



## Filing a Complaint of Discrimination

### The following steps should be taken to file a Civil Rights complaint:

- The complaint must be written and include your name, address and telephone number. Your complaint must be signed and filed with the North Carolina Department of Natural and Cultural Resources (“NCDNCR”) within 180 calendar days of the alleged discriminatory act. If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- Include the name of the NCDNCR program or division you believe discriminated against you.
- Include how, why and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals you allege discriminated against you, if you know them, as well as any other relevant information.
- Include the names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.
- All complaints must be signed by the complainant.

The Civil Rights complaint should be sent to the NCDNCR Civil Rights Coordinator.

Upon receipt of the Civil Rights complaint, the Civil Rights staff will determine its jurisdiction, acceptability and need for additional information, as well as investigate the merit of the complaint.

If the investigation indicates that a violation did not occur, the department will notify the parties of the final decision in writing. If the complainant is not satisfied with the results of the investigation of the alleged discrimination and practices, the complainant will be advised of the right to appeal to EPA (or appropriate federal agency).

**Please Note:** Complainants have the option to file a complaint with the appropriate federal agency no later than 180 calendar days after the alleged discrimination occurred. For funds from the EPA, these complaints can be submitted to:

U.S. Environmental Protection Agency  
Office of Civil Rights (1201A)  
1200 Pennsylvania Ave., NW  
Washington, D.C. 20460

For Further Information on NCDNCR Civil Rights Compliance Contact:

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North Carolina Department of Natural and Cultural Resources  
E-mail: [tamara.brothers@dncr.nc.gov](mailto:tamara.brothers@dncr.nc.gov)  
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