UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

EXTERNAL CIVIL RIGHTS COMPLIANCE OFFICE

OFFICE OF GENERAL COUNSEL

September 27, 2019

Return Receipt Requested
Certified Mail #: 7015 3010 0001 1267 1678

In Reply Refer to:
EPA Complaint No: 05R-19-R3

Jacqueline C. Shadle
Jefferson County Clerk
The Office of the County Clerk of Jefferson County
Post Office Box 208
Charles Town, WV 25414

Re: Acknowledgement of Receipt of Administrative Complaint

Dear Ms. Shadle:

This letter is to notify you that the U.S. Environmental Protection Agency (EPA), External Civil Rights Compliance Office (ECRCO), received a complaint against the Office of the County Clerk of Jefferson County on September 24, 2019.

ECRCO is responsible for processing and resolving complaints alleging discrimination by programs or activities that receive financial assistance from the EPA. ECRCO will review the complaint in light of EPA's nondiscrimination regulation to determine whether it is a complaint that falls within ECRCO's jurisdiction. Once this jurisdictional review is completed, ECRCO will notify you as to whether it will accept the complaint for investigation or reject or refer the complaint to another Federal agency.

In the interim, if you have any questions about the status of this correspondence, please contact me by telephone at (202) 564-4174, or by email at Rhines.Dale@epa.gov.

Sincerely,

Dale Rhines
Deputy Director
External Civil Rights Compliance Office
Office of General Counsel

cc: Angelia Talbert-Duarte
Deputy Associate General Counsel
Civil Rights & Finance Law Office

Cecil Rodrigues
Acting Regional Counsel
Deputy Civil Rights Official
EPA Region 3