

CONTRACTS 1.0

Contract Title VI Compliance -- 1.21

Date Issued: December 31, 1998

Date Last Revised: March 23, 2011

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All federally funded contracts of the Bureau of Health Services will assure compliance with Title VI of the Civil Rights Act of 1964.

APPLICABILITY

This policy applies to all federally funded contracts.

PURPOSE

Insure that all agencies and programs receiving federal funds have in place the necessary assurance and procedures to insure non-discrimination in the performance of contracted services.

PROCEDURE

On an annual basis, the Fiscal Services Section of the Bureau of Health Services (FSS) will require each contracting agency that receives federal funds to complete the **Fiscal and Administrative Contract Monitoring Questionnaire, PH-3499**, which includes a section entitled "Title VI Compliance." FSS will review the forms for completeness and will enter them in the agency's file. FSS is not responsible for performing a Title VI review of programs that are subunits of government entities.

NECESSARY FORMS

Fiscal and Administrative Contract Monitoring Questionnaire, PH-3499

REFERENCE DOCUMENTS

Title VI of the Civil Rights Act of 1964

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305