

ADA-Related Service Complaint Process

Tanner Community Development Corporation welcomes comments, compliments, and complaints from customers on their experiences using Tanner Community Development's services. Customer input helps us identify areas needing improvement, and commendations are always appreciated.

All customer complaints are carefully reviewed, and those submitted by customers who experience accessibility or ADA-related problems are additionally reviewed for adherence to Tanner Community Development Corporation's policies by the Executive Director.

To file an ADA-related service complaint, customers may contact Tanner Community Development Corporation using any of the following methods:

- **Via Mail to:**
Executive Director
c/o Tanner Community Development Corporation
700 E. Jefferson St
Suite 200
Phoenix, AZ 85034
- **Via Phone**
(602) 253-6904
- **Via OCTA Website**
- **Via Email**
TCDCC@TCDCCORP.ORG
Tanner Community Development Corporation will investigate the complaint and promptly communicate a response to the customer within 10 business days.

All submittal methods will result in the Customer Relations department receiving the complaint information and entering it into the customer comment data base, which documents every complaint received and all related follow-up activities. Customers with an ADA-related complaint will receive a complaint confirmation/tracking reference number, usually within the same day but no later than ten (10) business days from the day Tanner Community Development Corporation receives the complaint. If the customer does not receive a response within the ten (10) day timeframe, he or she can call (602) 253-6904 to obtain the confirmation/tracking reference number.

Responsible Tanner Community Development Corporation operating divisions or administrative departments investigate all complaints and implement any corrective actions to be taken. Complaints involving ADA or accessibility elements receive an additional review by the Executive Director. After the ADA Compliance oversight review has been completed, Executive Director will provide a written reply to the customer, to the contact address provided, within ninety (90) days of receiving the complaint. All complaints are investigated within a few weeks, but some may

require more extensive investigation, or require more time to identify corrective measures. In any case, a written reply will be provided to the customer within ninety (90) days.

Whether our customers are submitting complaints about service problems or sharing a great experience, we welcome the opportunity to be of service.