



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**

P.O. Box 40
Sells, Arizona 85634
Tucson Line (520) 547-8160 · Direct Line (520) 383-3304
Fax (520) 383-2781 · Email: tero@toua.net



CHECKLIST FOR COMPLIANCE AGREEMENT PLAN SUBMISSION

Quick reference – Please read before transmitting your Compliance Agreement Plan to TERO

1. All line items per Compliance Agreement Plan are answered.
2. All supporting documents per Compliance Agreement Plan are attached upon submittal.
 - a. Copy of Signed Contract/Agreement/Purchase Order/Lease/etc. (line item #22)
 - b. Organizational Chart for the Project/Organization (line item #23)
 - c. Copy of Wage Scale to be use – Nation's Prevailing Wages/Davis Bacon (line item #24)
 - d. Construction Schedule/Business Plan (line item #25)
 - e. If Union Affiliated, Sign TERO Union Agreement (line item #26)
 - f. Legible copies of identification/Driver License/Tribal identification/Certificate of Indian Blood for each Key Personnel. (line item #27)
 - g. Copy of Company Personnel Manual and Company Hiring Application (line item #29)
 - h. Attached Job Description for hiring of skilled labor(s) (Non Key Positions) (line item #40)
 - i. Ensure that Compliance Agreement Plan is signed and dated by authorized representative.
3. TERO Fee is paid to Treasurer's Office, if applicable.
4. Copy of the Transaction Privilege Tax (TPT) License when received.
5. **Initial Submission to tero@toua.net.**

TERO holds Contractors meeting EVERY TUESDAY at 9:00am in Sells, Arizona and 10:00am at Desert Diamond Casino West Valley Glendale, Arizona.