

Program Reviews of Parity

Federal Civil Rights laws require research faculty and staff to make all reasonable efforts to ensure that all people have equal opportunities for program participation. Compliance is measured by using parity. A research program is in parity when program participation by under-represented groups reflects their proportionate representation in the population of potential recipients. You may use the US Census Data or other reputable sources as your population comparator. For agriculture programs, the Census of Agriculture may be appropriate. **A program is considered "in compliance" when its participation has reached 80% of parity in each group.**

The Director of 1890 Research Programs is responsible for providing leadership, direction, and policy to ensure compliance with Title VI of the 1964 Civil Rights Act for CALNS' research and education programs. Any person(s) or firm(s) who feels that they have been discriminated against is encouraged to report such violations.



AAMU Office of Research Compliance

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Race/Ethnicity Data Collection Requirements

What is REG Data and Why is it Important?

REG data stands for Race, Ethnicity, and Gender and can be an important data point in ensuring we're reaching diverse audiences that represent the demographic makeup of the communities we serve.

As a land-grant institution, Alabama A&M University's College of Agricultural, Life and Natural Sciences (CALNS) has the responsibility of ensuring that our programming reaches diverse audiences. Ideally, our educational reach would realize parity, meaning the audiences represented in our educational programs would be relatively equal to the demographics represented in our communities.

How to Collect REG Data

There are a variety of ways we can collect REG data. In face-to-face programs, collect REG data upon participant registration or be prepared to hand out a REG data collection survey during your event. In online programming or other methods of digital engagement (like an e-newsletter), collect REG data by incorporating appropriate questions into your registration or subscription materials.

Data must be collected in a three-part question:

1. **Race (may select more than one)**
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
2. **Ethnicity**
 - Hispanic or Latino
 - Not Hispanic or Latino
3. **Gender**
 - Female
 - Male
 - Prefer not to answer

How to collect racial and ethnic data if:

- An applicant chooses not to voluntarily provide the information in person?
- The application process uses an online application and the applicant does not voluntarily provide the information?

It is never okay to assume the REG data of program participants. While it's important to make every reasonable effort to collect REG data, if you cannot collect this information from program participants, then it's okay to put "unspecified" in your reporting systems.

Data collection is mandatory.

As a recipient of federal financial assistance, AAMU CALNS must maintain a system to collect racial and ethnic data in accordance with Federal policy.

REG data is used to:

- Determine how effectively CALNS programs are reaching potentially eligible people,
- Identify areas where additional outreach is needed,
- Assist in the selection of locations for compliance reviews, and
- Complete reports as required.

Children are not to be surveyed.

- Questions must be posed to parents/legal guardians.

If disparities or incidents of underrepresentation exist, it will be necessary to investigate the causes.

If necessary, take action to ensure equal opportunity to participate in the program.

Filing a complaint directly with USDA

A complainant may file a complaint directly with the US Department of Agriculture's National Institute of Food and Agriculture Office of Equal Opportunity and Civil Rights by completing a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at

<https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) Fax: (833) 256-1665 or (202) 690-7442; or (3) Email: program.intake@usda.gov.