

Seacamp Association, Inc. Non-Discrimination Policy for Programs Receiving Federal Assistance from the U.S. Environmental Protection Agency

Title 40 of the Code of Federal Regulations (CFR), Part 7, Nondiscrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency, prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in programs or activities receiving federal assistance from the U.S. Environmental Protection Agency (U.S. EPA). It requires recipients of federal assistance from the U.S. EPA to:

- Collect, maintain, and provide information showing compliance with 40 CFR, Part 7;
- Designate a person to be the Nondiscrimination Compliance Coordinator (NCC) to coordinate efforts to comply with 40 CFR, Part 7;
- Adopt grievance procedures that assure the prompt and fair resolution of discrimination complaints alleging violations of 40 CFR, Part 7; and
- Provide continuing and prominent public notice of nondiscrimination on the basis of race, color, national origin, age, sex, or disability, and of the identity and contact information for the NCC.

As set forth below, it is the policy of Seacamp Association, Inc. (Seacamp) to not discriminate on the basis of several factors, including those in 40 CFR, Part 7. In addition, Seacamp adopts the following procedures to implement the requirements of 40 CFR, Part 7.

Compliance Information

Seacamp shall collect, maintain, and on request of the U.S. EPA, Office of Civil Rights (OCR), provide the following information at minimum to show compliance with 40 CFR, Part 7:

- A brief description of any lawsuits pending against Seacamp that allege discrimination which 40 CFR, Part 7, prohibits;
- Racial/ethnic, national origin, age, sex and handicap data, or EPA Form 4700-4 information submitted with Seacamp applications for U.S. EPA assistance;
- A log of discrimination complaints that identifies the complaint, the date it was filed, the date Seacamp's investigation was completed, the disposition, and the date of disposition; and
- Reports of any compliance reviews conducted by any other agencies.

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

Seacamp shall keep records of the compliance information identified above for at least three years after completing a project for which Seacamp was a recipient of U.S. EPA assistance. When any complaint or other action for alleged failure by Seacamp to comply with 40 CFR, Part 7, is brought before the three-year period ends, Seacamp shall keep records until the complaint is resolved.

Seacamp shall provide accessibility to compliance information, including the follow:

- Give OCR access during normal business hours to its books, records, accounts, and other sources of information, including its facilities, as may be pertinent to ascertain compliance with 40 CFR, Part 7;
- Make compliance information available to the public upon request; and
- Assist in obtaining other required information that is in the possession of other state agencies, institutions, or persons not under Seacamp's control. If such party refuses to release that information, Seacamp shall inform the OCR and explain its efforts to obtain the information.

Non-Discrimination Compliance Coordinator (NCC)

The President of Seacamp designates the person holding the position of Camp Director as Seacamp's NCC responsible to coordinate Seacamp's efforts to comply with its obligations under 40 CFR, Part 7. If the Camp Director is not able to perform this function, the Assistant Director or another member of the Seacamp leadership team shall be selected by the Executive Director to act as the NCC.

Grievance Procedures

Seacamp adopts the following grievance procedures in order to assure the prompt and fair resolution of complaints that allege a violation by Seacamp of 40 CFR, Part 7:

Step 1: Submittal of Complaint by Complainant

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. 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.

The complaint shall specify with as much detail as possible:

- The actions or inactions by Seacamp 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 Seacamp allegedly violated.

Seacamp may request additional information from the complainant if needed to assist with meeting the complaint requirements listed above. Appropriate assistance shall be provided to individuals with disabilities and individuals with limited English proficiency. Also, complaints in alternate formats shall be accepted from individuals with disabilities, including but not limited to complaints filed on computer disks, on audio tape, or in Braille.

All complaint submittals should be mailed (or e-mailed) to the NCC at the following address:

Non-Discrimination Compliance Coordinator
Seacamp Association, Inc.
1300 Big Pine Ave, Big Pine Key, FL 33043
E-mail: info@seacamp.org
Phone: (305) 872-2331

Step 2: Logging of Complaint Submittals by NCC

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).

The following are examples of what will not be logged as a complaint submittal:

- Anonymous submittals;
- Submittals too vague to reasonably determine the allegations of discriminatory conduct;
- Submittals not sufficiently identifying the person(s) harmed or potentially harmed by the alleged discrimination;
- Inquiries seeking advice or information;

- Courtesy copies of court pleadings;
- Courtesy copies of complaints addressed to other local, state, or federal agencies;
- Newspaper articles;
- Web-based media sources such as YouTube videos, e-mail strings, blogposts, comments strings, or Web pages;
- Courtesy copies of internal grievances; and
- Voice mail messages, phone calls, or in-person conversations.

Step 3: Initial Review of Complaint Submittals by NCC

Upon receipt of a complaint and any additional information supporting or otherwise associated with the complaint, a case file shall be established containing all documents and information pertaining to the complaint and an initial review of the case shall be conducted.

Step 4: Determination if Complaint Warrants Further Investigation by NCC

The NCC, based on information in the complaint submittal and other information available, shall determine if:

- Seacamp has jurisdiction to pursue the matter; and
- The complaint submittal contains sufficient merit to warrant further investigation.

A complaint shall warrant further investigation unless:

- It clearly appears on its face to be frivolous or trivial;
- Within the time allotted for making the determination of jurisdiction and investigative merit, Seacamp reaches an agreed resolution with the complainant;
- Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint; or
- The complaint was not submitted within the time limit established in Step 1.

Within 14 calendar days of receipt of the complaint submittal, the NCC shall inform the complainant if the complaint has or has not been accepted for further investigation. If it is determined that further investigation is not warranted, the reason for such determination shall be recorded in the case file.

Step 5: Further Investigation of Complaint by NCC

If the NCC determines the complaint submittal warrants further investigation, the NCC shall review the alleged facts to determine the course of the investigation. The investigation may include interviews of Seacamp employees, other relevant witnesses, or others named in the complaint. Relevant Seacamp employees shall make themselves available as necessary.

Step 6: Report and Determination by NCC

The NCC shall issue a report and determination on whether Seacamp violated 40 CFR, Part 7. The NCC shall prepare a written report of the investigation that shall include a narrative of the incident, an identification of individuals interviewed and evidence reviewed, and findings and a determination. The report and determination shall be placed in the complaint file.

Within 180 calendar days of receiving the complaint that warranted investigation, the NCC shall notify the complainant in writing of the findings of the investigation and the recommendations for resolution.

Step 7: Appeal by Complainant

The person submitting the complaint may appeal the decision of the NCC by writing to Seacamp's Executive Director within 30 calendar days of receiving the NCC's decision. Seacamp's Executive Director shall issue a written decision in response to the appeal no later than 30 calendar days after its filing.