

## Discrimination Compliant Form

### Information & Instructions for Filing a Discrimination Complaint

THDA is committed to non-discrimination in its programs and activities based on race, color, national origin, sex, age, religion/creed, disability, familial status, and any other basis legally prohibited by or protected by Federal or State law. Persons who believe they experienced discrimination when applying to, or participating in, a program or activity administered by THDA may file a discrimination complaint directly with THDA. Complaints must be filed within 180 days of the alleged discriminatory act. The completion of this Discrimination Complaint form will assist THDA with fully investigating the complaint or determining if the complaint needs to be sent to a state or federal jurisdictional agency for investigation.

THDA will send a notification of receipt to persons filing a complaint within ten (10) business days of the receipt date. THDA may refer or work with Tennessee State jurisdictional authorities, such as the Tennessee Attorney General Civil Rights Enforcement Division (CRED) to investigate a complaint alleging discrimination covered by Tennessee state law or Title VI. Where THDA conducts the investigation, a summary of the investigation, actions and resolution are sent to the complainant within ninety (90) days of the filing date.

Please note, THDA does not have jurisdictional authority to investigate discrimination complaints related to federal or state funded activities where THDA does not directly administer the funds, program or activity. THDA may not investigate allegations of discrimination in private housing transactions unless the individual also participates in THDA's Housing Choice Voucher program. The Tennessee AG's Office (CRED) is the appropriate state agency and the Department of Housing and Urban Development (HUD) the appropriate Federal agency to investigate most claims of housing discrimination. To file a complaint with the Tennessee AG's office (CRED), please call (615) 741-5825 or file [online](#). Complaints of discrimination must be filed with the Tennessee AG's office within 180 days of the alleged discriminatory act. To file a complaint with HUD, please call 1-800-669-9777 or 1-800-877-8339 or file [online](#). HUD will accept complaints involving housing discrimination within 365 days of the alleged discriminatory act.

Individuals with a disability who require a reasonable accommodation to complete this form may contact Charity Williams, Section 504 Coordinator at (615) 815-2200 or [cwilliams@thda.org](mailto:cwilliams@thda.org). For questions about filing a complaint, please contact Laura Swanson, THDA Title VI Coordinator at (615) 815-2127 or [lswanon@thda.org](mailto:lswanon@thda.org).

## Discrimination Complaint Form

Please provide the following information to assist with THDA's review of your complaint.

1. During what activity did the alleged discriminatory acts occur (check all that apply)?  
When applying for assistance in a THDA program (please select the program):  
  
While participating in a THDA program (please select the program name):  
  
When renting  
When seeking to purchase or applying for a home loan  
Other circumstance (explain briefly):
2. Name and contact information for person filing the complaint.  
Name:  
Address (include city, state and zip code):  
Phone Number (with area code):  
Email:
3. If someone other than the person experiencing discrimination is filing the complaint, please state the name and address of the person who is experiencing the discrimination.  
Name:  
Address (include city, state and zip code):  
Contact information (phone or email):
4. Please provide as much identifying information as you have on the person, agency, institution, or property where the alleged discriminatory act(s) took place.  
Name (of person & or property/institution):  
Address (include city/state/zip):  
Other identifying information:
5. Which best describes the reason you believe the discrimination took place?  
Race/Color      Sex/gender      Disability  
National Origin (includes language discrimination)  
Religion or Creed (a set of beliefs that guide someone's actions)  
Familial status (presence of children or pregnancy)  
Other:

6. Describe the alleged discrimination. Explain what happened and the person or persons you believe are responsible. Include as many details and dates as possible.
  
7. What date(s) did the alleged discrimination take place?
  
8. If there witnesses to the discriminatory act that THDA should contact, please list the name and phone number or email for each potential witness:
  
9. If you have you filed this complaint with anyone else at THDA, please include the date and name of the THDA staff member previously contacted?
  
10. Have you filed this complaint with any other federal, state or local agency, such as HUD or the Tennessee Attorney General?            Yes      No  
If YES, please list the agency name and any other information, such as the date you filed the complaint with the agency:
  
11. Have you sought legal assistance to remedy the alleged discrimination?            Yes      No  
If YES, please share the name and contact information for the attorney or institution so that THDA may include them in the investigation process:

Signature:

Date:

Please attach any additional or supporting documentation with this form and submit it to:

Laura Swanson, Title VI Coordinator, [lswanson@thda.org](mailto:lswanson@thda.org)

Tennessee Housing Development Agency, 502 Deaderick Street, Third Floor Nashville, TN 37243