



SHELBY COUNTY GOVERNMENT

Instructions for completing the Title VI Self-Survey Form

1. The survey should be completed by each office/program/department.
2. Each self-survey form must be completed in its entirety.
3. Questions one through five request general departmental information.
Please insert the department or program for answer two. Insert your Division Coordinator's name and title in question five. The Division Coordinator names and titles are listed in statement twenty-one of this instruction page.
4. List decision making boards at line six and furnish details relative to the boards in questions 6 A thru D.
5. Please select the appropriate response for question seven.
6. Answer *Yes* to question eight only if you currently display Title VI posters in English and Spanish in areas where you actually serve clients (e.g. waiting rooms, intake area).
If posters are located at the building entrance, hallway and elevators only the answer should be *No*.
7. Answer *Yes* to question nine only if you maintain the following documents in your division:
(1) The original complaint report (2) complaint log (3) correspondence notifying complainants of the resolution
8. Describe the type of complaints received in question ten (e.g. race, color or national origin).
9. Please answer question eleven with a *Yes* or *No*.
10. If you replied *Yes* to question eleven regarding Title VI training , please give a brief description of the in-service/refresher's Title VI training conducted by the division. Also, if you replied *Yes* regarding dissemination of Title VI information to client/constituents/ applicants at question twelve provide examples of material distributed containing Title VI statements.

11. Please provide a *Yes* or *No* answer to question thirteen.
12. Please provide a *Yes* or *No* answer to question fourteen.
13. Please provide a *Yes* or *No* answer to question fifteen.
14. If contracts are over \$5000 and executed through Shelby County Government's Contracting Department the answer to question sixteen is *Yes*. Provide details for a *No* response.
14. The answer to question seventeen should be *Yes* if contracts are over \$5000 and executed through Shelby County Government's Contracting Department. Provide details for a *No* response.
15. Please answer question eighteen in accordance with your current practice.
16. Please answer question nineteen with a *Yes* or *No*.
17. Please answer question twenty with a *Yes* or *No*.
18. You may provide any problems, questions or suggestion concerning this survey in the space designated below question twenty of the survey.
19. The Department Head, Title VI Division Coordinator and Administrator must affixed their signature in the indicated space on page three along with the date of signature.
21. Completed survey must be returned to the Division Title VI Coordinator.

Coordinator	Title	Division
Janet Shipman	Assistant County Attorney	Health Department
Paul Morris	Planning & Development	Planning & Development
Marcquinne Yancey	Paralegal	Corrections
Heidi Verbeek	Deputy Administrator	Community Services
Nelson Fowler	Manager, Purchasing Department	Administration & Finance
Lee Hinson	Assistant to the Director	Public Works
Craig Willis	Assistant County Attorney	Office of County Attorney

If you have any questions, please call or e-mail Catherine Green or James Nelson.

NOTE: Documents supporting compliance must be on file at the division.