



Tennessee Tech University: Title VI

Survey of Subrecipients of Federal Funds

Date of Survey:		Name of Institution/School:	
		Name of President/Director:	
Type of Survey <input type="radio"/> Initial <input type="radio"/> Annual <input type="radio"/> Other		Name of Local Title VI Coordinator (Affirmative Action Officer):	
RESPONSES		AFFIRMATIONS	
<input type="radio"/> Yes	<input type="radio"/> No	1. Does your institution/school have a written policy stating that services will be provided to all persons without regard to race, color, or national origin?	Nondiscrimination
<input type="radio"/> Yes	<input type="radio"/> No	2. Are posters containing Title VI information prominently displayed within the facility?	Posters
<input type="radio"/> Yes	<input type="radio"/> No	Do these posters include the name of the Local Coordinator to whom complaints should be referred?	
<input type="radio"/> Yes	<input type="radio"/> No	3. Are permanent records kept of all Title VI complaints?	Records
<input type="radio"/> Yes	<input type="radio"/> No	4. Is Title VI information disseminated to your employees, applicants, students and other beneficiaries of services?	Dissemination
		If yes, describe how all beneficiaries are informed.	

☐ Yes

☐ No

5. Are you confident that all beneficiaries are clearly aware of their rights under Title VI, including the right to file a complaint?

If applicable, describe below any complaints received in this reporting period.

Complainant

Race

Charge

Findings

**Rights and
Complaints**

RESPONSES		AFFIRMATIONS (cont.)	
<input type="radio"/> Yes	<input type="radio"/> No	6. Are you confident that all beneficiaries are clearly aware of their rights under Title VI, including the right to file a complaint?	Beneficiaries
<input type="radio"/> Yes	<input type="radio"/> No	7. Are new employees clearly informed about their specific responsibilities to recipients of services under Title VI?	New Employees
<input type="radio"/> Yes	<input type="radio"/> No	8. Are staff members periodically re-oriented or refreshed on information detailing their Title VI responsibilities? If yes, state by whom and how.	Staff Members
<input type="radio"/> Yes	<input type="radio"/> No	9. Do all contracts to provide services contain a Title VI statement of compliance? If yes, attach a copy of Title VI statement included in such contracts, FOR INITIAL SURVEY ONLY.	Compliance Assurance
<input type="radio"/> Yes	<input type="radio"/> No	10. Does a written policy exist that states that courtesy titles (i.e., Mr., Mrs., Ms., Miss) will be used by staff to address beneficiaries without regard to race, color or national origin in all communications?	Courtesy Titles
<input type="radio"/> Yes	<input type="radio"/> No	11. Are all physical areas (exist, waiting rooms, dining areas, restrooms, etc.) provided and used without regard to race, color, or national origin of beneficiaries?	Physical Areas

RESPONSES		AFFIRMATIONS (cont.)	
<input type="radio"/> Yes	<input type="radio"/> No	12. Is there a particular Title VI area in which you would like assistance? If yes, please describe.	Assistance
COMMENTS			
State any particular problems you find with the manual, self-survey, etc.			

DECLARATION OF RESPONDENT:

I declare that I have completed the data in this survey and to the best of my knowledge and belief, it is true, correct, and complete.

Signature/Position of Individual Completing Survey

DECLARATION OF ADMINISTRATIVE HEAD:

I declare that I have reviewed and approved the information provided in this self-survey and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Administrative Head