

C3 OF NORTHWEST ALABAMA, INC.

(dba Northwest Alabama Economic Development Alliance)

NOTICE OF NONDISCRIMINATION AND NONDISCRIMINATION GRIEVANCE PROCEDURE

Adopted pursuant to 40 C.F.R. Parts 5 and 7

Adopted by the Executive Committee, on behalf of the Board of Directors, on July 31, 2026

I. Notice of Nondiscrimination

C3 of Northwest Alabama, Inc. ("C3") does not discriminate on the basis of race, color, national origin (including limited English proficiency), sex, age, or disability in the administration of any of its programs, services, or activities, including those funded in whole or in part by the U.S. Environmental Protection Agency (EPA). C3 complies with Title VI of the Civil Rights Act of 1964; Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and EPA's implementing regulations at 40 C.F.R. Parts 5 and 7.

Upon request and at no cost, C3 will provide reasonable accommodations for persons with disabilities and meaningful access (including language assistance) for persons with limited English proficiency in connection with any program, service, activity, public meeting, or this grievance process.

II. Designated Nondiscrimination Coordinator

C3 has designated the following employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7 and to receive inquiries and complaints:

Jamie Christian, Nondiscrimination Coordinator (Marketing & Membership Director)

C3 of Northwest Alabama, Inc., 4020 Hwy 43, Guin, AL 35563

Telephone: 205-468-3213 | Email: jchristian@northwestalabamaeda.org | Fax: None

III. Who May File a Grievance

Any person — including any beneficiary, participant, applicant for services, member of the public, or employee — who believes they have been subjected to discrimination by C3 on the basis of race, color, national origin, sex, age, or disability may file a grievance under this procedure. This procedure is available to persons other than employees and is not limited to employment complaints.

IV. How and When to File

A grievance should be filed in writing and should include: the complainant's name and contact information; a description of the alleged discriminatory act(s); the date(s) of the act(s); the basis of the alleged discrimination (race, color, national origin, sex, age, or disability); and the remedy sought. Grievances should be filed with the Nondiscrimination Coordinator (contact information above) within one hundred eighty (180) calendar days of the alleged discrimination. The Coordinator will assist any person who needs help putting a complaint in writing, and complaints may be submitted in an alternative format or with language assistance upon request.

V. Investigation and Resolution

1. **Acknowledgment.** The Coordinator will acknowledge receipt of the grievance in writing within ten (10) business days.
2. **Investigation.** The Coordinator (or, where the Coordinator is involved in the matter, a neutral person designated by the Board) will conduct a prompt and thorough investigation, which may include interviewing the complainant and other persons and reviewing relevant records. The complainant will be given the opportunity to present evidence and identify witnesses.
3. **Written decision.** C3 will issue a written decision to the complainant within thirty (30) calendar days of receipt of the grievance. If additional time is needed, C3 will notify the complainant in writing of the reason for the delay and the expected decision date. The decision will state the findings and any corrective action.

VI. Appeal to the Board of Directors

A complainant who is dissatisfied with the decision may appeal in writing to the Chairman of the C3 Board of Directors, at the address above, within fifteen (15) calendar days of the date of the decision. The Board (or a committee designated by the Board) will review the appeal and issue a final written decision within thirty (30) calendar days. The C3 Board of Directors is the final internal authority for the resolution of grievances under this procedure.

VII. Right to File a Complaint with EPA

Filing a grievance with C3 is not a prerequisite to, and does not extend the deadline for, filing a discrimination complaint with the U.S. EPA. Any person may file a complaint directly with the U.S. Environmental Protection Agency, Office of External Civil Rights Compliance (OECRC), 1200 Pennsylvania Avenue, N.W. (Mail Code 2310A), Washington, DC 20460; email Title_VI_Complaints@epa.gov. A complaint must generally be filed within 180 calendar days of the alleged discriminatory act.

VIII. Nonretaliation

C3 prohibits intimidation, threats, coercion, or retaliation against any person for filing a grievance, participating in an investigation, or otherwise opposing discrimination. Complaints of retaliation may be filed under this procedure.

IX. Recordkeeping

C3 will maintain records of grievances and their resolution for at least three (3) years and, for records related to an EPA award, for the period required by the award's terms and conditions, and will make such records available to EPA upon request.

X. Publication

This Notice of Nondiscrimination and Grievance Procedure will be published on C3's website and posted in a prominent place at C3's offices, and will be made available in alternative formats and languages upon request.

Adoption

This Notice of Nondiscrimination and Nondiscrimination Grievance Procedure was adopted by the Executive Committee, acting on behalf of the Board of Directors of C3 of Northwest Alabama, Inc., on July 31, 2026, and Jamie Christian was designated as the organization's Nondiscrimination Coordinator, effective the same date.

_____ Date: _____

Will Gilmer, Chairman of the Board

On behalf of the Executive Committee of the Board of Directors, C3 of Northwest Alabama, Inc.