

## Monitoring of Contractors/Consultants

**Name of Contractor:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**This should be completed annually while the contract is active and submitted to the sub-recipient's Title VI Coordinator for review.**

1. Are Title VI posters visible to staff? If yes, where?
2. Are all Physical Areas (i.e. restrooms, dining rooms, waiting rooms, etc.) provided without regard to race, color, or national origin?
3. How is Title VI information disseminated to new/current employees?
4. Describe how certified Disadvantaged Business Enterprises(DBEs), other small, minority and women-owned businesses are solicited to participate on contracts
5. What process has been established to track and monitor ethnicity and gender of any contractors awarded contracts/sub-contracts?
6. Provide documentation to show that contracts contain non-discrimination assurance language?
7. Provide complaint procedures and attach complaint log form.
8. Provide Limited English Proficiency Communications Plan (ie, how do you communicate with persons that speak a language other than English.)

**The below Title VI Assurance is to Be Submitted on Company Letterhead:**

**Contractor/Consultant Name** assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Tennessee Department of Transportation (TDOT).

**DECLARATION OF RESPONDENT:** I declare that I have completed this form to the best of my knowledge and believe it to be true and correct.

\_\_\_\_\_  
**Name of Authorized Official**

\_\_\_\_\_  
**Date**

## Contract Monitoring Form

### Ethnicity and Gender of Contractors and Sub-Contractors

Ethnicity		Gender	Gender	
			Male	Female
Black/African American				
American Indian and Alaskan Native				
Asian				
Caucasian				
Hispanic				
Native Hawaiian/ other Pacific Islander				
Other (please specify)				

Name of Company \_\_\_\_\_  
Owner's Name \_\_\_\_\_  
Type of Business \_\_\_\_\_