

STANDISH TOWNSHIP GRIEVANCE PROCEDURE

Civil Rights Complaints Under 40 CFR Parts 5 and 7

1. Purpose

This grievance procedure establishes the process for receiving, investigating, and resolving complaints alleging discrimination or noncompliance with 40 CFR Parts 5 and 7, applicable to programs or activities receiving U.S. Environmental Protection Agency (EPA) financial assistance.

2. Scope

This procedure applies to all programs, services, and activities administered by the recipient that receive EPA financial assistance, including actions taken by employees, officials, contractors, subrecipients, or agents.

3. Prohibition of Discrimination

In accordance with 40 CFR Part 7, discrimination is prohibited on the basis of race, color, national origin, sex, age, or disability. No person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any EPA-funded program or activity.

4. Right to File a Grievance

Any person who believes they have been subjected to discrimination or retaliation in violation of 40 CFR Parts 5 or 7 may file a grievance. Use of this local grievance procedure is voluntary and does not preclude a complainant from filing directly with the U.S. Environmental Protection Agency, Office of Civil Rights (OCR).

5. Filing a Grievance

Grievances must be submitted in writing and should include the complainant's name and contact information, a description of the alleged discriminatory act or noncompliance, the date(s), location(s), and program or activity involved, and the names of individuals involved, if known.

Grievances should be submitted to:

Civil Rights / Title VI Coordinator

Standish Township Dustin Cardinal

P.O. Box 472 Standish MI 48658

email StandishTwpTrustee1@gmail.com

phone number 989-942-6266

6. Timeframe

Grievances should be filed within 180 days of the alleged discriminatory act, unless a longer period is permitted by EPA.

7. Acknowledgment and Review

Upon receipt of a grievance, the recipient will acknowledge receipt in writing, review the grievance for jurisdiction under 40 CFR Parts 5 and 7, and determine whether the grievance warrants investigation.

8. Investigation

If accepted, an impartial investigation will be conducted. Relevant documents, records, and interviews may be reviewed. Findings and any corrective actions will be documented.

9. Resolution

The complainant will be notified in writing of the outcome of the investigation and any corrective or remedial actions taken, if applicable.

10. Retaliation Prohibited

Retaliation against any individual for filing a grievance or participating in an investigation is strictly prohibited under 40 CFR Part 7.

11. Filing with EPA

A grievance may be filed at any time directly with:

U.S. Environmental Protection Agency
Office of Civil Rights (Mail Code 1201A)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Email: ocr@epa.gov

12. Recordkeeping

Records related to grievances, investigations, and resolutions will be maintained for a minimum of three (3) years after grant closeout, or longer if required by EPA or applicable law.

13. Public Availability

This grievance procedure will be made available to the public through posting on the organization's website and at public offices and will be provided in alternative formats upon request.