



IOWA DEPARTMENT OF NATURAL RESOURCES  
**DISCRIMINATION COMPLAINT (NON-EMPLOYEE)**  
**FREQUENTLY ASKED QUESTIONS**

**Who can file a complaint?**

Anyone who believes DNR discriminated or retaliated against someone on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, English-language proficiency, disability or age. The person filing the complaint need not be the victim of the alleged discrimination. DNR employees who believe they are the victims of discrimination should follow the procedure prescribed by DNR Human Resources.

**What should I write in my complaint?**

Items marked with an asterisk (\*) on the complaint form must be included. Generally, you should try to be as specific and thorough as possible. Include any information you think might be helpful in investigating and resolving the complaint. You can also refer to the Grievance Procedure for more information on the contents of a complaint.

**Which complaints get investigated?**

Any complaint submitted in writing will receive a response, but DNR only has the power to investigate complaints based on alleged violations of 40 C.F.R. Part 5, 40 C.F.R. Part 7, 32 C.F.R. Part 17, and 43 C.F.R. Part 41, committed by DNR or organizations affiliated with DNR as subrecipients of federal funding. If you have questions about subrecipients, please contact Rachel Zander at [civilrights@dnr.iowa.gov](mailto:civilrights@dnr.iowa.gov).

**How do I submit my complaint?**

Complaint forms are available at [www.iowadnr.gov](http://www.iowadnr.gov) or any DNR field office. Complaints must be in writing and can be mailed or hand-delivered to DNR's nondiscrimination coordinators:

Iowa Department of Natural Resources  
c/o Rachel Zander or Emily Cohen  
Nondiscrimination Coordinator  
Wallace State Office Bldg.  
502 E 9<sup>th</sup> St  
Des Moines, IA 50319

Complaints can also be emailed to: [civilrights@dnr.iowa.gov](mailto:civilrights@dnr.iowa.gov)

**Who investigates my complaint?**

Complaints are investigated by a DNR Nondiscrimination Coordinator, who can be contacted at the address above. The Nondiscrimination Coordinator is responsible for ensuring DNR complies with its nondiscrimination obligations.

**What if I have other questions?**

Learn more about our procedures at <https://www.iowadnr.gov/About-DNR/Civil-Rights-and-Environmental-Justice> or contact the Nondiscrimination Coordinator.