



## Grievance Procedure

March 2023

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and the Federal Non-Discrimination Laws: Collectively, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 13 of Federal Water Pollution Control Act of 1972, and Title IX of the Education Amendments of 1972; and Environmental Protection Agency's (EPA) non-discrimination regulations. The purpose of the Grievance Procedure is to promptly and fairly resolve a conflict or dispute when an individual believes that Georgia Environmental Finance Authority (GEFA) is not in compliance with its requirements under the ADA and implementing regulation at 28 C.F.R. 35.107 and Federal Non-Discrimination Laws - Collectively, and EPA's non-discrimination regulations and implementing regulations at 40 C.F.R. Parts 5 and 7.

This Grievance Procedure is **informal**. No individual is required to utilize this procedure and may directly file a formal complaint with the respective enforcement agency as permitted under law.

For individuals that wish to file a complaint under this Grievance Procedure, complete the complaint form and return it to:

Human Resources  
Agency Grievance Coordinator  
Georgia Environmental Finance Authority  
47 Trinity Ave SW  
Fifth Floor  
Atlanta, GA 30334  
[hrsupport@gefa.ga.gov](mailto:hrsupport@gefa.ga.gov)

Alternative means of filing complaints, such as personal interviews or an audio recording of the complaint will be made available for all individuals with or without disabilities upon request. GEFA will schedule a meeting (in person or by telephone) within three working days after receipt of the completed complaint form. The purpose of the meeting will be to fairly resolve the complaint.

If a satisfactory resolution to the complaint is reached at the meeting, a letter will be forwarded to you that states: (a) the description of the complaint and (b) how the complaint was resolved.

If GEFA is unable to resolve the complaint, you will be notified in writing why the complaint was unable to be resolved. Such notification shall include (a) a description of the complaint, (b) a statement concerning the issues which could not be resolved, and (c) the steps necessary to file a formal complaint with the appropriate enforcement agency.

## Grievance Procedure Complaint Form

<b>Name:</b>			
<b>Address:</b>			
<b>Mobile Telephone:</b>		<b>Work Telephone:</b>	
<b>Email Address:</b>			
<b>Is this issue related to (check as many as apply):</b>			
<input type="checkbox"/> Race/ethnic <input type="checkbox"/> Color <input type="checkbox"/> Sex <input type="checkbox"/> National Origin <input type="checkbox"/> Veteran Status <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Genetic Information <input type="checkbox"/> Harassment <input type="checkbox"/> Retaliation for having filed or participated in a previous complaint of unlawful discrimination			
<b>When did the act(s) that you believe were discriminatory occur? Provide date(s) Note: Must be within 30 days of filing:</b>			
<b>Please describe the act(s) that you believe were discriminatory. Please be specific. Use additional sheets if necessary.</b>			
<b>Relief requested: Indicate the action(s) that would resolve your complaint.</b>			

My signature indicates that the information contained on this form and attachments to this form is true and factual to the best of my knowledge.

\_\_\_\_\_  
Signature (can be electronic)

\_\_\_\_\_  
Date

**FOR INTERNAL OFFICE USE ONLY**

**Received on:** \_\_\_\_\_

**Received by:** \_\_\_\_\_