

Shelby County Government

Title VI Self-Survey

1. Date of Self-Survey _____
2. Name of Respondent (City, County or Agency) _____

3. Street Address _____
City _____
State _____ Zip Code _____
Phone _____ Fax: _____
E-mail Address _____
4. Name of Administrative Head and Title _____
5. Name of Local Title VI Coordinator _____
Title _____
6. List appointed Advisory Committee, maybe an existing committee or board
(i.e., Planning Commission or Zoning Board, etc).

 - A. Are the members. Elected? _____ Appointed? _____
 - B. What is the racial composition of the group?
White _____ **Non-White** _____ **TOTAL** _____
 - C. What are the terms of service? _____ (years or months)
 - D. If minorities represent 5% (or more) of the population in the geographic
service area but do not serve on any advisory groups, what steps will be
taken to obtain minority representation? _____

7. Do you have a written non-discrimination policy stating that services will be provided to all persons without regard to race, color or national origin?

Yes _____ No _____

8. Are Title VI information posters prominently and publicly displayed?

Yes _____ No _____

9. Are permanent records kept on all Title VI complaints?

Yes _____ No _____

10. If applicable, describe any complaints received this year. List name, race, charge, and findings. _____

11. Is Title VI information disseminated to your employees and your clients / constituents / applicants?

Yes _____ No _____

12. Describe the way in which they are informed. _____

13. Are new employees clearly informed about their specific responsibilities to clients under Title VI?

Yes _____ No _____

14. Are staff members periodically reminded of information detailing their Title VI responsibilities?

Yes _____ No _____

15. If yes, please state the way in which this is done.

16. Do all contracts to provide direct services contain a Title VI Statement of Compliance?

Yes _____ No _____
(Please attach copy)

17. Are each of your sub-contracts or vendors clearly aware of your commitment to Title VI?

Yes _____ No _____

