*Template instructions:*

*As local government entities and recipients of federal financial assistance, counties must ensure that all programs, services and activities meet the requirements of applicable federal and state laws, rules and regulations. As required by 10 CCR 2505-5 1.020.6 and 1.020.7 and* [*HCPF OM 23-003*](https://hcpf.colorado.gov/sites/hcpf/files/HCPF%20OM%2023-003%20County%20Civil%20Rights%20Plan.pdf)*, counties are responsible for notifying the complainant of the investigation results in writing. HCPF is providing this sample template for counties to adapt to meet the requirements per HCPF OM 23-003.*

*This template provides an example to notify complainants as required by HCPF OM 23-003, however it is not required to be used. If a County chooses to alter this template, it must be approved by HCPF prior to use; county created member communications must be submitted to the* [*County Relations Webform here*](https://hcpfccc.my.salesforce-sites.com/HCPFCountyRelations)*. To use this template, please update agency specific information in the areas that are* ***[Bold and in Brackets]*** *and remove these top two italicized paragraphs. This notice should be on the county’s letterhead prior to issuance.*

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**[Date]**

**[Complainant Name]**

**[Complainant Mailing Address]**

Dear **[Complainant Name]**,

I am writing to share the results of the civil rights discrimination investigation our team completed. Thank you for sharing your perspective and information with us about **[provide a description of the complaint received].**

We reviewed the information provided, interviewed the individuals involved in the incident and reviewed information from your case file. We also reviewed **[applicable law such Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act, etc.]**

Based on this review, we decided the complaint was **[founded, meaning civil rights were violated or unfounded, meaning there was no violation of civil rights]**.

You can appeal if you disagree with our decision. To appeal the decision, you need to **[insert county appeal process]**.

If you have any questions, please contact **[Civil Rights Contact Person]** at **[Civil Rights Contact Person phone number and email address]**.

Respectfully,

**[Civil Rights Contact Person Name]**

**[Civil Rights Contact Person Title]**

**[Civil Rights Contact Person Phone Number]**

**[Civil Right Contact Person email]**