



Title VI – Grievance Procedure

It is the policy of the Georgia Environmental Protection Division (EPD) that no person shall, on the ground of race, color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Rehabilitation Act of 1973, and all other related nondiscrimination laws and requirements. Any person who believes that they, or a class of persons, was subject by EPD to discrimination prohibited by Title VI may file a written complaint in accordance with this procedure. Filing a written complaint with EPD does not deny the right of the complainant to file complaints with other state or federal agencies, or to seek private counsel.

The following steps should be taken to file a Title VI complaint with Georgia EPD:

- The complaint must be in writing and include your name, address, and telephone number.
- Your complaint must be filed with Georgia EPD within 180 calendar days of the alleged discriminatory act.
- If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person.
- Include in the complaint all the following:
 - How you believe you were discriminated against.
 - The date or dates on which the alleged discriminatory event or events occurred.
 - The basis of the complaint (race, color, national origin, sex, age, disability).
 - As much background information as possible about the alleged acts of discrimination.
 - The names and titles of individuals who do or may have knowledge of the alleged discrimination, if you know them, as well as any other relevant information.

The Title VI complaint must be sent to the EPD Title VI Coordinator by email to the email address included here: <https://epd.georgia.gov/outreach/community-involvement/title-vi-compliance>, or by mail to:

Georgia Environmental Protection Division
Title VI Coordinator
2 Martin Luther King, Jr. Drive SE
Suite 1456 East Tower
Atlanta, Georgia 30334

The Title VI Coordinator will evaluate all Title VI complaints to determine timeliness and whether EPD has jurisdiction over the matter. Timely complaints subject to EPD jurisdiction and meeting all requirements described in this procedure will be accepted for further investigation. EPD may request additional information from the complainant as needed. Upon conclusion of EPD's evaluation or investigation, as appropriate, the Title VI Coordinator will forward information regarding final disposition of the complaint to the complainant. The Title VI Coordinator will maintain a log of complaints received.

The U.S. Environmental Protection Agency (“US EPA”) is also responsible for ensuring that any entity that receives EPA funds comply with federal non-discrimination laws, including Title VI. US EPA may also investigate complaints alleging Title VI violations by EPD. Title VI complaints may be mailed to US EPA at:

U.S. Environmental Protection Agency
Mail code 2310A
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Or emailed to:
Title_VI_Complaints@epa.gov

Or faxed to: (202) 565-0196

For further information on Georgia EPD Title VI Compliance, please contact:

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(470) 524-0732