**Section 400.40 Designated Coordinator Level**

a) An individual who wishes to file a grievance shall promptly, but no later than 180 calendar days after the alleged violation of the ADA, submit the grievance to the designated coordinator in writing on the form prescribed for that purpose.

b) The grievance form must be completed in full. Upon request, the Commission shall provide assistance in the completion of the grievance form.

c) The designated coordinator, or his or her representative, shall investigate the grievance and shall make efforts to resolve it. The designated coordinator shall provide a written response to the complainant and the Commission's Executive Director within ten business days after receipt of the completed grievance form.