



TO: All County and City Officials or Agents and Grant Sub-Recipients

FROM: Jason Glass, Title VI Compliance Officer
Tennessee Military Department

DATE: July 1, 2025

SUBJECT: **FY26** Title VI Self-Survey

A handwritten signature in black ink that reads "Jason W. Glass".

Compliance under Title VI of the Civil Rights Act of 1964 must be met in order to receive federal financial assistance from this department.

Effective September 30, 2025, all Title VI Self Surveys on file will expire. All sub-recipients of federal funds administered by the Department of Military / Tennessee Emergency Management Agency must update their Title VI information on an annual basis by submitting a new Title VI Self-Survey Form. Only one survey is required annually per entity, regardless of multiple grants with TEMA/FEMA.

A fillable FY26 Title VI Self-Survey Form is attached for you to complete. **The FY26 version of the Self-Survey is the only version accepted.** In addition, this fillable form is available at: <https://www.tn.gov/tema/recover/public-assistance/public-assistance-resources.html> - Title VI Survey Fiscal year 2026, should you need another form in the future (FY26).

All Title VI surveys must be emailed back to TitleVISurvey.Military@tn.gov

Please ensure that your information is kept current. Updates to the information on file should be made by contacting either of the points of contact indicated below or submitting a new Self-Survey. Sub-recipients are also reminded that Title VI coordinators and staff must be trained annually regarding Title VI Compliance. If training cannot be accomplished within your agency, please call your Regional TEMA Office point of contact for scheduling.

The Program Monitoring Team from the Military Department will validate portions of your Self-Survey as part of our requirement to comply with the Central Procurement Office Policy Number 2013-007. The Team's focus for the Title VI portion will be based on most common findings during recent visits, i.e., *Title VI Compliance Statements not being posted in a public place, Staff not trained, and no Limited English Proficiency (LEP) plan.*

Thank you, in advance, for your time and assistance with this matter. Please feel free to contact Linda Crawford at linda.crawford@tn.gov, 615-313-0832 or jason.glass@tn.gov, 313-0928 for any assistance you may require.