

Workpaper A08 RSJI: Race and Social Justice Initiative (RSJI) Toolkit

Purpose: This workpaper is intended to guide auditors in considering RSJI implications in their audit projects. The Auditor-in-Charge (AIC) should complete this workpaper for all audit projects. If the City Auditor has decided that it is not necessary to complete this form in its entirety, document the City Auditor's decision and rationale in Section 1.

When: Auditors should complete this form during two phases of the audit:

1) During the Job Design Phase:

- Complete Sections 1 and 2¹
- Review with an RSJI team member² (See step I.9 in the A02 MJC)
- Send to City Auditor for preliminary review and approval

2) During the Data Gathering and Analysis Phase:

- Complete Section 3

3) At the end of the Data Gathering and Analysis Phase

- Complete Section 4
- Send to City Auditor for final review and approval

See [Racial Equity Toolkit \(2012\)](#) for resources and more information.

Section 1 – General Information

Audit Number & Title	<u>Click here to enter text.</u>		
Auditor-in-Charge	<u>Click here to enter text.</u>	Date Completed	<u>Click here to enter a date.</u>
RSJI Team Member Review	<u>Click here to enter text.</u>	Date Reviewed	<u>Click here to enter a date.</u>
City Auditor Preliminary Approval	<u>Click here to enter text.</u>	Date Approved	<u>Click here to enter a date.</u>

City Auditor decided completing this form is unnecessary for the following reason:

Section 2 – Racial/Ethnic Impacts Brainstorming and Audit Planning *(during Job Design Phase)*

¹ Feel free to use a variety of sources for assistance during this step, including external agencies, other City departments, OCA colleagues, etc.

² RSJI Team Members: Virginia Garcia and Melissa Alderson

- 1) **Briefly describe what you are auditing and the preliminary scope and objectives:**

- 2) **Are there certain racial/ethnic groups that are likely to be significantly or disproportionately affected by the program, service, or organization being audited? If yes, which groups are they and how could they be impacted?**

- 3) **Describe the racial/ethnic equity areas involved in this audit:**
 - Education:
 - Community development:
 - Health:
 - Environment:
 - Criminal justice:
 - Jobs:
 - Housing:
 - Transportation:
 - Other (describe):

- 4) **Describe the potential impact areas involved in this audit:**
 - Contracting equity:
 - Workforce equity:
 - Access to service:
 - Inclusive outreach:
 - Public engagement:
 - Other (describe):

- 5) **What audit steps will you incorporate into the audit to address the issues identified above? (For example: are there racial/ethnic groups that could be interviewed or surveyed or data that can be analyzed?)**

- 6) **Apply RSJI principles to inform the audit's scope, identify potential interviewees, and identify key audiences for the audit report to help ensure that our work considers unique and underrepresented perspectives. For guidance, see [DEI Stakeholder Analysis Guidance](#).**

Section 3 – Review and Analysis of RSJ Efforts *(during Data Gathering and Analysis Phase)*

- 7) **Has the auditee or the audit's lead department completed a Racial Equity Toolkit for the program, service or organization being audited? If yes, were recommendations from the toolkit implemented? If not, document why not and consider including the lack of a RSJI toolkit as the condition for a finding.**

- 8) How does the program or service being audited take RSJI into consideration in its public communication and outreach, contracting practices, and service delivery? Has the department completed an evaluation of these practices to determine if they have been effective in reducing racial disparities?

- 9) Is the audited program, department, or organization collecting data on the race/ethnicity of the beneficiaries? If yes, are data racially/ethnically biased? See [Inclusive Outreach and Public Engagement Guide](#) for assistance.

Section 4 – Recommendations *(after Data Gathering and Analysis Phase)*

- 10) Are there additional tools the audited program, department or organization could be using (or steps they could be taking) to meet RSJI goals? See [examples of completed racial equity toolkits](#)

- 11) List all audit recommendations that relate to RSJI:

- 12) In addition to [our standard list](#) of stakeholders and audiences that should review the draft report, or receive a copy of the final audit report, with who else could we share a report draft or the final report to help widen the distribution of our work:

City Auditor Final Approval Click here to enter text. **Date Approved** Click here to enter a date.