Collecting and Presenting Race and Ethnicity Data

This is a living document. Last revised August 10, 2024.

Background

On March 29, 2024, the White House Office of Management and Budget published **Revisions to OMB's Statistical Policy Directive (SPD) No. 15: Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity** available at this webpage: https://www.federalregister.gov/documents/2024/03/29/2024-06469/revisions-to-ombs-statistical-policy-directive-no-15-standards-for-maintaining-collecting-and

Some UC ANR employees have expressed the desire to implement the revisions as soon as possible to UC ANR's self-report race/ethnicity and gender (REG) forms. This is because the revisions are likely to result in a more intuitive and inclusive experience for program clientele completing the form.

This document is UC ANR's first attempt to align the revisions with existing systems and procedures. Federal partners and University of California will likely offer additional guidance by September 2025, and as such these guidelines are subject to change.

Guidelines

Procedures for collecting REG data from clientele

Staying the same:
- Race and/or ethnicity data should be collected through *self-report,* where the respondents directly provide their own race and/or ethnicity. In cases where self-report is not possible, data may be collected by *proxy reporting,* where a person knowledgeable of another's race and/or ethnicity responds on their behalf; by *record matching,* where existing records on an individual that contain their race and/or ethnicity are used to supply the information. UC ANR awaits any changes from USDA NIFA regarding their guidance on using observation to collect race and ethnicity data.
- It is important that this information be kept private and secure during the collection process. One strategy is to separate names and other identifying information from demographic data as soon as possible for record keeping.

Changing:
- *Combined race/ethnicity question:* Respondents shall be offered a single combined race and ethnicity question that allows them to select one category or multiple categories.
- *Detailed responses:* Respondents shall be offered detailed race/ethnicity categories.
- *New templates:* UC ANR revised its self-identify forms to meet these required changes. As always, additional categories may be added to reflect clientele. Forms may change again when federal partners and UC offer additional guidance.
  - [Invitation to Self Identify Option 1_Detailed](#) – Meet requirements
  - [Invitation to Self Identify Option 2_Minimum Categories Only with Examples](#) – Meets requirements
  - [Invitation to Self Identify Option 3_Minimum Categories Only](#) – May be used if justified (e.g., to decrease risk to respondents' privacy or confidentiality).

Procedures for reporting and presenting the data

Staying the same:
- Clientele who do not reply to the REG form or leave a question blank should be reported in the "undetermined" demographic categories.
- Continue to aggregate responses in a mutually exclusive approach, which is what is described in the revisions as Approach 3: Report data using the *combined Multi-ethnic/racial* approach, which presents data for those reporting one race/ethnicity categories alone, and then combines all other respondents reporting multiple race/ethnicity categories into an aggregated category. The percentages in this approach will sum to 100 percent because the response categories are mutually exclusive. Tabulation categories:
  - American Indian or Alaska Native alone
  - Asian alone
  - Black or African American alone
  - Hispanic or Latino alone
  - Middle Eastern or North African alone (not yet available in Project Board)
  - Native Hawaiian or Pacific Islander alone
  - White alone
  - Multiracial and/or Multiethnic
  - Race not listed above
  - Undetermined

Changes during the transition period:
- UC ANR personnel will tally up REG form responses to one of the tabulation categories above.
- Given the current state of online reporting systems like Project Board, here are tips to complete reporting until data fields are redesigned to match the federal revisions:
  - Report respondents who checked the Hispanic or Latino category or related sub-categories into the Hispanic or Latino field. Report the remaining number of clientele who responded to the form and did not check in the "Not Hispanic or Latino" field. As always, report any clientele who do not reply to the form in the in the "Undetermined" ethnicity category until the reporting system is redesigned to combine race and ethnicity fields.
  - Report the respondents who checked the Middle Eastern or North African category or related sub-categories into the "race not listed above" box until the reporting system is redesigned to include this category.

While UC ANR awaits further guidance from federal partners and UC, online reporting systems like Project Board will not change. The federal revisions acknowledge that approach 3 will often obscure the specific racial and ethnic diversity of the population (*e.g.,* over half of the population who identify as American Indian or Alaska Native and Native Hawaiian or Pacific Islander may be assigned to the Multiracial and/or Multiethnic group). The revisions encourage the use of approach 1 or 2 (see 4. Presentation of Data on Race and Ethnicity in the linked revisions above). UC ANR programs and individuals are welcome to review and use approach 1 or 2 to better understand their reach to different populations and inform program planning.