

**ST CLAIR COUNTY, ILLINOIS  
THIRD PARTY CONTRACTOR TITLE VI QUESTIONNAIRE PRE-  
CONTRACTING STAGE QUESTIONNAIRE**

*As a recipient/sub-recipient of Federal grant funding St Clair County is required to ensure that all of its sub-contractors on each of its projects are in compliance with Title VI and the rules, regulations, and executive orders that govern Title VI on federally funded projects. In order to ensure that the third party contractors engaged on St Clair County's projects are in compliance, your organization must complete the following questionnaire in its entirety. If you have any questions regarding this questionnaire please contact St Clair County's Title VI Coordinator at the address or phone number provided below. Please submit your completed questionnaire and all additional materials to the Title VI Coordinator.*

*Linda Franks  
Title VI Coordinator  
10 Public Square  
Belleville, IL 62223  
Phone: 618-825-3266 (if no answer 618-277-6790)  
Fax: 618-236-1190  
Email: titlevi@co.st-clair.il.us*

Date of Report	Name of Organization	Project Name

*Please answer the following questions completely. If the question asks you to provide additional information please include it in the space provided or attach additional sheets. If additional sheets are used, then please indicate the question number you are answering by typing or writing the appropriate question number and/or part in the upper left-hand corner. Attach all requested additional materials to this questionnaire.*

**TITLE VI PLAN & COMPLAINT PROCEDURE**

1. In the past three (3) years has your organization had a Title VI complaint filed against it?  Yes  No

A. If Yes, in the space provided below, please describe for EACH complaint: the date, the nature of the complaint, who was involved, what action was taken, and the outcome.

**ST CLAIR COUNTY  
THIRD PARTY CONTRACTOR TITLE VI QUESTIONNAIRE PRE-CONTRACTING  
STAGE QUESTIONNAIRE**

**NON-DISCRIMINATION POLICY & STATEMENT**

2. Does your organization have a nondiscrimination policy that is incorporated into a Statement of Nondiscrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If Yes, did you provide a copy of this policy/statement to St Clair County? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. If your organization does not have its own nondiscrimination policy/Statement of Nondiscrimination, it is required to follow St Clair County's policy and use its Statement of Nondiscrimination. Do you have a copy of the county's nondiscrimination policy/statement of nondiscrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If No, do you know who to contact to obtain a copy or where you can find a copy of St Clair County's nondiscrimination policy/statement of nondiscrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>CIVIL RIGHTS AND/OR TITLE VI COORDINATOR</b>		
4. Does your organization have a person employed for it that is responsible for handling civil rights issues and/or a Title VI coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If Yes, please provide the name, title, and contact information for that employee.		
Name	Title	Address
Phone Number	Fax Number	Email Address
<b>SUBCONTRACTING, LEASING, PURCHASING</b>		
5. Does your organization have a federally compliant, competitive procurement process? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If Yes, have you provided the county a copy of your organization's written procurement procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. If your organization does not have its own federally compliant, competitive procurement process, it is required to follow St Clair County's procurement procedures. Do you have a copy of the county's procurement procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If No, do you know who to contact to obtain a copy or where you can find a copy of St Clair County's procurement procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Does your organization plan to enter into subcontracts on this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
A. If Yes, have you provided St Clair County with a copy of your proposed competitive procurement documents? <input type="checkbox"/> Yes <input type="checkbox"/> No		
B. If Yes, to #7, have you provided the county with a copy of your proposed subcontract(s) for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>		
<i>By signing below, I certify that I am authorized to sign this report and that the information contained in this report is accurate and complete.</i>		
Signature	Date	
Printed Name	Title	