



FY 2022 Title VI Training and Certification

Submission Date:

Organization Legal Name:

Contact Person's information for any Title VI follow-up questions:

Name:

Email:

Phone Number:

Title VI of the Civil Rights Act of 1964 Training Modules

Check at least ONE of the training modules below that your staff has watched to fulfill the requirements of Title VI training. To watch the training video, click on the module title.

Module I (approximately 26 minutes)

Created by the US Department of Justice several years ago, this video provides an extended overview of Title VI. The closed captioning option is not recommended since auto-generation has resulted in discrepancies in the transcription.

Module II: Part 1 (approximately 6 minutes)

Created by the US Department of Justice several years ago, part 1 of this video provides a brief overview of Title VI and has appropriate closed captioning.

Module III Part 1 (approximately 4 minutes) and Module III Part 2 (approximately 4 minutes)

Created by the Tennessee Arts Commission, these videos contain presentation slides on disparate treatment, disparate impact and specific examples of Title VI in arts programming.

Module IV (approximately 24 minutes with closed captioning available)

Created in 2010 by the US Office for Civil Rights, US Department of Health & Human Services, this video explains Title VI, Limited English Proficiency (LEP), and the use of interpreters. This video however was not specifically designed for arts organizations and the examples are not reflective of arts programming, but it does give a good overview of Title VI concepts.

Additional videos for viewing on specific Title VI topics. These videos are for supplemental learning only and will not meet compliance for Title VI.

- Disparate Treatment and Impact (approximately 1 minute)
- Title VI and Limited English Proficiency (approximately 5 minutes)

List staff member names who have participated in the training:

Percentage of staff that has completed training: %

Check this box to verify that the above requirements for Title VI compliance have been met.

Has your organization received a Title VI complaint the current fiscal year? Yes No

If yes, please explain what has been done to address the complaint:

Title VI and Limited English Proficiency Policies and Procedures

Title VI complaint procedure:

In the event of a Title VI complaint, including LEP, that has been received by your agency, the following procedure will be used.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

Minimum policy. Complaint will be routed to the TN Arts Commission's Title VI Coordinator within 48 hours of receiving the complaint for initial follow-up and possible investigation. All complaints must be submitted in written form either as an email or letter from the agency writing a full account of the alleged discriminatory event (include full details including names, times, date, and location information) or a written communication directly from the complainant (i.e., the person who has submitted the complaint).

OR

Agency-specific. Our agency has its own Title VI policies and procedures that will be followed if a complaint occurs, including notification to the Tennessee Arts Commission. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Limited English Proficiency (LEP) procedures:

It is required that agencies take reasonable steps to ensure that Limited English Proficiency (LEP) individuals have meaningful access to programs and services. In the event that your agency encounters an LEP individual who needs translation (written) or interpreting (verbal) services, the agency must have policies and procedures in place to assist that person. Assistance may include the use of language assistance lines, bi-lingual staff, community translators, university assistance, and/or other resources. The intent of these procedures is to find a balance that ensures meaningful access by LEP persons to critical services, while not imposing undue burdens on small nonprofits.

For more guidance, visit the National Endowment for the Arts Limited English Proficiency Policy for Grantees.

Please check the appropriate box for your agency. At least one of these boxes must be checked.

Minimum policy. In case of assisting an individual with Limited English Proficiency, at a minimum, our agency will use the AVAZA language line offered free of charge by the TN Arts Commission. AVAZA's language line services can be accessed by calling the following: AVAZA's Language Line Number: 615-534-3400, Access Code: 51607.

For more information on what to expect when connecting with an AVAZA interpreter, visit the "documents library" in the TN Arts Commission's online grants system.

OR

Agency-specific. Our agency has its own LEP procedures and policies and procedures that are followed. Important: This policy must be uploaded to into the online system, FLUXX, as a document in the Organization Profile.

Other compliance requirements (please note that in future years, these items will be required for the agency to be in compliance with Title VI):

- Title VI posters are required to be in public view at an agency's offices or programming site. The TN Arts Commission has hard copy posters available that can be mailed to your agency or [you can download a copy of this poster from our website by clicking here.](#)
- Nondiscrimination policies are also required to be communicated on an agency's website or posted in a public place. As a model, the TN Arts Commission's policy can be [found on our website by clicking here.](#)

If requested, any of these policies and procedures can be verified or viewed by the TN Arts Commission or other federal/state entities at any time.