***Notice to a Contractor or Sub-recipient.*** The team can use this template to provide notice to a contractor, sub-recipient, or even the recipient/subject once a complaint has been accepted for investigation and resolution.

***Notice to Contractor or Sub-recipient Template.***

Case ID

Dear [name of recipient],

A complaint of discrimination, dated [insert date], has been filed with [insert responsible bureau/office] against the [name of the recipient]. The complaint was received by [responsible bureau/office] on [date received].

The allegation raised by the complainant is covered under [insert regulation, e.g. Title II of the Americans with Disabilities Act (Title II)]. The [responsible bureau/office] investigation will focus on the following allegation(s):

[insert summary of complaint allegation].

In accordance with [insert appropriate civil rights administrative rule], the [insert responsible bureau/office] is required to investigate complaints of discrimination to determine whether the [recipient name with relationship, e.g. recipient X, as a sub-recipient of Bureau X] has failed to comply with [enter appropriate civil rights title, i.e. Title II] requirements.

[Names of Investigation Team or person you want to serve as point of contact] has been assigned to investigate the complaint. As part of the investigative process, we may need to conduct interviews with you or need you to provide documentation [If you know some of the documentation you need, you can also include a request they provide the documents outlined below or in the enclosed request for information, etc. If so, include a deadline]. You will be contacted at a later date to make arrangements as necessary. [May need to include a clause regarding confidentiality and policies regarding freedom and access to information]

If you have any questions regarding this matter, you may contact [Name of point of contact] at [email, phone, or both].

Sincerely,

[Meaningful Access Statement – short or long version - with appropriate contact]