



IOWA DEPARTMENT OF NATURAL RESOURCES
DATA COLLECTION STANDARD OPERATING PROCEDURE

I. Introduction

The Iowa Department of Natural Resources (“DNR”) serves all people of the state of Iowa. In order to ensure compliance with 40 C.F.R. § 7.85(a)(2), DNR developed this standard operating procedure (SOP) regarding the collection of demographic data for the population DNR serves.

II. Regulatory & Compliance Requirements

40 C.F.R. § 7.85(a)(2) states:

(a) Compliance Information. Each recipient shall collect, maintain, and on request of the OCR, provide the following information to show compliance with this part:

...

(2) Racial/ethnic, national origin, age, sex and handicap data, or EPA Form 4700-4 information submitted with its application...

The Preward Compliance Review Report, EPA Form 4700-4 asks:

“Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)).”

III. Collection Procedures

To satisfy the regulatory requirement that DNR collect and maintain racial/ethnic, national origin, age, sex, and handicap data for the state of Iowa, the Civil Rights (CR) Coordinator shall:

1. Collect the following data from the U.S. Census Bureau on an annual basis by March 1 of every year. The most recent American Community Survey shall be used, except for years when the Decennial Census is released.

| Data Type | Census Question |
|------------------|--|
| Total Population | |
| Race/ethnicity | K200201 “Race” and K200301 “Hispanic or Latino Origin” |
| Age | K200104 “Population by Age” |
| Sex | K200101 “Population by Sex” |
| Disability | K201803 “Types of Disabilities” |

2. Use the racial classifications set forth in 40 CFR § 7.25:

(a) American Indian or Alaskan native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

(b) Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

(c) Black and not of Hispanic origin. A person having origins in any of the black racial groups of Africa.

(d) Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

(e) White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

With the footnote:

Additional subcategories based on national origin or primary language spoken may be used where appropriate on either a national or a regional basis. Subparagraphs (a) through (e) are in conformity with Directive 15 of the Office of Federal Statistical Policy and Standards, whose function is now in the Office of Information and Regulatory Affairs, Office of Management and Budget. Should that office, or any successor office, change or otherwise amend the categories listed in Directive 15, the categories in this paragraph shall be interpreted to conform with any such changes or amendments.

3. Post the demographic data and source information to the Civil Rights & Environmental Justice DNR webpage.