



Creating Sustainable Communities

NONDISCRIMINATION POLICY & CIVIL RIGHTS GRIEVANCE PROCEDURE

Updated July 3, 2024

NONDISCRIMINATION POLICY

Solar and Energy Loan Fund of St. Lucie County, Inc. (“SELF”) does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities receiving EPA assistance, as required by 40 C.F.R. Parts 5 (Nondiscrimination on the Basis of Sex in Educational Programs or Activities Receiving Federal Financial Assistance) and 7 (Nondiscrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency).

PURPOSE

SELF is responsible for coordination and compliance efforts and the receipt of inquiries concerning the non-discrimination requirements of 40 C.F.R. Parts 5 and 7. As such, this Nondiscrimination Policy & Civil Rights Grievance Procedure (“Policy & Procedure”) is established pursuant to 40 C.F.R. Parts 5 and 7. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability in the provision of activities and programs by SELF.

PROCESS

The complaint should be in writing and contain information about the alleged discrimination. Grievants should include as many details as possible so that SELF can thoroughly investigate, like names, addresses, telephone numbers, witnesses, date/time/location of any alleged incidents, and a description of the issue being reported. If a complaint lacks sufficient detail to investigate, SELF will attempt to contact the grievant for clarity and any supporting documentation, if any. While SELF does allow anonymous complaints, grievants are advised that SELF’s ability to thoroughly investigate complaints may be hindered if complaints are filed anonymously.

If a grievant has a disability and requires a reasonable accommodation to file a complaint, SELF will arrange for such reasonable accommodation (e.g., recording an interview, providing any materials to file a complaint in an accessible format).

The complaint should be submitted by the grievant and/or his/her/their designee as soon as possible, but no later than 60 calendar days after the alleged violation to SELF’s civil rights coordinator:

Bob Gilarski, Finance Manager
Solar and Energy Loan Fund of St. Lucie County, Inc.



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2400 Rhode Island Avenue, Fort Pierce, FL 34950
(772) 468-1818
BobG@solarenergyloanfund.org

Note that if the complaint is about Bob Gilarski, the Finance Manager, the complaint should be submitted directly to Duanne Andrade, the Executive Director, either at the address listed above or via email to duannea@solarenergyloanfund.org.

Within 15 calendar days after receipt of the complaint, the Finance Manager or their designee will meet with the grievant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, SELF will respond in writing, and where appropriate, in format accessible to the grievant.

If the grievant feels that the response by SELF does not satisfactorily resolve the issue, the grievant and/or his/her/their designee may appeal the decision within 15 calendar days after transmittal of the response to SELF's Executive Director, Duanne Andrade, either at the address listed above or via email to duanne@solarenergyloanfund.org.

Within 30 calendar days after receipt of the appeal, the Executive Director or his/her/their designee will review the complaint and appeal. Within 15 calendar days after such review, SELF will respond in writing, and, where appropriate, in a format accessible to the grievant. The appeal is final.

All written complaints, appeals, and SELF's responses will be retained by SELF for three years.

POSTING AND NOTIFICATION

This Policy & Procedure shall be posted on SELF's website and at SELF's facilities. Should an individual with impaired vision or hearing require an accommodation to access this Policy & Procedure, they should contact SELF in writing or via telephone at info@solarenergyloanfund.org or (772) 468-1818.

QUESTIONS

If you have any questions about this Policy & Procedure, you may contact SELF at info@solarenergyloanfund.org or (772) 468-1818.