**Section 1800.40 Review at the Designated Coordinator Level**

a) If an individual desires to file a formal written grievance, the individual shall promptly, but no later than 180 calendar days after the alleged discrimination, submit the grievance to the Designated Coordinator in writing on the prescribed Grievance Form. The Grievance Form must be completed in full in order to receive proper consideration by the Designated Coordinator.

b) Upon request, assistance shall be provided by the Office to complete the Grievance Form.

c) The Designated Coordinator, or her or his representative, shall investigate the grievance and shall make reasonable efforts to resolve it. The Designated Coordinator shall provide a written response to the complainant and the Executive Director within 10 days after receipt of the Grievance Form.