



# 2024 Compliance Report and Implementation Plan for Title VI of The Civil Rights Act of 1964

Department of General Services | FY 2023-2024



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## **A. Overview of the Department**

The Department of General Services was established by Tenn. Code Ann. § 4-3-1101. The function of the Department is to act as a service provider to other State agencies by coordinating and administrating the State's purchases, real property, personal properties, printing, motor vehicles, surplus property, postal services, and public work 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 that provide services to other State agencies. These are:

- 1. Vehicle and Asset Management:** This division manages and maintains State vehicles utilized by State departments, offices, and agencies. The division establishes policies and procedures to ensure the best maintenance, repair, operation, and administration of the fleet, which is consistent with safety and services. In addition, the division is responsible for redistributing governmental property declared as surplus by a State agency or the federal government. This property is redistributed to other State agencies and eligible recipients as needed.
- 2. Document Solutions:** This division provides a full range of services, including graphic design, photography, printing, copying, and binding services, to State agencies, other government agencies, nonprofit agencies, and charities. This division also provides storage and distribution services for various forms, envelopes, and other printed materials. This division also houses the centralized mail services for State agencies in Davidson County. It is the recognized liaison between the State government and the U.S. Postal Service.
- 3. State of Tennessee Real Estate Asset Management:** This division is dedicated to operating, managing, and maintaining the State's real estate assets and needs in a manner that ensures a comfortable, safe, and secure working environment for State tenants, employees, and guests.
- 4. Central Procurement Office:** The Central Procurement Office was created by Chapter 1098 of the Public Acts of 2010 to make the procurement and contracting processes faster and easier while ensuring transparency and creating cost savings.
- 5. Governor's Office of Diversity Business Enterprise:** This office, housed within the Central Procurement Office, is charged with coordinating and directing the Executive Branch's efforts in assisting minority-owned, women-owned, service-disabled veteran-owned, and small businesses in participating in bids and contracting opportunities within the State procurement processes. In accordance with Tenn. Code Ann. § 12-3-1107, the office issues an annual report to the Governor and members of the Tennessee General

Assembly regarding this office's activities. The public report outlines the office's purpose, goals, and achievements.

**Appendix A** displays the organizational charts for the department.

The primary goal of the Department's Title VI Program is to ensure that all 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. Tenn. Code Ann. § 4-21-203 requires each State agency to develop a Title VI Implementation Plan. Each State governmental entity must submit an updated plan annually to the Human Rights Commission by October 1.

## **B. Mission Statement**

The Department of General Services' mission is to serve as a trusted partner to deliver mission-focused general services to support state government.

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

Christi W. Branscom, Commissioner  
Department of General Services  
Tennessee Tower, 22<sup>nd</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243  
[Christi.Branscom@tn.gov](mailto:Christi.Branscom@tn.gov)

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Signature

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

Kay Morgan, Title VI Coordinator  
Department of General Services  
Tennessee Tower, 22<sup>nd</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37242  
[Kay.Morgan@tn.gov](mailto:Kay.Morgan@tn.gov)

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Signature

## SECTION 4 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.
- 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 inspection 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 an agreed-upon price pursuant to a contract.
- G. DGS: The Department of General Services.
- H. DOHR: The Department of Human Resources.
- I. Donees: Recipients of Federal and/or State surplus property from DGS' Vehicle and Asset Management division.
- J. 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.
- K. 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.
- L. 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, 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.
- M. Title VI Coordinator: A position designated by the DGS Commissioner to ensure compliance with Title VI Program requirements.

The Department's Title VI and non-discrimination policies and statements are as follows:

***Policy Compliance Statement***

The Department of General Services, State of Tennessee, complies with Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000d, which states that: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

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

Pursuant to State and federal law, the Department of General Services does not discriminate on the basis of race, color, age, national origin, religion, sex, disability, pregnancy, veteran status, or any other category protected by State and/or federal civil rights laws. It is the policy of the State of Tennessee, in all its decisions, programs, and activities, to promote equal employment opportunity and to eliminate unlawful discrimination. Equal Employment/Affirmation Action inquiries should be directed to the Department of General Services' DOHR Business Partner, Emily Tataryn (615-741-9407).

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

It is the policy of the Department of General Services to comply with all federal and State laws concerning the employment of persons with disabilities. The Department prohibits discrimination and harassment against any qualified individual with a qualified disability as defined by the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act (ADA/ADAAA). Furthermore, the Department of General Services shall comply with applicable requirements set forth by the Rehabilitation Act of 1973, the Department of Human Resources Rules and Regulations, and any other applicable laws that pertain to disability non-discrimination. Anyone wishing to request an accommodation under the ADA should contact the Department's ADA Coordinator at 615-741-9407.

***Tennessee Human Rights Commission (THRC) Requests***

The Department of General Services, its donees, or contractors shall make available any compliance report for review by the THRC upon request.

**SECTION 6  
ORGANIZATION**

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The Commissioner of the Department has assigned Title VI responsibilities and the role of Title VI Coordinator to Kay Morgan within the Office of Internal Audit. The Title VI Coordinator is responsible for implementing, monitoring, and ensuring the Department’s compliance with Title VI regulations.

The Title VI Coordinator’s Responsibilities are as follows:

1. Receive and process the disposition of Title VI complaints.
2. Review annual Title VI reviews of DGS program areas performed by division representatives to determine the effectiveness of program activities at all levels.
3. If needed, coordinate training programs on Title VI for the Title VI Division Representatives and recipients of federal property.
4. 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 Policy.
5. Prepare the annual Title VI Implementation Plan as required by the THRC.

Divisional Title VI Representatives are key in assisting the Title VI Coordinator in fostering the Department’s mission to ensure compliance with Title VI Regulations. The following staff members have been designated to ensure compliance within their divisions.

TITLE VI DIVISION REPRESENTATIVES	
Daphne Hall State of TN Real Estate Asset Management 615-218-0719	Marva Bradford Division of Administration 615-741-8635
Helen Crowley Central Procurement Office 615-741-3836	Tiffany Mason Vehicle & Asset Management 615-253-4752
Haleigh Gaddis Document Solutions 615-741-1299	

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 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 non-compliance issues to the Title VI Coordinator and appropriate supervisor.

**SECTION 7**  
**DISCRIMINATORY PRACTICES**

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

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

The Department does not provide services directly to individuals; the Department's primary customers are other State agencies. As such, we cannot provide examples of potential discriminatory practices concerning services provided to individuals.

### **A. Program Coverage**

Title VI prohibits discrimination in “any program or activity” that receives federal financial assistance. Although the Department does not directly receive federal funding, the Vehicle and Asset Management division receives federal surplus property from the U.S. General Services Administration, which it sells to governmental subdivisions, nonprofit organizations, and other eligible recipients as defined by federal guidelines. As a recipient of federal surplus property, the requirements of Title VI apply to all the operations of the Department.

The Federal Surplus Property Section is governed by federal guidelines (41 CFR 102-37), which are incorporated into the Federal Surplus Property Rules in Chapter 0690-01-01 of the *Rules and Regulations of the State of Tennessee (Appendix D)*. Under these rules, the Department receives surplus property from the federal government, which it redistributes throughout the State to eligible recipients. The process of redistributing federal surplus property is completed in accordance with Federal Surplus Property Rules and Guidelines.

### **B. Federal Coverage**

For the most recent State fiscal year, the total original acquisition cost of property distributed through the Federal Surplus Property Program for the period July 1, 2023, through June 30, 2024, was \$771,945.92 with a fair market value of \$173,456.25. Please see the following page for the details regarding the distribution of the property received. The Department does not receive federal grants, loans, subsidies, training resources, land, or details of federal personnel.

**Property Donation Report for the period 7/01/2023 – 06/30/2024**

<b>N</b>	<b>DONEE</b>	<b>ACQUISTION COST</b>
1	HARPETH RIDGE VOLUNTEER FIRE DEPARTMENT	\$ 33,687.00
2	HUMPHREYS COUNTY SOIL CONSERVATION	\$ 527,263.92
3	PLEASANT VIEW VOLUNTEER FIRE DEPARTMENT	\$ 9,580.00
4	UNICOI VOLUNTEER FIRE DEPARTMENT	\$ 135.00
5	GRAINGER COUNTY RESCUE SQUAD	\$ 201,280.00

**Acquisition Cost: \$771,945.92**

**Accounts: 5**

**Fair Market Value: \$173,456.25**

**SECTION 9  
DATA COLLECTION AND ANALYSIS**

**1. Beneficiaries of Federally Assisted Programs**

The primary beneficiaries of the Surplus Property Distribution Program are State and local governmental agencies, nonprofit organizations, and other organizations listed in **Appendix E**. Property not distributed to one of these organizations within 30 days of receipt is made available for sale to any other entity or the public via a third-party online auction site managed by Asset Auctions. Collection of participant race, color, or national origin data is not applicable to the Department because the primary beneficiaries of the surplus program are other government agencies and nonprofit organizations. The inclusion of U.S. Census data regarding race and ethnicity or any other demographic data is not applicable to these organizations.

**2. Minority Representation of Agency Staff**

The organizational list below displays the staff composition of the Department as of May 2024.

Sex	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	Other	Two or More Races	White	Grand Total
<b>F</b>	<b>0</b>	<b>5</b>	<b>40</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>131</b>	<b>184</b>
Executive	0	5	23	5	0	1	0	105	139
Non-Competitive	0	0	4	0	0	0	0	2	6
Non-Preferred	0	0	2	0	0	0	0	4	6
Preferred	0	0	11	2	0	0	0	20	33
<b>M</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>133</b>	<b>170</b>
Executive	0	0	7	1	0	2	0	87	103
Non-Competitive	0	0	3	0	0	0	0	3	6
Non-Preferred	0	0	1	0	0	0	0	7	8
Preferred	0	0	12	0	0	0	0	36	53
<b>Grand Total</b>	<b>0</b>	<b>5</b>	<b>63</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>264</b>	<b>354</b>

Gender	Executive Service	Non-Competitive Service	Non-Preferred	Preferred Service	Total	Percentage
Female	139	6	6	33	184	52%
Male	103	6	8	53	170	48%
<b>Total</b>	<b>242</b>	<b>12</b>	<b>14</b>	<b>86</b>	<b>354</b>	<b>100%</b>

Race	Executive Service	Non-Competitive Service	Non-Preferred Service	Preferred Service	Total	Percentage
African American	30	7	3	23	63	18%
American Indian or Alaska Native	0	0	0	0	0	0%
Asian	5	0	0	1	6	2%
Hispanic or Latino	6	0	0	2	8	2%
Other	3	0	0	0	3	1%
Two or More Races	0	0	0	0	0	0%
White	198	5	11	60	274	77%
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0%
<b>Total</b>	<b>242</b>	<b>12</b>	<b>14</b>	<b>86</b>	<b>354</b>	<b>100%</b>

**SECTION 10**  
**LIMITED ENGLISH PROFICIENCY (LEP)**

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Limited English Proficiency policies and procedures for the Department are included in **Appendix C**.

The Central Procurement Office manages a statewide contract called the Managed Service Provider contract with Guidesoft Inc., DBA Knowledge Services. Under this contract, Knowledge Services manages all vendors that provide staff augmentation for the State, which includes telephonic interpretative services. Knowledge Services' vendors for telephonic interpretative services are Linguistica International and Avaza Language Services Corporation.

Linguistica International  
8819 South Redwood Rd. Suite D West  
Jordan, UT 84088  
866-908-5744

Avaza Language Services Corporation  
5209 Linbar Drive, Suite 603  
Nashville, TN 37211  
1-800-842-8292

The Department did not utilize Linguistica's or Avaza's interpretation and translation services during the fiscal year.

As the Department's primary function is to provide services to other State departments and agencies, the Department does not encounter LEP persons regularly; however, the Department has elected to provide its Title VI poster (**Appendix P & Q**) in both English and Spanish, the second most common language spoken in Tennessee. This poster is displayed in all the Department's offices and is distributed to donees participating in the Federal Surplus Property Program. In addition, each security checkpoint in each DGS building has a large card to assist in identifying twenty-seven (27) of the most common languages spoken and accessing an interpreter for the appropriate language in need.

Because the Department acts as a service provider for other State agencies and does not conduct business with LEP persons regularly, the Department does not currently have any documents in a language other than English. If needed, the Department will provide such documents within a reasonable period using the contracted translation services.

## **1. 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. The DGS formal complaint form can be found at [https://stateoftennessee.formstack.com/forms/dgs\\_title\\_vi\\_complaint\\_form](https://stateoftennessee.formstack.com/forms/dgs_title_vi_complaint_form). (Please see **Appendix F** for a copy of the form.) No anonymous complaints will be investigated.

- a. The complaint may also be filed with the THRC:
  - i. In a letter stating the elements of the complaint, addressed to:  
  
State of Tennessee Human Rights Commission Central Office  
Tennessee Tower  
312 Rosa L. Parks Ave, 23<sup>rd</sup> Floor  
Nashville, TN 37243
  - ii. By calling the THRC Central Office at 1-800-251-3589 (Spanish Toll-Free Line: 1-866-856-1252)
  - iii. By filling out the THRC's complaint form on the THRC's official website.
- b. Allegations received by telephone, fax, or email will be acknowledged and reduced to writing. A complaint form will be forwarded for the person(s) to sign and return to the Department for processing. If the complainant is unable or unwilling to file the complaint in writing, the person to whom the complaint is made will document the elements of the complaint in writing.

The complaint must contain the following information:

- i. Name, address, and phone number of the complainant;
- ii. Location and name of the agency, facility, or other office where the alleged discrimination took place;
- iii. Identification of the agency staff alleged to have engaged in discrimination;
- iv. The elements of the event(s) that led to the belief that discrimination occurred;
- v. The basis of the complaint: race, color, or national origin;

- vi. Names, addresses, and phone numbers of people who may have knowledge of the event; and
  - vii. The date(s) the alleged discriminatory event(s) occurred.
- c. A complaint alleging discrimination against a division or entity may be filed internally with the DGS Title VI Coordinator.
- d. In addition, a complaint can be filed externally with the THRC or the Office of Civil Rights, U.S. General Services Administration.

## **2. Investigations, Determination, and Ruling**

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

The Title VI Coordinator will:

- a. Coordinate the review and investigation of complaints.
- b. Notify the complainant of receipt of the complaint.
  - i. The notification will be accomplished by the most expedient means available, including email, fax, or telephone call to be documented in writing and confirmed by letter.
  - ii. 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.
- c. Notify and consult with DGS Legal about the filed complaint.
- d. 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.
- e. Maintain copies of complaints and findings for a minimum of three (3) years from the resolution of the complaint.
- f. Take primary responsibility for investigating complaints and reporting findings to the Commissioner. The investigation will review, minimally:
  - i. Applicable practices and policies;
  - ii. The circumstances and events which led to the filing of the complaint;

- iii. All other pertinent information.
- g. 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.
- h. If a complaint involves an Executive Director, Assistant Commissioner, Deputy Commissioner, or the Commissioner, the Department of Human Resources or the Human Rights Commission will investigate the complaint on behalf of DGS and report the results to the appropriate agency.

### **3. Department of General Services Complaints for Fiscal Year 2023-2024:**

A copy of the Department's Title VI Complaint Log has been included as **Appendix G**.

- One Title VI complaint was filed and closed during the year. The complainant alleged discrimination based on race and color regarding a promotional opportunity. The complaint was investigated, and it was concluded that evidence obtained during the investigation did not support the allegations raised. The department was found to be in compliance with the provisions of Title VI.
- No complaints were referred to another State or federal department or agency.
- No lawsuits were filed during the fiscal year 2023-2024 against the Department alleging discrimination based on race, color, or national origin under any federally funded program or activity.

**SECTION 12**  
**TITLE VI TRAINING PLAN**

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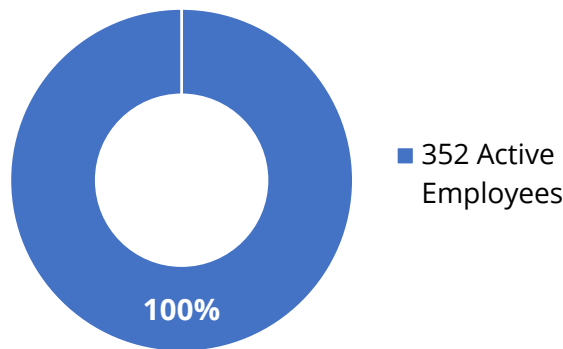
The Department has communicated the Title VI policy to its Title VI representatives, staff, vendors, and donees through training seminars, one-on-one counseling, posters displayed in centrally located areas, dissemination of Title VI brochures, and making its written non-discriminatory policy available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

In addition, the Department includes its non-discriminatory policy clause on all pro forma Invitations to Bid and Requests for Proposal contract documents. The Department's efforts in implementing Executive Order 14 of December 8, 2003, and involvement with the Governor's Office of Diversity Business Enterprise (Go-DBE) are other examples of the Department's commitment to Title VI.

The Department provides and requires Title VI training for employees annually. For the current plan year, the Title VI Coordinator attended the annual update meeting presented by the THRC in August 2024. Title VI training was made available to all employees via an online presentation in Edison in May 2024. Each active employee was required to complete the training before the close of the fiscal year. A copy of the training presentation is included in **Appendix H**.

The training roster maintained by the Title VI coordinator reflects 352 employees as having completed the training in 2024. Individual training dates are tracked in Edison. As of the report date, 100 percent of the active employees have satisfied their annual training requirement.

**Percentage and Actual Number of Total DGS Agency Staff Trained**



The Department of General Services does not receive any federal grants; therefore, we do not have any subrecipients requiring training.

Beginning in fiscal year 2025, Title VI Training has been added to the onboarding process for new employees. In addition, the Department of General Services anticipates that the annual Title VI training will be updated and provided to all employees in May 2025.

### **A. Subrecipients, Contractors, and Vendors**

The Department acts primarily as a service provider to other State departments and agencies by coordinating and administering the State's purchases, real property, personal properties, printing, motor vehicles, surplus property, postal services, and general public works services. In performing these activities, the Department utilizes numerous contractors and vendors.

The Department's Central Procurement Office (CPO) was created to centralize the State's procurement and contracting activities. In this role, the CPO works with all State agencies and departments to fulfill their purchasing needs and serves as the primary point of contact for registering vendors seeking to provide goods or services to the State. The templates and models for contracts, including grants, which have been approved by the Procurement Commission and used by the CPO and contain language that ensures Title VI compliance by State grantees or contractors. Under applicable State law, State agencies are responsible for ensuring Title VI compliance for their grantees, subrecipients, and contractors.

While the CPO facilitates many aspects of these processes, it is not necessary for the Department to include all these contractors and vendors in this Implementation Plan. Because many of these contractors and vendors are utilized by other State departments, they should be included in the applicable Department's plan. Inclusion by the Department of General Services would be duplicative. The Department does not have any direct subrecipient relationships. **Appendix I** lists all vendors with authorized spend of \$10,000 or more. Edison tracks vendors and the related contracts according to the respective contract periods, as opposed to the initial activity date with the State. While the contract spend is an amount that Edison can provide, we cannot identify the total population of vendors utilized statewide using the available vendor registration data. The Edison query generated to request contractors is based on the contract period instead of the vendor registration date. Therefore, we cannot identify with assurance those who are new. All contract spend within the Department consists of State dollars. The Department did not receive any federal grants or loans and has no direct subrecipients. Also, there are no federal assistance applications pending that have been generated by the Department.

### **B. Pre-Award Procedures – Assurances and Data Collection**

The Department agrees to comply with Title VI of the Civil Rights Acts of 1964 as a condition of receiving any federal financial assistance. The Commissioner has the overall responsibility for compliance with Title VI. The Title VI Coordinator, appointed by the Commissioner, coordinates Title VI activities within the Department. The Department will make the THRC compliance reports available upon request.

The U.S. General Services Administration, Southeast Office of Civil Rights (OCR), requires the Department to comply with Title VI for the receipt of federal property. The Vehicle and Asset

Management Division must follow strict federal compliance review procedures to remain eligible to participate in the Federal Surplus Property Program. The Title VI Coordinator and the Director of Vehicle and Asset Management are responsible for coordinating and monitoring all approved donees participating in the Federal Surplus Property Program. The rules of federal surplus property are included in **Appendix D**. See **Appendix E** for qualifications to become a donee. All donees must complete the application and non-discrimination assurance documents in **Appendix J**.

The Department has only approved donees participating in our Federal Surplus Property Program. The Department has no subrecipients who would require compliance with Title VI regulations. Additionally, the Department does not provide services or benefits to individuals.

All Request for Proposals (RFPs) for professional service contracts require signed statements that the proposer will conform to the requirements of Title VI. See the *Proposal Statement of Certifications and Assurance* in **Appendix K**.

Title VI training assistance is available through the Department's Title VI Representatives upon request or as deemed appropriate if compliance audits indicate deficiencies.

### **C. Post-Award Procedures**

The Department does not have any subrecipient relationships; however, the Department has a total of five active donees that have received federal surplus property from the Federal Surplus Property Program in the last fiscal year. **Appendix L** contains the complete list of active donees in fiscal year 2024. Surplus property staff periodically conduct Title VI compliance checks of selected active donees. The Title VI Audit Checklist (**Appendix M**) is utilized during these visits.

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

All donees receive Title VI posters and brochures for display and distribution. All RFPs and contracts include standard language concerning non-discrimination practices and compliance with the requirements of Title VI. These requirements include annual training. As previously stated, the Department of General Services does not have any subrecipient relationships.

### **E. Procedures for Non-Compliance**

After compliance checks, follow-up letters are sent to each donee, and deficiencies are noted if the donee is found to be in non-compliance with the Title VI regulations. An example follow-up letter is included in **Appendix N**. The Department will work with all non-compliant donees to achieve voluntary compliance and follow up on any deficiencies within ninety (90) days to ensure each area has been sufficiently addressed. If non-compliance is not corrected, the donee will be denied access to surplus property and reported to the appropriate federal and State authorities. Any bidder for State contracts who does not sign the required acknowledgment regarding Title VI compliance is not eligible to do business with the Department.

**A. Commitment Statement**

The primary goal of the Department’s Title VI Program is to ensure that all 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. Staff are readily available to provide high-quality technical assistance, resources, guidance, and any other information regarding Title VI. Information related to the Department’s Title VI Policy, which includes complaint procedures, is included as part of the Department’s Title VI Implementation Plan, which is accessible on the Department’s website at <https://www.tn.gov/generalservices/about-dgs/title-vi-implementation-plan.html>. In addition to electronic distribution, the Department will provide these documents in print upon request.

The workshop concept has been utilized to identify specific issues and concerns of minorities. Concerns can be appropriately addressed only when they have been identified. The Department continuously promotes this type of outreach and training throughout the State through the Go-DBE. Along with various other State agencies, this effort is intended to increase awareness of the Department’s policy and to increase contracting opportunities with minority-owned, women-owned, service-disabled veteran-owned, and small businesses. The Go-DBE staff attended, spoke, or trained in 85 events for fiscal year 2024.

**Examples of outreach activities for the fiscal year included:**

Go-DBE 20<sup>th</sup> Anniversary Diversity Marketplace Conference – Go Big, Go Far, Go-DBE

Ford Blue Oval Outreach Events with:

- Walbridge Construction
- Garney Construction
- Brasfield & Gorrie

New Tennessee Titans Stadium; TN Builders Alliance

Outreach Partnership Meeting with Memphis Grizzlies Basketball Team

Small Business Development Office Meetings with:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee Tech University
- University of Memphis UT Martin

Annual Agency Seminar

City of Chattanooga – Procurement Event  
Clark Construction School Graduation  
Clark Construction Strategic Partnership Program  
Dept. of Veterans Services Annual Training Conference  
Disability Luncheon – TN Human Rights Commission  
Go-DBE’s Monthly “In the Know” Diversity Meeting  
Hispanic Outreach Event – Nashville Area Hispanic Chamber of Commerce  
Latin American Chamber of Commerce at TSU Avon Campus  
MALETA Diversity Subcontracting Event – TN Tower  
Memphis Area Minority Contractors Association  
Messer Construction Diversity Outreach  
Metropolitan Airport Authority – BNA’s Annual “Business Taking Off Event”  
Metropolitan Department Housing Authority  
Metropolitan Nashville Public Schools  
Midsouth Minority Business Conference – Memphis, TN  
MogulCon  
Music City Center Purchasing Appreciation Breakfast and Awards  
Nashville Business Incubation Center  
Nashville Chamber of Commerce – Small & Diverse Business Expo  
Pan-Asian Business Consortium – Knoxville, TN  
Pathway to Participation – Diversity Certification Workshop | Nashville Back Chamber  
Skanska Holiday Networking Event  
Supplier Workshop East Tennessee Procurement Business Expo  
TCAT Construction – Brownsville, TN  
TCAT Nashville Allied Health Building Outreach Event  
TDOT’s Annual DBE Meeting  
Technology in Certification – City of Knoxville, TN  
TEMA Main Warehouse and Middle Regional Coordination Center Project  
Tennessee Apex Accelerator  
Tennessee Higher Education DBE Outreach Event with UT and TBR  
Turner School for Construction Management at TSU  
University of Tennessee – Certification  
USDOT MSA SBTRC/Bonding & Insurance Webinar (TDOT)  
UT Health Science Center – Flintco Construction Project

In addition to the above efforts, Go-DBE has continued meeting with State agencies and departments to discuss the potential of setting goals for utilizing new certified businesses in rural counties. Go-DBE now meets with agencies and departments bi-annually in September and March to suggest how to increase diversity spend within their agency and provide updates on annual agency and departmental goals. Many State agencies have taken the initiative to their respective departments with the intent of continuing to drive momentum for improving rural county volume of transactions with certified businesses.

## B. Board and Advisory Bodies

The Department does not control the membership of any board or commission. However, the Commissioner, or the Commissioner's designee, sits on the following boards and commissions listed below, pursuant to the statutes indicated for each:

- State Capitol Commission, pursuant to Tenn. Code Ann. § 4-8-301. The Capitol Commission has minority participation assured by the General Assembly through this legislation.
- Procurement Commission, pursuant to Tenn. Code Ann. § 4-56-102. The membership of this commission consists of the commissioners of General Services, Finance and Administration, and the Comptroller of the Treasury.
- State Protest Committee, pursuant to Tenn. Code Ann. § 4-56-103. The Committee comprises General Services and Finance and Administration commissioners and the State Treasurer.
- Public Records Commission, pursuant to Tenn. Code Ann. § 10-7-302. The Commission consists of the State Treasurer, the Comptroller of the Treasury, the Secretary of State, the Director of Legal Services for the General Assembly, and the Commissioner of General Services as voting members.
- Tennessee Residence Commission, pursuant to Tenn. Code Ann. § 4-23-202. The commission consists of six (6) voting, ex officio members, as follows: the governor, the first spouse, the commissioner of General Services, the state architect, the chair of the Tennessee Historical Commission, and the executive director of the Tennessee State Museum, or their respective designees. The commission membership shall also include four (4) private citizens appointed by the governor to staggered terms of four (4) years. In appointing private citizens to serve on the Tennessee Residence 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 at least one (1) such citizen serving on the commission is a member of a racial minority. All citizen members shall be voting members of the commission.
- Megasite Authority of West Tennessee, pursuant to Tenn. Code Ann. § 64-9-105. The authority is governed by a board of directors. The board consists of eleven (11) voting members as follows: *a.* Two (2) members to be appointed by the governor; *b.* Two (2) members to be appointed by the Speaker of the House of Representatives; *c.* Two (2) members to be appointed by the Speaker of the Senate; *d.* One (1) member to be appointed jointly by the Speaker of the Senate and Speaker of the House of Representatives; *e.* The governor, ex officio; *f.* The commissioner of Economic and Community Development, ex officio, or the commissioner's designee; *g.* The commissioner of Finance and Administration, ex officio, or the commissioner's designee; and *h.* the commissioner of General Services, ex officio, or the commissioner's designee.

Effective November 1, 2011, a separate twelve (12) member advisory council on State procurement was established by Tenn. Code Ann. § 4-56-106. Membership information is available on the Department's website at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo->

[/procurement-commission-and-advisory-council-.html](#). It has been included as **Appendix O**. The Commissioner appoints two (2) members to the council and gives due consideration to the need for geographic, age, racial, gender, and ethnic diversity on the council, in accordance with the requirements of the statute. As stipulated by the statute, the Commissioner must appoint one representative from the Department and one representative from another State agency.

### **C. Documentation of Minority Input**

Go-DBE coordinates and directs the Executive Branch's efforts in assisting small businesses and businesses owned by minorities, women, service-disabled veterans, and persons with disabilities to develop into viable, successful businesses. This work includes assisting these businesses in competing successfully for the State of Tennessee's expenditures for goods and services. To fulfill its charge, Go-DBE is directed to work with all existing State agencies and departments, specifically the Business Enterprise Resource Office (BERO) within the Department of Economic and Community Development. In accordance with Tenn. Code Ann. § 12-3-1107, the Department issues an annual report to the Governor and Tennessee General Assembly members regarding Go-DBE's activities. This public report outlines the purpose, goals, and achievements of Go-DBE. Go-DBE's purpose, goals, and achievements are on the Department's website. Bidding opportunities for surplus personal property and professional services contracts are also published on the Department's website.

### **D. Go-DBE Accomplishments**

**Contract and Payments:** For the past 20 years, agencies have increased spend with diversity businesses. The purchases to certified businesses for fiscal year (FY) 2024 increased over \$11,333.230 million to \$1,227,651,489 billion—a 9.7 percent increase from the previous fiscal year.

**Diversity Solicitations and Responses:** Go-DBE makes considerable efforts to ensure diversity businesses receive as many opportunities to participate in State procurement as possible. The Go-DBE staff presented and spoke about diversity language in 191 pre-bid and pre-response conferences during the year. In addition, the office publishes the Forecast of Acquisitions Plans for State Departments and Agencies annually for each fiscal year. The publication provides businesses with information on upcoming procurement opportunities the State anticipates purchasing during the following year. Go-DBE also works closely with State agencies and the Central Procurement Office's sourcing analysts and category specialists and provides them with lists of certified businesses to include in their procurement notifications that match the solicitation's commodity codes. In addition, the office sends notifications of bid opportunities and events through its software system to all certified businesses in its certified directory, which consists of over 2,600 businesses.

**Certification:** Go-DBE certifies diversity businesses as minority-owned, women-owned, persons with disabilities, service-disabled veteran-owned, or small business enterprises. The certification application is entirely an online process. In FY 2024, Go-DBE saw a 6.35 percent increase in the

total number of new certifications and recertifications completed from 709 to 754 from the previous year.

**Rural Counties:** Focusing on rural counties for Go-DBE, the state spent \$107,093,027 million across 38 counties in FY 2024. That's a 5.4 percent increase over FY 2023.

**Sub-Contracting:** Go-DBE participates in numerous Pre-Bid and Pre-Response conferences to inform businesses and communities each year. The total subcontracting dollars for FY 2024 were \$642,871,564. This is up \$58,819,656 from the previous year.

## SECTION 15 COMPLIANCE REPORTING

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The Title VI Coordinator compiles a Title VI summary report based on quarterly information received from each divisional representative (see Appendix G.). Additionally, reports are prepared for each donee compliance check performed by the Department. These reports are used to track Title VI compliance, and a summary is communicated in the Department's annual Implementation Plan (see Section 13.C).

- In 2024, the Department was audited for compliance with Title VI by the General Services Administration's (GSA) Office of Civil Rights (OCR). The Department and all sampled donees were found to be in compliance. Additional compliance testing was not deemed necessary during the year.

The Department does not routinely furnish or share individual Title VI compliance reports with any federal or State agencies; however, compliance reports are furnished to the THRC upon request and made available to the U.S. GSA during its periodic reviews of the Department's Federal Surplus Property Program. The last review performed by the THRC was completed in April 2017 with zero findings.

The Department must report quarterly results of the Federal Surplus Property Program to the GSA (41 CFR 102-37.360). This report reflects the federal surplus property allocated from the GSA that the Department has issued to donees.

The Department evaluates its Title VI compliance program regularly to ensure effectiveness and efficiency and considers the following information when evaluating its Title VI programs:

- Compliance reports received from the THRC.
- Recent complaints received.
- Results of donee compliance checks.
- Department program changes and additions.
- Other relevant data and information.

As noted above, the Department was deemed compliant by the THRC during the most recent audit in 2017 and by the GSA OCR in 2024. The 2024 OCR Compliance review of the program also included the following conclusion regarding the distribution of federal property by the Department: “The information provided was used by OCR to analyze fair and equitable distribution throughout the state. The donee information that was provided reflects diversity among the populations served by the donees, which is comparable to the state’s population. The Tennessee State Agencies for Surplus Property’s (SASPs) team also conducts ongoing outreach programs to ensure eligible communities/entities continue to have a fair opportunity to apply and participate in the Federal Surplus Personal Property Donation Program in Tennessee.”

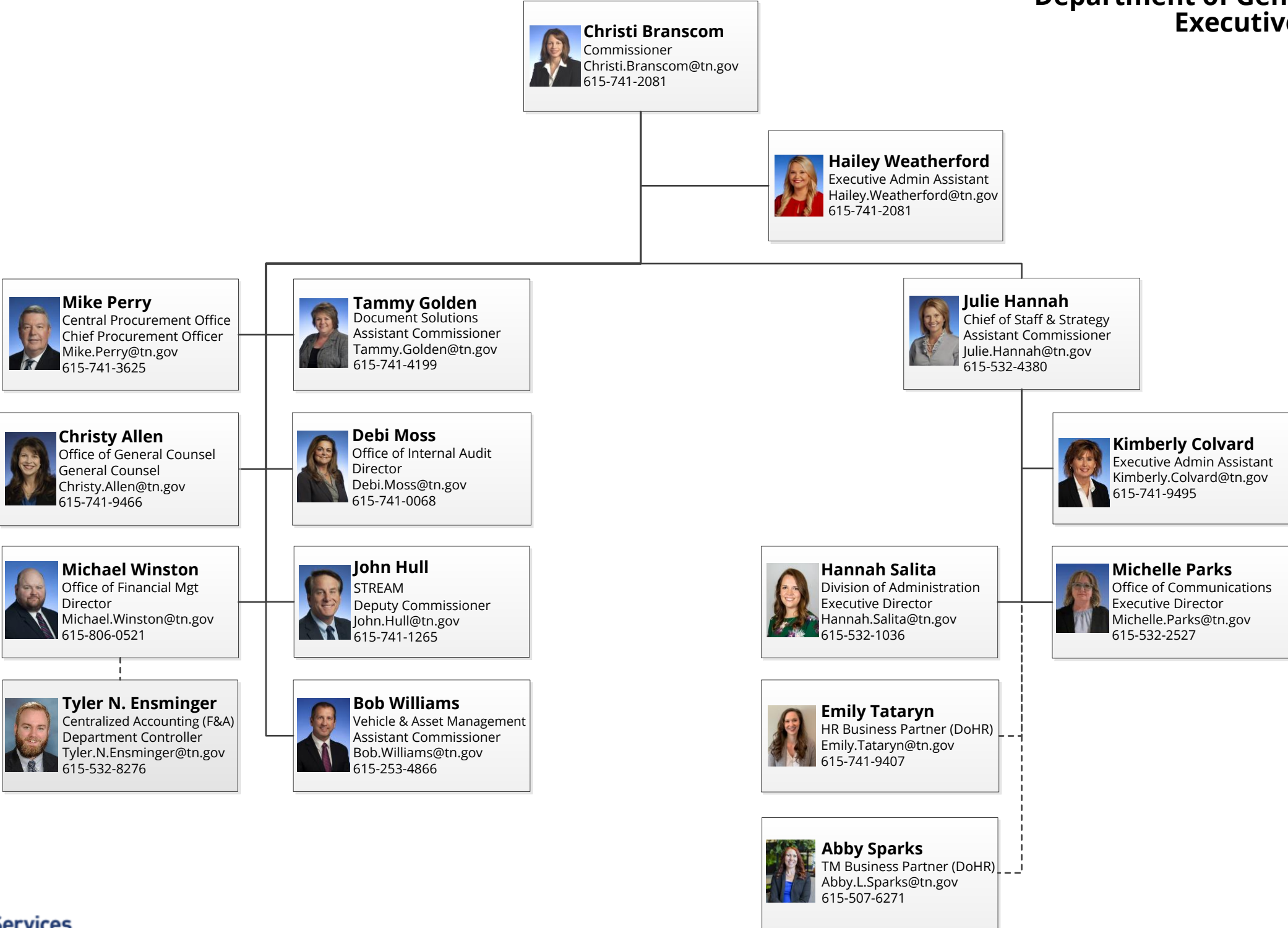
The Title VI Coordinator and the Director of Surplus are responsible for coordinating and monitoring all approved donees participating in the Federal Surplus Property Program. The Federal Surplus Property Program rules are included in **Appendix D**. See **Appendix E** for qualifications to become a donee. All donees must complete the application and non-discrimination assurance documents in **Appendix J**.

The Title VI Representative of Vehicle and Asset Management performs ongoing compliance checks. These compliance checks include but are not limited to, the display of appropriate posters, adequate written policies, adequate procedures for complaints, proper record keeping of complaints, minority representation on boards, and evidence of training.



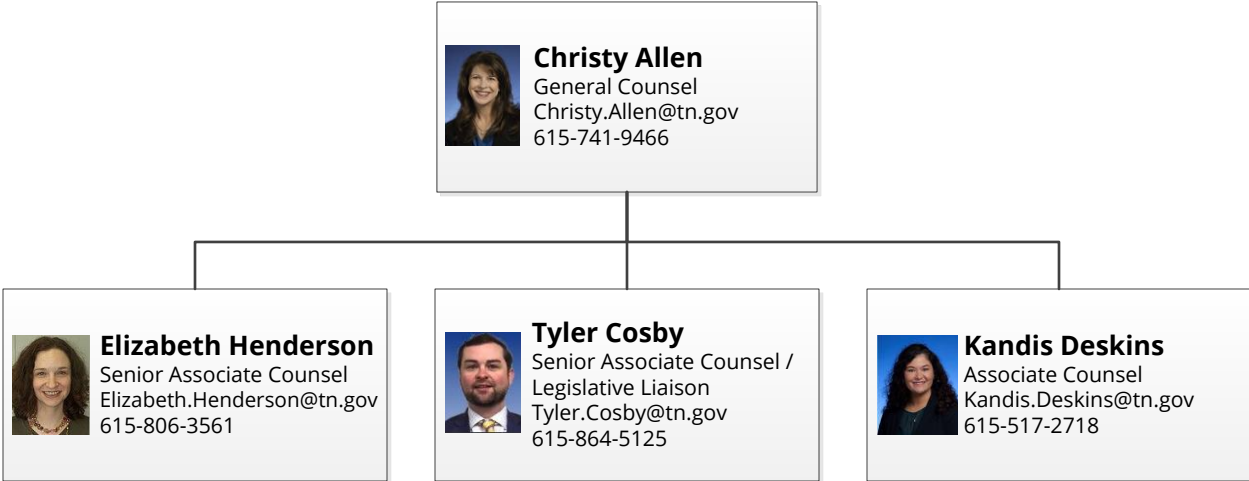
# Executive Leadership

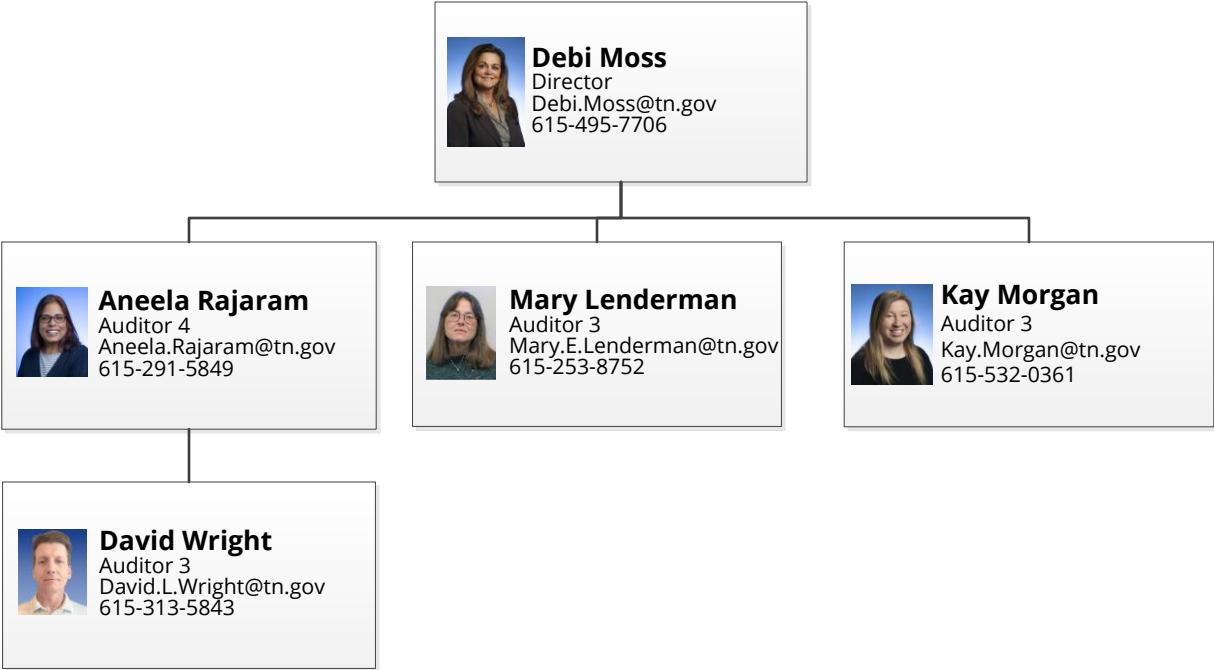
# Department of General Services Executive Leadership



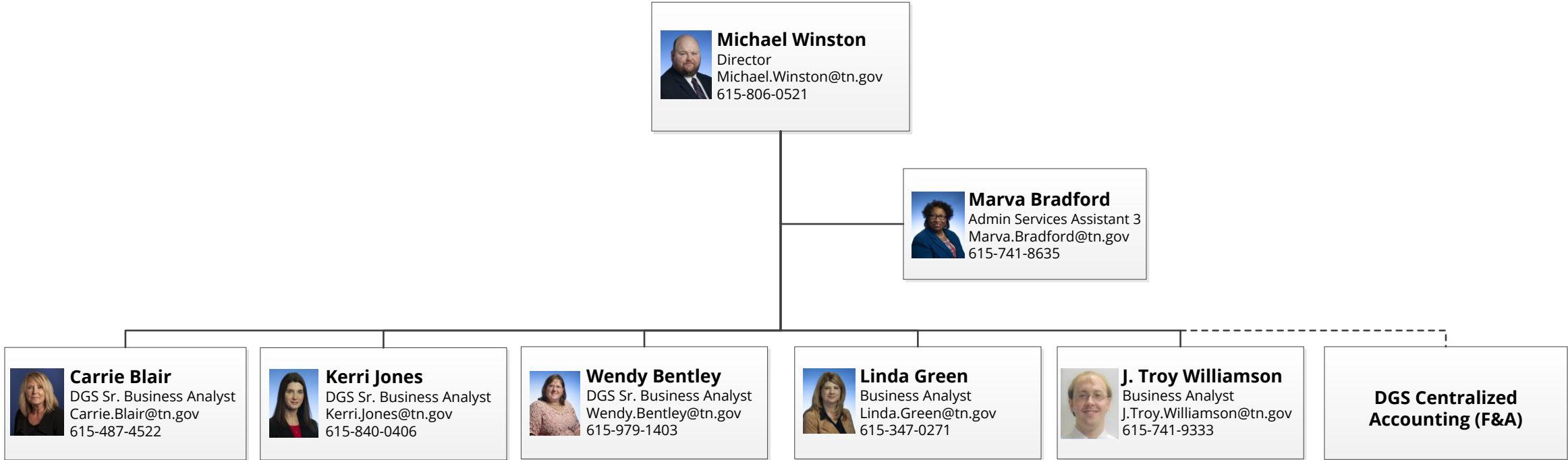


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The Office of Financial Management



Department of General Services  
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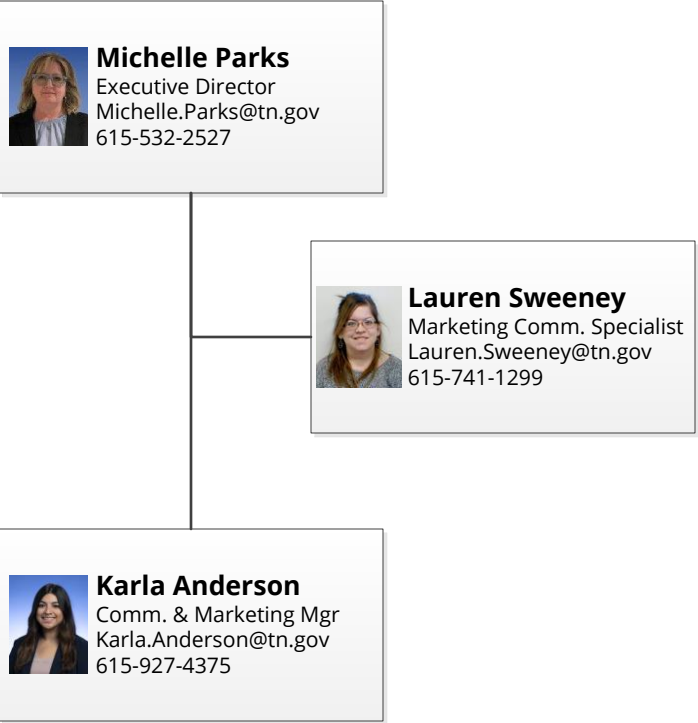
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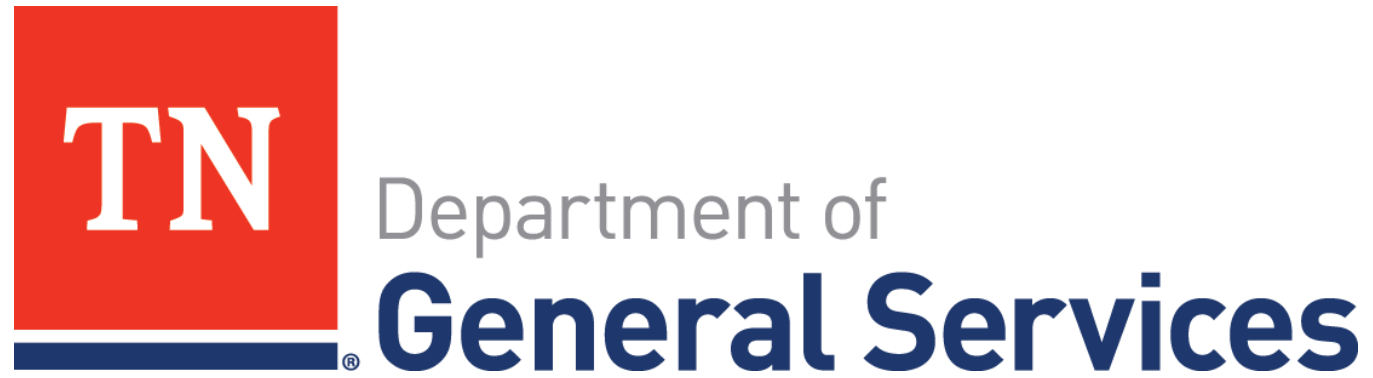


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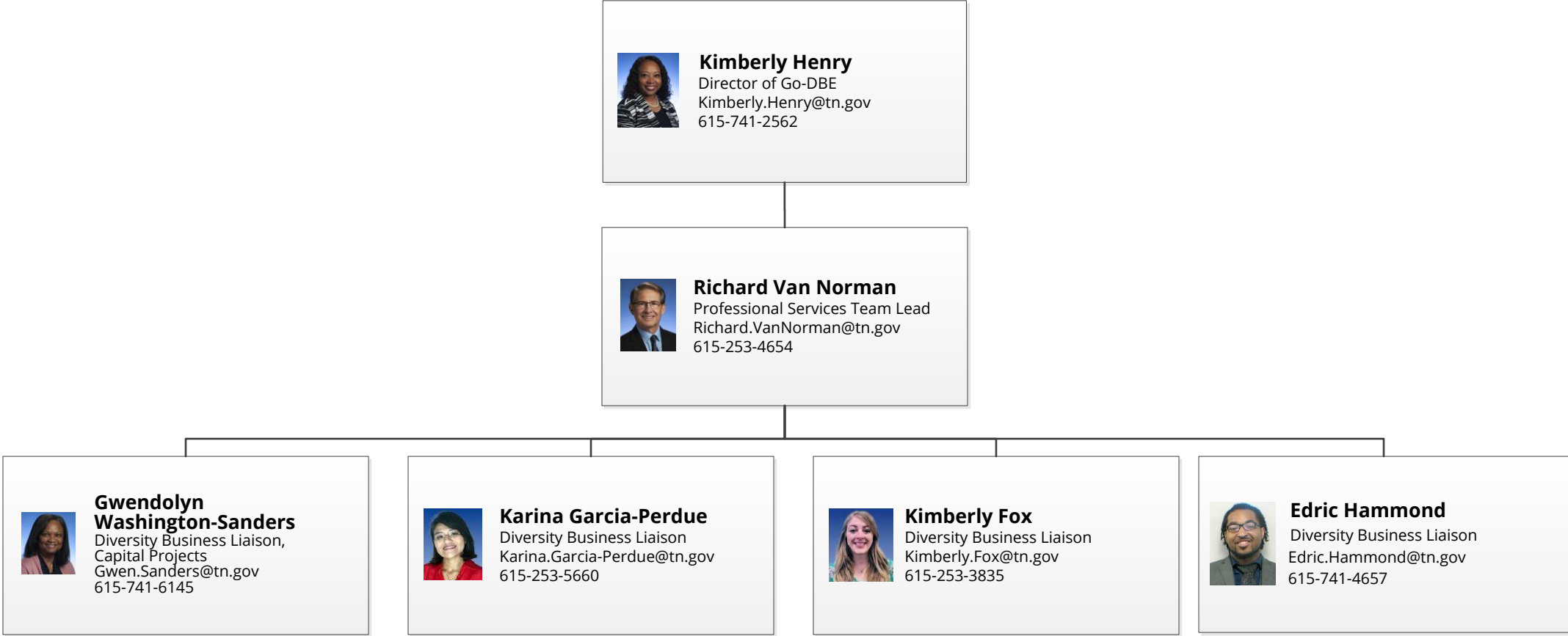
# Central Procurement Office

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Central Procurement Office  
Administration



Department of General Services  
Central Procurement Office  
Governor's Office of Diversity  
Business Enterprises (GoDBE)



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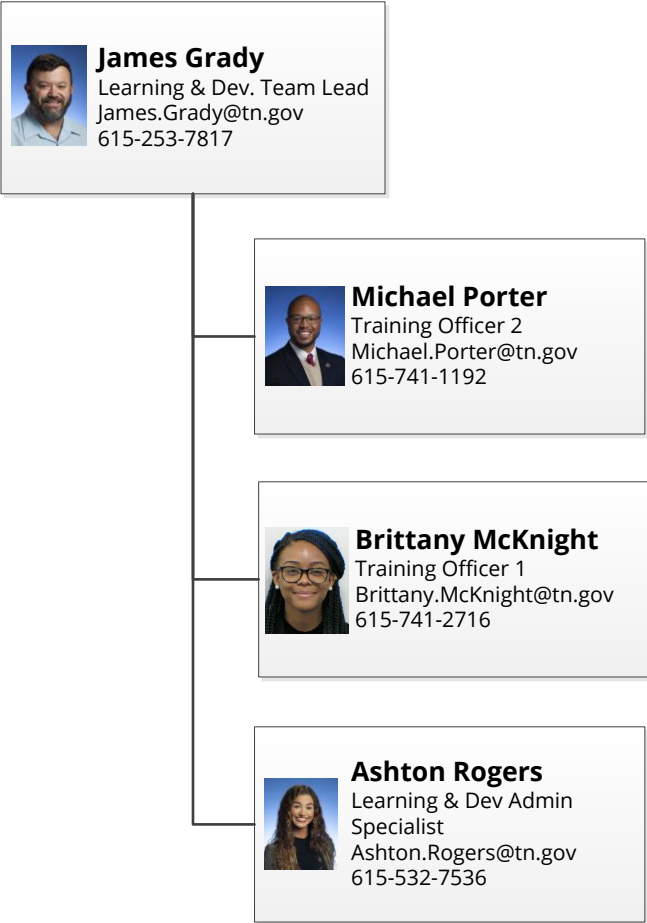
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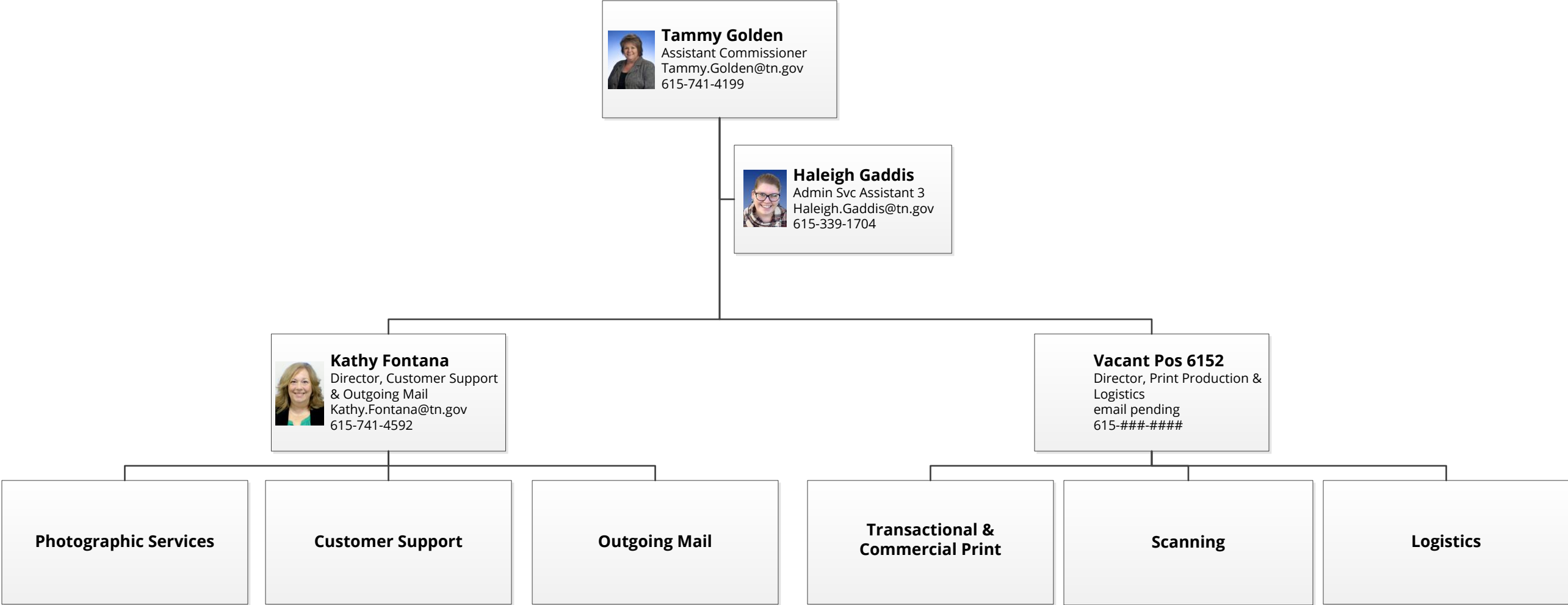
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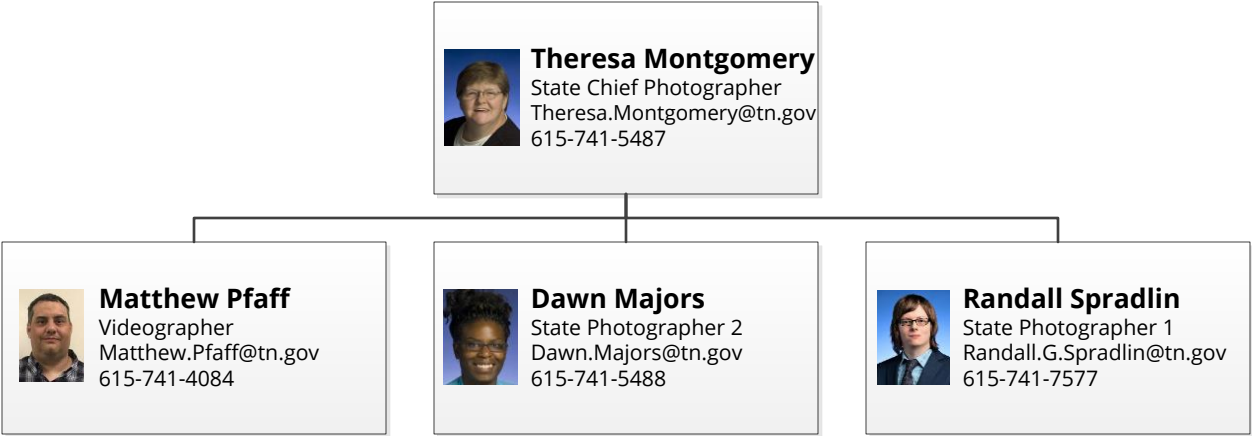
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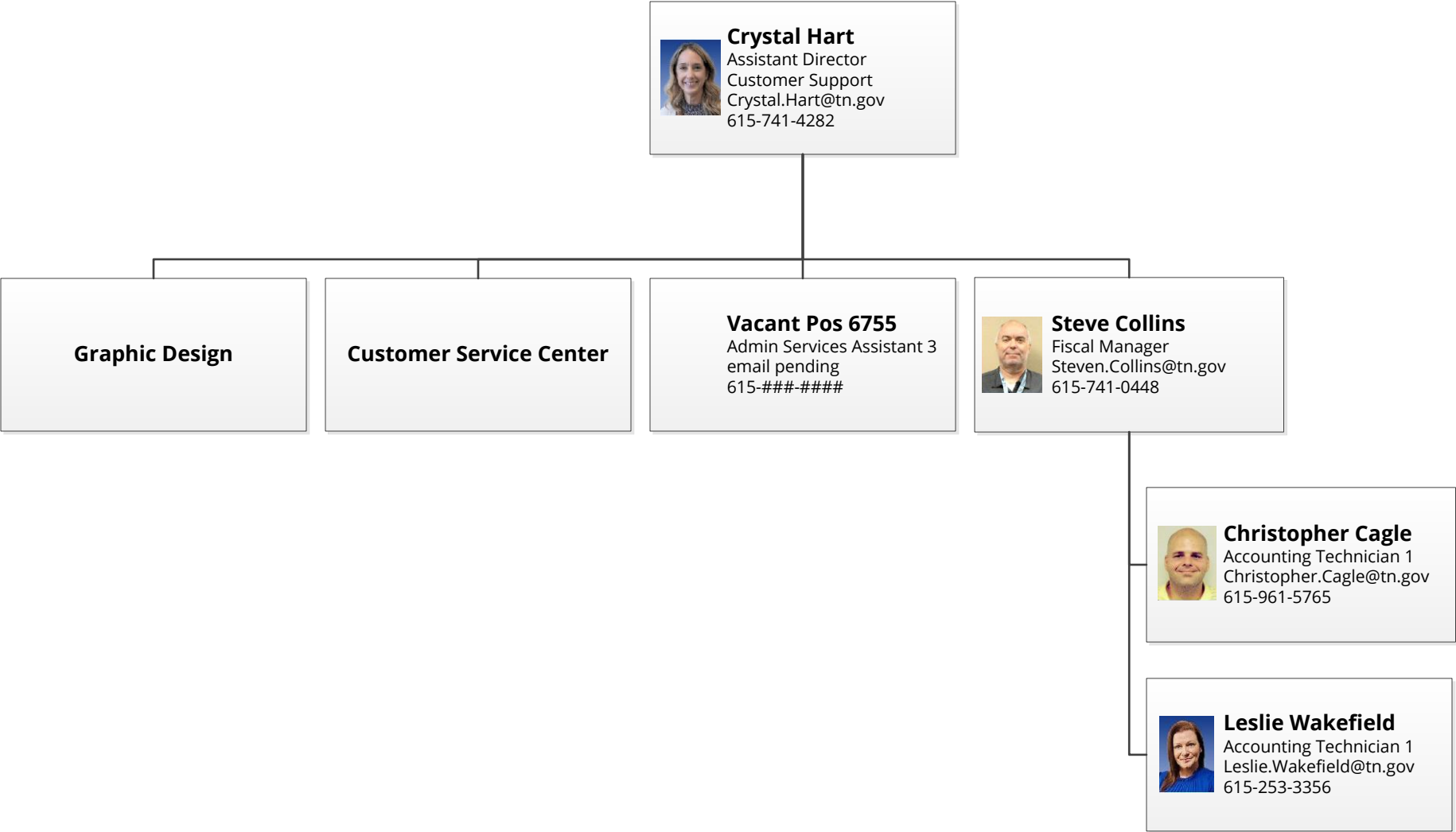


# Document Solutions

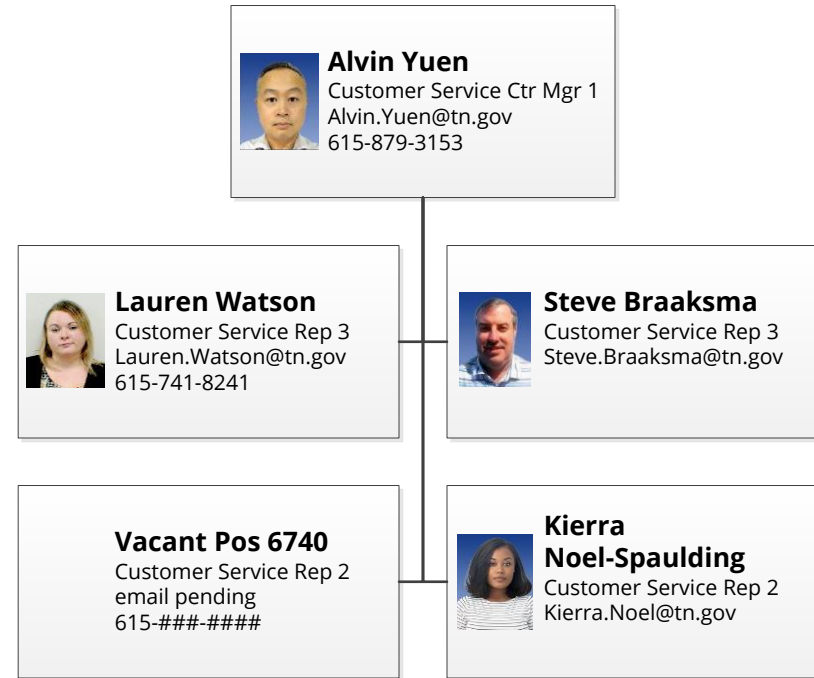


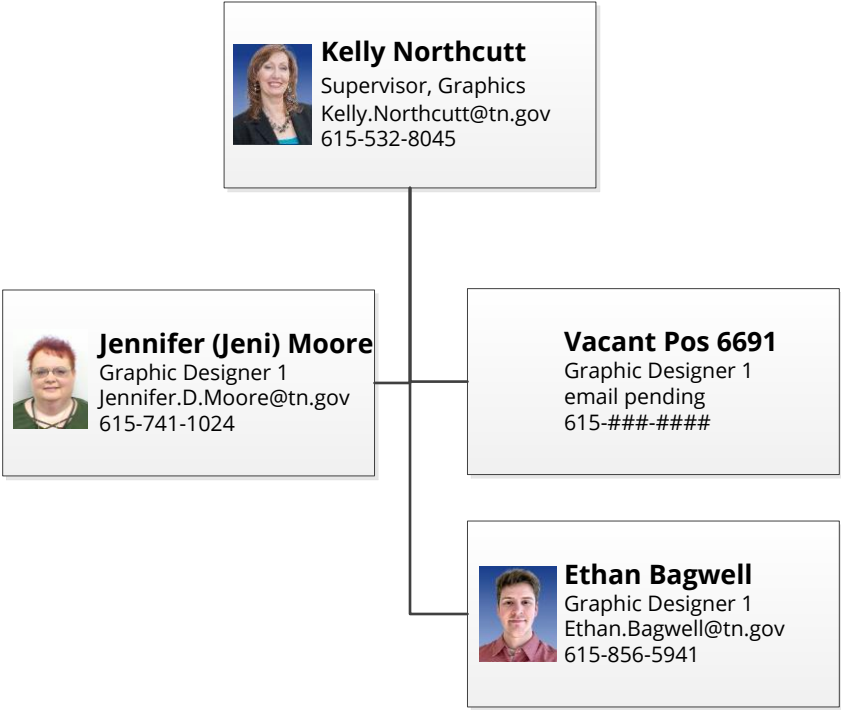
**Department of General Services  
Document Solutions  
Photographic Services**





Department of General Services  
Document Solutions  
Customer Support  
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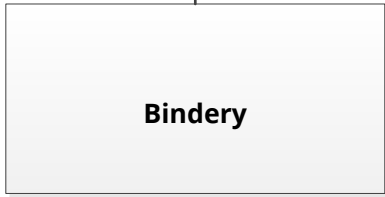
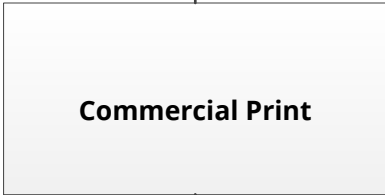
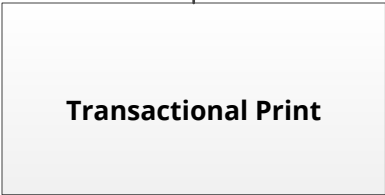
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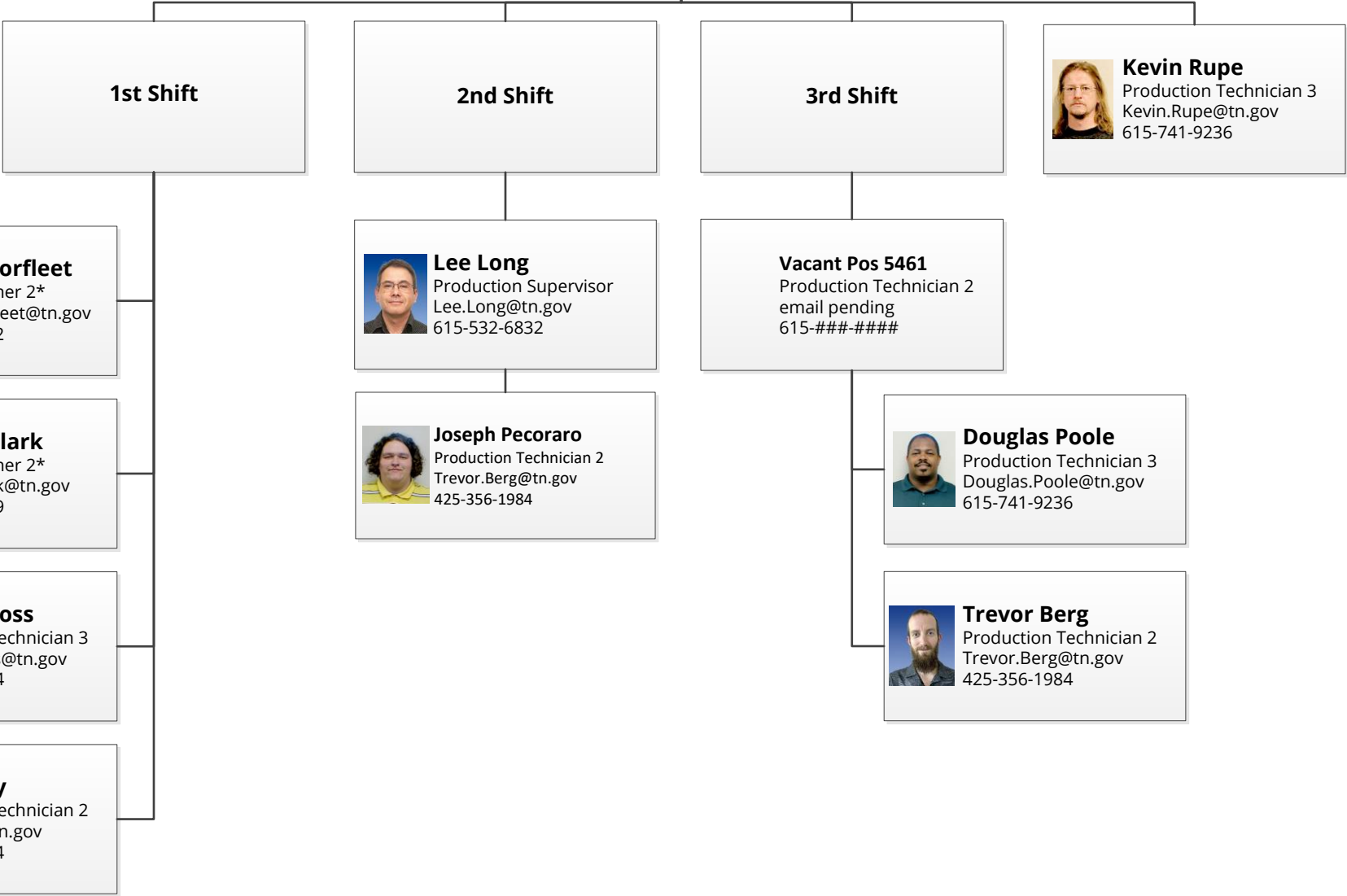
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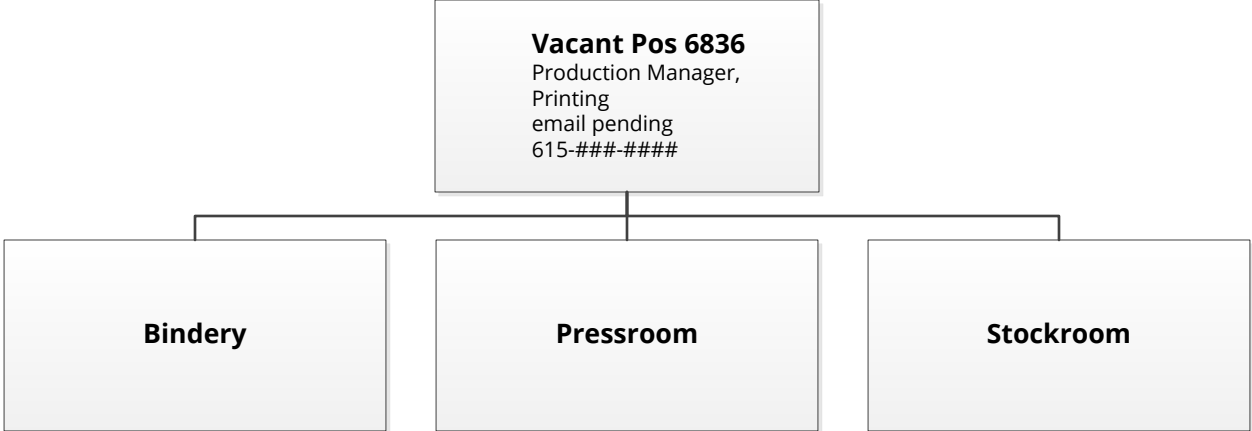


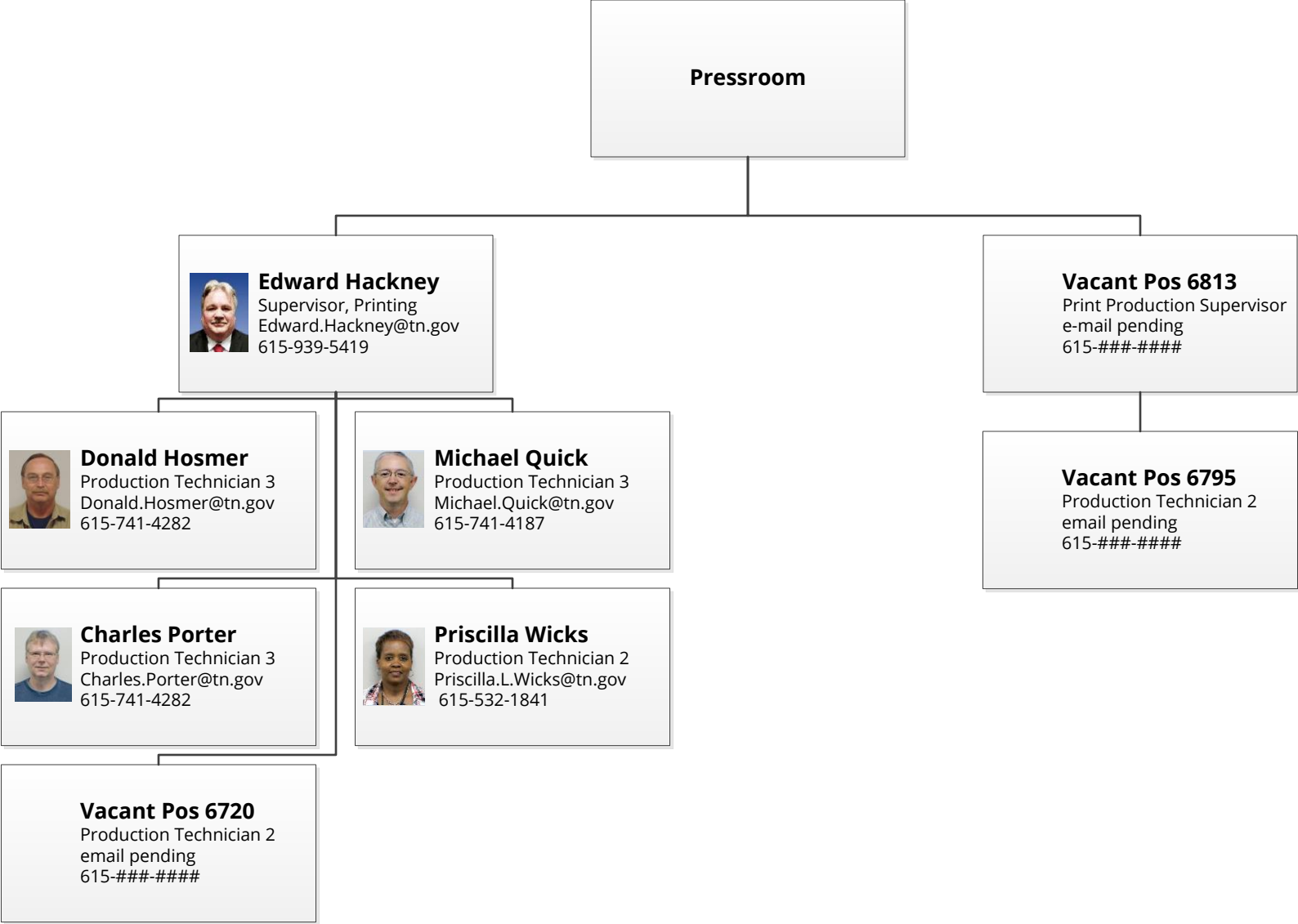
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 Print Production  
 Transactional Print



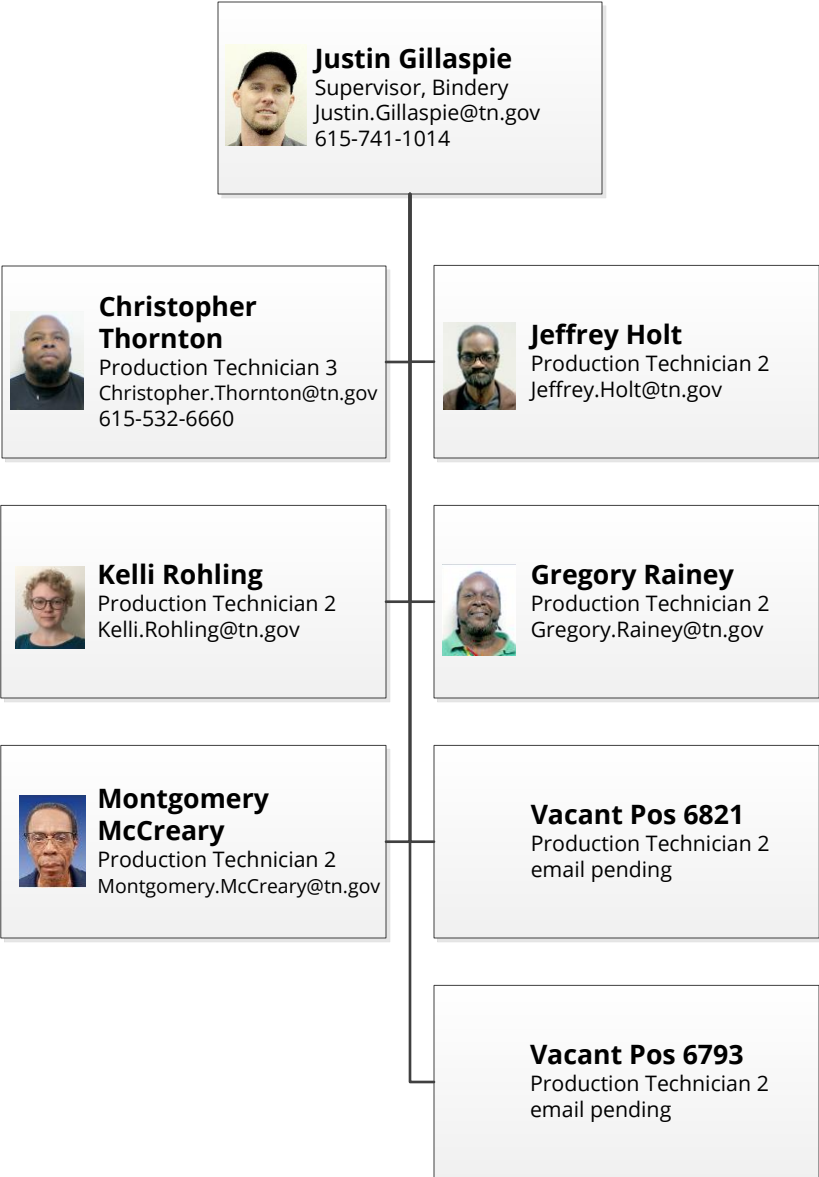
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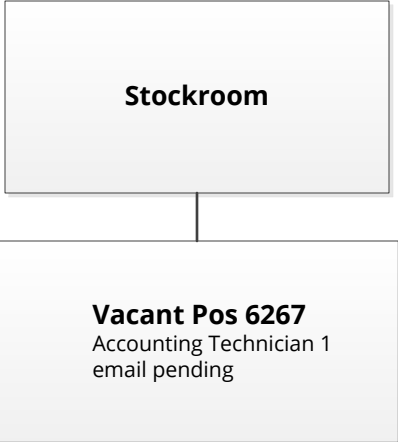


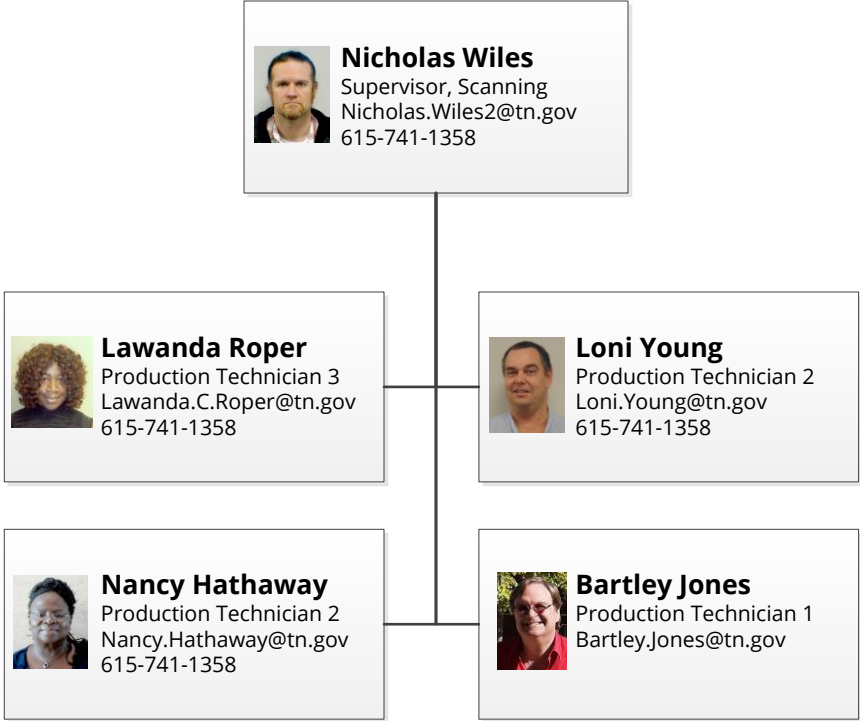


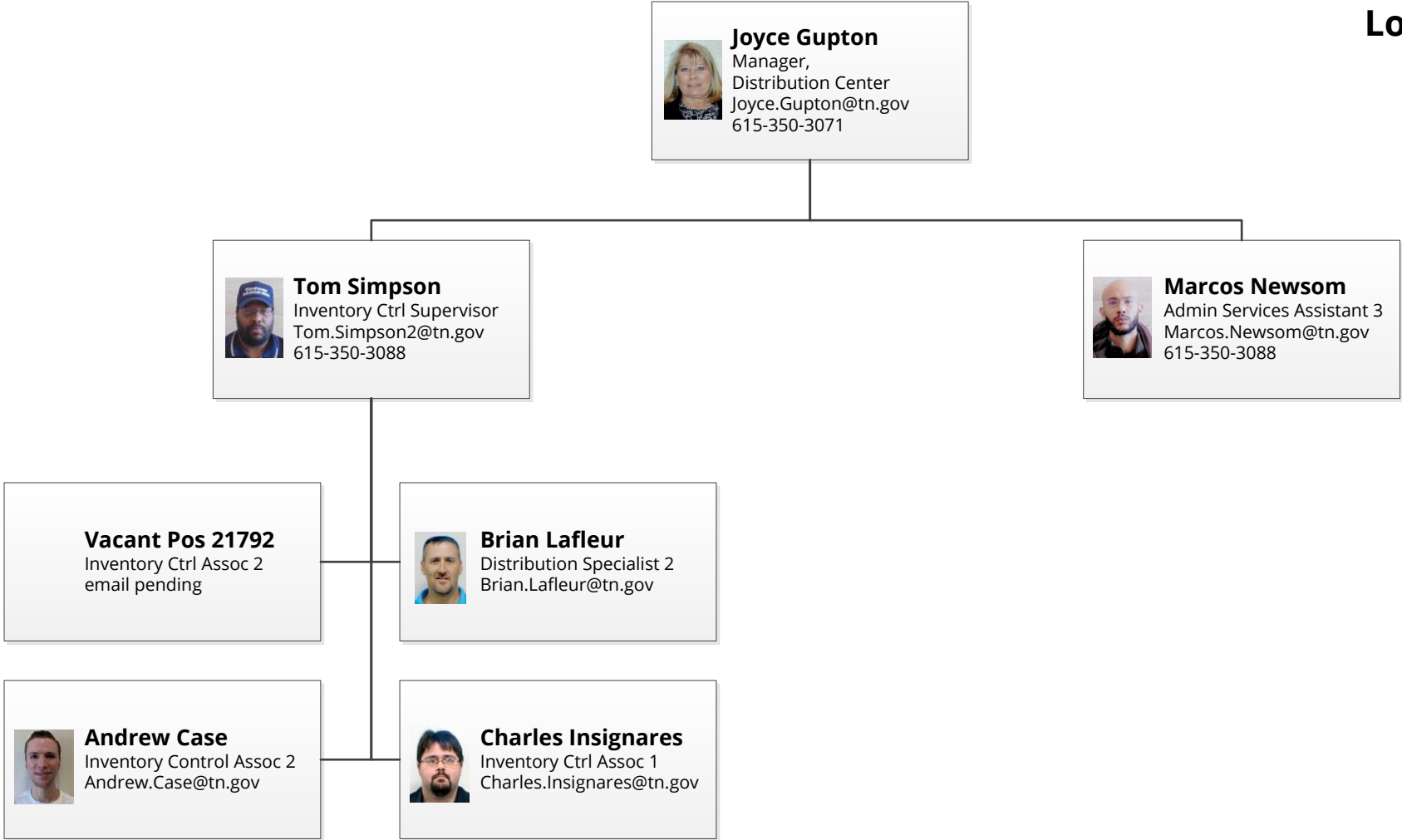


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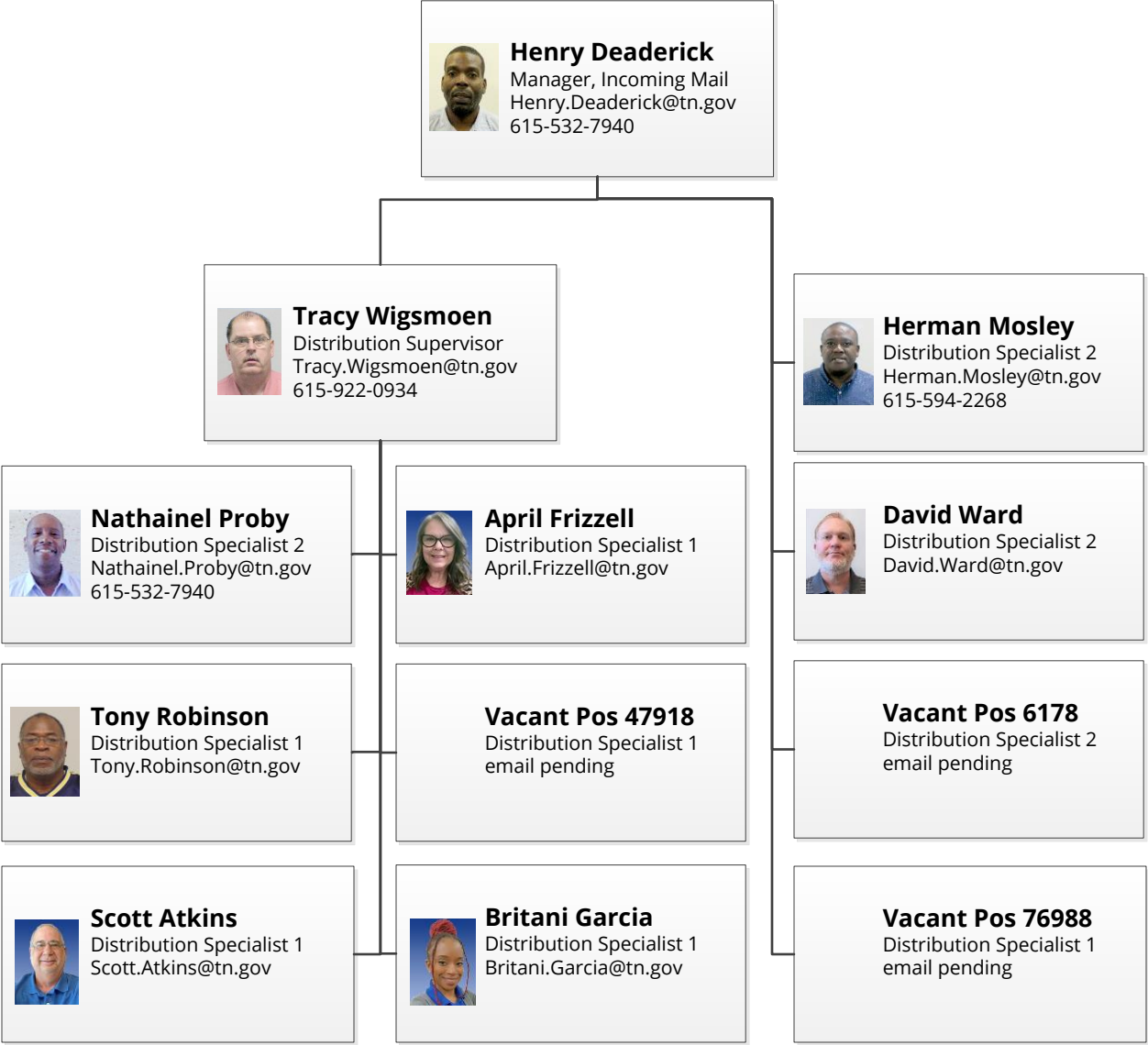








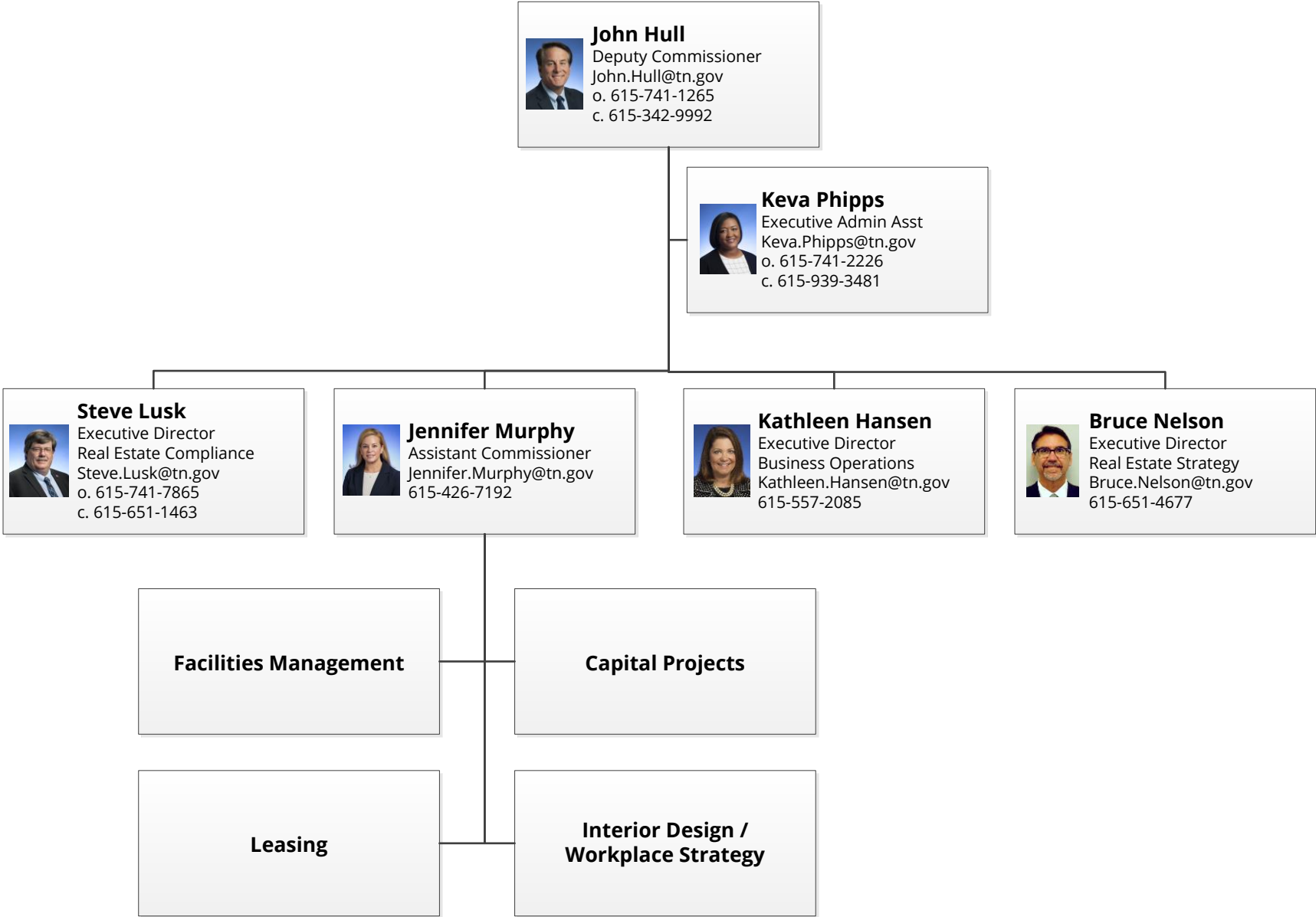
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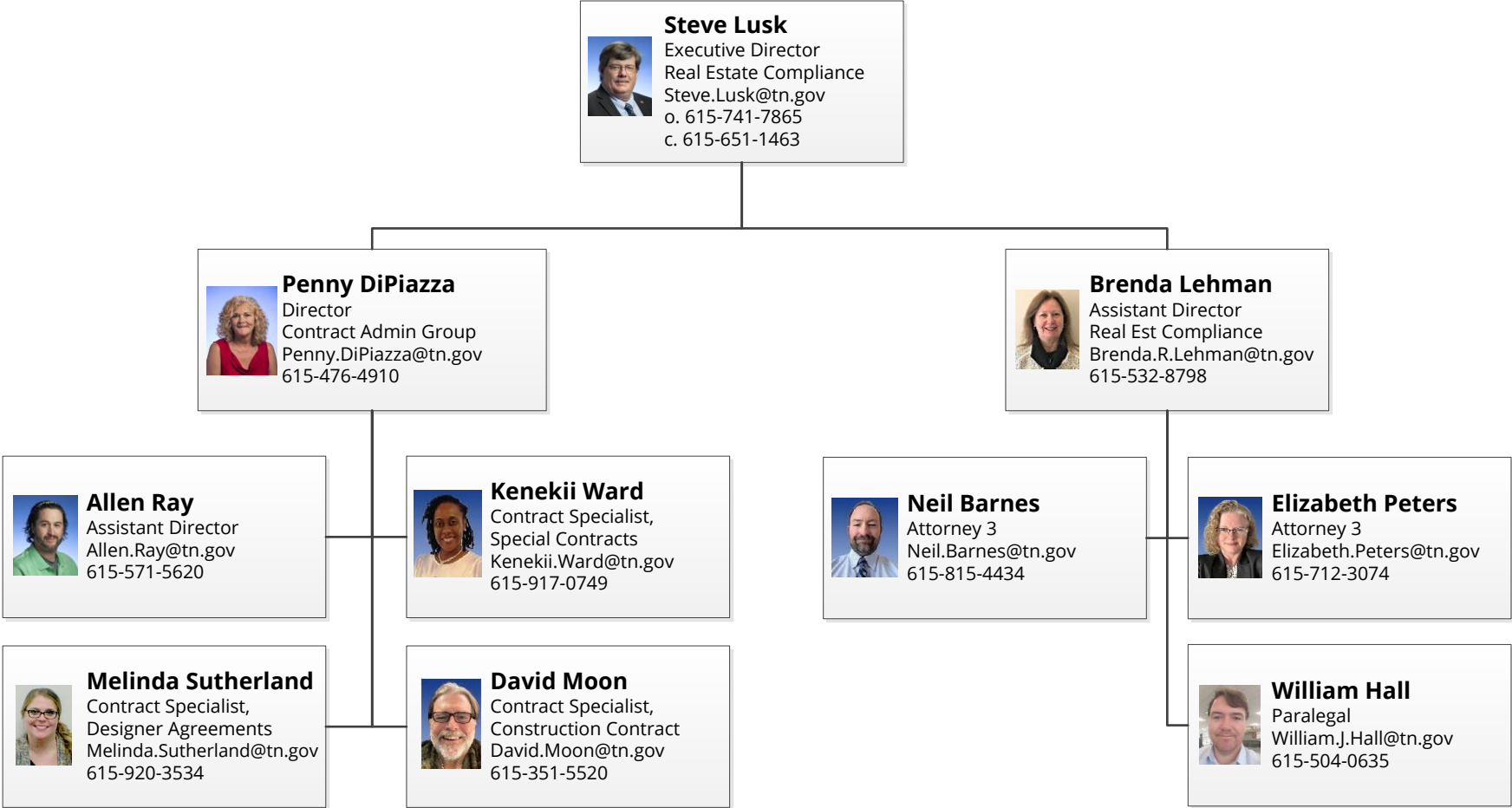


# **Real Estate Asset Management STREAM**

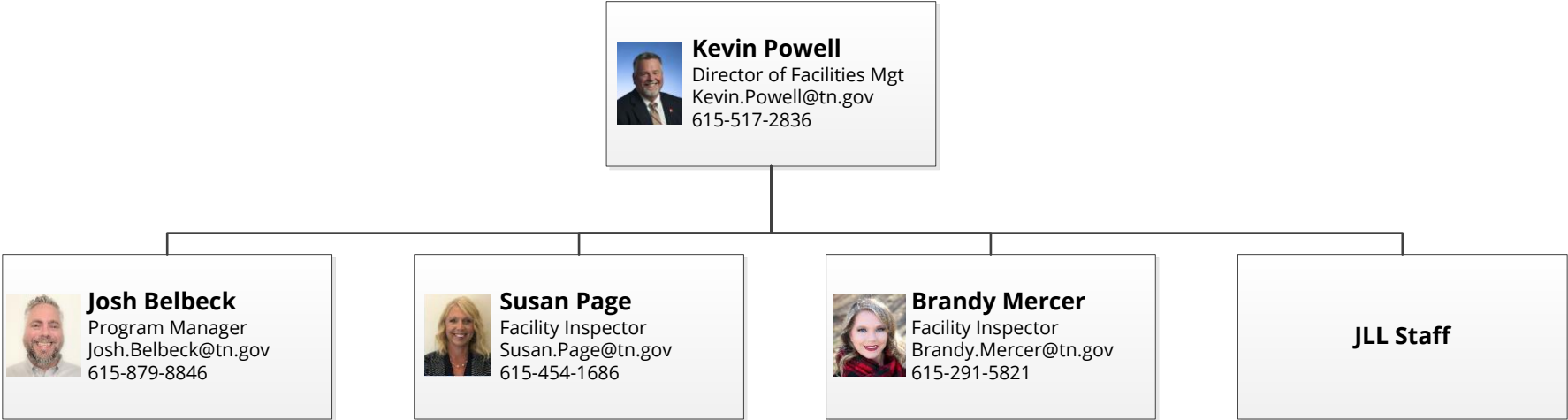
Department of General Services  
State of TN Real Estate Management (STREAM)  
Administration



Department of General Services  
State of TN Real Estate Management (STREAM)  
Real Estate Compliance



Department of General Services  
State of TN Real Estate Management (STREAM)  
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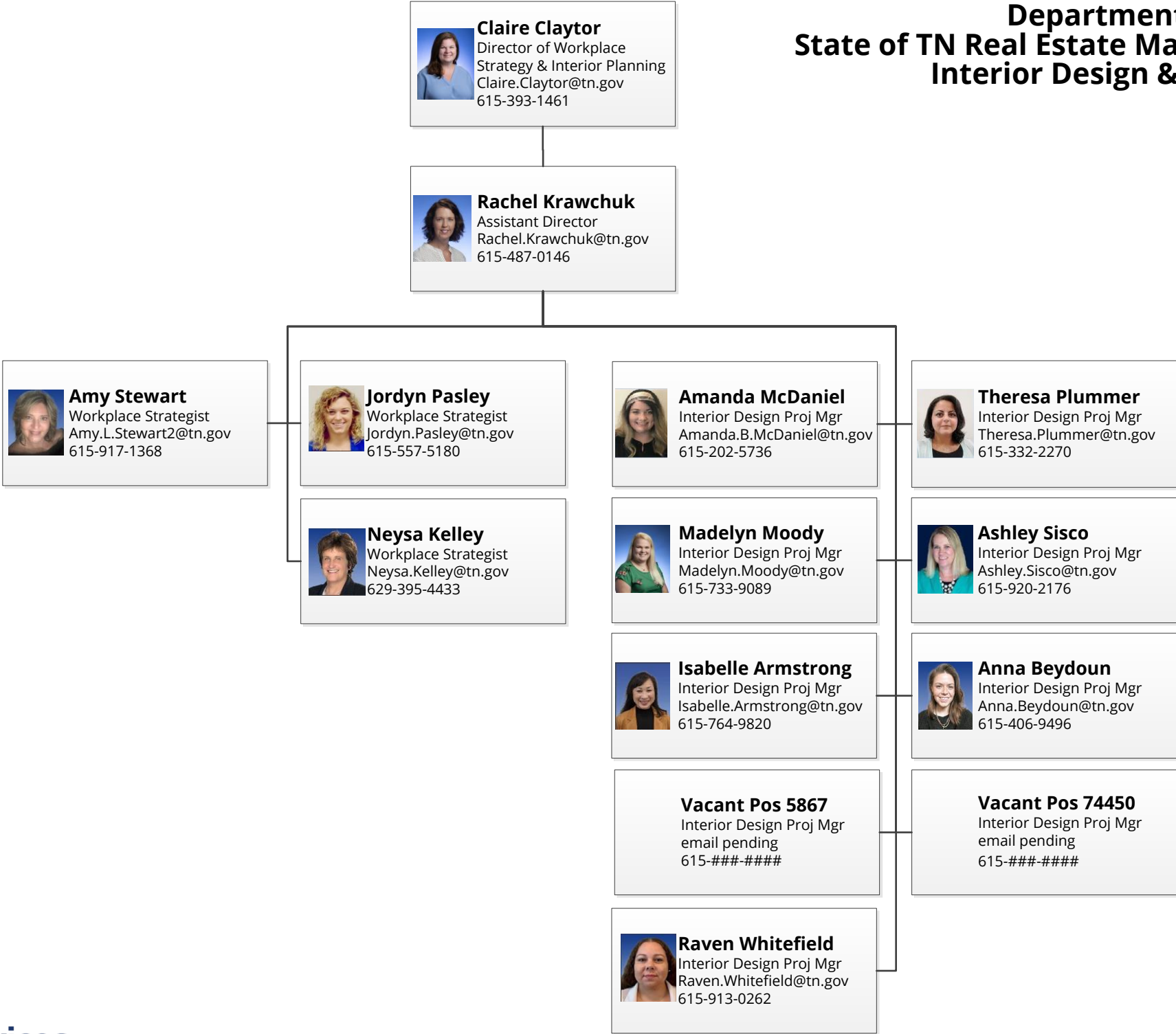
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**Department of General Services  
State of TN Real Estate Management (STREAM)  
Interior Design & Workplace Strategy**



Department of General Services  
State of TN Real Estate Management (STREAM)  
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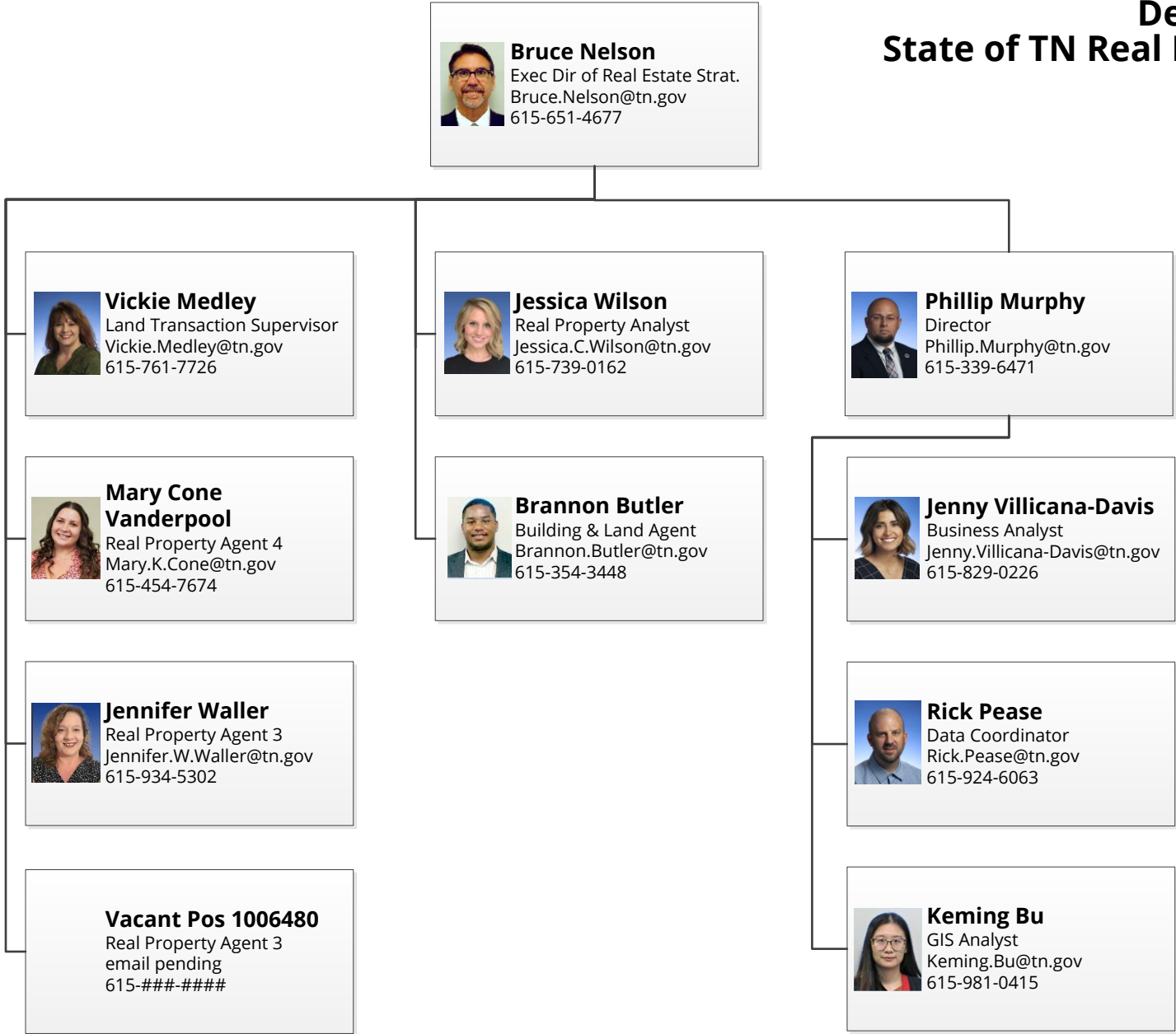
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**Department of General Services  
State of TN Real Estate Management (STREAM)  
Real Estate Strategy**

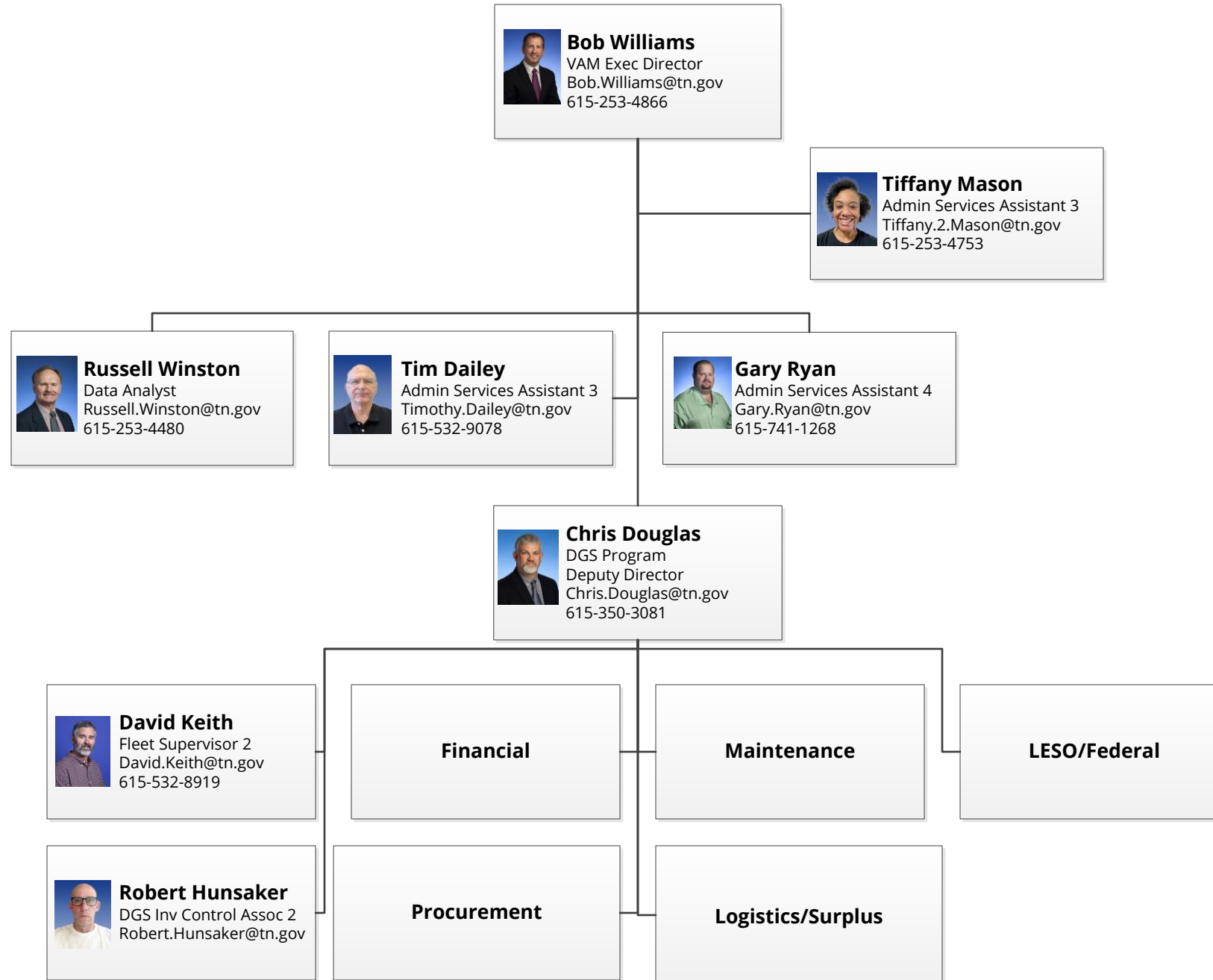




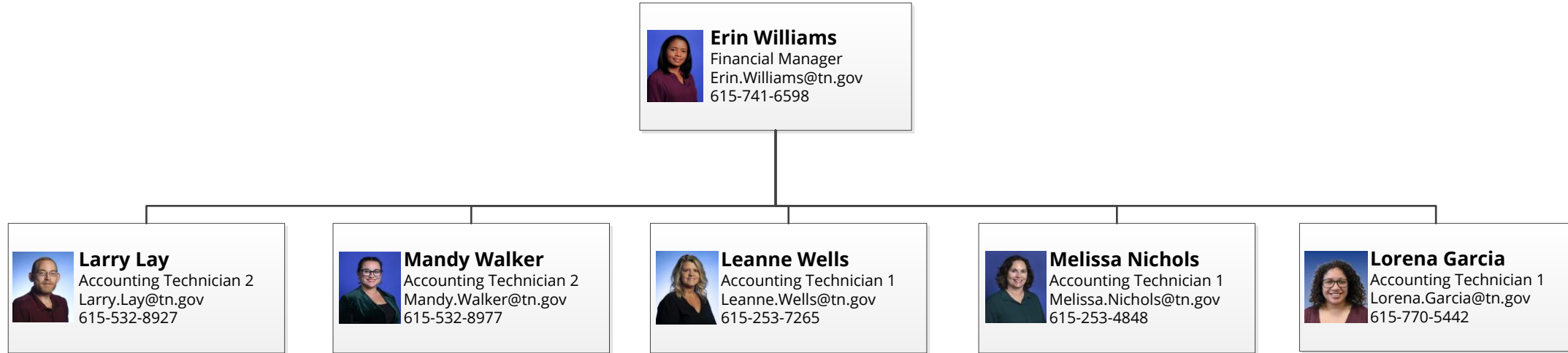
# **Vehicle & Asset Management**

## **VAM**

# Department of General Services Vehicle & Asset Management (VAM) Administration



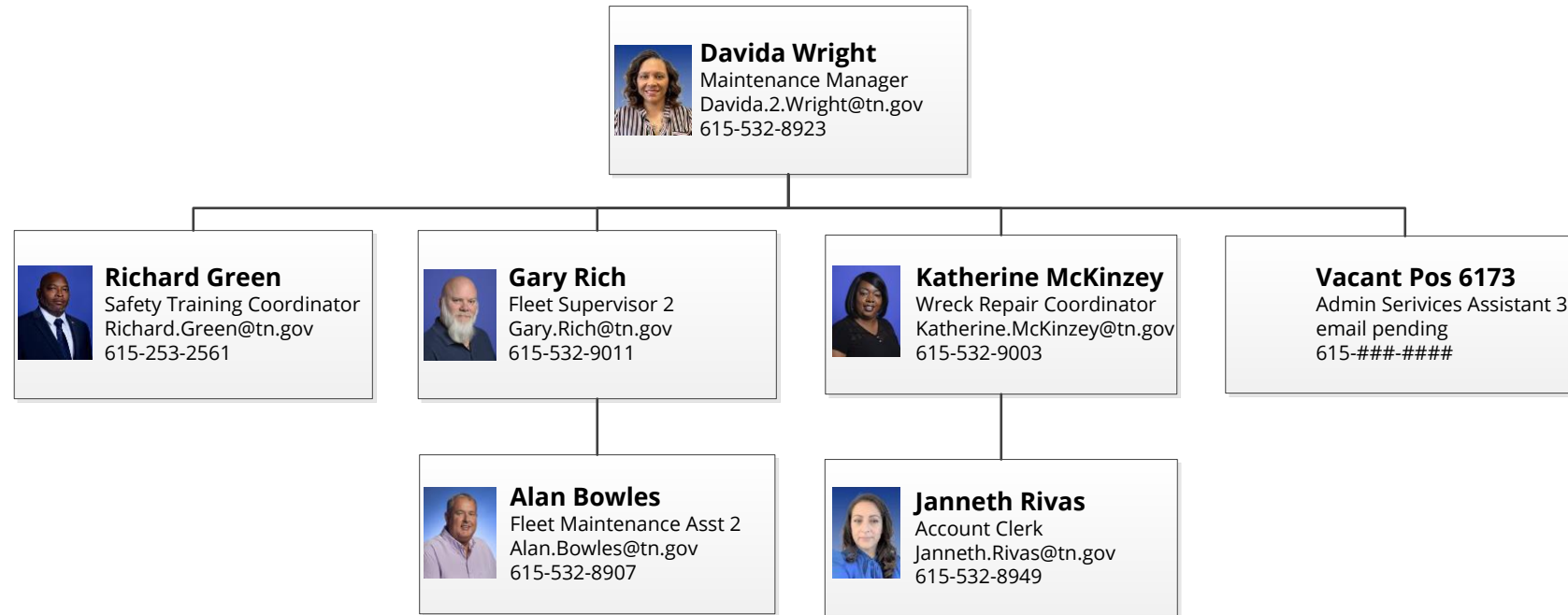
Department of General Services  
Vehicle & Asset Management (VAM)  
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Department of General Services  
Vehicle & Asset Management (VAM)  
Procurement



Department of General Services  
Vehicle & Asset Management (VAM)  
Maintenance



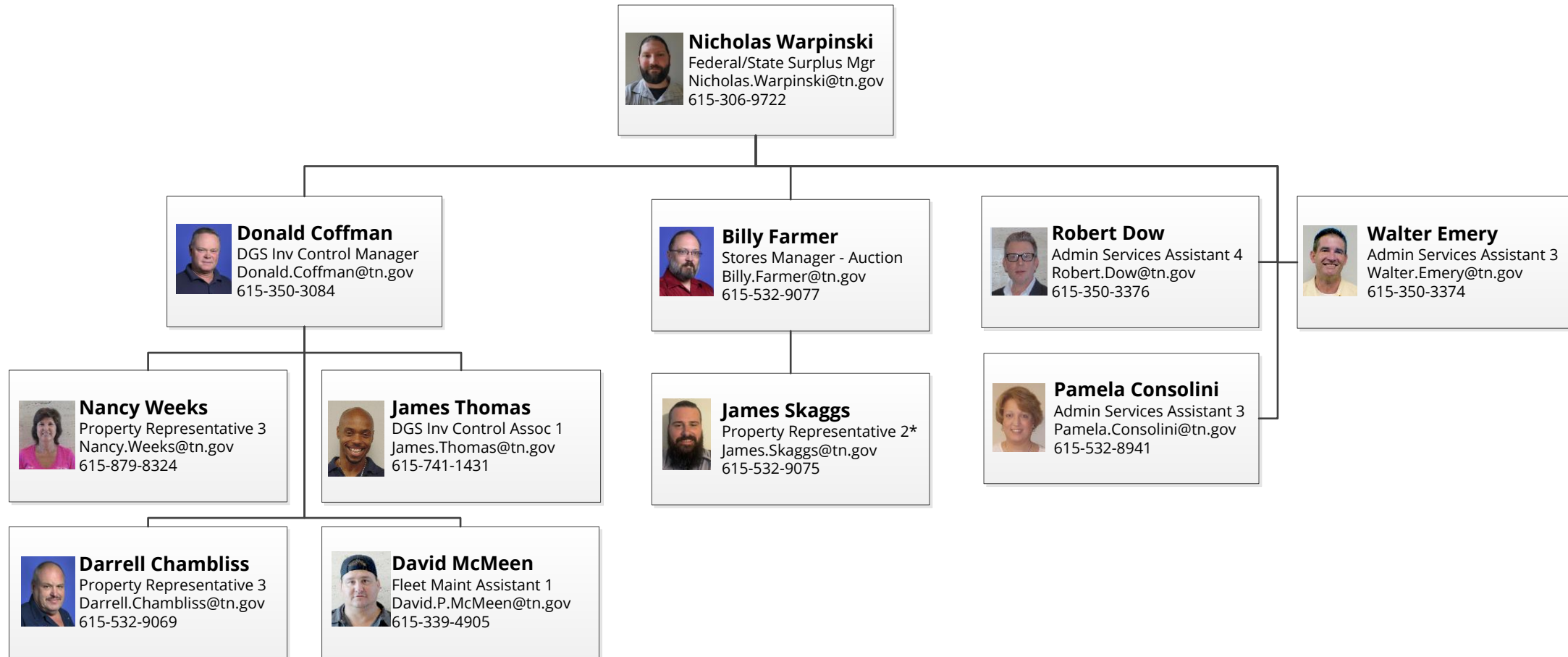


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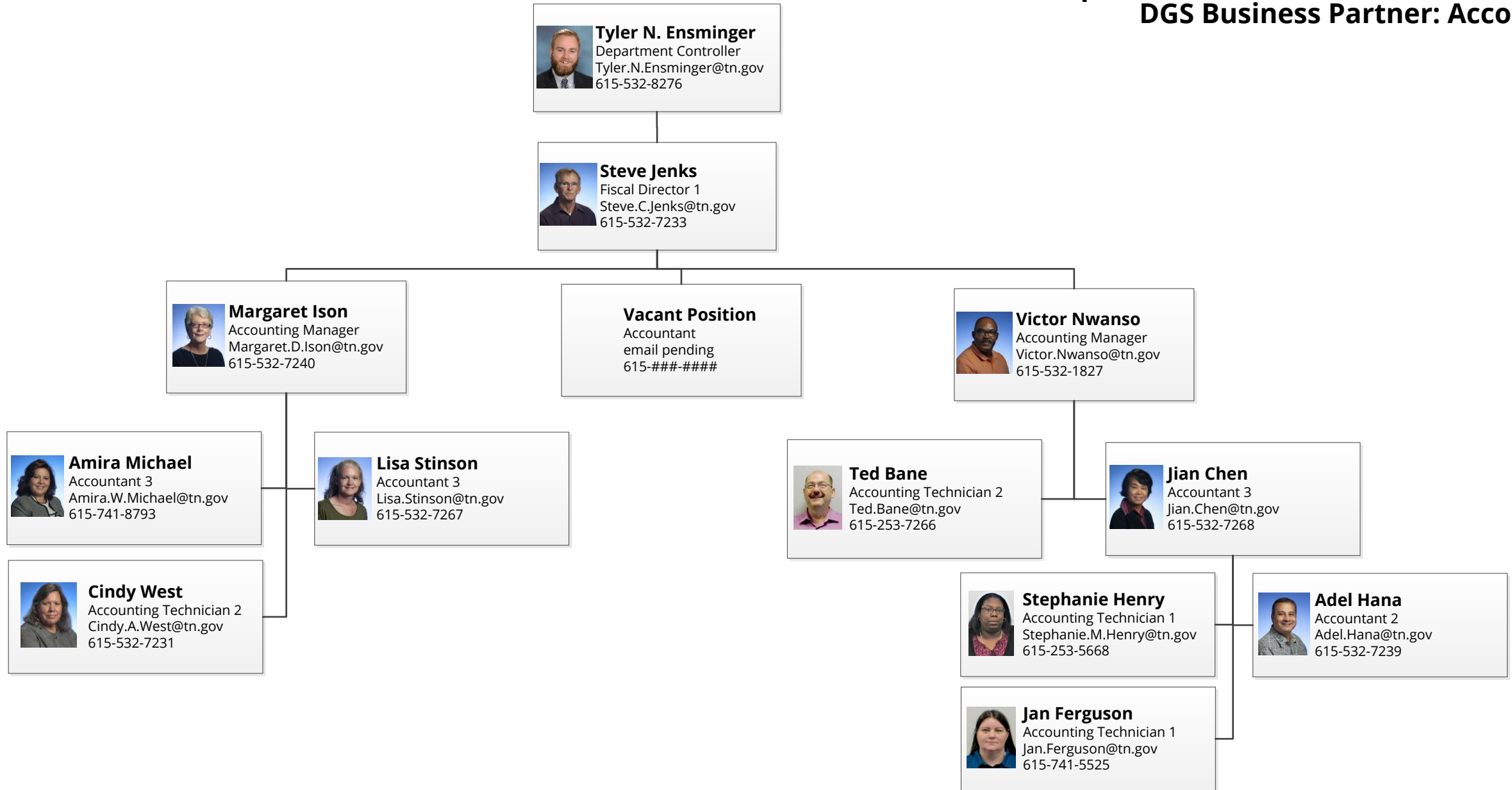
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**Finance & Administration**  
**Business Partner:**  
**Accounting**

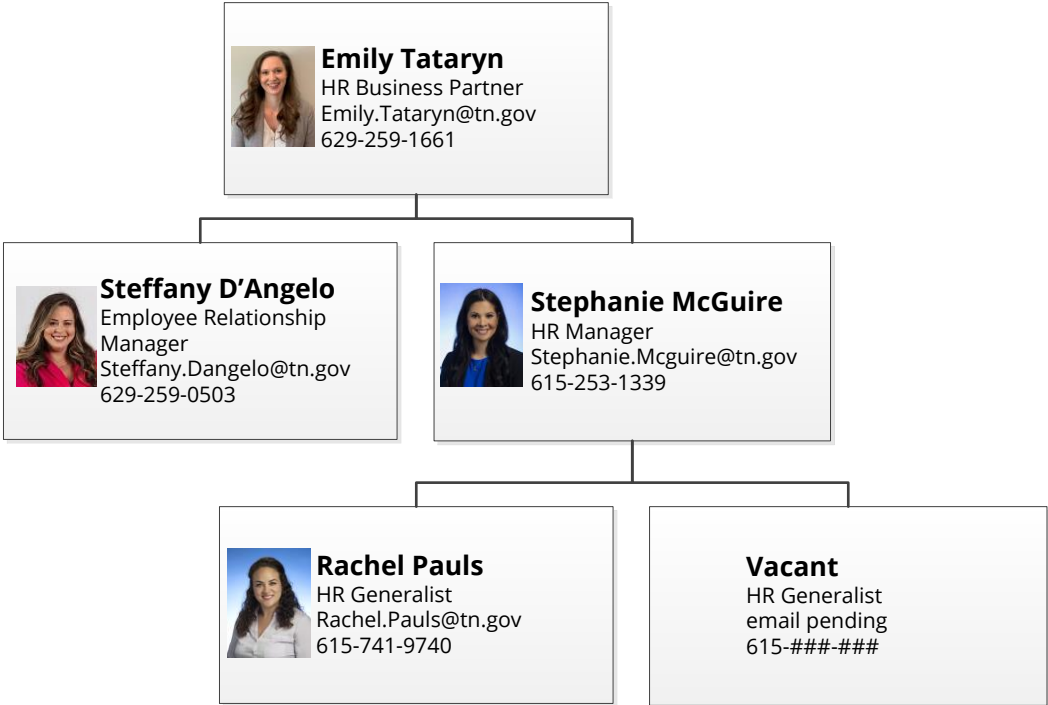
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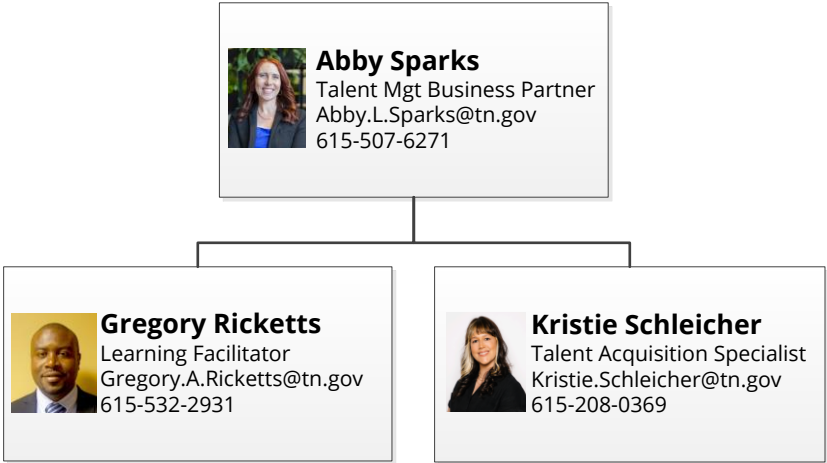




**Department of Human Resources  
Business Partner:**

**Human Resources & Talent Management**







# POLICY

<b>Approved by:</b> Christi W. Branscom, Commissioner	<b>Policy Number:</b> 17.03
<b>Signature:</b> <i>Christi W. Branscom</i>	<b>Supersedes:</b> 9/21/2017
<b>Application:</b> All Department of General Services Employees	<b>Effective Date:</b> 12/9/19
<b>Authority:</b> T.C.A. §§ 4-3-1102, 4-21-901, 4-21-904, 4-21-905, and 49-1-304; Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.	

**Subject:**

## Title VI Program Complaint and Compliance Monitoring Process

*If any portion of this policy conflicts with the applicable State and Federal laws or regulations that portion shall be considered void. In such an event, the remainder of this policy and the procedures described within shall not be affected and thereby remain in full force and effect.*

- I. **POLICY STATEMENT:** 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).
- II. **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.
- III. **APPLICATION:** All Department of General Services staff, contractors, subcontractors, service beneficiaries, and donee organizations. As a recipient of Federal surplus property, the requirements of Title VI are applicable to all of the operations of the Department.
- IV. **RESPONSIBILITY:** The Title VI Coordinator, under the supervision and direction of the Director of Internal Audit, will coordinate all activities associated with Title VI complaint investigations and is charged with the responsibility for implementing, monitoring and ensuring the Department's compliance with Title VI regulations.

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**DGS Policy:**

Title VI Program Complaint and Compliance Monitoring Process

**Policy Number:**

17.03

V. DEFINITIONS:

- A. Beneficiary means any person or group of persons (other than States) entitled to receive benefits, directly or indirectly, from any federally assisted program.
- B. Complaint means 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 means fulfillment of the requirements 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 Review means a review conducted by means of either regular inspections of Department programs to determine compliance with Title VI requirements (which may be conducted on-site) or desk (structured paper) reviews of programs and associated documentation.
- E. Contractor means an individual, group or company that agrees to perform services or provide commodities at a specified price pursuant to a contract.
- F. Donee means a non-profit organization and/or state entity which receives federal surplus property from the Department.
- G. Limited English Proficiency (LEP) means a person that does not speak English as their primary language, and has a limited ability to read, speak, write or understand English.
- H. Monitoring means 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 means 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 means a position designated by the DGS Commissioner to ensure compliance with Title VI program requirements.

VI. PROCEDURES:

1. Discriminatory Practices.

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

- a. Denying an individual any service, financial aid or other benefits offered by the Department because of their race, color or national origin;
- b. Treating individuals differently because of their race, color or national origin;
- c. Using methods directly or indirectly, through contractual relationships, that defeat or substantially impair the accomplishment of effective non-discriminatory practices.

2. Complaint Filing.

A formal complaint must be filed with either DGS or the State of Tennessee Human Rights Commission within one hundred-eighty (180) days of the occurrence of the alleged discrimination. No anonymous complaints will be investigated and the formal complaint should be in writing.

- a. A formal complaint can be filed with DGS by filling out the form at:  
[https://stateoftennessee.formstack.com/forms/dgs\\_title\\_vi\\_complaint\\_form](https://stateoftennessee.formstack.com/forms/dgs_title_vi_complaint_form).
- b. The complaint can also be filed with the State of Tennessee Human Rights Commission:
  - i. In a letter, stating the elements of the complaint, addressed to:  
  
State of Tennessee Human Rights Commission Central Office  
Tennessee Tower  
312 Rosa L. Parks Ave, 23<sup>rd</sup> Floor  
Nashville, TN 37243
  - ii. By calling the State of Tennessee Human Rights Commission Central Office at 1-800-251-3589 (Spanish Toll Free Line: 1-866-856-1252)
  - iii. By filling out the State of Tennessee Human Rights Commission's complaint form found on the [Tennessee Human Rights Commission's official website](#).

- c. Allegations that are received by telephone, fax or e-mail will be acknowledged and reduced to writing.

A complaint form will be forwarded for the person(s) to sign and return to the Department for processing. If the complainant is unable or unwilling to file the complaint in writing, the person to whom the complaint is made will document the elements of the complaint in writing.

The complaint must contain the following information:

- i. Name, address and phone number of the complainant;
- ii. Location and name of the agency, facility or other office where the alleged discrimination took place;
- iii. Identification of the agency staff alleged to have engaged in discrimination;
- iv. The elements of the event(s) that led to the belief that discrimination occurred;
- v. The basis of the complaint: race, color or national origin;
- vi. Names, addresses and phone numbers of people who may have knowledge of the event; and
- vii. The date(s) the alleged discriminatory event(s) occurred.

- d. A complaint alleging discrimination against a division or entity may be filed internally with the DGS Title VI Coordinator.
- e. In addition, a complaint can be filed externally with the Human Rights Commission or the Office of Civil Rights, U.S. General Services Administration.

### 3. 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:

- a. Coordinate the review and investigation of complaints.
- b. Notify the complainant of receipt of the complaint.
  - i. 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.

- ii. 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.
  - c. Notify and consult with DGS Legal about the filed complaint.
  - d. 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.
  - e. Maintain copies of complaints and findings for a minimum of three (3) years from the resolution of the complaint.
  - f. Take primary responsibility for investigating complaints and reporting findings to the Commissioner. The investigation will review, minimally:
    - i. Applicable practices and policies;
    - ii. The circumstances and events which led to the filing of the complaint;
    - iii. All other pertinent information.
  - g. 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.
  - h. If a complaint involves an Executive Director, Assistant Commissioner, Deputy Commissioner or the Commissioner, the Department of Human Resources or the Human Rights Commission will investigate the complaint on behalf of DGS and report the results to the appropriate agency.
- 4. 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 Commissioner or designee within 30 days of the receipt of the determination.

- a. Upon an appeal, the Director of Human Resources, the Title VI Coordinator, and the General Counsel will assist the Commissioner in reviewing the matter and making a determination.

- b. The appeal process can include, but is not limited to: discussing the complaint with the complainant and/or the alleged offender, review of the initial recipient of the complaint, and the authority of the Department whose finding is appealed.

5. External Review Process.

A complaint may be filed simultaneously with the Tennessee Human Rights Commission, the Office for Civil Rights, the U.S. Department of Justice, the Office of Justice Programs, or other appropriate Federal agency 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.

If the complainant does not file a complaint with the Tennessee Human Rights Commission, the Office for Civil Rights, the U.S. Department of Justice, the Office of Justice Programs, or other appropriate Federal agency simultaneously with the complaint filed with DGS, and if the complainant is not satisfied with the DGS findings and/or the remedial action taken, the complainant may still file with these external agencies if the time for filing with the agencies has not expired or may appeal to the appropriate Federal agency or to a court with jurisdiction over the claim asserted.

6. DGS Program and Activities Monitoring Process.

- a. The Title VI Coordinator will:
  - i. Coordinate desk audits and on-site reviews;
  - ii. Ensure proper notice is given to employees and outside parties regarding the Department's nondiscrimination policy; and
  - iii. Receive and retain copies of the final monitoring report for each compliance check completed by the compliance auditor and distribute those reports to the appropriate Division Director(s) and Donee, if applicable.
- b. The Divisional Title IV Representatives will:
  - i. Serve as the point of contact within their respective divisions for Title VI concerns/issues;

**DGS Policy:**

Title VI Program Complaint and Compliance Monitoring Process

**Policy Number:**

17.03

- ii. Ensure that LEP guidelines are followed and that Title VI materials are available; and
  - iii. Collect and maintain data on race and ethnic categories, if applicable.
- c. The Compliance Auditor (Vehicles and Asset Management Title VI Division Rep) will:
- i. Conduct quarterly compliance audits of DGS programs, activities and Donees. These audits may include desk reviews, on-site visits and routine reviews.
  - ii. Identify and report Title VI noncompliance issues to the Title VI Coordinator and appropriate supervisors.
  - iii. Prepare a final monitoring report of Title VI findings. The report shall be submitted to the Title VI Coordinator and applicable auditee within thirty (30) calendar days after the completion of the on-site review or the Title VI compliance questionnaire.
- d. Upon receipt of the report, the auditee shall:
- i. Prepare a corrective action plan outlining the steps that will be taken to correct findings identified in the monitoring report;
  - ii. Provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date;
  - iii. Submit the corrective action plan within thirty (30) calendar days of the date of the report to the Compliance Auditor and Title VI Coordinator.
  - iv. If the auditee 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.
7. Non-compliance Findings and Sanctions.

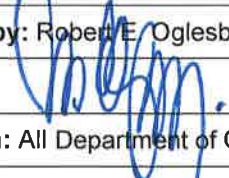
Any Donee or Contractor found to be in noncompliance with Title VI will be given a written notice. Failure to eliminate further discrimination within sixty (60) calendar days of receipt of notice will be considered a violation of the terms of the contract and a basis for contract suspension, termination,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

<b>DGS Policy:</b> Title VI Program Complaint and Compliance Monitoring Process	<b>Policy Number:</b> 17.03
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8. Title VI-Compliance Review and Implementation Plan.
  - a. The Title VI Coordinator will develop the DGS Title VI Implementation Plan and monitor agency compliance.
  - b. The Implementation Plan will provide a summary update of the Department's compliance review strategy and findings.
  - c. The plan shall be submitted annually on or before October 1 to the Human Rights Commission (HRC).



# POLICY

<b>Approved by:</b> Robert E. Oglesby, Commissioner	<b>Policy Number:</b> 17.04
<b>Signature:</b> 	<b>Supersedes:</b> 10/1/2014
<b>Application:</b> All Department of General Services Employees	<b>Effective Date:</b> 9/21/17
<b>Authority:</b> Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d; Executive Order 13166	

**Subject:**

## Limited English Proficiency (LEP) Policy

*If any portion of this policy conflicts with the applicable State and Federal laws or regulations that portion shall be considered void. In such an event, the remainder of this policy and the procedures described within shall not be affected and thereby remain in full force and effect.*

- I. **POLICY STATEMENT:** The Department of General Services does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. Steps have been taken to ensure that all individuals will be to communicate, either through written or oral language services, with members of our staff.
- II. **PURPOSE:** To take reasonable steps to ensure that LEP individuals are provided meaningful access to our programs and/or services.
- III. **APPLICATION:** All Department of General Services employees, contractors and subcontractors.
- IV. **RESPONSIBILITY:** Each Title VI Division Representative and the Title VI Coordinator will ensure that each division has properly trained staff to assist LEP individuals.
- V. **DEFINITIONS:**
  - A. Limited English Proficiency (LEP) means a person that does not speak English as their primary language and has a limited or no ability to read, speak, write or understand English.
  - B. Meaningful Access means requiring the Department to conduct an assessment of their service population by using the four factor analysis. (1) Number or proportion of LEP persons;

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Integrity – Strategic Agility – Effective Communication – Results Driven – Vision – Enthusiasm

(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.

- C. Interpretation means the oral or spoken transfer of a message from one language into another language.
- D. Translation means the written transfer of a message from one language into another language.

**VI. PROCEDURES:**

1. Rights of an Eligible Individual.

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; and
- (3) A right to file a grievance about the language access services provided to them.

2. Annual Review of LEP Compliance.

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 Policy)

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 the State's approved contractor 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.

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**RULES FOR DISTRIBUTION OF FEDERAL SURPLUS PROPERTY WITHIN THE STATE OF TENNESSEE**


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**RULES  
OF  
THE DEPARTMENT OF GENERAL SERVICES  
DIVISION OF FEDERAL PROPERTY UTILIZATION CHAPTER**

**0690-1-1**

**DISTRIBUTION OF FEDERAL SURPLUS PROPERTY  
WITHIN THE STATE OF TENNESSEE  
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**0690-1-1-.01 PURPOSE AND SCOPE.** The Department of General Services, Federal Property Utilization Division, is designated as the state agency responsible for administering the federal surplus property program in Tennessee. The state agency shall administer a program of acquisition, transportation, warehousing, distribution and utilization of federal surplus property.

**Authority:** *TCA §4-330 (15), 12-333 (5)(A) 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-.02 DEFINITIONS.**

(1) The following terms shall have the meanings set forth in this rule:

- (a) “Accredited” means approved by a recognized accrediting board or association on a regional, state, or national level, such as a State Board of Education or Health, the American Hospital Association, a regional or national accrediting association for universities, colleges or secondary schools or other recognized accrediting association.
- (b) “Approved” means recognition and approval by the State Department of Education, State Department of Health or other appropriate authority. With respect to an education institution, approval must relate to academic or instructional standards. An educational institution may be considered as approved if its credits are accepted by accredited or state approved institutions, or if it meets the academic or instructional standards prescribed for public schools in the state.
- (c) “Child care center” means a public or nonprofit facility where day care services, such as educational, social, health and nutritional services, are provided to children through age 14, and which is approved or licensed by the State or other appropriate authority.
- (d) “Clinic” means an approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services and includes customary related services such as laboratories and treatment rooms.
- (e) “College” means an approved or accredited public or nonprofit institution of higher learning offering organized study course and credits leading to a baccalaureate or higher degree.
- (f) “Conservation” means a program or programs carried out or promoted by a public agency for public purposes involving directly or indirectly the protection, maintenance, development, and restoration

March, 1999 (Revised)

DISTRIBUTION OF FEDERAL SURPLUS PROPERTY  
WITHIN THE STATE OF TENNESSEE

of the natural resources of a given political area. Such resources include but are not limited to the air, land, forests, water, rivers, streams, lakes and ponds, minerals, and animals, fish, and other wildlife.

- (g) “Economic development” means a program or programs carried out or promoted by a public agency for public purposes which involve directly or indirectly efforts to improve the opportunities of a given political area for the successful establishment or expansion of industrial, commercial, or agricultural plants or facilities, and which otherwise assist in the creation of long term employment opportunities in the area, or primarily benefit the unemployed or those with low incomes.
- (h) “Education” means a program or programs to develop and promote the training, general knowledge or academic, technical and vocational skills, and cultural attainments of individuals in a community or other given political area. Such programs may be conducted by schools, including pre-school activities and child care centers, colleges, universities, schools for the mentally retarded or physically handicapped, educational radio and television stations, libraries and museums. Public educational programs may include public school systems and such supportive facilities as centralized administrative or service facilities.
- (i) “Educational institutions” means an otherwise eligible public or nonprofit institution, facility, entity, or organization conducting educational programs, including research for any such programs, such as a child care center, school, college, university, school for the mentally retarded, school for the physically handicapped, educational radio or television station, museum or library.
- (j) “Educational radio station” means a radio station licensed by the Federal Communication Commission and operated exclusively for non-commercial educational purposes and which is public or nonprofit and tax exempt under Section 501 of the Internal Revenue Code of 1954.
- (k) “Educational television station” means a television station licensed by the Federal Communication Commission and operated exclusively for non-commercial educational purposes and which is public or nonprofit and tax exempt under Section 501 of the Internal Revenue Code of 1954.
- (l) “Health center” means an approved public or nonprofit facility utilized by a health unit for the provision of public health services, including related facilities such as diagnostic and laboratory facilities and clinics.
- (m) “Hospital” means an approved or accredited public nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured and includes related facilities such as laboratories, out-patient departments, training facilities and staff offices.
- (n) “Library” means a public or nonprofit facility providing library services free to all residents of a community, district, State or region.
- (o) “Medical institution” means an otherwise eligible public or nonprofit institution, facility, entity, or organization which has for its primary function the furnishing of public health and medical services to the public at large or the promotion of public health through the conduct of research for any such purposes, experiments, training or demonstrations relating to causes, prevention, and methods of diagnosis and treatment of diseases and injuries. The term includes but is not limited to hospitals, clinics, alcoholic and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric center laboratories, medical schools, dental schools, nursing schools and similar institutions. The term does not include those institutions primarily engaged in domiciliary care although a separable medical facility within such a domiciliary institution may qualify as a “medical institution.”

(Rule 0690-01-1-.02,continued)

- (p) "Museum" means a public or nonprofit facility which is attended by the public free or at a nominal charge, and which provides museum services including the preservation and exhibition of artistic, cultural, historical, or scientific objects.
- (q) "Nonprofit" institution means an educational or public health institution or organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, and which has been held to be tax exempt under the provisions of Section 501 of the Internal Revenue Code of 1954.
- (r) "Park and recreation" means a program or programs carried out or promoted by a public agency for public purposes which involves directly or indirectly the acquisition, development, improvement, maintenance and protection of park and recreational facilities for the residents of a given political area. Such facilities include but are not limited to parks, play grounds and athletic fields, swimming pools, golf courses, nature facilities and nature trails.
- (s) "Public health" means a program or programs to promote, maintain and conserve the public's health by providing health services to individuals and by the conduct of research, investigations, examination, training and demonstrations. Public health services may include but are not limited to the control of communicable diseases, immunization, maternal and child care health programs, sanitary engineering, sewage treatment and disposal, and sanitation inspection and supervision, water purification and distribution, air pollution control, garbage and trash disposal, and the control of and elimination of disease-carrying animals and insects.
- (t) "Public health institution" means an otherwise eligible public or nonprofit institution, facility, entity or organization conducting a public health program or programs such as a hospital, clinic, health center, or medical institution, including research for any such program, and whose services are available to the public at large.
- (u) "Public safety" means a program or programs carried out or promoted by a public agency for public purposes involving, directly or indirectly, the protection, safety, law enforcement activities, and criminal justice system of a given political area. Public safety programs may include but are not limited to those carried out by public police departments, sheriffs' offices, the courts, penal and correctional institutions including juvenile facilities, State and civil defense organizations, fire departments and rescue squads, including volunteer fire departments and rescue squads supported in whole or in part with public funds.
- (v) "Public purpose" means a program or programs carried out by a public agency which are legally authorized in accordance with the laws of the State or political subdivision thereof and for which public funds may be expended. Public purposes include but are not limited to programs such as conservation, economic development, education, parks and recreation, public health and safety.
- (w) "School" (excepting schools for the mentally retarded and schools for the physically handicapped) means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, which operates primarily for educational purposes on a full-time basis for a minimum school year, and employs a full-time staff of qualified instructors.
- (x) "School for the mentally retarded" means a facility or institution operated primarily to provide specialized instruction to students of limited mental capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally retarded, with a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government body.
- (y) "School for the physically handicapped" means a school organized primarily to provide specialized

(Rule 0690-01-1-.02,continued)

instruction to students whose physical handicaps necessitate individual or group instruction. The school must be public or nonprofit and such a school must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction for the physically handicapped, with a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local governmental body.

(z) "State agency" means the Department of General Services, Federal Property Utilization Division. (aa)

"University" means a public or nonprofit approved or accredited institution for the instruction and study in the higher branches of learning and which is empowered to confer degrees in special departments or colleges.

### **0690-1-1-.03 ELIGIBILITY**

(1) The State Agency shall determine the eligibility of donees to participate in and receive surplus personal property in accordance with standards and guidelines set forth in FPMR 101-44.207. The State Agency will also provide surplus personal property information to potential eligible applicants. The State Agency will utilize public information media, direct mail-outs, and information releases to public agencies and to nonprofit health and educational organizations. The applicants will also be provided with eligibility applications. Federal personal surplus property will be made available, after certification by the State Agency, to eligible donees certifying that such property is useful and needed when they are:

(a) Public agencies carrying out or promoting for the residents of a given area one or more public purposes such as conservation, economic development, education, parks and recreation, public health and public safety.

(b) Nonprofit educational or public health institutions such as medical institutions, hospitals, clinics, health centers, schools, colleges, universities, schools for the mentally retarded, schools for the physically handicapped, child care centers, educational radio and television stations licensed by the Federal Communications Commission, museums attended by the public, libraries serving free all residents of a community, district, state, or region, which are exempt from taxation under Section 501 of the Internal Revenue Code of 1954, for purposes of education or public health, including research for such purpose.

(2) The State Agency shall maintain a complete and current eligibility file on each donee which shall include the following properly executed documents:

(a) Application for Eligibility showing:

1. Legal name and address
2. Reasons for eligibility
3. Details on applicant's activities
4. Public or nonprofit
5. Statement of financial condition (b) Donee Resolution showing:

1. An act of the governing body.

(Rule 0690-01-1-.02,continued)

2. Designating individuals to act, obligate and sign for the governing body in acquiring federal surplus property in accordance with terms and conditions of transfer.
  - (c) Evidence of approval, accreditation or licensing.
  - (d) Evidence of public agency or tax exemption under Section 501 of the Internal Revenue Code of 1954.
  - (e) Evidence that the applicant has complied with the GSA's regulation under Title VI of the Civil Rights Act of 1964 and nondiscrimination on the basis of sex as set forth in Code of Federal Regulations, Part 101-44.118 of Title 41.
  - (f) Details of program activities and needs and resources and ability to utilize federal property.
- (3) In certain cases conditional eligibility will be granted newly organized activities which may not have commenced operations, completed construction of its facilities, or not yet been approved, accredited, or licensed as may be required to qualify as an eligible donee. In other cases, there may be no specific authority which can approve, accredit or license the applicant as required for qualification. In such cases, the State Agency may accept letters from public authorities, either local or State, which the State Agency deems competent, such as a Board of Health or Board of Education, that the applicant otherwise meets the standards prescribed for approved, accredited or licensed institutions and organizations.
- (4) The State Agency shall update a donee's eligibility records on a periodic basis, but not less than once every three years, to insure continuing eligibility. When a eligible donee ceases to operate, or when it loses its status by not making prompt payment of service and handling charges or fees, compliance violations or other good reasons, the State Agency shall terminate its distribution of property to such activity.

*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-.04 FAIR AND EQUITABLE DISTRIBUTION.** The Stage Agency will make property available to the eligible units in the State on a fair and equitable basis. When eligible units indicate an interest in property, it will be distributed on a fair and equitable basis based on their relative needs, resources and ability to utilize the property.

- (1) Factors considered in the distribution of property based on relative needs, resources and ability to utilize the property.
  - (a) Relative needs - In considering requests of potential recipients, the criteria for determining the relative needs will be:
    1. Size and types of programs conducted.
    2. Contemplated use and frequency of use.
    3. Economic condition of agency, activity or institution.
    4. Critical or urgent need.
    5. Geographical location (urban, suburban or rural).
    6. Interest and expression of need on the part of the donee in the property available.
  - (b). Relative resources — In considering the request of potential recipients, the criteria for determining relative resources will be:

1. Funding sources and availability (grants, donations, taxes, etc.).
  2. Equipment availability.
- (c). Ability to utilize — In considering requests of potential recipients, the criteria for evaluating ability to utilize property will be:
1. Length of time in contemplated usage.
  2. When item can be put in use.
  3. Availability of funds to repair or maintain property in use.
  4. Ability of the donee to select and remove property from the distribution center of a Federal activity on a timely basis.
  5. Type and quantity of property received by the donee to date.
- (2) The State Agency operates a distribution center to serve the eligible donees in the distribution of available property. To insure that eligible donees located a greater distance from the distribution center will receive equity in the distribution of desirable items, the donees are invited to submit a listing of major items needed such as vehicles, construction equipment, materials handling equipment, machine tools, generators, air compressors, business machines, boats, aircraft, large electronics and scientific type items, etc. The agency employees will be guided by these requests in their search and selection of property. This equipment (major items) will be distributed on the basis of need, resources, and ability to utilize the property as outlined in Section (1) above. The distribution center is open for donees to visit eight hours per day, five days a week. Small miscellaneous items will be available on a supermarket plant, with quantity limited to any one donee depending upon the total quantity on hand.
- (3) The State Agency will recommend to General Services Administration the certification of donee screeners, as are qualified and needed in accordance with FPMR 101-44.116. The State Agency will, insofar as practical, economical, and considering equitable distribution among its donees, select that property requested by the donees, and the agency will arrange for direct pickup or shipment of the property to the donee if requested to do so.
- (4) Donees which suffer or experience a local disaster and/or loss of property due to fire, flood, tornado, etc., will be given a temporary priority for all requested items of property. Special efforts will be made to locate and distribute needed property to them.
- (5) Where competing requests are received for property items, the State Agency will make a determination as to the donee based on the evaluation of the criteria in paragraph (1) above.

*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 3, 1977, effective September 30, 1977.

#### **0690-1-1-.05 FINANCING AND SERVICE CHARGES**

- (1) The State Agency is a service organization whose function is to acquire and distribute all available Federal surplus property needed for the eligible recipients in the State. The State Agency does not receive any appropriated funds from either Federal or State sources for operation of the Agency. The total costs for operation must be absorbed by receipts from service charges assessed on items distributed and sales and compliance proceeds. Such charges will be fair and equitable in relation to the service performed and the direct and indirect costs for operation. If any appropriated funds are made available at a later date, they will become part of the capital reserve fund. In general, the assessment of service charges are related to the following factors:

(a) Expenses of operation.

1. Administrative costs including salaries and fixed charges
2. Warehouse operating expenses
3. Transportation expenses
4. Property screening expenses
5. Compliance and utilization review expenses

6. Costs for facility construction, maintenance, and repair (b) Original government acquisition costs.

(c) Condition and potential of property.

(d) Costs for repair and rehabilitation of property as needed.

- (2) Due to the infinite variety of available property, varying condition, obsolescent factors, and potential use as an item or for parts or material content, the following chart has been developed to assure fair and reasonable service charges:

CHART FOR COMPUTING SERVICE AND HANDLING CHARGES a b

c

PERCENT OF A/C	ACQUISITION COST	SERVICE CHARGE RANGE
0 - 25%	Up to - \$200	Up to - \$50
0 - 15%	\$200 - \$1,000	Up to - \$150
0 - 10%	\$1,000 - \$5,000	Up to - \$500
0 - 5%	\$5,000 - \$20,000	Up to - \$20,000 - \$35,000
	Up to - \$1,000	Up to - \$1,000
0 - 1%	\$35,000 - \$100,000	Up to - \$1,000
Open	Over \$100,000	Negotiable

Direct Pick-Up - Charges on property transferred direct from Holding Agency to a donee will be approximately ½ of the percentage of column a.

Exceptions:

- (a) Rehabilitated property - Direct costs for rehabilitating property will be added to the charge.
- (b) Overseas property - Additional costs for screening and returning property will be added.
- (c) Extraordinary and/or unusual transportation charges - Charges on property with “out-of-the-ordinary or “unusual transportation cost” will be added.
- (d) Special handling - An additional charge may be made for dismantling, packing, crating, shipping, delivery and other extraordinary charges.
- (e) Adjustment in acquisition cost - When the acquisition cost of an item is unrealistic, an adjustment will be requested from the GSA Region Office prior to assessment of service charge.

- (f) Lotted property - Property issued by pound, in accordance with State Agency inventory system, will be exempt from the above schedule. Service charges will be assessed on price per pound basis.
- (3) The above schedule will be re-evaluated periodically for comparison of operating expenses with income receipts. When it is evident that operating costs exceed operating income, the percentage of A/C (Col. a) will be adjusted accordingly.
- (4) In recognition of reduced agency expenses relating to such factors as loading, unloading, transportation, and screening, recipients making direct pick-up of surplus property from the holding agency will be assessed service charges at a lower rate than property transferred from the State Agency distribution centers. Normally, as a general rule, the rates for direct pick-up will be reduced by 50 percent or more when compared to similar items transferred from the Agency distribution centers. Since the screening process is inextricably involved in the basic function of the State Agency - to make fair and equitable distribution of all available property the savings on screener expenses would not be in as direct proportion as other factors such as transportation, loading, and unloading. A further reduction may be made for direct donee screening.
- (5) The funds accumulated from service charges, appropriated funds, sales and compliance proceeds, or any other source, including funds acquired prior to October 17, 1977, will be deposited with the State Treasury in a specific fund designated for the State Agency, and are to be used solely to cover direct and indirect costs of the State Agency's operation, to purchase necessary equipment, to construct and maintain facilities as required, to rehabilitate donable property items, to purchase replacement parts for donable property items, and to maintain a reasonable working capital reserve, not to exceed \$100,000 over the operating cost of the preceding year. The service charges can be spent in acquiring or improving office space or distribution facilities. The State Agency has the authority subject to the approval of the Commissioner of the Department of General Services and real property regulations of the State of Tennessee. When such facilities are sold or otherwise disposed of, funds will revert to the capital reserve fund subject to the approval of the Commissioner of the Department of General Services and real property regulations of the State of Tennessee. Any excess in working capital reserve will be reduced by reducing service charges to donees. The State of Tennessee does not permit the State Agency to invest funds.

**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-.06 TERMS AND CONDITIONS ON DONABLE PROPERTY**

- (1) The State Agency imposes the following terms, conditions, reservations, and restrictions on the donees obtaining Federal surplus property:
- (a) All property shall be placed in use for the purpose for which acquired within one year from date of receipt and shall be continued in use for such purpose for one year. 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 Agency, or otherwise make the property available for transfer to another donee.
- (b) Property having a unit acquisition cost of \$3,000 or more, and any passenger motor vehicle, carry a restriction of eighteen months from the date the property was placed in use.
- (c) The State Agency may impose additional restrictions on any items, regardless of unit acquisition cost, as it may deem appropriate. It may further impose special restrictions on property involving special handling or use limitations as the Administrator of General Services may determine necessary because of the characteristics of the property pursuant to FPMR Par. 101-44.108, "Donation of Special Categories of Property," which follows:

(Rule 0690-01-1-.06,continued)

“The Administrator of General Services is authorized, as circumstances warrant, to impose appropriate conditions on the donation of property having characteristics that require special handling or use limitations. In exercising his discretion the Administrator may, on a case-by-case basis, prescribe additional restrictions covering the handling or use of such property.”

- (2) Section 101-44.108-1 — Drugs, biologicals, and reagents other than controlled substances; and certain shelflife items.
- (a) Surplus drugs, biologicals, and reagents which are in Federal Supply Class 6505 and which are not required to be destroyed as provided in Section 101-45.505 may be donated to public agencies for authorized public purposes and to non-profit health and educational institutions. If the report of excess or other communication from the holding activity listing the drugs, biologicals, and reagents indicates any items which are unfit for human use, GSA will not offer such items for donation. Controlled substances (as defined in Section 101-43.001-4) shall not be donated.
  - (b) Whenever surplus drugs, biologicals, and reagents are considered for donation, a letter of clearance shall be obtained by the State Agency or designated donee from the Food and Drug Administration (FDA) indicating which items may be safely donated. The State Agency or designated donee shall obtain the letter of clearance and ensure that the letter accompanies Standard Form 123, Application for Donation of Surplus Personal Property. (See Section 101-44.4901-123). Items which do not fall within the purview of FDA, on which FDA indicates are unsuitable, will not be considered by GSA for donation.
  - (c) For purposes of obtaining the letter of clearance from FDA, the State Agency or designated donee shall be responsible for obtaining and providing samples of any item that is required. Any payment of costs for laboratory examinations for quality assurance of samples shall be arranged by the State Agency. Before laboratory examinations are undertaken by FDA, an estimate of the expected cost of the quality assurance shall be furnished by FDA to the State Agency.
  - (d) In addition, in the case of property requested by a State Agency, the application shall contain also a statement that (1) for any quantity of items approved for donation which is to be stored in a State Agency warehouse prior to distribution, the State Agency certifies that adequate facilities are available to effect full accountability and property storage of the items in accordance with Federal, State, and local statutes governing the acquisition, storage, and accountability of the items requested; (2) the facilities will be used for the protection of the items, including protection against theft and pilferage; (3) the items will be distributed only to institutions licensed and authorized to administer and dispense items or to organizations authorized to store items; and (4) in addition to the normal certifications required by responsible officials of donee institutions or organizations when property is acquired by donation, the State Agency shall obtain a certification from the donee indicating that (i) the items transferred to the donee institution or organization will be safeguarded, dispensed, and administered under competent supervision; (ii) adequate facilities are available to effect full accountability and proper storage of the property in accordance with Federal, State, and local statutes governing the acquisition, storage, and accountability; and (iii) the administration or use of the property will comply with the provisions of the Federal Food, Drug, and Cosmetic Act, as amended (21 U.S.C. 301-392).
  - (e) Shelf-life items determined to be surplus in accordance with Section 101-43.313-9(I) shall be made available for donation screening for authorized public purposes, for nonprofit health and educational institutions, and for public airport purposes, pursuant to the provisions of Section 101-44.109. Prior to donation, drugs, biologicals, and reagents other than controlled substances, except those requiring refrigeration or deep freeze and those which are excepted from the provisions of Section 101-43.3139, shall be processed as provided in this Section 101-44.108-1.

(Rule 0690-01-1-.06,continued)

- (f) Medical materials and medical supplies held for national emergency purposes and determined to be surplus in accordance with Section 101-43.313.10(g) shall be made available for donation screening for authorized public purposes, for nonprofit health and educational institutions, and for public airport purposes, pursuant to the provisions of Section 101-44.109. Prior to donation, drugs, biologicals and reagents which are not required to be destroyed as provided in Section 101-45.505 shall be processed as provided in this Section 101-44.108-1.
- (3) Section 101-44.108-2 — Donation of Aircraft — This section provides procedures and conditions for the donation of aircraft which are not classified for reasons of national security and which have been demilitarized where required. The requirements of this paragraph apply to the donation of any fixed- or rotary-wing aircraft with a unit acquisition cost of \$3,000 or more but do not apply to any components, accessories, parts, or appurtenances thereof.
- (a) Plan of utilization — To assist GSA in the allocation and transfer of available surplus aircraft, each SF 123 submitted to GSA for donation of an aircraft covered by this Section 101-44.108.2 shall include a letter of intent, signed and dated by the authorized representative of the proposed donee, setting forth a detailed plan of utilization for the property. The letter of intent shall provide the following information:
1. Description of the aircraft requested, including the type, model or size, and the serial number, if it is known;
  2. Description of the donee's program and the number of aircraft currently owned; and
  3. Whether the aircraft is to be used for flight purposes or non-flight purposes (including ground instruction, simulation or static display), and details of the planned utilization of the property. When the aircraft is requested for cannibalization (recovery of parts and components), the letter of intent should provide details.
- (b) Donation of aircraft to public agencies and nonprofit educational and public health activities.
1. For the donation of an aircraft to a donee eligible in accordance with the provisions of Subpart 101-44.2, the SF 123 and the donee's letter of intent shall be processed by and through the State Agency for the State in which the donee is located, and submitted to GSA for approval.
  2. The State Agency shall require the following use conditions on the donation of aircraft to be used for flight purposes.
    - (i) The aircraft shall be used solely in accordance with the plan of utilization set forth in the donee's letter of intent unless the State Agency, in writing, authorizes a change in the donee's plan of utilization.
    - (ii) The donee shall agree to apply to the Federal Aviation Administration for registration of an aircraft intended for flight use within 30 days of receipt of the aircraft.
  3. In the case of combat-type aircraft, as designated by GSA:
    - (i) The State Agency shall impose a period of restriction on the use of the property which shall be perpetuity and shall not be released by the State Agency without the prior approval of GSA.
    - (ii) During the period of restriction, the donee shall not sell, trade, lease, lend, bail, encumber, or cannibalize for parts unless provided for in the donee's plan of utilization, or otherwise dispose of the aircraft or parts thereof without the written approval of GSA.

(Rule 0690-01-1-.06,continued)

4. If a combat-type aircraft is no longer usable or further needed by the donee, the donee shall promptly notify the State Agency and:
    - (i) Release the aircraft to another donee as determined by the State Agency. (The transfer shall be subject to the same use conditions as required herein.);
    - (ii) Release the aircraft to a department or agency of the United States as determined by GSA;
    - (iii) Sell the aircraft as determined by GSA; or
    - (iv) Render the aircraft completely unfit for any purpose except for the recovery of its basic material content as determined by GSA, the same to be performed in a manner satisfactory to the State Agency, and the material content to be disposed of in accordance with the instructions of the State Agency.
  5. If a combat-type aircraft is disposed of by the donee without the prior written approval of GSA or is used for a purpose other than the purpose stated, the donee, at the option of GSA, shall be liable to the United States of America for the proceeds of the disposal, the fair market value, or the fair rental value of the aircraft at the time of authorized transaction or use, as determined by GSA.
  6. In the event of a breach by the donee of any of the above conditions pertaining to a combat-type aircraft, whether caused by the legal inability of the donee or its successor in function to perform said conditions or otherwise, all rights, title, and interest in and to the aircraft shall, at the option of GSA, revert to and become the property of the United States of America and the donee, or its successors or assigns, shall forfeit all of its or their rights, title, and interest in and to the aircraft.
  7. In the case of any aircraft donated for non-flight use, including cannibalization, the State Agency shall acquire and destroy the aircraft historical modification records and the manufacturer's data plant, and shall by letter so certify to the Federal Aviation Administration at the following address: Chief, Quality Standard Service, Federal Aviation Administration, 800 Independence Avenue, SW, Washington, DC 20591.
  8. The State Agency may impose other terms, conditions, reservations, or restrictions on the use of aircraft donated under this Section 101-44.108-2 which are not inconsistent with the conditions set forth in Sections 101-44.108-2(c)(2) and 101-44.208.
  9. In the case of combat-type aircraft, the State Agency shall not grant waivers, amendments, modifications, or releases to the conditions required to be imposed by GSA of the use of the property nor issue disposal instructions to the donee for the aircraft without the prior written concurrence of GSA.
  10. Any breach by the donee of any conditions imposed by GSA on the donation of any aircraft shall be reported immediately by the State Agency to GSA.
- (c) Donations of aircraft to service educational activities.
1. For the donation of a surplus Department of Defense (DOD) aircraft to a donee eligible in accordance with the provisions of Subpart 101-44.4, the Standard Form 123 and the donee's letter of intent shall be processed by and through the Defense Logistics Agency (DLA), Cameron Station, Alexandria, VA 22314, and submitted to GSA for approval.

(Rule 0690-01-1-.06, continued)

2. Surplus DOD aircraft which have been demilitarized may be approved for donation by GSA to service educational activities for non-flight use, for static display, or for ground instruction and simulation purposes.
  3. Surplus DOD non-combat and commercial-type aircraft may be approved for donation by GSA at the request of DLA for flight purposes by service educational activities subject to the following use conditions and agreements which DLA shall require of the donee:
    - (i) The aircraft shall be used solely in connection with the plan of utilization set forth in the donee's letter of intent unless DLA authorizes a change in writing to the donee's plan of utilization.
    - (ii) The donee shall apply to the Federal Aviation Administration for registration within 30 days of receipt of the aircraft.
    - (iii) When the aircraft is no longer usable or needed by the donee for the original purpose for which it was acquired, the donee shall return the aircraft, at its expense, to the nearest DOD disposal activity.
- (d) Donations of aircraft for public purposes.
1. For the donation of a surplus aircraft to a donee eligible in accordance with the provisions of Subpart 101-44.5, the SF 123 and the donee's letter of intent shall be processed by and through the Federal Aviation Administration and submitted to GSA for approval.
  2. Surplus cannibalized or demilitarized aircraft may be approved for donation by GSA to a public airport for use in firefighting and rescue training. Flyable aircraft will not be approved for donation for public airport purposes.
- (4) Section 101-44.108-3 — Automatic data processing equipment — For automatic data processing equipment, the State Agency or other donee shall forward the Standard Form 123 to GSA for coordination and clearance with the holding agency. Applications for a computer system(s) must be accompanied by a letter from the intended donee setting forth the proposed use of the equipment.
- (5) Section 101-44.108-4 — Military-type items with lethal characteristics — Except for donation for State and local law enforcement or other public safety use and for limited donation of firearms and ammunition to eligible service educational activities, weapons and other combat-type items with lethal characteristics, which, if released, would be dangerous to the public health or safety, are not donable, and requests for property will not be approved by GSA.
- (6) Section 101-44.108-5 — Bedding and upholstered furniture — A Standard Form 123 submitted to GSA regional office for donation of bedding and upholstered furniture will not be approved by GSA unless the State Agency or other donee includes a statement that the material will be treated in accordance with applicable State laws and regulations before reuse.
- (7) Section 101-44.108-6 — Tax-free alcohol or specially-denatured alcohol.
- (a) Whenever tax-free or specially-denatured alcohol is requested for donation, the donee must possess a special permit to acquire the property issued by the Assistant Regional Commissioner of the appropriate regional office, Bureau of Alcohol, Tobacco, and Firearms (BATF), Department of the Treasury.
  - (b) A Standard Form 123 submitted to a GSA regional office for donation of tax-free or specially denatured alcohol will be not approved by GSA unless the appropriate BATF use permit number is shown.

(Rule 0690-01-1-.06,continued)

- (c) A State Agency shall not store tax-free or specially-denatured alcohol in distribution centers. This property shall be transferred from holding agencies direct to the designated donee.
- (8) Section 101-44.108-7 — Franked and penalty envelopes and paper with official letterhead — A Standard Form 123 submitted to a GSA regional office for donation of paper with an official letterhead or for donation of franked or penalty envelopes on which the penalty indicia has not been obliterated will not be approved by GSA unless the State Agency or other donee includes a statement certifying that the indicia and all other Federal Government markings on the envelopes and paper will be completely obliterated before they are used.
- (9) Section 101-44.108-8 — Pesticides and herbicides — Standard Forms 123 requesting donation of pesticides and herbicides will not be approved by GSA Regional offices until full clearance for use of the property have been received by GSA from the Environmental Protection Agency headquarters office.
- (10) Section 101-44.108-9 — Donation of vessels.
  - (a) Each SF 123 submitted to GSA for donation of a vessel which is 50 or more feet in length shall be accompanied by a letter from the intended donee setting forth the proposed use of the vessel.
  - (b) Each donee, as a condition of the donation, shall agree to obtain documentation of the vessel under the applicable laws of the United States and the several States, to maintain this documentation at all times, and to record each document with the U.S. Coast Guard at the port of documentation of the property within 60 days after acquisition of the vessel.
- (11) The State Agency may amend, modify, or grant release of any term, condition, reservation, or restriction it has imposed on donated items of personal property in accordance with the enclosed standards (Exhibit A, sample copy enclosed), provided that the conditions pertinent to each situation have been affirmatively demonstrated to the prior satisfaction of the State Agency and made a matter of public record.
- (12) Cannibalization of items on which GSA has imposed special handling conditions or use limitations will require prior GSA approval during the period of restriction.
- (13) Non-combat aircraft and vessels over 50' carry a five-year restriction from the date they were placed in use. (See Exhibit B - Vessel Conditional Transfer Document, and Exhibit C - Non-combat type Aircraft Conditional Transfer Document).
- (14) Combat-type aircraft carry a perpetual restriction. (See Exhibit D - Combat-type Aircraft Conditional Transfer Document).
- (15) From the date it receives the property and through the period of time the restrictions 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 the prior approval of the State Agency. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by the State Agency, shall be remitted promptly by the donee to the State Agency.
- (16) In the event any of the property is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the periods it is under restriction, without the proper prior approval of the State Agency, the donee, at the option of the State Agency, shall pay to the State Agency 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 the State Agency.
- (17) If at any time from the date it receives the property and throughout the period of restriction any of the property is no longer suitable, usable, or further needed by the donee for the purpose for which acquired, the donee shall promptly notify the State Agency, and shall, as directed by the State Agency, return the

(Rule 0690-01-1-.06, continued)

property to the State Agency, release the property to another donee or another state agency, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State Agency.

- (18) The donee shall make reports to the State Agency on the use, conditions, and location of the property listed hereon, and on other pertinent matters as may be required by the State Agency.
- (19) At the option of the State Agency, the donee may abrogate the terms, reservations, and restrictions by payment of an amount as determined by the State Agency.

**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-.07      COMPLIANCE AND UTILIZATION**

- (1) Items Subject to Compliance Review. The terms, conditions, reservations, and restrictions under which Federal surplus property is donated are stated on the reverse of the property issue document. The State Agency shall conduct utilization reviews for donee compliance on items with a unit acquisition cost of \$3,000 or more and on passenger motor vehicles. Also, reviews will include items of property on which the Administrator of GSA imposes restrictions for special handling and use limitations defined in Rule 0690-11-.06, Terms and Conditions on Donable Property. Major items of equipment on which the State Agency imposes special use restrictions will be of major interest in the reviews.
- (2) Procedures for Conducting Utilization Reviews
  - (a) Compliance Memorandum. It shall be the policy of the State Agency to require a written utilization report from each donee who has acquired an item of property having a unit acquisition cost of \$3,000 or more, a passenger motor vehicle, or certain items on which GSA has imposed special handling and use limitations. After posting invoice to donee ledger card, utilization inquiry letter is mailed in duplicate to donee. Satisfactory replies, reflecting specific date restrictive item is placed into use, or to be placed into use, location, etc. are filed in respective donee restrictive item folder. Nonresponse and insufficient reply cases are sent follow-up letter six months from date of first letter. If after 30 days no reply or unsatisfactory reply, cases are referred to Director for personal visit by State Agency representative.
  - (b) Physical Inspections. State Agency personnel will physically inspect during the period of restriction any major item of property on which the State Agency has imposed a special use limitation. During such visits, State Agency personnel will spot check other items of surplus property acquired with special emphasis on any items with special handling and use limitations imposed on it by GSA.
  - (c) Report of Cannibalization. A report shall be required on items with a unit acquisition cost of \$3,000 or more and passenger motor vehicles on which cannibalization has been authorized to determine if the cannibalization has been performed and if any remaining component is valued at \$3,000 or more.
- (3) Compliance Actions
  - (a) Administrative compliance remedies in cases of non-use, misuse, or unauthorized disposal of donated property which had a unit acquisition cost of \$3,000 or more, passenger motor vehicles, or property distributed with special conditions or restrictions will be undertaken as follows:
    - 1. Whenever possible and practicable, the property will be placed into eligible use by the present donee, transferred to another eligible donee, or returned to the State Agency.

(Rule 0690-01-1-.07, continued)

2. When it has been determined that property has been ineligibly used, demand will be made of the donee organization to pay to the State Agency or to the U.S. Government, in cases where the Federal conditions have been violated, fair rental value for the time the property was ineligibly used.
  3. If property has been disposed of and cannot be reclaimed for further use, or if property is worn or damaged so as to render it unfit for further use, the donee organization will be liable for fair market value as described above.
- (b) A full investigation will be conducted when there is evidence that suggests possible property compliance violations. A complete report will be filed with the Regional Office of GSA describing the results of the investigation if any compliance action is taken.
  - (c) When fraud in the acquisition of donable property is alleged or suspected, a report containing all available information will be made to the FBI, with notification to the GSA regional office. Local law enforcement officials will be advised of any violations of State restrictions. The State Agency will take necessary actions to prosecute cases of fraud or misuse of donated property and will assist GSA or other responsible Federal or State officials in investigating such cases upon request.

**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-.08 RETURN OF DONATED PROPERTY.** When a determination has been made that property has not been put in use by a donee within one year from the date of receipt of the property, or when the donee has not used the property for one year thereafter, under the terms and conditions of the application certification and agreement form signed by the administrative officer or other authorized representative of the donee as a condition of eligibility and repeated on the reverse side of each issue document, the donee, if property is still usable as determined by the State Agency, must:

- (a) Return the property at its own expense to the State Agency warehouse.
- (b) Re-transfer the property to another eligible donee as directed by the State Agency.
- (c) Make such other disposal of the property as the State Agency may direct.
- (d) The State Agency will periodically emphasize this requirement when surveying the utilization of donated property at donee facilities.

**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-.09 NON-UTILIZED DONABLE PROPERTY.** Property in the possession of the State Agency which cannot be utilized by donees in the State shall be disposed of in accordance with FPMR 101-44.205 as follows:

- (a) Report such property to the Administrator for his approval or disapproval of action contemplated. Make property available to other states.
- (b) Place property on public bid sale, as directed by GSA, with reimbursement to the State Agency for services involved for lotting, marking, and displaying property.
- (c) Request authorization from the Administrator for abandonment or destruction of property no longer usable by the State Agency or the donees.

(Rule 0690-01-1-.09, continued)

- (d) Adjust inventory accordingly.
- (e) The State Agency may recover transportation charges for property that was acquired from points of over 100 miles from the location of the State Agency warehouse.

*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.

#### **0690-1-1-.10 LIQUIDATION**

- (1) In the event a determination is made to liquidate the State Agency, a liquidation plan shall be prepared in accordance with GSA regulations and shall include:
  - (a) Reasons for the liquidation;
  - (b) A schedule for liquidating the Agency and the estimated date of termination;
  - (c) Method of disposing of surplus property on hand, consistent with the provisions of Section 101-44.205;
  - (d) Method of disposing of the Agency's physical and financial assets;
  - (e) Retention of all available books and records of the State Agency for a 2-year period following liquidation.
- (2) Any liquidation plan will be submitted to GSA and approval received prior to the beginning of any such liquidation.

*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.

#### **0690-1-1-.11 CONSULTATION WITH ADVISORY BODIES AND PUBLIC AND PRIVATE GROUPS**

- (1) The State Agency will arrange for and participate in local, regional, or statewide meetings of such public and private organizations and associations representing public agencies, educational, public health, library, museums, civil defense, etc., to disseminate information on the program, discuss procedures and problems and obtain the recommendations on determining relative needs, resources, and the utilization of property and how we can provide a more effective service. The State Agency will regularly provide information on the donation program to State and local officials, and to heads of nonprofit institutions and organizations and will actively participate and provide speakers for conferences and meetings held by public and private organizations upon request.
- (2) The State Agency in consultation with advisory bodies and public and private groups will invite eligible donees to submit expressions of need and interest for property items so that the State Agency may advise the General Services Administration of such requirements, including requirements for specific items of property. The Assistant Director of the State Agency will be charged with the responsibility of seeing that such consultation is carried out on a regular and equitable way with all advisory bodies and public and private groups. This will be accomplished by regular meetings, telephone surveys, and personal contacts.

*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-.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.

**EXHIBIT A**

February 25, 1977

In accordance with Part VI of the plan of operation the State agency may amend or grant releases during the period of restriction from the terms, conditions, reservations, or restrictions it has imposed on donated property; in accordance with the following standards provided that the conditions pertinent to each situation have been affirmatively demonstrated to the prior satisfaction of the State agency, and have been made a matter of record:

- (1) Secondary utilization or cannibalization. Secondary utilization or cannibalization may be accomplished provided that:
  - (a) Disassembly of the item for use of its component parts for secondary use or repair and maintenance of a similar item has greater potential benefit than utilization of the item in its existing form;
  - (b) Items approved for disassembly or cannibalization will remain under the period of restriction imposed by the transfer document pending completion of the proposed secondary use or cannibalization; and
  - (c) A written report of such action is made by the donee to the State agency, including a list of all components resulting from the secondary utilization or cannibalization which have a single item acquisition cost of \$3,000 or more. These components will remain under the restrictions imposed by the transfer document. Components with a single item acquisition cost of less than \$3,000 will be released from the restrictions imposed by the transfer document. However, these components will continue to be used or be otherwise disposed of in accordance with applicable law and regulations.
  
- (2) Trade-in of an item on a similar replacement. An item of donated personal property may be traded in or used as whole or part payment for another like item of property provided:
  - (a) The item being traded in is not, when the request is made, in compliance status for violation of the terms, conditions, reservations or restrictions placed on it.
  - (b) The item being traded in has been used by the donee for eligible purposes for at least 12 months from the date of being placed in use, and it has been demonstrated that the trade-in will result in increased utilization value to the donee;
  - (c) The trade-in is on a one-for-one basis only, i.e., one donated item being traded for one like item having similar use potential.
  - (d) The item being acquired has an estimated market value at least equal to the estimated market value of the item being traded in, and
  - (e) The item is made subject to the period of restriction remaining on the item traded in.
  
- (3) Abrogation. Except in cases involving the failure to use or the misuse of donated property, abrogation of restriction imposed by the State agency in the transfer instrument may be authorized upon payment to the State agency of an amount representing the fair market value at the time of donation less a credit for the time the property was used for the purpose for which donated, during the period of restriction, and provided that the State agency determines that such action will not result in a windfall revenue to the donee, and provided further that the property has been used for at least 12 months from the date of being placed in use.

- (4) Revision of the acquisition cost. The acquisition cost of an item may be revised provided that the request therefor is made in writing by the donee, and it is determined by the State agency that the listed acquisition cost is unrealistic in view of its research and development costs, its incompleteness due to missing parts, or its generally deteriorated condition.
- (5) Destruction and abandonment. A donated item of personal property may be destroyed or abandoned by a donee when it is determined that the item has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. The determination shall be based on a finding made in writing by the State agency and the State agency shall prescribe the means and methods whereby the property shall be destroyed or abandoned.
- (6) Enforcement of compliance. The enforcement of the terms and conditions, reservations and restrictions imposed by the State Agency of donated property, or the remedy of breaches of such terms and conditions, may be satisfied:
  - (a) When payment is made to the State agency of any and all fair rental values due and payable for any unauthorized use of donated property.
  - (b) When payment is made to the State agency of either the fair market value or gross proceeds of sale, whichever is in the best interest of the State, for the unauthorized disposal or destruction of donated property; or
  - (c) When donated property is recovered by the State agency. Custody accountability and distribution of such reverted property are the responsibilities of the State agency.
- (7) Reduction in the period of restriction. Provided an item of donated property is not in compliance status, a reduction the period of restriction may be authorized when a revised standard covering the period of restriction is promulgated by the State agency.
- (8) Limitations. These provisions are not applicable to:
  - (a) Donated military-type aircraft, or other item of property on which GSA has imposed special handing condition or use limitations.
  - (b) Property which was not placed in use for the purposes for which acquired within one year from the date the property was placed in use, and continued in use for one year from the date the property was placed in use, except with respect to secondary use or cannibalization as provided in FPMR 101-44.208(h).

EXHIBIT B

VESSEL CONDITIONAL TRANSFER DOCUMENT

KNOW ALL MEN BY THESE PRESENTS: That the United States of America acting by and through the State of Tennessee, State Agency for Surplus Property (hereinafter called the Donor) pursuant to the powers and authority contained in the Federal Property and Administrative Services Act of 1949 (63 Stat. 377) as amended, for and in consideration of and in reliance upon the representations of \_\_\_\_\_ whose address is \_\_\_\_\_ (hereinafter called the Donee) that the Property hereinafter described is required in the furtherance of the Donee's program and that such property will be used solely in connection with such programs and more specifically for all the following purposes:

in accordance with the proposed program and plan as set forth in the Donee's "Letter of Intent" dated\_, as amended\_, which expression of interest is hereby incorporated herein and made part hereof, and for no other purpose, does hereby deliver, sell, assign, and transfer all rights, title, and interest in and to the following described vessel:

together with all engines, appurtenances, and accessories attached thereto or installed therein (all of which are hereinafter referred to as the Property), which has been determined to have a fair value of \$\_, unto the Donee to have and to hold the said property, all and singular forever, this donation being made on an "as is, where is" basis without warranty of any kind and delivery is made at the present location of the Property regardless of where the same may be situated or the condition thereof:

SUBJECT, HOWEVER, to the following conditions:

1. The Donee agrees to obtain documentation of the vessel under the applicable laws of the United states and regulations promulgated thereunder and the applicable laws of the several States governing the documentation of said Property and at all times to maintain such documentation. Upon written request and sufficient evidence to justify such action, the Donor may waive the requirement for documentation in the case of donated vessels which are to be permanently moored on land and never to be used again on the waterways.
2. The Donee agrees to record this Vessel Conditional Transfer Document with the Coast Guard Documentation Officer at the port of documentation of the Property within sixty days after the receipt of the fully executed

(Rule 0690-01-1-.13,continued)

Vessel Conditional Transfer Document. If documentation is waived under (1) above, the requirement for registration may also be waived.

3. The Property shall be placed in use for the purpose stated above no later than 12 months after acquisition thereof and used for a 12-month period thereafter.
4. In the event the Donee does not record this Vessel Conditional Transfer Document with the Coast Guard Documentation Officer at the port of documentation of the Property within 60 days after the date of receipt of the fully executed Vessel Conditional Transfer Document, or in the event the Property is not placed in use within 12 months of receipt and used for a 12-month period thereafter, the Donee shall within 30 days after the date on which the instrument should have been recorded, or within 30 days after the Property has ceased to be used, provide notice thereof, in writing to the Donor, and at the Donee's expense, return such Property to the Donor, or otherwise make the Property available for transfer, provided the property is still usable as determined by the Donor or otherwise dispose of the Property as the Donor may direct.
5. In the event the Property is not so used or handled as required by (1), (2), (3), and (4) above, title and right to the possession of the Property shall, at the option of the Donor, revert to the United States of America. Upon demand the Donee shall, as directed by the Donor or its designee, release the Property to such person or agency as may be designated, sell the Property, or otherwise dispose of the Property. Any sale shall be for the benefit

and account of the United States of America.

6. There shall be a further period of restriction beginning on the date the Property has been used for the period prescribed in (3) above. This period will expire after the Property has been used for the purpose stated for a period of 48 months.
7. During the period of restriction prescribed in (6) above, the Property shall be used only for the purpose stated above.
8. During the periods of restriction prescribed in (3) and (6) above, the Donee shall make reports to Donor on the use, condition, and location of the Property and on other pertinent matters as may be required from time to time by such Donor.
9. During the periods of restriction prescribed in (3) and (6) above, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of the Property, or remove it permanently for use outside the State, without the prior written approval of the Donor under (3) or (4) above. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the Property during the period of restriction set forth in (3) above when such action is authorized by the Donor shall be for the account of the United States of America, or for the benefit and account of the State of Tennessee during the period of restriction set forth in (6) above.
10. In the event, during the periods of restriction prescribed in (3) and (6) above. the Property is sold, traded, lease, loaned, bailed, cannibalized, encumbered, or otherwise disposed of without prior written approval, or is used for a purpose other than the purposes stated, the Donee at the option of the Donor shall be liable for the proceeds of the disposal, the fair market value, or the fair rental value of the Property at the time of such unauthorized transaction or use, as determined by the Donor.
11. If at any time, from the date the Donee receives the Property through the periods of restriction prescribed in (3) and (6) above, the Property is no longer suitable, usable, or required by the Donee for the purpose for which acquired, the Donee shall promptly notify the Donor, and shall, as directed by the Donor, return the Property to the Donor, re-transfer the Property to another Donee or another State agency, or to a Department or Agency of the United States, sell the Property, or otherwise dispose of the Property as directed.
12. At the option of the Donor, the Donee may obtain abrogation of the terms and conditions set forth in (6) through (11) above by payment of an amount determined by the Donor.
13. The Donor may waive any, or may terminate all, of the terms and conditions set forth in (6) through (11) above, and give unrestricted title to the Property in favor of the Donee whenever such action is determined to be appropriate.

IN WITNESS WHEREOF, the Donor and Donee have duly executed this instrument this\_day of \_\_, 19\_\_\_\_.

United States of America, Acting by and  
through the State Agency for  
Surplus Property.

BY:

TITLE: \_\_\_\_\_  
\_\_\_\_\_

DONEE:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Institution or Organization: \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION OF FEDERAL SURPLUS PROPERTY  
WITHIN THE STATE OF TENNESSEE

CHAPTER 0690-1-1

DGS Title VI Compliance Report and Implementation Plan FY 2019-2020

CITY of \_\_\_\_\_  
COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument and that such instrument was executed under duly delegated authority on behalf of the State Agency Surplus Property, and acknowledged the foregoing instrument to be the free act and deed of the State of \_\_\_\_\_.

Given under my hand and official seal the day year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of \_\_\_\_\_ State \_\_\_\_\_  
of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_

CITY of \_\_\_\_\_  
COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_\_ day of \_\_, 19\_\_\_\_, before me appeared\_\_\_\_\_, to me personally known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument on behalf of said \_\_\_\_\_, and acknowledges to me that he was duly authorized to execute the foregoing instrument and that he executed the same as a free act and deed of said\_.

Given under my hand and official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of \_\_\_\_\_ State \_\_\_\_\_  
of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_

EXHIBIT C

NON-COMBAT-TYPE AIRCRAFT CONDITIONAL TRANSFER DOCUMENT

KNOW ALL MEN BY THESE PRESENTS: That the United States of America acting by and through the State of \_\_\_\_\_, State Agency for Surplus Property (hereinafter called the Donor) pursuant to the powers and authority contained in the Federal Property and Administrative Services Act of 1949 (63 Stat. 377) as amended for and in consideration of and in reliance upon the representations of \_\_\_\_\_ whose address is \_\_\_\_\_ (hereinafter called the Donee) that the Property hereinafter described is required in the furtherance of the Donee's program and that such property will be used solely in connection with such programs and more specifically for all the following purpose:

in accordance with the proposed program and plan set forth in the Donee's "Letter of Intent" dated \_\_\_\_\_, as amended \_\_\_\_\_, which Expression of Interest is hereby incorporated herein and made a part hereof, and for no other purpose, does hereby deliver, sell, assign, and transfer all of its rights, title, and interest in and to the following described non-combat-type aircraft, aircraft engines, and propellers,

together with all engines, appurtenances, and accessories attached thereto or installed therein (all of which are hereinafter referred to as the Property) which as been determined to have a fair value of \$\_\_\_\_\_, unto the Donee to have and to hold the Property, all singular forever, this donation being made on an "as is, where is" basis without warranty of any kind, and delivery made at the present location of the Property regardless of where the same may be situated or the condition thereof; subject, however, to the following conditions:

1. The Donee agrees to apply to the Federal Aviation Administration for registration of the Property which is intended for flight purposes within 30 days of the receipt of a fully executed copy of this instrument. The Donee's application for registration shall include a fully executed copy of the instrument.
2. The Property shall be placed in use for the purpose stated above no later than 12 months after acquisition thereof, and used for a 12 month period thereafter.
3. In the event the Donee does not apply to the Federal Aviation Administration for registration of the Property which is intended for flight operations (or other uses unless registration is waived by the Donor) or in the event the aircraft Property is not placed in use within 12 months or receipt and used for a 12 month period thereafter, the Donee, within 30 days after the Property has ceased to be used, provide notice thereof, in writing to the Donor, and at the Donee's expense, return such Property to the Donor, or otherwise make the Property available for transfer, provided the property is still usable as determined by the Donor, or otherwise dispose of the Property as the Donor may direct.
4. In the event the Property is not so used or handled as required by (1), (2), and (3) above, title and right to the possession of the Property shall at the option of the Donor revert to the United States of America. Upon demand the donee shall, as directed by the Donor or its designee, release the Property to such person or agency as may be designated, sell the Property, or otherwise dispose of the Property. Any sale shall be for the benefit and account of the United States.
5. There shall be a further period of restriction beginning on the date the Property has been used for the period prescribed in (2) above. This period will expire after the Property has been used for the purpose stated for a period of 48 months.
6. During the period of restriction prescribed in (5) above, the Property shall be used only for the purpose stated.
7. During the periods of restriction prescribed in (2) and (5) above, the Donee shall make reports to the Donor on the use, condition, and location of the Property and on other pertinent matters as may be required from time to time by such Donor.
8. At the expiration of the period of restriction, prescribed in (5) above, a release document shall be executed by the Donor and forwarded to the Donee.

9. During the periods of restriction prescribed in (2) and (5) above, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of the Property, or remove it permanently for use outside the State, without the prior written approval of the Donor under (2) or under (5) above. The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the Property during the period of restriction set forth in (2) above, when such action is authorized by the Donor, shall be for the benefit and account of the United States of America, or for the benefit and account of the State of \_\_\_\_\_ during the period of restriction set forth in (5) above.
  
10. In the event, during the periods of restriction prescribed in (2) and (5) above, the Property is sold, traded, leased, loaned, bailed, encumbered, or otherwise disposed of without prior written approval, the Donee, at the option of the Donor, shall be liable for the proceeds of the disposal, the fair market value, or the fair rental value of the Property at the time of such unauthorized transaction or use, as determined by the Donor.
  
11. If at any time, from the date the Donee receives the Property through the periods of restriction prescribed in (2) and (5) above, the Property is no longer suitable, usable, or further needed by the Donee for the purpose for which acquired, the Donee shall promptly notify the Donor and shall as directed by the Donor:
  - (a) Release the Property to another donee or State agency; or
  - (b) Release the Property to a Department or Agency of the United States; or
  - (c) Release the Property to such other institution or agency as may be determined to have need therefor; or
  - (d) Sell the Property with the proceeds remitted promptly from the Donee to the Donor; or
  - (e) Render the Property completely unfit and useless for any purpose except for the recovery of its basic material content, the same to be performed in a manner satisfactory to the Donor and the material content to be disposed of in accordance with instructions of the Donor; or (f) Otherwise dispose of the Property.
  
12. At the option of the Donor, the Donee may obtain abrogation of the terms and conditions set forth in (5) through (11) above by payment of an amount determined by the Donor.
  
13. The Donor may waive any, or may terminate all, of the terms and conditions set forth in (5) through (11) above, and give unrestricted title to the Property in favor of the Donee whenever such action is determined to be appropriate.

IN WITNESS WHEREOF, the Donor has duly executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

United States of America, Acting by and through the  
State Agency for Surplus Property.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DONEE:

BY: \_\_\_\_\_

\_\_\_\_\_  
Institution or Organization:

TITLE: \_\_\_\_\_

CITY of \_\_\_\_\_

COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_ day of \_\_\_, 19\_\_\_\_, before me appeared \_\_\_\_\_, to me personally

DISTRIBUTION OF FEDERAL SURPLUS PROPERTY  
WITHIN THE STATE OF TENNESSEE

CHAPTER 0690-1-1

known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument and that such instrument was executed under duly delegated authority on behalf of the State Agency Surplus Property, and acknowledged the foregoing instrument to be the free act and deed of the State of \_\_\_\_\_.

Given under my hand and official seal the day year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of State \_\_\_\_\_  
of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_

CITY \_\_\_\_\_  
of \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, 19\_\_\_\_, before me appeared \_\_\_\_\_, to me personally

COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_

known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument on behalf of said \_\_\_\_\_, and acknowledges to me that he was duly authorized to execute the foregoing instrument and that he executed the same as a free act and deed of said \_\_\_\_\_.

Given under my hand and official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of State \_\_\_\_\_  
of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_

EXHIBIT D

COMBAT-TYPE AIRCRAFT CONDITIONAL TRANSFER

KNOW ALL MEN BY THESE PRESENTS: That the United States of America acting by and through the State of \_\_\_\_\_, State Agency for Surplus Property (hereinafter called the Donor) pursuant to the powers and authority contained in the Federal Property and Administrative Services Act of 1949 (63 Stat.377) as amended, for and in consideration of and in reliance upon the representations of \_\_\_\_\_ whose address is \_\_\_\_\_ (hereinafter called the Donee) that the Property hereinafter described is required in the furtherance of the Donee's program and that such property will be used solely in connection with such programs and more specifically for all the following purpose:

in accordance with the proposed program and plan as set forth in the Donee's "Letter of Intent" dated \_\_\_\_\_, as amended \_\_\_\_\_, which Expression of Interest is hereby incorporated herein and made a part hereof, and for no other purpose, does hereby deliver, sell, assign, and transfer all rights, title, and interest in and to the following described combat aircraft, aircraft engines, and propellers,

together with all engines, appurtenances, and accessories attached thereto or installed therein (all of which are hereinafter referred to as the Property), which has been determined to have a fair value of \$\_\_\_\_, unto the Donee to have and to hold the Property, all singular forever, this donation being made on an "as is, where is" basis without warranty of any kind, and delivery made at the present location of the Property regardless of where the same may be situated or the condition thereof; Subject, However, to the following conditions:

1. The Donee agrees to apply to the Federal Aviation Administration for registration of the Property which is intended for flight purposes within 30 days of the receipt of a fully executed copy of this instrument. The Donee's application for registration shall include a fully executed copy of this instrument.
2. The Property shall be placed in use for the purpose stated above no later than 12 months after acquisition thereof and shall be used thereafter in perpetuity.
3. In the event the Donee does not apply to the Federal Aviation Administration for registration of the Property which is intended for flight operations (or other uses unless registration is waived by the Donor) or in the event the aircraft Property is not placed in use within 12 months of a receipt and used thereafter in perpetuity, the Donee, within 30 days after the Property has ceased to be used, provide notice thereof, in writing to the Donor, or otherwise make the Property available for transfer, provided the Property is still usable as determined by the Donor, or otherwise dispose of the Property as the Donor may direct.
4. In the event the Property is not so used or handled as required by (1), (2), and (3) above, title and right to the possession of the Property shall at the option of the Donor revert to the United States of American. Upon demand the Donee shall, as directed by the donor, or its designee, release the property to such person or agency as may be designated, sell the Property, or otherwise dispose of the Property. Any sale shall be for the benefit and account of the United States of America.
5. The Donee shall make reports to the Donor on the use, condition and location of the Property and on other pertinent matters as may be required from time to time by the Donor.
6. The Donee shall not sell, trade, lease, lend, bail, encumber, cannibalize or dismantle for parts, or otherwise dispose of the aircraft Property or any parts thereof, without prior written approval of Donor. Any sale, trade, lease, loan, bailment, encumbrance, cannibalization or other disposal of the Property when such action is authorized in writing by the Donor shall be for the benefit and account of the United States of America.

7. In the event the aircraft Property is no longer suitable, usable, or further needed by the Donee for the purpose for which acquired, the Donee shall promptly notify the Donor and shall as directed by the Donor:
  - (a) Release the Property to another donee or State agency; or
  - (b) Release the Property to a Department or Agency of the United States; or
  - (c) Release the Property to such other institution or agency as may be determined to have need therefor; or
  - (d) Sell the Property for the benefit and account of the United States of America; or
  - (e) Render the Property completely unfit and useless for any purpose except for the recovery of its basic material content, the same to be performed in a manner satisfactory to the Donor and the material content to be disposed of in accordance with instructions of the Donor as appropriate, or their designee; or (f) Otherwise dispose of the aircraft Property.
  
8. In the event the aircraft Property is disposed of without prior written approval, or is used for a purpose other than the purpose stated, the Donee, at the option of the Donor, shall be liable to the United States of America for the proceeds of the disposal, the fair market value, or the fair rental value of the aircraft Property at the time of such unauthorized transaction or use, as determined by the Donor.
  
9. In the event of a breach by the Donee, or its successor in function, of any of the above conditions, whether caused by the legal inability of the said Donee or its successor in function, interest in and to the said aircraft Property shall, at the option of the Donor forthwith revert to and become the property of the United States of America, and the Donee, or its successors or assigns, shall forfeit all of its or their rights, title and interests in and to the said aircraft Property.
  
10. The Donor may terminate such of the above conditions as it determines to be appropriate.

IN WITNESS WHEREOF, the Donor has duly executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

United States of America, Acting by and through the  
\_\_\_\_\_ State Agency for Surplus Property.

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DONEE:  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
Institution or Organization  
\_\_\_\_\_

CITY of \_\_\_\_\_ COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_, 19\_\_\_\_, before me appeared \_\_\_, to me personally known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument and that such instrument was executed under duly delegated authority on behalf of the \_\_\_ State Agency Surplus Property, and acknowledged the foregoing instrument to be the free act and deed of the State of \_\_\_\_\_.

Given under my hand and official seal the day year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of \_\_\_\_\_  
State of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_

CITY of \_\_\_\_\_  
COUNTY of \_\_\_\_\_  
STATE of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, says that he is the person who executed the foregoing instrument on behalf of said \_\_\_\_\_, and acknowledges to me that he was duly authorized to execute the foregoing instrument and that he executed the same as a free act and deed of said \_\_\_\_\_.

Given under my hand and official seal the day and year above written.

\_\_\_\_\_  
Notary Public in and for the  
City of \_\_\_\_\_  
County of \_\_\_\_\_ State \_\_\_\_\_  
of \_\_\_\_\_

(SEAL)

My Commission Expires: \_\_\_\_\_



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.**

*DONEE QUALIFICATIONS*

*To become eligible to receive state and federal surplus property from the Department of General Services Vehicle and Asset Management Division (VAM), organizations must qualify as one of the type of agencies listed below, and submit the required Application for Eligibility package. The application package is located on the Department's website.*

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, mail them to this office (must have original copies):

Department of General Services  
Vehicle and Asset Management Division  
6500 Centennial Boulevard  
Nashville, TN 37243-0543  
Telephone 615/350-3373  
Fax 615/350-3379

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 VAM/Surplus. The organization is then notified by the letter of their approval status.

APPENDIX F  
DGS TITLE VI COMPLAINT FORM

**TN** Tennessee State Government

### State of Tennessee Department of General Services Title VI Complaint Form

**Date & Time**  
Aug 16, 2022 03:36 PM

**Name of Complainant\***  
First Name: [ ] Last Name: [ ]

**Complainant's Address\***  
Address Line 1: [ ] Address Line 2: [ ]  
City: [ ] State: [ ] ZIP Code: [ ]

**Email**  
[ ]

**Phone\***  
[ ]

**Name of Person(s), Agency or Entity (Involved in this complaint)\***  
[ ]

**Location or Address (where the alleged discrimination occurred)\***  
[ ]

**Date of the Alleged Discrimination\***  
[ ] [ ] [ ]

If the alleged discrimination falls within a date range instead of one specific date, please include the date range below, the date of the first incident and the date of the most recent incident.  
[ ]

**Please Explain the Basis of Your Complaint\***  
[ ]

For example: give dates when applicable, describe what protected class was discriminated against and how that class/person was treated differently than others.

**What Do You Want To Happen as a Result of This Complaint\***  
[ ]


**Signature\***  
[ ]

Use your mouse or finger to draw your signature above.

**APPENDIX G  
DGS COMPLAINT LOG**

**Department of General Services' Title VI Complaint Log**

<b>Number</b>	<b>Date</b>	<b>Quarter</b>	<b>Name of Person Making Complaint</b>	<b>Division and/or Employee that the Complaint is About</b>	<b>Date of Complaint Filed</b>	<b>Actions Taken</b>	<b>Final Outcome</b>
-	10/02/2023	1 <sup>st</sup> Q FY 2024	-	-	-	No complaints received in 1 <sup>st</sup> Q. KM	-
1	10/31/2023	2 <sup>nd</sup> Q FY 2024	██████████	Document Solutions	10/26/2023	Investigated and no actions needed by division.	No violations of Title VI.
-	4/10/2024	3 <sup>rd</sup> Q FY 2024	-	-	-	No complaints received in 3 <sup>rd</sup> Q. KM	-
-	7/8/2024	4 <sup>th</sup> Q FY 2024	-	-	-	No complaints received in 4 <sup>th</sup> Q. KM	-



**Title VI of the Civil Rights Act of 1964**  
Annual Training

1

### What is Title VI? Federal Law

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

42 U.S.C. § 2000d  
Tennessee Code Annotated § 4-21-904

It does not apply to discrimination based on age, sex, geographical locale, or wealth.

2

### Purpose of Training

To ensure General Services employees are aware of the provisions of Title VI of the Civil Rights Act of 1964 and the minimum requirements to be in compliance with its rules, laws, and regulations.

3

### Protected Classes

1. Race:
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or another Pacific Islander
  - White
  - ❖ Person may identify one or more race in addition to identifying their ethnicity as Hispanic or Latino
2. Color: skin color
3. National Origin: country of ancestry (not country of citizenship)

4

### Funded Programs

It is a discriminatory practice for state agencies receiving federal funds making it subject to Title VI of the Civil Rights Act of 1964, or for any person receiving federal funds from a state agency, to exclude a person from participation in, deny benefits to a person, or to subject a person to discrimination under any program or activity receiving such funds on the basis of race, color, or national origin.

TCA § 4-21-904

5

### Federal Financial Assistance

Federal financial assistance means more than just money. It is also aid that enhances the ability to improve or expand allocation of a recipient's own resources. Examples might include:

- Student Aid
- Training of employees
- Award or grant money
- Use or rent of federal land or property below market value
- Tax incentives
- Loan of federal personnel
- Technical Assistance

6

## Programs or Activities Covered by Title VI

Discrimination is prohibited throughout an entire agency or institution if any part of that agency or institution receives Federal financial assistance, not just actions involving the federally assisted program.

The entire agency is required to comply with Title VI, not just that particular program.

7

## Applicability to DGS

Although the Department does not directly receive Federal funding, the Vehicle & Asset Management (VAM) Surplus Property program receives Federal surplus property, which it sells to governmental subdivisions, non-profit organizations, and the public.

Because VAM receives and redistributes Federal surplus property to eligible recipients, all of the Department's operations are subject to the requirements of Title VI.

8

## DGS Title VI 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."

9

## Limited English Proficiency (LEP)

### Presidential Executive Order 13166

- Agencies and recipients must take reasonable steps to provide meaningful access to LEP individuals.
- LEP individuals are defined as persons who do not speak English as their primary language with a limited ability to read, speak, write, or understand English.
  - This includes people who do not speak English at all.
- Providing language assistance ensures that services are not delayed or denied because of communication issues.

The Department is covered by a statewide contract to provide interpreter services:  
Linguistica International

10

## How to Use Interpreter Services



State of Tennessee  
Department of General Services  
Account ID: 10831  
Telephonic Interpreter Access Instructions

1. Call toll free number (866) 908-5744  
If you need a Spanish interpreter you will be connected immediately by pressing "2" when prompted. If you need any other language press "3" or stay on the line.
2. You will be asked to provide the following information:
  - ✓ Your Account Number (10831)
  - ✓ Your First and Last Name
  - ✓ Your Callback Number
3. Hold as our operator connects you to your interpreter.
4. Conferencing option is available or upon request.
5. Begin conversation.

[www.linguisticainternational.com](http://www.linguisticainternational.com)

11

## DGS Limited English Proficiency (LEP) 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."

12

## Title VI Does...

- Prohibit entities from denying service, financial aid, or other benefits.
- Prohibit entities from providing services or benefits that are different or inferior.
- Prohibit segregation or separate treatment.
- Prohibit entities from requiring different standards or conditions as prerequisites in order to be eligible for benefits.

13

## Title VI Does...

- Encourage the participation of minorities as members of planning or advisory bodies.
- Prohibit discriminatory activities in facilities built with federal funds.
- Require information and services to be provided in languages other than English.
- Require entities to notify the eligible population about applicable programs.
- Require assurance of nondiscrimination in purchasing of services.

14

## Title VI Does Not...

- Apply to federal assistance provided through insurance or guaranty contracts.
- Apply to benefit programs such as Social Security.
- Apply to contracts and set-aside programs.
- Provide relief for discrimination based on age, sex, geographical locale, or wealth.

15

## How Is Title VI Different From Respectful Workplace?

- Respectful workplace covers discrimination and harassment in the workplace.
- Title VI only applies to discrimination in the provision of public services and is limited to race, color, or national origin discrimination.

For Example:

Example	Type of Issue	Who To Contact
A coworker uses a racial slur towards another coworker.	Respectful Workplace	Human Resources Business Partner
A government office denies food stamps to a person because of their race.	Title VI	Department Title VI Coordinator (or Tennessee Human Rights Commission)

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## How to File a Complaint

TCA § 4-21-905

- Aggrieved persons may file a complaint with the state agency within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant.
- Complaints may also be filed with the Tennessee Human Rights Commission or the U.S. General Services Administration.
- Recipients or beneficiaries can contact Kay Morgan, the General Services Title VI Coordinator, or Debi Moss, the Director of Internal Audit, for assistance or more information.

Department of General Services  
Office of Internal Audit  
Tennessee Tower, 22nd Floor  
Nashville, TN 37243  
(615) 532-0361 or (615) 741-0068  
DGS.Audit@tn.gov

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## DGS Divisional Representatives

Each DGS division has a designated Title VI representative. These staff members are trained on Title VI regulations to ensure compliance within their division. If you need immediate assistance with a Title VI or LEP issue, please contact your divisional representative or the Title VI coordinator.




- Department Coordinator: Kay Morgan (Internal Audit)
- Central Procurement Office (CPO): Helen Crowley
- Office of Financial Management (OFM): Marva Bradford
- State of TN Real Estate Asset Management (STREAM): Daphne Hall
- Vehicle & Asset Management (VAM): Toni Gulley
- Document Solutions (DS): Lauren Sweeney

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## Public Notice and Outreach

Accomplished through:

- Annual training to all DGS staff
- Title VI Implementation Plan and Title VI Information available on the DGS website


- Compliance Posters
- Brochures

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## What Do I Do If...?

I see someone being denied access to a DGS program or service because of their race, color, or national origin...

- Contact the Title VI Coordinator or the Title VI Representative for your division.
- You may also contact the Tennessee Human Rights Commission or the U.S. General Services Administration.




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## What Do I Do If...?

Someone tells me they want to file a Title VI complaint....

- Contact the Title VI Coordinator or the Title VI Representative for your division.
- You may also contact the Tennessee Human Rights Commission or the U.S. General Services Administration.




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## What Do I Do If...?

A customer approaches me who does not speak English...

- Contact Linguistica Services at **866-908-5744**. A Linguistica representative will provide you with translation assistance over the phone. When finished assisting the customer, please contact the Title VI Coordinator.





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## What Do I Do If...?

I have a question or a concern about Title VI...

- Contact the Title VI Coordinator

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## Contact Information

- Title VI Coordinator: Kay Morgan  
(615) 532-0361  
[Kay.Morgan@tn.gov](mailto:Kay.Morgan@tn.gov)
- TN Human Rights Commission:  
(615) 741-5825 or 1-800-251-3589  
<http://tn.gov/humanrights/>
- U.S. General Services Administration:  
Office of Civil Rights: (202) 501-0767  
[ocr@gsa.gov](mailto:ocr@gsa.gov)

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## Thank You!

Thank you for completing the Department of  
General Services' annual Title VI training  
Please close this window and click on Return to  
Activity Progress to complete this course



**APPENDIX I  
CONTRACTORS AND VENDORS LIST**

<b>Vendor Name</b>	<b>Vendor Go-DBE Certification</b>	<b>Contract Description</b>	<b>Begin Dt</b>	<b>Expire Dt</b>	<b>Max. Amt</b>	<b>Vendor Selection Method</b>
WEX BANK		Fuel Card	9/1/2021	8/31/2025	\$ 66,000,000.00	Cooperative Agreement
Veolia North America Inc		Wastewater Treatment Megasite	9/1/2023	8/31/2028	\$ 24,998,693.00	RFP
EYE IN THE SKY LLC	GODBE-SBE	Access Control	2/15/2024	2/14/2027	\$ 7,680,250.00	RFP
Anchor Tours Inc	GODBE-SBE	Shuttle Services	9/1/2021	8/31/2026	\$ 6,701,485.50	Competitive Negotiation
EYE IN THE SKY LLC	GODBE-SBE	Access Control	1/8/2019	1/7/2024	\$ 6,663,400.00	RFx (ITB)
Cenveo Worldwide Limited		32101-12899 Bulk Envelops	10/9/2023	10/8/2026	\$ 3,470,346.40	RFx (ITB)
DMT Solutions Global Corporation		Mailroom Equipment Maintenance	4/15/2019	4/14/2024	\$ 3,140,409.00	Other
E-BUILDER INC		Project Management System	4/15/2023	12/31/2027	\$ 2,715,666.00	Non-Competitive Negotiation
CLEARWATER SOLUTIONS LLC		Wastewater Treatment Megasite	9/27/2023	9/26/2024	\$ 2,500,000.00	Other
CONVERTERS ACQUISITION LLC		DGS: Inkjet Printer Paper	12/15/2020	6/13/2024	\$ 2,427,354.00	RFx (ITB)
Truckers Lighthouse Inc	GODBE-SBE	32101-11367 Install Law Enforc	3/1/2020	2/28/2025	\$ 2,387,000.00	RFx (ITB)
Allsource Enterprises LLC		32101 - Fire Apparatus Safe In	4/24/2023	12/31/2024	\$ 1,978,930.00	Cooperative Agreement
E-ONE INC		32101 - Fire Apparatus E One	4/24/2023	12/31/2024	\$ 1,978,930.00	Cooperative Agreement
DMT Solutions Global Corporation		Mailroom Equipment Maintenance	4/15/2024	4/14/2027	\$ 1,927,320.00	Other
Stell System		32101-11310	2/3/2020	8/24/2024	\$ 1,862,857.14	RFx (ITB)
ACCENT COMPLIANCE LLC		Photo Documentation Services	5/20/2022	5/19/2027	\$ 1,500,000.00	RFP
DNI CORP		Mail Insertion and Overflow Se	3/1/2019	2/29/2024	\$ 1,315,475.00	RFx (ITB)
KONE INC		SWC #182 Elevator Maintenance	4/1/2019	3/31/2024	\$ 1,300,000.00	RFx (ITB)
Applied Data Systems Inc		Archibus Licensing and Support	8/1/2022	7/31/2027	\$ 1,250,000.00	RFP
Farber Specialty Vehicles		Specialty Vehicles	3/10/2023	3/9/2025	\$ 1,133,604.00	Other
WILLIAMSBURG MAILING SERVICES		32101-12816 Presort Mail Srvcs	9/8/2023	9/7/2026	\$ 1,095,407.91	RFx (ITB)
CPR CHOICE LLC	GODBE-WBE	AED Maintenance - Dept. of Gen	5/3/2021	5/2/2024	\$ 1,000,000.00	Competitive Negotiation
Ricoh USA Inc		Inkjet Continuous Feed Printer	4/3/2023	4/2/2026	\$ 967,200.00	Other
Signature Graphics Inc		VAM Car Wraps Installations	5/3/2021	5/2/2025	\$ 932,901.00	RFx (ITB)
Business Systems & Consultants Inc	GODBE-SBE	Shelving and Installation	7/1/2021	6/30/2025	\$ 909,673.88	RFx (ITB)
Blues City Tours Inc	GODBE-MBE	Memphis Shuttle Service	2/3/2021	1/31/2026	\$ 874,000.00	Competitive Negotiation
DELOITTE CONSULTING LLP		Reservation Software Solution	3/15/2023	11/30/2027	\$ 837,913.14	RFP
KONICA MINOLTA BUSINESS SOLUTIONS USA IN		NASPO PA Copiers & Mngd Print	8/15/2023	8/14/2028	\$ 623,172.20	Cooperative Agreement
KONICA MINOLTA BUSINESS SOLUTIONS USA IN		32101-11911 High Speed Digital	12/8/2021	12/7/2025	\$ 614,992.80	RFx (ITB)
PITNEY BOWES PRESORT SERVICES INC		Presort Mail Services - DGS Po	8/1/2018	7/31/2023	\$ 610,000.97	RFx (ITB)
IMAGEN LLC		32101-12111 Artwork & Install	2/1/2022	1/31/2027	\$ 564,025.00	RFx (ITB)
XEROX CORPORATION		Xerox Nuvera Maintenance	2/1/2023	1/31/2026	\$ 500,000.00	Other

TENNESSEE TRACTOR LLC		ITB 32101-12987-John Deere 8R	1/3/2024	3/29/2024	\$ 426,700.00	RFx (ITB)
Signature Graphics Inc		VAM Vehicle Wrap Materials	5/3/2021	5/2/2025	\$ 328,825.00	RFx (ITB)
ColorID LLC		32101 Badging Supplies	4/1/2023	3/31/2026	\$ 328,410.00	RFx (ITB)
Southwest Tennessee Elect		Purchase of Power STEMC	6/13/2022	6/12/2025	\$ 299,880.00	Other
Riverbike of TN		ITB 32101-13056 2024 THP Motor	1/23/2024	4/23/2024	\$ 273,986.60	RFx (ITB)
DNI CORP		Mail Insertion and Overflow	8/1/2018	7/31/2023	\$ 261,985.00	RFx (ITB)
LobbyGuard Solutions LLC			6/1/2021	5/31/2025	\$ 235,000.00	Other
AskReply Inc	GODBE-SBE		11/1/2020	10/31/2025	\$ 228,476.00	Non-Competitive Negotiation
Mark Andy Inc		32101-11703 Printing Supply	1/11/2021	1/10/2024	\$ 190,963.15	RFx (ITB)
SPILLMAN VALUATION LLC		Appraisal Review	3/20/2024	3/19/2029	\$ 184,000.00	RFQ
Paint Pros II Llc		Vehicle Painting	2/15/2021	2/14/2026	\$ 183,400.00	RFx (ITB)
TALANTAGE LLC	GODBE-WBE	ITB 32101-12802 Temp Staffing	7/12/2023	7/11/2026	\$ 141,220.00	RFx (ITB)
CONSTRUCTION TECHNOLOGY LABORATORIES INC		Building Vibration Monitoring	10/11/2021	10/10/2024	\$ 137,500.00	Competitive Negotiation
DriverCheck Inc		VAM Bumper Sticker Call Center	12/1/2020	11/30/2024	\$ 112,500.00	RFx (ITB)
CoStar Realty Information Inc		Real Estate Subscription	3/1/2023	2/28/2025	\$ 102,204.00	Other
HS FINANCIAL GROUP LLC		RFP 31701-05046	12/15/2021	12/14/2026	\$ 100,000.00	RFP
FUJIFILM NORTH AMERICA CORPORATION		Fujifilm Metal Plates	10/1/2020	9/30/2025	\$ 30,000.00	Non-Competitive Negotiation
Smiths Detection Inc		DGS Mail Room X-Ray Maint.	9/4/2019	9/3/2024	\$ 20,885.10	RFx (ITB)
Amazon Capital Services Inc		Amazon Business Prime License	7/1/2019	6/30/2024	\$ 17,495.00	Non-Competitive Negotiation
GRAPHICS EQUIPMENT SUPPLY		32101-11777 Printing Supplies	5/3/2021	9/22/2024	\$ 16,780.50	RFx (ITB)
MIDDLE TENNESSEE LABS INC		DGS Drug and Alcohol Testing	3/20/2024	3/19/2026	\$ 16,640.00	RFx (ITB)
SANICO TENNESSEE LLC		Mat Rental & Cleaning Services	2/15/2024	2/14/2027	\$ 15,000.00	Other
THE DAVEY TREE EXPERT COMPANY		Exec Residence Tree Trimming	5/10/2024	5/9/2026	\$ 11,865.00	Other

**Vendor Selection Method Legend**

**RFx (ITB)** – Request for Individual Bid – a procurement method where a contract is awarded to one or more bidders.

**REP** – Request for Proposal – a written solicitation for written proposals to provide goods or services to the State.

**RFQ** – Request for Qualifications – a written solicitation containing a list of all qualifications that must be met before a vendor may propose in response to a Request for Proposals.

**Cooperative Agreement** – a written contract procured for the benefit of two or more government entities to make purchases of goods or services.

DONEE APPLICATION AND ASSURANCE FORMS



**Department of General Services**  
**Warehousing & Distribution (PUD)**  
**APPLICANT INFORMATION**

**I. LEGAL NAME AND MAILING ADDRESS OF APPLICANT ORGANIZATION**

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Mailing Address (P. O. Box #, Street, City, State, Zip Code) Name of Organization*

\_\_\_\_\_  
*Street Address/Location (if different from mailing address)*

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ County \_\_\_\_\_

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

**II. APPLICANT STATUS (CHECK ONE):**

*(If designated a Service Educational Activity (SEA) by the Department of Defense, sign Part III and Authorized Representatives, Page 2.)*

**Public Agency**  
 State  County  City  Public Education  Other (Specify) \_\_\_\_\_

**Non-profit, Tax Exempt Organization**

- A. Must attach narrative description of program or service offered, including a description of facilities operated
- B. Must attach copy of IRS determination letter of tax-exemption under Section 501 of Internal Revenue Code of 1954
- C. Must attach proof that organization is accredited, licensed or approved.
- D. Must provide sources of funding (tax supported, grant, etc.) and attach supporting documentation.

**Education**  
 College/University  Secondary School  Elementary School  Preschool  
 School for Handicapped  School for Retarded  Training Center  Sheltered Workshop  
 Radio/TV Station  Other (Specify) \_\_\_\_\_

**Health**  
 Hospital  Clinic  Nursing Home  Health Center  
 Other (Specify) \_\_\_\_\_

- Provider of Assistance to the Homeless
- Provider of Assistance to the Impoverished
- Program for Older Individuals
- Library
- Museum
- Volunteer Fire/Police Department
- Rescue Squad/Emergency Management Agency/Civil Defense (other than public agency)

**III. RACIAL AND NATIONAL ORIGIN DATA FOR SERVICE AREA (COMPLETE ALL APPLICABLE):**

*(Information may be obtained from the following website if not known: <http://quickfacts.census.gov/qfd/states/47/47307.html>.)*

White \_\_\_\_\_% Black \_\_\_\_\_% Asian \_\_\_\_\_%  
 Hispanic \_\_\_\_\_% American Indian/Alaskan Native \_\_\_\_\_% Other \_\_\_\_\_%

**IV.**

\_\_\_\_\_  
 Date Print Name/Title of Organization Official Signature of Organization Official

**FOR STATE AGENCY USER ONLY**

This applicant has been determined:  eligible  non-eligible  conditionally eligible  
 as:  public agency  non-profit education  non-profit health  
 other (Specify) \_\_\_\_\_

Donee ID # \_\_\_\_\_ Institution Code \_\_\_\_\_ 3040 Code \_\_\_\_\_ Eligibility Code \_\_\_\_\_

\_\_\_\_\_  
 Signature of State Agency Director/Assistant Director Date



Department of General Services  
Warehousing & Distribution (PUD)

**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 the 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:** \_\_\_\_\_



**Department of General Services**  
Warehousing & Distribution (PUD)

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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 \_\_\_\_\_ (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.

Agrees that it is the sole responsibility of the donee to ensure all donee employees receive annual Title VI training and that said training is documented, maintained, and made available upon request by the General Services Administration or State of Tennessee.

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



**Department of General Services**  
**Warehousing & Distribution (PUD)**

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**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 K**

**PROPOSAL STATEMENT OF CERTIFICATIONS AND ASSURANCES**

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**RFP ATTACHMENT 6.1.**

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**PROPOSAL STATEMENT OF CERTIFICATIONS AND ASSURANCES**

The Proposer must sign and complete the Proposal Statement of Certifications and Assurances below as required, and it must be included in the Technical Proposal (as required by RFP Attachment 6.2., Technical Proposal & Evaluation Guide, Section A, Item A.1.).

---

**The Proposer does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:**

1. The Proposer will comply with all of the provisions and requirements of the RFP.
2. The Proposer will provide all services as defined in the Scope of Services of the RFP Attachment 6.6., Design-Build Agreement for the total agreement period.
3. The Proposer accepts and agrees to all terms and conditions set out in the RFP Attachment 6.6., Design-Build Agreement.
4. The Proposer acknowledges and agrees that an agreement resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the agreement.
5. The Proposer will comply with:
  - (a) the laws of the State of Tennessee;
  - (b) Title VI of the federal Civil Rights Act of 1964;
  - (c) Title IX of the federal Education Amendments Act of 1972;
  - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
  - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
6. To the knowledge of the undersigned, the information detailed within the proposal submitted in response to the RFP is accurate.
7. The proposal submitted in response to the RFP was independently prepared, without collusion, under penalty of perjury.
8. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the RFP or any resulting agreement.
9. Both the Technical Proposal and the Cost Proposal submitted in response to the RFP shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any agreement pursuant to the RFP.

By signing this Proposal Statement of Certifications and Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any agreement awarded pursuant to it. If the signatory is not the Proposer (if an individual) or the Proposer's company *President or Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the proposing entity.

**DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE PROPOSING ENTITY**

SIGNATURE:

\_\_\_\_\_

PRINTED NAME & TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

PROPOSER LEGAL ENTITY NAME:

\_\_\_\_\_

PROPOSER FEDERAL EMPLOYER IDENTIFICATION NUMBER (or SSN):

\_\_\_\_\_

**APPENDIX L**  
**ACTIVE LSIT OF FEDERAL PROPERTY DONEES**

---

**Tennessee Department of General Services Surplus Division**  
**Active List of Federal Property Donees**  
**As of June 30, 2024**

<b>N</b>	<b>DONEE</b>
1	HARPETH RIDGE VOLUNTEER FIRE DEPARTMENT
2	HUMPHREYS COUNTY SOIL CONSERVATION
3	PLEASANT VIEW VOLUNTEER FIRE DEPARTMENT
4	UNICOI VOLUNTEER FIRE DEPARTMENT
5	GRAINGER COUNTY RESCUE SQUAD

The above listing reflects only the active donees that have received Federal Surplus Property for the FY 2023-2024, which totals 5. The majority of Federal Property received has a twelve to eighteen-month restriction period. After the restriction period is over, all Federal requirements placed upon the donees, as detailed in Appendix B, cease to be enforceable. This includes compliance with provisions of Title VI.



## Title VI Compliance Review Checklist

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

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

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

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

1. Are Title VI Posters prominently displayed within the facility?  Yes  No

**The required posters include:**

- LEP Interpretation Card/Language Identification Card
- GSA Non-discrimination Poster
- THRC Title VI Notice Poster
- THRC Title VI Brochure

If yes, where are the posters displayed? **\*\*\*Attach pictures of posters being displayed\*\*\***

If no, please explain:

2. Does the organization have an existing written policy 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 Title VI Policy\*\*\***

3. Outline the organization's Title VI **complaint** procedure or attach a copy of the procedures:

4. Are the records kept of Title VI complaints?  Yes  No

If yes, where are the Records kept?

If no, please explain planned corrective actions or request assistance in the field below.

5. State the name(s) and title(s) of person(s) who receives/reviews and makes reports of all complaints:

<u>Name</u>	<u>Title</u>

7. Is information on Title VI and other 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 (provide sample communication):

If no, please explain planned corrective actions or request assistance in the field below.

8. Has your organization conducted the required annual Title VI training for employees?  
 Yes    No

If yes, state the method used:

If no, please explain planned corrective actions or request assistance in the field below.

9. Does your organization have a policy for Limited English Proficiency (LEP)?  Yes  No

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

If no, please explain planned corrective actions or request assistance in the field below.

Contractor/Donee's Title VI Contact Signature

Date

**FOR INTERNAL DGS USE ONLY**

Contractor/Donee is in compliance?  Yes  No

DGS Reviewer's Signature

Date

Additional Notes or follow-up requirements:

**APPENDIX N**  
**EXAMPLE FOLLOW-UP LETTER**

---

August 16, 2023

Addressee Name  
Company Name  
First Address Line  
City, State Zip code

Dear [Name],

The [Click here to enter text.](#) previously received federal property through the Department of General Services Division of Vehicles and Asset Management. 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.

During my offsite review conducted on [Click here to enter a date.](#), no discrepancies were noted. Therefore, the [Click here to enter text.](#) is compliant with the provisions of Title VI of the Civil Rights Act of 1964.

If you have any questions, please contact me at [\[phone number\]](#).

Sincerely,

[Name]  
Title VI Representative

cc: Kay Morgan, Title VI Coordinator, Office of Internal Audit

**APPENDIX O**  
**ADVISORY COUNCIL ON STATE PROCUREMENT**

**CENTRAL PROCUREMENT OFFICE**  
**ADVISORY COUNCIL ON STATE PROCUREMENT APPOINTEES**  
**MICHAEL F. PERRY, CPO, CHAIRMAN**

<b>NAME</b>	<b>FROM</b>	<b>GENDER</b>	<b>RACE</b>	<b>APPOINTED BY</b>
<b>5 Voting Members:</b>				
Mike Perry	Central Procurement Office	Male	Caucasian	T.C.A. § 4-56-106(a)(2)
Chris Benson	STS	Male	Caucasian	DGS – Commissioner
Hannah Salita	General Services	Female	Caucasian	DGS – Commissioner
Eugene Neubert	Finance & Administration	Male	Caucasian	F&A – Commissioner
Jennifer Pfeiffer	Comptroller’s Office	Female	Caucasian	Comptroller Mumpower
<b>7 Non-voting Members:</b>				
Michael Connors		Male	Caucasian	Governor Lee
Sean Newman		Male	Caucasian	Governor Lee
Leslie Hafner		Female	Caucasian	Lt. Governor Randy McNally
Jim Burnett		Male	Caucasian	Lt. Governor Randy McNally
VACANT				Speaker of the House
VACANT				Speaker of the House
Ron Littlefield		Male	Caucasian	Fiscal Review Com. Chairman Sen. Dan Howell

**Percentage Representation on CPO Advisory Council on State Procurement**

<b>GENDER</b>	<b>NUMBER</b>	<b>PERCENTAGE</b>
Female	3	30%
Male	7	70%
<b>Total</b>	<b>10</b>	
<b>RACE</b>	<b>NUMBER</b>	<b>PERCENTAGE</b>
Caucasian	10	100%
<b>Total</b>	<b>10</b>	<b>100%</b>

# TITLE VI of the CIVIL RIGHTS ACT of 1964

**T**he Tennessee Department of General Services ensures compliance with Title VI of the Civil Rights Act of 1964 which states: No person in the United States shall, on grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Department of General Services receives federal surplus property through its Property Utilization Division (PUD). PUD provides redistribution of state and federal surplus property to state agencies, local governments, eligible non-profit health and educational organizations, and service educational activities.

## What does this mean to you?

It means that you should not be excluded from participation in any programs under the Department of General Services because of race, color, or national origin.

**Any person who believes he or she has been discriminated against should contact:**

**Tennessee Department of General Services  
Title VI Coordinator  
312 Rosa L. Parks Avenue, 24th Floor  
Nashville, Tennessee 37243-1102  
Or call (615) 741-1363 or Fax (615) 532-6257**

El Tennessee Departamento de Servicios Generales asegura el conformidad con el Título VI del Acto de Derechos Civiles de 1964 que dice: Ninguna persona en los Estados Unidos, por causa de raza, color ú nacionalidad, ser excluida de participar, ser negado los beneficios, ó ser sujeto a discriminación bajo cualquier programa ó actividad que reciba asistencia financiera federal.

El Departamento de Servicios Generales recibe bienes sobrantes federales a través de su Utilización División de Propiedad (PUD). PUD redistribuye los bienes sobrantes estatales y federales a las agencias estatales, gobiernos locales, salud elegibles no lucrativo y organizaciones educativas, y actividades de servicios educativas.

## ¿Qué significa esto para usted?

Significa que usted no debía ser excluido de la participación en cualquier programa bajo el Departamento de Servicios Generales por causa de raza, color ú nacionalidad.

**Cualquier persona que crea que ha sido discriminada puede contactar:**

**Tennessee Department of General Services  
Title VI Coordinator  
312 Rosa L. Parks Avenue, 24th Floor  
Nashville, Tennessee 37243-1102  
Or call (615) 741-1363 Fax (615) 532-6257**





# LANGUAGE IDENTIFICATION GUIDE

Do you speak English?	Point here and an interpreter will be assigned to you, at no cost.	English
¿Habla Español?	Señale aquí y se le asignará un intérprete sin costo.	Spanish
هل تتكلم العربية؟	أشر هنا والمترجم سيكون موجوداً مجاناً.	Arabic
ته کوردی دهئاخفی؟	ئیشارەت قیژی بکه ته رجومان بو ته حازر دکهین ، به خورای.	Kurdish (Behdini)
ئایا کوردی قسه دهکهیت؟	ئیشارەت لیڤه بکه موته رجیمت بوئاماده دهکهین ، به خوڤرای.	Kurdish (Sorani)
آیا شما فارسی صحبت می کنید؟	تروصبدم جترم کي، نینک دراشدا اجنیدا بهرگا رایگان در اختیار شما قرار میگیرد.	Farsi
Bạn nói tiếng Việt phải không?	Chỉ vào đây và sẽ có người thông dịch viên giúp đỡ Bạn, Bạn không phải trả gì hết.	Vietnamese
Maku hadashaa afka soomaaliga?	Halkaan farta ku-fiiq turjubaan lacag la-an ayaad heleysaa.	Somali
Da li govorite Bosanski?	Pokažite ovdje I prevodilac će vam biti obezbijedžen, besplatno.	Bosnian
Parlez-vous français?	Ici, un interpreteur sera assigné pour vous, sans avoir payé.	French
ທ່ານເວົ້າພາສາລາວແມ່ນບໍ່?	ກະຮຸນາບອກເຈົ້າໜ້າທີ່ຕາມນີ້ຈະມີນາຍພາສາມາແປໃຫ້ທ່ານໂດຍບໍ່ໄດ້ເສັງເງິນ.	Laotian
你會講中文嗎?	請點在這裡我們為你免費提供翻譯服務。	Chinese (Mandarin)
日本語を話せますか？	ここを指して下さい。 無料の通訳者を指定します。	Japanese
Je-una azungumza kiswahili?	Nyosha kidola hapa na utatafsiriwa bila kulipa chochote.	Kiswahili
Voce fala Português?	Aperte aqui e um intérprete lhe será fornecido sem custo algum.	Portuguese
क्या आप हिंदी बोल सकते हैं ?	इशारा यहाँ पर किजिये, भाषांतर करनेवाले विनामुल्य मिल जायेंगे।	Hindi
한국어를 하십니까?	이곳을 지적해주시면 통역자가 무료로 호출됩니다.	Korean
Вы говорите по-русски?	Укажите сюда, и совершенно бесплатно Вам будет предоставлен переводчик.	Russian
አማርኛ ይናገሩለን?	በጣታዎ ወደዚህ ያመልክቱ ያለምንም ክፍያ አስተርጓሚ ይመደብለዎታል!	Amharic
Eske ou pale kreyòl	Pwen isit la e yon entèprèt ap vin ede'w gratis.	Haitian Creole
Jin kueni Thuok nuera?	Wane eme deri thuok nuera jek ke kuic du a thil kok.	Nuer
તમે ગુજરાતી બોલી શકો છો?	અહીંયા ઇશારો કરો, ભાષાંતર કરનાર વિનામુલ્યે મળી જશે.	Gujarati
Türkçe biliyormusunuz?	Burayı gösterirseniz, ücretsiz tercuman size yardım edecektir.	Turkish
คุณพูดภาษาไทยหรือเปล่า?	กรุณาบอกให้ทราบด้วยถ้าคุณต้องการคนแปล	Thai
Afaan Oromoo nidubata	Harkake asiti baasi gargasa Afaan hikaa malaqa duwa argaata.	Oromo

Avaza Language Services Corp.  
5209 Linbar Dr. Suite 603  
Nashville, TN 37211  
www.avaza.co

tel: 615.534.3400  
fax: 615.810.8506  
800.482.8292