**Section 100.40 Designated Coordinator Level**

a) If an individual desires to file a grievance, the individual shall promptly, but no later than one-hundred eighty (180) days after the alleged discrimination, submit the grievance to the Designated Coordinator in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive consideration by the Designated Coordinator.

b) Upon request, assistance in completing the Grievance Form shall be provided by the Office of the Secretary of State.

c) The Designated Coordinator, or his/her representative, shall investigate the grievance and, if the grievance is found to be valid, shall make reasonable efforts to resolve it. The Designated Coordinator shall provide a written response to the complainant and Secretary within fifteen (15) days after receipt of the Grievance Form.