



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

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**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 used – 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 #42)**
  - i. Ensure that Compliance Agreement Plan is signed and dated by authorized company 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](mailto:tero@toua.net).**

TERO holds Virtual Contractors meeting **EVERY TUESDAY** at 9:00 a.m. to schedule please contact our office at the above number or email [tero@toua.net](mailto:tero@toua.net).