Project Board – Civil Rights Compliance Instructions
Revised 12/18/17 and subject to improvements

Background

As a recipient of federal funds, the University of California Agriculture and Natural Resources (UC ANR) is required to collect race, ethnicity and gender data to determine how effectively programs are reaching eligible persons and beneficiaries and to monitor compliance with federal laws and regulations.

The U.S. Office of Management and Budget (OMB) issued revised standards for collecting and reporting race and ethnicity data. As a result, UC ANR will include this new race and ethnicity reporting information in Project Board in order to maintain compliance with federal regulations.

The new requirements create a clear separation of race and Hispanic/Latino ethnicity. A participant can be counted in only one ethnicity and one race category. Below are instructions for three major steps for Civil Rights Compliance: 1) establishing baseline, 2) collecting Extension Activity participants' race/ethnicity, and 3) reporting race/ethnicity.

Establishing baseline – Instructions for race and ethnicity

Clientele group baselines are often created using data from the U.S. Census, AgCensus, and other available sources. Establishing baseline often involves pulling together multiple sources, talking to people in the field, or aggregating multiple counties to reflect multiple county assignments into one clientele group. It's important to document how you formed your baseline given that there are so many ways baseline can be established in California Cooperative Extension. It is preferred that you lump, rather than split, when possible, to create less clientele groups. For more information about establishing clientele groups and baseline in general, please contact your County Director or immediate supervisor. The remaining instructions below are specific to race and ethnicity.

Creating a new clientele group baseline in Project Board:
- First complete the Hispanic/Latino baseline by providing the estimated number of Hispanic/Latino individuals in the "Hispanic/Latino" ethnicity category. Then put the remaining individuals in the "Not Hispanic/Latino" category or undetermined category. The numbers in all three ethnicity categories should equal your total baseline.
- Second, complete the race category by first entering the same total number of individuals in "Hispanic/Latino" ethnicity category in the "Race not listed above" race category, and do not count any of these individuals again for any other race. Proceed with inputting numbers into each race category. The numbers in all race categories should equal your total baseline.

Note: CASA clientele groups will be imported into Project Board and baselines will be converted using these guidelines. Please review and revise your imported clientele groups as needed when the system launches in March 2018.

Collecting Extension Activity participants' race and ethnicity

Participants or recipients of Extension Activities are considered "clientele contacts." Extension Activities include extending knowledge and information to both individuals (such as through telephone technical assistance) and groups (such as through hosting meetings). There are two methods in which UC ANR academics and staff can obtain the race and ethnicity of Extension Activity participants.

(1) Ask individual to self-identify (ANR resource: Self-Identify half-page questionnaire)
OR
(2) Make a visual estimate of the group by race and ethnicity. (ANR resource *coming soon*: tally sheet)

Option 1 – Self-Identify: Individuals must first self-identify as Hispanic/Latino or not Hispanic/Latino, regardless of their racial background. Then, individuals select all race categories that apply to them. To avoid confusion, you may tell Hispanic/Latino individuals that if they select yes to Hispanic/Latino, they may select "Race not listed above" for the race question.

Option 2 – Visual Estimate: UC ANR staff/academics should first visually estimate the proportion of the group that is of Hispanic/Latino ethnicity and document this number in the "Hispanic/Latino" ethnicity category. Document the remaining number of individuals in the "Not Hispanic/Latino" ethnicity category. Then, of the "Not Hispanic/Latino" audiences, visually estimate the proportion of group that is of each race category and put this number in the corresponding race category counts.

Combination of Option 1 and Option 2 - When computing the total participation at an event, gaps from participants who declined to state may be filled in by visual identification by the advisor. For instance, if only three people self-identified as White and many others declined to state, if the advisor remembers seeing six people she considered as racially White in the audience, then she would add three (for a total of six) to the total of White participants.

OMB policy information: Self-identification using two separate questions is the preferred method for collecting data on race and ethnicity. The collection of greater detail is encouraged; however, any collection that uses more detail shall be organized in such a way that the additional categories can be aggregated into these minimum categories for data on race and ethnicity. If self-identification is not appropriate or feasible, observer-collected data on race and ethnicity may be used. If a participant chooses not to self-identify his/her racial and/or ethnic group, visual identification by a program staff member must be used to determine the participant's racial and ethnic categories. Selection of one race is acceptable when local agency staff performs visual identification.

Aggregating and reporting Extension Activity contacts by race and ethnicity

Individuals that are of Hispanic/Latino ethnicity will only be aggregated and reported in the "Hispanic/Latino" ethnicity category. The federal definition requires that participants be recorded as Hispanic/Latino regardless of race.

➔ In Project Board, individuals of Hispanic/Latino ethnicity should be aggregated into the "Hispanic/Latino" ethnicity category as well as into the "Race not listed above" race category.

Only participants who do **not** self-identify as Hispanic/Latino ethnicity will be included in other racial categories.

➔ In Project Board, individuals who are not of Hispanic/Latino ethnicity counts should be aggregated into the "Not Hispanic/Latino" ethnicity category as well as in to the identified race category.

Individuals who are of multiple races (and NOT Hispanic/Latino) must be aggregated and reported in to the "More than one race" race category.

➔ In Project Board, individuals that are of multiple races and are NOT Hispanic/Latino, should be aggregated and counted in the "Not Hispanic/Latino" ethnicity category and the "More than one race" race category.

The bottom line is that an individual can be reported in only one race and one ethnicity category.
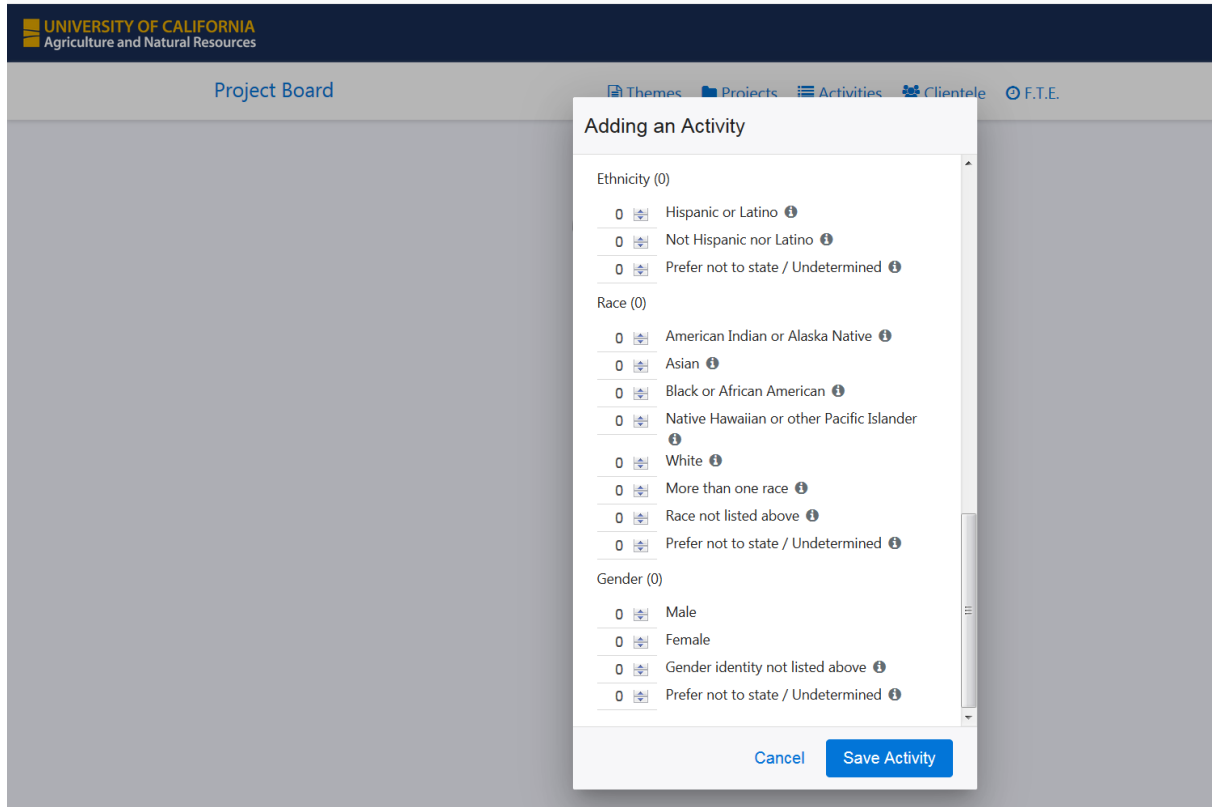
Examples:
- An individual self-identifies as Hispanic/Latino and as Asian. This individual is reported only in the "Hispanic/Latino" ethnicity category and the "Race not listed above" race category.
- An individual self-identifies as Hispanic/Latino and as Asian and Black or African American. This individual is reported only in the "Hispanic/Latino" ethnicity category and "Race not listed above" race category.
- An individual self-identifies as non‑Hispanic/Latino and as Native Hawaiian or Other Pacific Islander. This individual is reported in the "Not Hispanic/Latino" ethnicity category and the "Native Hawaiian or Other Pacific Islander" race category.
- An individual self-identifies as non‑Hispanic/Latino and as American Indian or Alaska Native and White. This individual is reported in the "Not Hispanic/Latino" ethnicity category and the "More than one race" race category.

County Director/Supervisor roles in relation to Project Board

More information to be provided.

Project Board prototype screenshot
Subject to change as Project Board is still in development.

Sources
- An Affirmative Action, Civil Rights and Equal Opportunity Orientation Guide. *UC ANR Orientation Guide.* Pages 67-75. http://ucanr.edu/sites/anrstaff/files/272083.pdf
- Notice of Intent to Revise a Currently Approved Information Collection. *Federal Register, vol. 81, no. 39.* February 29, 2016 (pages 10211-10212).
- New Standards for Collecting and Reporting Race and Ethnicity Data for the National Reporting System. U.S. Department of Education National Reporting System Tips.