

TO: All County and City Officials or Agents and Grant Subrecipients

FROM: Alex Pellom, Deputy Commissioner
Title VI Compliance Officer
Tennessee Emergency Management Authority

DATE: July 6, 2026

Subject: Annual Title VI Self Survey Requirement for FY 2027

Effective September 30, 2026, all Title VI Self Surveys currently on file will expire. All subrecipients receiving federal funds administered by the Tennessee Emergency Management Agency must update their Title VI information annually by submitting a new Title VI Self Survey Form. Only one survey is required per entity each year, regardless of the number of TEMA or FEMA grants received as Compliance with Title VI of the Civil Rights Act of 1964 is required for entities receiving federal financial assistance. Completed Title VI surveys must be emailed to TitleVI.TEMA@tn.gov.

A fillable FY 2027 Title VI Self Survey Form is attached for completion. Please note that only the FY 2027 version of the Self Survey will be accepted. Previous year form templates are not allowable. The form is also available on the TEMA website under Title VI Survey Fiscal Year 2027:

<https://www.tn.gov/tema/assistance/fema-assistance/fema-public-assistance/resources-and-training.html>

Please ensure that the information submitted and kept on file remains current. Should information change from your initial submission, updates may be transmitted to one of the points of contact listed below or by submitting a new Self Survey. Subrecipients are also reminded that Title VI coordinators and appropriate staff must receive annual training on Title VI compliance. If your agency is unable to complete this training internally, please contact TEMA for scheduling assistance.

TEMA's Program Monitoring Team will validate portions of the Self Survey as part of the agency's compliance responsibilities under Central Procurement Office Policy Number 2013-007. For Title VI compliance, the team will focus on common findings identified during recent monitoring visits, including Title VI compliance statements not being posted in a public location, staff not receiving required training, and the absence of a Limited English Proficiency (LEP) Plan.

Thank you for your attention to this requirement and for your continued cooperation. Please contact Carma Sharp at Carma.Sharp@tn.gov or 629-999-5495 with any questions or assistance needs.