

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

The Auditor-in-Charge (AIC) should complete this workpaper for all audits and nonaudit projects, unless the City Auditor decides that it is not necessary. For such projects, please document the City Auditor's decision not to complete this work paper.

This workpaper is intended to guide auditors in considering RSJI implications during audit planning and fieldwork.

Sections 1-3 should be completed by the AIC, and then reviewed by an RSJI team member during the audit planning phase. Section 4 should be completed after the field work phase. The City Auditor will review and approve the form after every section has been completed. See [Racial Equity Toolkit](#) 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 Member¹ Review	<u>Click here to enter text.</u>	Date Reviewed	<u>Click here to enter a date.</u>
City Auditor Approval	<u>Click here to enter text.</u>	Date Approved	<u>Click here to enter a date.</u>

Section 2 – Overall Racial/Ethnic Impact

- 1) What are you are auditing? Briefly describe the audit objectives and scope.**
Click here to enter text.
- 2) Are there certain racial/ethnic groups that are significantly or disproportionately affected by what you are auditing? If yes, which groups are they?**
Click here to enter text.
- 3) Does what you are auditing involve any type of outreach? If yes, which groups are targeted and why?**
Click here to enter text.
- 4) Can what you are auditing improve the equity of and between racial/ethnic groups? If yes please describe.**
Click here to enter text.

¹ RSJI Team Members include: Virginia Garcia and Melissa Alderson

If you answered yes to questions 2, 3 or 4, go on to the next section. If not, you are finished with this workpaper.

Section 3 – Racial/Ethnic Issues and Audit Considerations

5) Which racial/ethnic equity areas are involved in this audit?

- | | | |
|--|---|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Environment | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Criminal justice | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Health | <input type="checkbox"/> Jobs | |

6) What are the potential impact areas?

- | | | |
|---|---|---|
| <input type="checkbox"/> Contracting equity | <input type="checkbox"/> Inclusive outreach | <input type="checkbox"/> Other: Click here to enter text. |
| <input type="checkbox"/> Workforce equity | <input type="checkbox"/> Public engagement | |
| <input type="checkbox"/> Access to service | | |

7) Describe the racial/ethnic equity issues for each impact area selected in the previous question.

Click here to enter text.

8) What audit steps could be incorporated into the audit to address the issues identified above? (For example: are there racial/ethnic groups you could interview or survey?)

Click here to enter text.

Section 4 – Recommendations

9) Does what you are auditing take RSJI into consideration in its public communication and outreach, contracting practices, service delivery, and evaluation of effectiveness? If yes, how? Are there additional tools the audited organization could be using (or steps they could be taking) to meet RSJI goals? See [RSJI City Workplans](#)

Click here to enter text.

10) Is the audited organization collecting data on the race/ethnicity of the impacted participants? Is this data racially/ethnically biased? See [Inclusive Outreach and Public Engagement Guide](#) for assistance.

Click here to enter text.

11) Does the audit make any recommendations relating to RSJI? If so, what are they?

Click here to enter text.