



## State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

CHRIS CHRISTIE  
*Governor*

JAMIE FOX  
*Commissioner*

KIM GUADAGNO  
*Lt. Governor*

### MEMORANDUM

**TO:** Sub-Recipients of Federal Financial Assistance  
**FROM:** Jamie Fox, Commissioner  
**SUBJECT:** Title VI Nondiscrimination Notice to Sub-recipients of Federal Financial Assistance

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The New Jersey Department of Transportation's (NJDOT) policy is to abide by Title VI of the Civil Rights Act of 1964, as amended, Executive Order 12898 for Environmental Justice, Executive Order 13166 for Limited English Proficiency and 23 U.S.C. Section 324, all together which require that no person in the United States shall, on the grounds of race, color, sex, age, national origin, low income or disability, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity which is administered by the Department, regardless of funding source (i.e. State, Federal Highway Administration, Federal Transit Administration or Federal Aviation Administration).

NJDOT hereby notifies all sub-recipients, including but not limited to, consultants, contractors and subcontractors receiving federal financial assistance through NJDOT from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) or Federal Aviation Administration (FAA) that sub-recipients must comply with NJDOT's Title VI Program requirements that prohibit discrimination on the basis of race, color, gender, national origin, income or disability.

Sub-recipients shall not discriminate in their employment practices in connection with any projects, programs or activities funded by FHWA, FTA or FAA, and such behavior could violate Title VI.

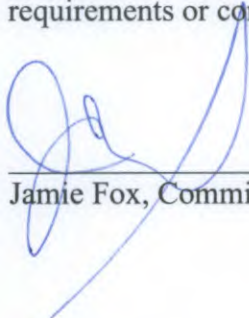
Sub recipients shall notify potential subcontractors or suppliers of the Title VI obligations under the contract for all solicitations by competitive bidding or negotiation for contract work, including the procurement of materials or leases of equipment.

Sub-recipients shall not discriminate on the grounds of race, color, national origin, income or disability in the their selection and retention of first tier subcontractors, and first tier subcontractors shall not discriminate in their selection and retention of second-tier subcontractors, including those who supply materials, and lease equipment.

Sub-recipients shall include Title VI contract provisions in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Title VI regulations.

In the event of a sub-recipient's non-compliance with nondiscrimination provisions of the contract, NJDOT shall impose such contract sanctions as it, FHWA and/or FTA or FAA may determine to be appropriate, including but not limited to withholding of payments to the sub-recipient under the contract until the contractor complies, and/or; cancellation, termination, or suspension under the contract, in whole or in part.

Any person, sub-recipient, or contractor who believes that they have seen subjected to an unlawful discriminatory practice under Title VI and/or another nondiscrimination provision has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person with NJDOT's Division of Civil Rights and Affirmative Action, Title VI Coordinator, 1035 Parkway Avenue, Trenton, NJ 08618, or by phone through the Division of Civil Rights and Affirmative Action at (609) 530-3009, or via e-mail to [TitleVI@dot.nj.gov](mailto:TitleVI@dot.nj.gov). The Title VI Coordinator may be reached to obtain additional information, including copies of essential documents about Title VI requirements or complaint processes.



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Jamie Fox, Commissioner

12/18/14

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Date