



## Policy on Nondiscrimination in Programs Receiving Federal Assistance



HRIA program or activity or to investigate a complaint alleging discrimination in a HRIA program or activity;

When preparing compliance information, HRIA shall use the racial classifications set forth in 40 CFR, Section 7.25, in determining categories of race, color, or national origin;

HRIA shall keep records of the compliance information identified in paragraphs (1)(a) and (1)(b), above, for at least three years after completing a project for which HRIA was a recipient of U.S. EPA assistance. When any complaint or other action for alleged failure by HRIA to comply with 40 CFR, Part 7, is brought before the three-



Step	Who	Does What
1	Complainant	<p data-bbox="496 247 1365 384">Submittal of Complaint: In order to have a complaint submittal considered for investigation under this procedure, the complainant shall file the complaint no later than 180 calendar days after the date(s) of the alleged act(s) of discrimination.</p> <p data-bbox="496 426 1377 527">The complaint shall be in writing and signed by the complainant or the complainant's representative and shall include contact information for the complainant or their representative.</p> <p data-bbox="496 569 1377 852">The complaint shall specify with as much detail as possible: The actions or inactions by HRiA that support an alleged violation of 40 CFR, Part 7; The alleged discrimination that did or will result from such actions or inactions; The identity of the person(s) harmed or potentially harmed by the alleged discrimination; and The section of 40 CFR, Part 7, that HRiA allegedly violated.</p> <p data-bbox="496 894 1398 991">HRiA may request additional information from the complainant if needed to assist with meeting the complaint requirements listed above. Appropriate assistance shall be</p>



Step	Who	Does What
2	NCC	<p data-bbox="461 317 1409 457">Logging of Complaint Submittals: All complaint submittals are to be logged. The NCC shall retain a copy of all documents on file in accordance with the records retention schedule. The NCC shall also notify the relevant program manager(s).</p> <p data-bbox="461 489 1409 562">The following are examples of what will not be logged as a complaint submittal:</p> <ul data-bbox="565 562 1409 882" style="list-style-type: none"><li data-bbox="565 562 1409 598">Anonymous submittals;</li><li data-bbox="565 598 1409 667">Submittals too vague to reasonably determine the allegations of discriminatory conduct;</li><li data-bbox="565 667 1409 737">Submittals not sufficiently identifying the person(s) harmed or potentially harmed by the alleged discrimination;</li><li data-bbox="565 737 1409 772">Inquiries seeking advice or information;</li><li data-bbox="565 772 1409 808">Courtesy copies of court pleadings;</li><li data-bbox="565 808 1409 882">Courtesy copies of complaints addressed to other local, state, or federal agencies;</li></ul>



**Health Resources in Action**  
*Advancing Public Health and Medical Research*

Step	Who	Does What
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