

## **NACAA Non-Discrimination Grievance Procedure**

Any person that believes that they have been discriminated against on the basis of race, color, national origin, sex, age or disability, or knows of someone who may have been, with respect to a NACAA program or activity, may file a grievance under this procedure. It is against the law for the National Association of Clean Air Agencies to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

### **Procedure:**

- Grievances must be submitted to the Non-discrimination Coordinator (or a member of NACAA's Executive Committee if the complainant prefers) within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Non-discrimination Coordinator (or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Non-discrimination Coordinator will maintain the files and records of NACAA relating to such grievances. To the extent possible, and in accordance with applicable law, the Non-discrimination Coordinator will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- The Non-discrimination Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 60 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- If the Non-discrimination Coordinator

### **How to File a Complaint with the Non-discrimination Coordinator:**

You may mail or e-mail your complaint to:

Stephanie Steigman  
Operations Manager  
National Association of Clean Air Agencies  
1530 Wilson Blvd., Suite 320  
Arlington, VA 22209  
[4cleanair@4cleanair.org](mailto:4cleanair@4cleanair.org)

For those without current email accounts, Internet access may be freely available from your local public library, and free email accounts are available from several large providers.