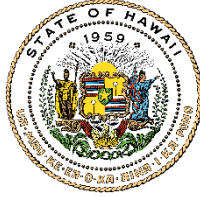


JOSH GREEN, M.D.
GOVERNOR | KE KIA'ĀINA

SYLVIA LUKE
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII'
DEPARTMENT OF LAND AND NATURAL RESOURCES
KA 'OIHANA KUMUWAIWAI 'ĀINA

P.O. BOX 621
HONOLULU, HAWAII 96809

DAWN N.S. CHANG
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE
MANAGEMENT

RYAN K.P. KANAKA'OLE
FIRST DEPUTY

CIARA W.K. KAHAHANE
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
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COMMISSION ON WATER RESOURCE
MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES
ENFORCEMENT
ENGINEERING
FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

Title VI Complaint Procedures

These procedures are for complaints of discrimination, other than employment discrimination, by the Department of Land and Natural Resources (DLNR). They apply to discrimination by DLNR employees, contractors, concessionaires, lessees, or tenants of DLNR facilities based upon race, color, national origin, age, or sex (in education programs), including but not limited to complaints under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. They cover any program or activity administered by DLNR.

Any person who feels that he or she has been subjected to discrimination on the basis of race, color, national origin, age, or sex (in education programs) has the right to file a complaint with DLNR. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Department of Interior (DOI) or U.S. Fish & Wildlife Service, or to seek private legal counsel regarding discrimination.

Complaints must be filed within 180 days after the alleged discriminatory event, must be in writing, and must be delivered by one of the following:

By mail to: Department of Land and Natural Resources
Attn: Curtis Motoyama, ADA/LEP Coordinator
1151 Punchbowl Street, Room 130
Honolulu, Hawai'i 96813

Or

By email to: DLNR.ADA-LEP@hawaii.gov

Complainants may also file a written complaint directly with the DOI:

By mail to: Office of Diversity, Inclusion, and Civil Rights
U.S. Department of Interior
1849 C Street, NW
Washington, D.C. 20240

1. If a complaint is received, the ADA/LEP Coordinator will provide written acknowledgement to the complainant within ten business days.
2. Upon the receipt of a written complaint, DLNR will investigate and attempt an early resolution.
3. The ADA/LEP Coordinator will make every effort to complete discrimination complaint investigations within sixty calendar days after the written complaint is received, but recognizes that some

investigations may take longer. The ADA/LEP Coordinator will document each investigation in an investigation report.

4. Upon completion of the investigation, the ADA/LEP Coordinator will issue either a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was no finding of a discrimination and that the investigation will be closed. A letter of finding summarizes the allegation and investigation findings and explains whether any disciplinary action, additional training, or other action will occur.
5. If the complainant disagrees with the conclusion of the investigation, the complainant may appeal in writing to the DLNR Chairperson or his/her designee. The written appeal, including all arguments, evidence, and documents supporting the appeal, must be received within fourteen business days of the closure/finding letter. The DLNR Chairperson or his/her designee will issue a final written decision in response to the appeal within thirty business days. The DLNR Chairperson's or his/her designee's decision is final.
6. All written complaints received by the ADA/LEP Coordinator, appeals to the DLNR Chairperson or his/her designee, and responses from these two offices will be retained by the DLNR for at least three years.

**State of Hawai‘i
Department of Land and Natural Resources
Title VI Complaint Form**

DLNR is committed to ensuring that no person is excluded from participation in or denied the benefits of services on the basis of race, color, national origin, age, and sex (in education programs), as provided by under Title VI of the 1964 Civil Rights Act, as amended. Additionally, Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex in any educational program or activity receiving Federal financial assistance.

Title VI complaints must be filed within 180 days after the alleged discriminatory event.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the ADA/LEP Coordinator.

Complete this form, print it, sign it, and mail, or email to:

By mail to: Department of Land and Natural Resources
Attn: Curtis Motoyama, ADA/LEP Coordinator
1151 Punchbowl Street, Room 130
Honolulu, Hawai‘i 96813

Or

By email to: DLNR.ADA-LEP@hawaii.gov

Complainant Information

Complainant Name: _____

Email Address: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Home Phone (include area code): _____

Business Phone (include area code): _____

Please check the reason(s) for which you believe your were discriminated:

- Race
- Color
- National Origin
- Age
- Sex (in education programs)

