

## Bethlehem Lutheran Church Policy on CFR Part 5 and Part 7

### **1. Introduction**

The Code of Federal Regulations (CFR) Part 5 and Part 7 pertain to the policies and practices that organizations must follow to ensure non-discrimination and equal access in programs and activities that receive federal financial assistance. Bethlehem Lutheran Church, committed to fostering an inclusive and welcoming environment, adheres to these regulations to ensure compliance with federal standards and to maintain the highest levels of integrity and fairness in all its operations.

### **2. Overview of CFR Part 5 and Part 7**

- **CFR Part 5:** This section primarily deals with the requirements for non-discrimination in housing and community development programs. It includes provisions related to fair housing practices and the prohibition of discrimination based on race, color, national origin, sex, disability, familial status, or religion.
- **CFR Part 7:** This part outlines the responsibilities for ensuring non-discrimination in any program or activity receiving federal financial assistance. It also includes guidelines for filing complaints, the investigation process, and enforcement actions related to non-discrimination.

### **3. Bethlehem Lutheran Church's Policy on Non-Discrimination**

Bethlehem Lutheran Church (BLC) is committed to ensuring that all individuals, regardless of race, color, national origin, sex, disability, familial status, or religion, have equal access to its programs and activities. This commitment aligns with our mission to serve all members of our community with dignity and respect.

**3.1 Non-Discrimination Policy** BLC does not discriminate in any of its programs or activities, including those that receive federal financial assistance. We are dedicated to maintaining an environment that is free from harassment, discrimination, and retaliation.

**3.2 Equal Access** All individuals are entitled to participate in BLC programs and activities without fear of discrimination. BLC will take all necessary steps to ensure that its programs are accessible to persons with disabilities and that reasonable accommodations are provided when needed.

### **4. Filing a Grievance**

**4.1 Right to File a Grievance** Any individual who believes they have been subjected to discrimination in connection with any BLC program or activity may file a grievance. This includes discrimination based on race, color, national origin, sex, disability, familial status, or religion.

**4.2 How to File a Grievance** Grievances may be filed in writing, orally, or online. To file a grievance:

- **In Writing:** Send a written complaint to the following address:
  - Bethlehem Lutheran Church
  - 2153 Salisbury St. St Louis, MO, 63107
  - Attn: Sherri Bass, Grievance Officer
  - Include a detailed description of the incident(s), the names of the parties involved, and any supporting documentation.
- **Orally:** Call the BLC office at (314)2310-4702 and ask to speak with the Grievance Officer, Sherri Bass. Provide a detailed description of the incident(s).
- **Email:** Submit a complaint through email by emailing [sherri.bass@bethlehemstlouis.org](mailto:sherri.bass@bethlehemstlouis.org)



**4.3 Timeline for Filing** Grievances should be filed as soon as possible, but no later than 180 days from the date of the alleged discrimination.

**4.4 Investigation Process** Once a grievance is filed, the Grievance Officer will:

- Acknowledge receipt of the complaint within five business days.
- Conduct a thorough investigation, which may include interviews with involved parties and review of relevant documents.
- Issue a written determination within 60 days of receiving the complaint, outlining the findings and any corrective actions to be taken.

**4.5 Appeals** If the complainant is not satisfied with the outcome of the investigation, they may appeal the decision to the BLC Board of Directors within 30 days of receiving the determination. The Board will review the appeal and issue a final decision within 30 days.

**4.6 Confidentiality** All grievances will be handled with the utmost confidentiality. Information will only be shared with those involved in the investigation and resolution of the complaint.

## **5. Conclusion**

Bethlehem Lutheran Church is committed to upholding the principles of fairness, equality, and non-discrimination as outlined in CFR Part 5 and Part 7. We encourage anyone who believes they have been subjected to discrimination to file a grievance and seek resolution. Our goal is to ensure a welcoming and inclusive environment for all.

**Approved by:** Rev. Dr. Gerard Bolling, Lead Pastor

**Effective Date:** 1 AUG 2024

**Review Date:** 1 AUG 2024

