

## Guide for Racial/Ethnicity and Gender Statistical Information

All organizations, whether a public body, non-profit corporation, or a for profit corporation (partnerships, limited liability corporations, and proprietorships) must collect, maintain, and provide data on race, gender, and any other information necessary to determine compliance with civil rights laws. This format is available to assist you in collecting needed data.

Applications for service and/or use of the USDA financed facility, employment, and records of service on boards of governance (i.e. municipal elected officials, board of trustees, etc.) should be designed to collect gender, racial and ethnic information. You, or your organization are required to collect the data, but the users, members, occupants are under no obligation to disclose it. This sample format can be used for summarizing your data.

| ETHNICITY                                 | PARTICIPANTS | EMPLOYEES | BOARD OF DIRECTORS |
|-------------------------------------------|--------------|-----------|--------------------|
| HISPANIC OR LATINO                        |              |           |                    |
| NOT HISPANIC OR LATINO                    |              |           |                    |
| <b>TOTAL</b>                              |              |           |                    |
| MALE                                      |              |           |                    |
| FEMALE                                    |              |           |                    |
| <b>RACE</b>                               |              |           |                    |
| AMERICAN INDIAN/ALASKAN NATIVE            |              |           |                    |
| ASIAN                                     |              |           |                    |
| BLACK OR AFRICAN AMERICAN                 |              |           |                    |
| NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER |              |           |                    |
| WHITE                                     |              |           |                    |
| <b>TOTAL</b>                              |              |           |                    |
| MALE                                      |              |           |                    |
| FEMALE                                    |              |           |                    |

Applications for services provided by the facility and the disposition of those applications, responses to calls for assistance (fire and rescue services), and any other service to the public should be documented. This sample format can be used for summarizing your data.

| <b>ETHNICITY</b>                          | <b>NUMBER OF APPLICATIONS RECEIVED</b> | <b>NUMBER OF APPLICATIONS APPROVED</b> | <b>NUMBER OF APPLICATIONS REJECTED</b> |
|-------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|
| HISPANIC OR LATINO                        |                                        |                                        |                                        |
| NOT HISPANIC OR LATINO                    |                                        |                                        |                                        |
| <b>TOTAL</b>                              |                                        |                                        |                                        |
| MALE                                      |                                        |                                        |                                        |
| FEMALE                                    |                                        |                                        |                                        |
| <b>RACE</b>                               |                                        |                                        |                                        |
| AMERICAN INDIAN/ALASKAN NATIVE            |                                        |                                        |                                        |
| ASIAN                                     |                                        |                                        |                                        |
| BLACK OR AFRICAN AMERICAN                 |                                        |                                        |                                        |
| NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER |                                        |                                        |                                        |
| WHITE                                     |                                        |                                        |                                        |
| <b>TOTAL</b>                              |                                        |                                        |                                        |
| MALE                                      |                                        |                                        |                                        |
| FEMALE                                    |                                        |                                        |                                        |