOLUNTEER FIRE DEPARTMENT	739	
ST. JOSEPH, CITY OF	740	
ST. MARYS SCHOOL	741	√
STANTONVILLE, TOWN OF	742	
STEWART COUNTY BOARD OF EDUCATION	743	√
STEWART COUNTY GOVERNMENT	744	
STEWART COUNTY HIGHWAY DEPARTMENT	745	
STEWART COUNTY VOL FIRE SERVICE	746	
SULLIVAN COUNTY DEPT OF EDUCATION	747	
SULLIVAN COUNTY GOVERNMENT	748	
SUMNER COUNTY AIRPORT AUTHORITY	749	
SUMNER COUNTY BD OF EDUCATION	750	
SUMNER COUNTY EMERGENCY MEDICAL SERVICES	751	
SUNBRIGHT, CITY OF	752	
SURGOINSVILLE UTILITY DISTRICT	753	
TAZEWELL, TOWN OF	754	
TENN LIBRARY & ARCHIVES	755	
TENN TECH NASHVILLE	756	
TENNESSEE CHILDRENS HOME INC.	757	
TENNESSEE DEPARTMENT OF TRANSPORTATION	758	
TENNESSEE EDUCATION LOTTERY	759	
TENNESSEE FOREIGN LANGUAGE INSTITUTE	760	√
TENNESSEE RIDGE, TOWN OF	761	
TENNESSEE STATE UNIVERSITY	762	√
TENNESSEE TECH HOHENWALD	763	
TENNESSEE TECH MCMINNVILLE	764	
TENNESSEE TECH ONEIDA	765	√
TENNESSEE TECH PULASKI	766	
TENNESSEE VALLEY ELECTRIC CO-OP	767	
TIGRETT VOLUNTEER FIRE DEPT	768	
TIPTON COUNTY BD OF EDUCATION	769	
TIPTON COUNTY GOVERNMENT	770	
TIPTON COUNTY SHERIFF DEPT	771	
TN DEPT OF CHILDRENS SERVICES	772	
TN DEPT OF COMMERCE AND INSURANCE	773	
TN DEPT OF ENVIRONMENT AND CONSERVATION	774	
TN DEPT OF TOURISM DEVELOPMENT	775	

<u>ENTITY NAME</u>	
TN DEPT TREASURY	776
TN DEPT. OF CORRECTIONS, WALLS	777
TN DEPT. OF FINANCE AND ADMINISTRATION	778
TN DEPT. OF TRANSPORTATION	779
TN DISRTRICT ATTORNEY GENERAL	780
TN DIST.ATTY.GEN. CONFERENCE	781
TN EMERGENCY MAN. AGENCY	782
TN EXECUTIVE	783
TN LEGISLATIVE DEPT	784
TN LIBRARY & ARCHIVES	785
TN LIBRARY AND ARCHIVES	786
TN POST CONVICTION DEFENDER	787
TN PRISON FOR WOMEN	788
TN PUBLIC DEFENDERS CONFERENCE	789
TN REGULATORY AUTHORITY	790
TN STATE BOARD OF PAROLES	791
TN UNIVERSITY & COLLEGE SYSTEM	792
TN WILDLIFE RESOURCES AGENCY	793
TN. ATTORNEY GENERAL	794
TN. BUREAU OF INVESTIGATION	795
TN. COMMISSION ON AGING	796
TN. DEPT OF HEALTH	797
TN. DEPT OF HUMAN SERVICES	798
TN. DEPT OF PUBLIC WORKS	799
TN. DEPT OF SAFETY	800
TN. DEPT OF TOURIST DEVELOPMENT	801
TN. DEPT. OF AGRICULTURE	802
TN. DEPT. OF CORRECTIONS	803
TN. DEPT. OF EDUCATION	804
TN. DEPT. OF GENERAL SERVICES	805
TN. DEPT. OF HEALTH & ENVIRONMENT	806
TN. DEPT. OF HUMAN SERVICES	807
TN. DEPT. OF LABOR	808
TN. DEPT. OF MILITARY	809
TN. DEPT. OF PERSONNEL	810
TN. DEPT. OF REVENUE	811
TN. DEPT. OF SAFETY	812
TN. DEPT. OF VETERANS AFFAIRS	813
TN. DEPT. OF YOUTH DEVELOPMENT	814
TN. DEPT./INSURANCE & COMMERCE	815
TN. REHABILITATION CENTER	816
TN. STATE MUSEUM	817
TN. STUDENT ASSISTANCE CORP.	818
TN. VOCATIONAL TRAINING CTR.	819
TN.CHILDREN'S SRVS. COMMISSION	820
TN.COMMISSION FOR HUMAN RIGHTS	821
TN.COUNCIL/JUVENILE CT. JUDGES	822
TN.DEPT OF HEALTH & ENVRNMENT	823
TN.DEPT./HEALTH & ENVIRONMENT	824
TN.DEPT.ECONOMIC & COMM. DEV.	825
TN.DEPT.FINANCIAL INSTITUTIONS	826
TN.DEPT.MENTAL HEALTH/RETARD.	827
TN.DEPT.OF EMPLOYMENT SECURITY	828
TN.FOREIGN LANGUAGE INSTITUTE	829
TOONE, CITY OF	830
TREASURY DEPARTMENT	831

<u>ENTITY NAME</u>		
TRENTON, CITY OF	832	
TREZEVANT, CITY OF	833	
TRI-CITIES ST.TECH INSTITUTE	834	
TRICOR	835	
TROUSDALE COUNTY GOVERNMENT/15TH DRUG TASK FORCE	836	
TROUSDALE COUNTY SHERIFF DEPARTMENT	837	
TROY, TOWN OF	838	
TULLAHOMA CITY SCHOOLS	839	
TULLAHOMA HOUSING AUTHORITY	840	
UNICOI COUNTY BOARD OF EDUCATION	841	
UNICOI COUNTY GOVERNMENT	842	
UNICOI COUNTY HIGHWAY DEPARTMENT	843	
UNICOI COUNTY SHERIFF DEPT	844	
UNICOI, TOWN OF	845	
UNION CITY, CITY OF	846	
UNION COUNTY GOVERNMENT	847	
UNION COUNTY RESCUE SQUAD	848	
UNION UNIVERSITY	849	
UNIVERSITY OF THE SOUTH	850	
UPPER CUMBERLAND DEVELOPMENT D	851	
UPPER CUMBERLAND GAS UTILITY DISTRICT	852	
UPPER CUMBERLAND HUMAN RESOURC	853	
UT 4-H AT MILAN	854	
UT 4-H Center - CROSSVILLE	855	
UT 4-H Center - GREENVILLE	856	
UT AT CHATTANOOGA	857	
UT CTR.HEALTH SCIENCE/MEMPHIS	858	
UT MARTIN	859	
UT OF KNOXVILLE	860	√
UT OF SPACE INSTITUTE	861	
UTK EXTENSION	862	
UTK / HOBART AMES FOUNDATION	863	
UTK AGRICULTURAL STATION	864	
UTK DEPT OF FORESTRY, WILDLIFE, AND FISHERIES	865	
VAN BUREN COUNTY BD OF EDUCATION	866	
VAN BUREN COUNTY HIGHWAY DEPARTMENT	867	
VANDERBILT UNIVERSITY	868	
VOLUNTEER FIRE SERVICES, INC	869	
VOLUNTEER ST.COMMUNITY COLLEGE	870	
WARREN COUNTY BD OF EDUCATION	871	√
WARREN COUNTY GOVERNMENT	872	
WARREN COUNTY HIGHWAY DEPT	873	
WARREN COUNTY SHERIFF DEPT	874	
WARRIORS PATH VOLUNTEER FIRE DEPARTMENT	875	
WARTBURG VOLUNTEER FIRE DEPARTMENT	876	
WARTBURG, CITY OF	877	
WARTRACE, TOWN OF	878	
WASHINGTON COUNTY GOVERNMENT	879	
WASHINGTON COUNTY HIGHWAY DEPT	880	
WASHINGTON COUNTY JNSN CTY EMS	881	
WASHINGTON COUNTY RESCUE SERVICES	882	
WASHINGTON COUNTY SHERIFF DEPT	883	
WAVERLY, CITY OF	884	
WAYNE COUNTY BOARD OF EDUCATION	885	
WAYNE COUNTY GOVERNMENT	886	
WAYNE COUNTY HIGHWAY DEPT	887	

<u>ENTITY NAME</u>		
WAYNE COUNTY SHERIFF DEPARTMENT	888	
WAYNESBORO, CITY OF	889	
WEAKLEY COUNTY ELECTRIC SYSTEM	890	
WEAKLEY COUNTY HWY DEPT.	891	
WEAKLEY COUNTY SCHOOLS	892	
WEBB CREEK UTILITY DISTRICT	893	
WEST OVERTON UTILITY DISTRICT	894	√
WEST TENN PUBLIC TELEVISION COOP	895	
WEST TN HIGH SECURITY FACILITY	896	
WEST WILSON UTILITY DISTRICT	897	
WESTERN MNLT. HEALTH INSTITUTE	898	
WESTMORELAND, TOWN OF	899	
WHITE COUNTY GOVERNMENT	900	
WHITE HOUSE UTILITY DISTRICT	901	
WHITEVILLE AREA VO-TECH SCHOOL	902	
WHITEVILLE TENNESSEE TECHNOLOGY	903	
WHITEVILLE, TOWN OF	904	
WHITWELL, CITY OF	905	
WILLIAMSON COUNTY EMERGENCY MANAGEMENT	906	√
WILLIAMSON COUNTY GOVERNMENT	907	
WILLIAMSON COUNTY SHERIFF DEPT	908	
WILLIAMSON COUNTY SOLID WASTE	909	
WILSON COUNTY BOARD OF EDUCATION	910	
WILSON COUNTY GOVERNMENT	911	√
WINCHESTER UTILITIES	912	
WINFIELD, TOWN OF	913	
WITT UTILILTY DISTRICT	914	
WOODBURY HOUSING AUTHORITY	915	√
LYNCHBURG/MOORE COUNTY GOVERNMENT	<u>916</u>	√
Grand Total	916	44 (5%)

√ Selected for Compliance Review

**APPENDIX F**  
**TITLE VI AUDIT CHECKLIST**

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**STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES  
Title VI Audit Checklist**

**Contractor/Donee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contractor/Donee s Title VI Contact:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attach a separate sheet detailing the organization's  
Title VI Implementation and Compliance procedures and plan.**

1. Are Title VI Posters prominently displayed within the facility? \_\_\_\_\_ YES \_\_\_\_\_  
NO

If yes, where are the posters displayed? \_\_\_\_\_

If no, please explain: \_\_\_\_\_

2. Does the organization have existing written policies regarding the acceptance of all persons **seeking services** and the provisions of services to such persons without regards to race, color, age, sex, religion, disability, and national origin? \_\_\_\_\_ YES \_\_\_\_\_ NO

**\*\*\*Attach Copy of Written Policy\*\*\***

3. Outline the organizations Title VI complaint procedure or attach a copy of the procedures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Are records kept of Title VI complaints? \_\_\_\_\_ YES \_\_\_\_\_ NO

Where are the records kept? \_\_\_\_\_

Number of complaints received during the last fiscal year: \_\_\_\_\_

State name(s) and title(s) of person(s) who reviews/receives and make reports of all complaints:

\_\_\_\_\_

\_\_\_\_\_

5. Has your organization developed and implemented policies and procedures for monitoring and enforcement of Title VI compliance? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Is information on Title VI and laws requiring equal services to all on the basis of non discrimination disseminated to the general public, including minority groups?  
\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

If yes, state by whom and method used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Board of Directors, Advisory Board, or Owner of Company:

Total number of members: \_\_\_\_\_

White # \_\_\_\_\_ Minority # \_\_\_\_\_  
Asian # \_\_\_\_\_ Afro-Amer # \_\_\_\_\_ Hispan # \_\_\_\_\_ N/A \_\_\_\_\_  
Male # \_\_\_\_\_ Female # \_\_\_\_\_

8. Has your organization conducted training or have a policy for Title VI/Limited English Proficiency (LEP) compliance? \_\_\_\_\_ YES \_\_\_\_\_ NO

**\*\*\*Attach Copy of Limited English Proficiency (LEP) Policy\*\*\***

\_\_\_\_\_  
Auditor's Signature Date

\_\_\_\_\_  
Contractor/Donee's Title VI Contact Signature Date

# APPENDIX G DONEE QUALIFICATIONS

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## **DONEE QUALIFICATIONS**

*To become eligible to receive state and federal surplus property from the Department of General Services Property Utilization Division (PUD), organizations must qualify as one of the type agencies listed below, and submit the required Application for Eligibility package. The application package is located on the website for the [Property Utilization Division](http://state.tn.us/generalserv/ba04s/eleapp.pdf). (<http://state.tn.us/generalserv/ba04s/eleapp.pdf>)*

The following organizations may be eligible to acquire State and Federal surplus property:

- State departments and agencies
- Cities/Towns
- Counties
- Utility Districts
- Special School Districts
- Human Resource Agencies
- Non-profit accredited educational institutions
- Non-profit licensed health agencies
- Non-profit organizations serving homeless individuals
- Non-profit organizations serving impoverished families/individuals
- Non-profit organizations serving older Americans
- SEAs (Service Educational Activities)

The Application for Eligibility package represents the documents that must be completed by your organization in order to be considered.

Please complete the forms in accordance with the instructions. Also please note the terms and conditions to acquire surplus property. After completing all required information on the four pages, send them to this office:

Department of General Services  
Property Utilization Division  
6500 Centennial Boulevard  
Nashville, TN 37243-0543  
Telephone 615/350-3373  
Fax 615/350-3379  
e-mail:[Chartise.Vantrease@tn.gov](mailto:Chartise.Vantrease@tn.gov)

Please ensure that all questions are answered completely, and that all required supporting documentation is included. Incomplete applications will not be processed and will cause a delay in your becoming eligible to receive surplus property.

The application will be reviewed for approval by the Director of PUD. The organization is then notified by letter of their approval status.

**APPENDIX H**  
**APPLICANT INFORMATION FORMS**

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**AUTHORIZED REPRESENTATIVES**

**NEW DESIGNATION(S)**  
*(Delete all previous designations)*

**ADDITIONAL DESIGNATION(S) ONLY**  
*(Add to previous authorization)*

The following representatives are designated to:

- A. Represent organization as its authorized agent;
- B. Acquire State and Federal surplus property on behalf of the organization;
- C. Obligate necessary organization funds for this purpose
- D. Execute distribution documents binding the organization to the terms, conditions, reservations, and restrictions applying to property obtained through the agency.
- E. Further delegate this authority to any employee of the organization for the purpose of acquiring surplus property for use by the organization. (Further delegation must be in the form of a current original, signed letter.)

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>	<u>DRIVER LICENSE NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are purchase orders used by your organization? Yes  No  If yes, with what restrictions?  
\_\_\_\_\_

*I hereby certify that I understand that all authority to acquire property by those listed above ceases at the expiration of my term listed below and must be renewed by the incoming official.*

**SIGNATURE OF ORGANIZATION OFFICIAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TERM OF OFFICE EXPIRES:** \_\_\_\_\_



## **NONDISCRIMINATION ASSURANCE**

Assurance to be executed by organization official prior to receiving surplus personal property from the Property Utilization Division.

*Assurance of compliance with GSA Regulations under Title of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), Title IX of the Education Amendments of 1972 (as amended), and Section 303 of the Age Discrimination Act of 1975.*

The \_\_\_\_\_ (the donee)  
(Name of Organization)

agrees that the program for or in connection with which any property is transferred to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee, is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2 and 101-8) issued under provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Section 303 of the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and Civil Rights Restoration Act of 1987, to the end that,

No person on the basis of race, color, national origin, sex, age, or handicap if otherwise qualified shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee receives assistance from the General Services Administration, and hereby gives assurance to that it will immediately take any measure necessary to effectuate this agreement.

Further, the donee agrees that this agreement obligates the donee for the period during which it retains ownership or possession of property; that the United States shall have the right to seek judicial enforcement of this agreement; and that this agreement is binding upon the donee and its successors, transferees, and assignees.

\_\_\_\_\_  
*Signature of Organization Official*

\_\_\_\_\_  
*Date*



## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER TRANSACTIONS

This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.

1. By signing and submitting this proposal, the prospective lower tier participating is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

---

### Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NAME OF DONEE APPLICANT:**

---

**NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:**

---

**SIGNATURE**

---

**DATE**

---

**APPENDIX I**  
**ASSURANCE AGREEMENT FORM**

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## **NONDISCRIMINATION ASSURANCE**

**Assurance to be executed by organization official prior to receiving surplus personal property from the Property Utilization Division.**

*Assurance of compliance with GSA Regulations under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949 (as amended), Section 504 of the Rehabilitation Act of 1973 (as amended), Title IX of the Education Amendments of 1972 (as amended), and Section 303 of the Age Discrimination Act of 1975.*

The \_\_\_\_\_

(Name of Organization)

agrees that the program for or in connection with which any property is transferred to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee, is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101- 6.2 and 101-8) issued under provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Section 303 of the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and Civil Rights Restoration Act of 1987, to the end that,

No person on the basis of race, color, national origin, sex, age, or handicap if otherwise qualified shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee receives assistance from the General Services Administration, and hereby gives assurance to that it will immediately take any measure necessary to effectuate this agreement.

Further, the donee agrees that this agreement obligates the donee for the period during which it retains ownership or possession of property; that the United States shall have the right to seek judicial enforcement of this agreement; and that this agreement is binding upon the donee and its successors, transferees, and assignees.

\_\_\_\_\_  
**Signature of Organization Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

**APPENDIX J**  
**SUMMARY REPORT OF TITLE VI REVIEW RESULTS**

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**STATE OF TENNESSEE**  
**DEPARTMENT OF GENERAL SERVICES**  
**William R. Snodgrass Tennessee Tower Bldg., 24<sup>th</sup> Floor**  
**312 Rosa L. Parks Avenue, Nashville, Tennessee 37243-1102**  
**Telephone 615-741-1363 Fax 615-532-6257**

**Office of Assurance and Technology Services**

**MEMORANDUM**

**TO:** The Honorable Gwendolyn Sims Davis, Commissioner

**FROM:** Angelita Latham Dobbs,  
Title VI Coordinator

**DATE:** September 16, 2010

**SUBJECT:** Title VI Reviews – Surplus Property Donees

As a part of the Title VI compliance program of the Department of General Services, the Office of Assurance and Technology Services completed Title VI reviews of Donees registered to receive state and federal surplus property from our Property Utilization Division. These reviews were conducted during the months of May through July 2010.

From a list of 916 participating Donees, 44 (5 percent) were randomly selected to receive on-site visits to review their Title VI policies, plans, and assurances in effect. The following is a summary of those visits.

	<b>TITLE VI COMPONENT</b>	<b>Yes</b>	<b>No</b>
A	Title VI Posters prominently displayed within facilities.	37	7
B	Are there existing written policies regarding the acceptance of all persons and provisions of services to such persons without regards to race, color, or national origin.	36	8
C	Written complaint procedures.	23	21
D	Title VI complaint records maintained at facility/within organization?	44	0
E	Organizations developed and implemented policies and procedures for monitoring and enforcement of Title VI compliance.	15	29
F	Information disseminated to the public, including to minority groups, Title VI information and its laws requiring equal service to all without discrimination.	27	17
G	Information on directors, advisory or commissioner boards.	44	0
H	Limited English Proficiency Plans	18	26

Of the 44 Donees visited, seven (7) were found to be in compliance with Title VI. Follow up visits to those Donees with deficiencies will be conducted beginning January 2011.

Several of the Donees that did not have an implementation plan or policies for monitoring and enforcing Title VI, or other program components of Title VI, requested a sample plan to guide them in planning and implementing their own. Sample plans were provided along with links to websites to the Department of Justice and the Tennessee Human Rights Commission:

US Department of Justice

<http://www.justice.gov/crt/cor/coord/titlevi.php>

TN Human Rights Commission, Title VI

[http://www.tennessee.gov/humanrights/title\\_VI/title\\_VI.html](http://www.tennessee.gov/humanrights/title_VI/title_VI.html)

How to File a Complaint, TN:

<http://www.tennessee.gov/humanrights/forms/THRCDiscrComplaintForm.pdf>

For review purposes, TN Department of Transportation Title VI

<http://www.tdot.state.tn.us/civil-rights/titlevi/>

Attached are the following items:

- List of Eligible Donees (Excel) – 916
- List of 5 percent sampling – 44 Donees (out of the 916)
- Sample forms used in registering Donees:

Applicant Information Form (for Donees)

- Non-Discrimination Assurance
- Authorized Representatives Form
- Nondiscrimination Assurance Form
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Transactions Form

If you have any questions or need additional information, please let me know.

ALD:cwm

Attachments

**APPENDIX K**  
**EXAMPLE FOLLOW-UP LETTER**

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(Date)

Mr. John Smith  
ABC Company  
123 Elm Street  
Any City, TN 33333

Dear Mr. Smith:

ABC Company previously received state/federal surplus property from the Department of General Services Property Utilization Division. As part of the agreement for receiving such property, entities are subject to the program requirements of Title VI of the Civil Rights Act of 1964.

We have received your Title VI Policy and Implementation Plan which fulfills the program requirements of Title VI and corrects the three findings from our on-site visit conducted on (date). Therefore, ABC Company is in compliance with the provisions of Title VI.

If you require further assistance, please contact (name) at 615-xxx-xxxx.

Sincerely,

(Name), Commissioner

cc: (Name), Director, Office of Assurance and Technology Services  
(Name), Director, Property Utilization Division

**APPENDIX L**  
**BOARD OF STANDARDS**  
***(T.C.A. § 12-3-401, et seq. - Board of Standards)***

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# Board of Standards

**12-3-401.** Board of Standards created – Members and Officers – Expenses

**12-3-402.** Duties of the Board

**12-3-403.** Procedural rules – Records

## **12-3-401. Board of Standards Created – Members and Officers – Expenses**

There is created a board of standards, which shall consist of the commissioners of general services and finance and administration, and the comptroller of the treasury. The commissioner of finance and administration shall be the chair of this board, and the commissioner of general services shall be the secretary and as such shall be responsible for the keeping of all records of the board of standards. The members of this board shall serve without additional compensation. All reimbursement for travel expenses shall be in accordance with the provisions of the comprehensive travel regulations as promulgated by the department of finance and administration and approved by the attorney general and reporter.

[Acts 1953, ch. 163, § 3 (Williams, § 370.12); 1970, ch. 548, § 1; 1972, ch. 543, § 16; 1976, ch. 806, § 1(50); T.C.A. (orig. ed.), §§ 12-301, 12-3-201.]

## **12-3-402. Duties of the Board**

It is the duty of the board of standards to develop policy and criteria under which specifications will be established and to examine and approve the rules and regulations governing the operation of the department of general services as hereinafter provided.

[Acts 1953, ch. 163, § 3 (Williams, § 370.12); impl. am. Acts 1959, ch. 9, § 5; impl. am. Acts 1961, ch. 97, § 5; impl. am. Acts 1972, ch. 543, § 7; T.C.A. (orig. ed.), §§ 12-302, 12-3-202; Acts 1981, ch. 332, § 1.]

## **12-3-403. Procedural Rules – Records**

The board of standards shall adopt rules governing its proceedings, and shall keep a permanent and accurate record of all its proceedings.

[Acts 1953, ch. 163, § 33 (Williams, § 370.42); modified; T.C.A. (orig. ed.), §§ 12-303, 12-3-203.]

**APPENDIX M**  
**STATE CAPITOL COMMISSION**  
***(T.C.A. § 4-8-301, et seq. - State Capitol Commission)***

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# State Capitol Commissions

**4-8-301.** Established – Membership – Chair - Compensation

**4-8-302.** Powers and Duties

**4-8-303.** Staff - Experts

**4-8-304.** Reports

## **4-8-301. Established – Membership – Chair - Compensation**

(a) (1) There is hereby created the state capitol commission, which shall be composed of seven (7) ex officio members, as follows: the commissioner of general services, the comptroller of the treasury, the secretary of state, the state treasurer, the commissioner of finance and administration, the commissioner of environment and conservation, and the chair of the Tennessee historical commission, or their respective designees. In addition, the membership shall include two (2) legislative members as follows: one (1) member appointed by the speaker of the senate and one (1) member appointed by the speaker of the house of representatives.

(2) The commission membership shall also include three (3) private citizens appointed by the governor to staggered terms of three (3) years.

(A) In appointing private citizens to serve on the state capitol commission, the governor shall strive to ensure that at least one (1) such citizen serving on the commission is sixty (60) years of age or older and that at least one (1) such citizen serving on the commission is a member of a racial minority.

(B) At least one (1) of the private citizens appointed by the governor shall be a black person.

(b) The governor shall appoint a chair from among the full membership of the commission.

(c) All members shall serve without compensation, but shall be eligible for reimbursement for travel expenses in accordance with the provisions of the comprehensive travel regulations as promulgated by the department of finance and administration and approved by the attorney general and reporter.

Acts 1986, ch. 838, § 1; 1988, ch. 1013, § 1; 1998, ch. 688, § 2.]

## **4-8-302. Powers and Duties**

(a) The state capitol commission has the following power and duty to:

(1) Formulate and develop a plenary master plan and program for the adaptive restoration and preservation of the state capitol, including the building and contiguous grounds;

(2) Consistent with the master plan required in subdivision (a)(1), to establish policy controlling the furnishings, including, but not limited to, wall, floor and window coverings of the state capitol;

(3) Establish policy governing maintenance of the state capitol;

(4) Establish policy governing the use of the state capitol for any nongovernmental activities; and

(5) Establish a policy relative to historical commemorative additions and improvements on the Bicentennial Mall, such as statues and monuments, and to approve such historical commemorative additions and improvements as may come with such policy; provided, that all other aspects of the administration of the Bicentennial Mall shall remain within the control and jurisdiction of the department of environment and conservation.

(b) All actions of the commission pursuant to subsection (a) shall be subject to the concurrence of the state building commission.

[Acts 1986 - ch. 838 - § 2; 1998 - ch. 688 - § 1.]

#### **4-8-303. Staff - Experts**

(a) The department of general services, the state museum, the Tennessee historical society, and the office of the state architect shall provide appropriate staff to the state capitol commission.

(b) In addition, the commission has the authority to contract pursuant to state law for the services of experts and specialists in the area of adaptive restoration and preservation of historic buildings. All contracts shall be executed by the commissioner of finance and administration, with the approval of the comptroller of the treasury and the attorney general and reporter; provided, that design and construction contracts are subject to the approval of the state building commission.

[Acts 1986, ch. 838, § 3.]

#### **4-8-304. Reports**

The commission shall make an annual written report to the governor and general assembly. The report shall describe the activities of the commission during the preceding twelve (12) months and shall outline the activities for the ensuing twelve (12) months, with recommendations.

[Acts 1986, ch. 838, § 4.]