

CITY OF ALEXANDRIA

Alexandria City Hall  
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Date: \_\_\_\_\_

Memo To: Employees of the City of Alexandria

Memo From: Rachel Martin, Executive Assistant of the Mayor, Title VI Coordinator

RE: Verification of Receipt of Annual Training Materials

I, the Employee, does hereby acknowledge that I have received and reviewed the following Title VI Training Materials (Available on City's website: <https://in.gov/cities/alexandria>):

- Current Copy of the Alexandria Title VI Plan
- INDOT Brochure – Accessibility and Title VI Compliance Checklists

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Printed Name of Employee

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Signature of Employee

