City of Seattle
Racial Equity Toolkit (RET) Summary Sheet: Cover Sheet and Questions

Please fill in below to identify the RET completed:

Department/Office: Office of Sustainability and Environment
Name of policy, program, etc. analyzed: Food Action Plan Community Engagement Strategy
Names and titles of key staff that led this RET process: Hannah Hill, Bridget Igoe
Dates of RET process (e.g., 8/2018 – 12/2018)**:** 9/2019 – 1/2020

> This Summary Sheet should be completed by those who worked on this RET with input from Change Team members and department leadership. Representatives from these different groups should review the final version so that there is consensus on content before it is shared with the Mayor's Office. Please fill out a separate Summary Sheet for each of the 4 required RETs that your department named in your director's Performance Plan with the Mayor.
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> For questions about using this Summary Sheet, please contact your OCR RSJI Liaison.

Please respond to the following questions on a separate document (<u>no more than two pages</u>).
Please include this page as the cover sheet along with your response.

1. List the racial equity outcome(s) that you set in Step 1 of the RET process. *(Max 300 characters)*

Implement a community engagement strategy rooted in racial equity to inform the Food Action Plan (FAP) by:

- hiring a consultant with expertise in racial equity, community engagement, and food justice to co-develop and co-implement the strategy
- ensuring the community leaders participating in the engagement activities are representative of communities highly impacted by socio-economic and environmental challenges and the geographic areas where these communities live. These communities include communities of color, native and indigenous communities, immigrants and refugees, people with low-incomes and limited English proficiency individuals, and seniors and youth from these communities; and
- ensuring the community engagement strategy isn't extractive or transactional in nature, and prevents future negative consequences through accountability measures and structures that create transparency, opportunities for continued engagement, reduce engagement fatigue, and compensate participants for their time and expertise

2. Which stakeholders (groups and/or key individuals) did you engage in this RET? In what ways did you engage them? *(Max 600 characters)*

<u>City Staff:</u> OSE and the FAP Workgroup led the toolkit process, which included staff from OSE, HSD, DON, Parks, SPU, OPCD, and PHSKC. City staff were engaged through meetings facilitated by OSE from Sept. 2019 through Jan. 2020. At meetings, staff analyzed previous engagement findings, reviewed racial

disparities data, developed goals for the RET process, identified stakeholders, developed research questions, and analyzed new findings.

Community: From Dec. 2019 – Jan. 2020, OSE staff and a consultant conducted 19 1.5hr. interviews with community leaders from communities/geographies most impacted by racial, environmental, and health inequities to learn about community priorities and to get feedback on strategies the City should consider in the revised FAP. Community leaders were identified by City staff with deep community ties including staff from HSD's Youth & Family Empowerment Division, the Equity & Environment Initiative, the Equitable Development Initiative, the Duwamish Valley Program, OSE's Fresh Bucks Program, and by members of the Food Action Plan Workgroup.

3. Please describe up to five key benefits and/or burdens for people of color of this policy, program, project, or other decision, which the RET process helped you to identify or confirm. *(Max 300 characters each)*

Benefits
- Opportunity to inform City strategy
- A platform to advocate on behalf of their community
- Opportunity to review results and findings from all conversations and identify potential synergies across the City
- Fair compensation reflecting their time and expertise
- Control over the interview format and the interview environment in terms of topics covered, location of meeting, and level of City staff participation

Burdens
- Not everyone had the time or capacity to participate in the interview
- Limiting interviews to 15-20 community leaders meant some perspectives were missing.

4. Please describe up to five key actions – things that you will do differently or begin to do now – of this policy, program, project, or other decision, which will increase opportunity and/or minimize harm for people of color. *(Max 300 characters each)*

1) Build community engagement and community feedback gathering into the implementation of the 2020 Food Action Plan once it is finalized. This will ensure the plan's implementation remains responsive community needs.

2) Use the findings from this community engagement process to inform the vision, goals, and strategies of the FAP – resulting in a Plan that is responsive to the needs and priorities of Community.

3) Identify and leverage best practices from this engagement strategy and apply them to future strategies ensuring our work continues to: (1) honor the time and expertise of community leaders, (2) support community leadership, (3) increase transparency, accountability, and openness, (4) and set appropriate expectations in regards to the community's role in the process.

5. How will leadership ensure implementation of the actions described in question 4? *(Max 800 characters)*

These activities will be integrated into the overall process used to develop, finalize, and implement the Food Action Plan. They will be tracked through regular Food Action Plan Workgroup Meetings. Workgroup members will report progress on the implementation of the above actions to their departmental leadership. Likewise, OSE staff will report on the implementation of the above actions at monthly meetings with OSE leadership, and when appropriate, highlight critical accomplishments in updates to the Mayor's Office.

6. How have/will you report back to your stakeholders? (This includes the people who were directly engaged in this RET process, those who will be affected by decisions made, and other departments or divisions impacted by the RET findings and the actions described in question 4.) *(Max 800 characters)*

Community Leaders: A memo summarizing learnings and findings from interviews with key community leaders will be provided to every participant. Additionally, we will organize and facilitate a meeting bringing together community leaders to debrief the findings and to gather their input on the best methods to engage community in Phase 2 of our community engagement strategy.

FAP Workgroup Members: FAP workgroup members received a report summarizing findings from previous community engagement efforts and phase one community engagement. On February 6, 2020, OSE will convene a workgroup meeting dedicated to evaluating these findings and discussing the development of a Phase 2 community engagement strategy, and how these findings will shape and influence the vision, goals, and strategies included in the 2020 plan. OSE and FAP workgroup members will also share these findings with colleagues and departmental leadership.

7. What additional racial equity issues did this RET reveal? Consider how these unresolved issues present opportunities for structural transformation (i.e. working across departments, and with other institutions and sectors to achieve racial equity). *(Max 800 characters)*

While the majority of City staff participating in the Food Action Plan workgroup has deep technical expertise on issues impacting our food system, many lacked close relationships with community leaders. Based on their review of racial disparities data and previous community engagement findings, they were able to identify areas of the City and the communities we needed to prioritize in the community engagement strategy, but struggled to identify and name community leaders we should directly engage. As a result, OSE staff identified other City staffers with those relationships to generate a list of community leaders. While this strategy proved successful, it highlighted a lack of community ties among City staff responsible for developing policy. Building closer relationships with community leaders will help ensure the City's work accurately reflects the needs and priorities of the communities it hopes to serve.

This RET also revealed that though many City departments conduct community engagement, often on similar or intersecting issues, there isn't a platform or process to easily track and share findings across or within departments. This has the potential to increase the risk of engagement fatigue or engender distrust in City processes as community members are asked the same questions without seeing tangible results from engagement activities. An opportunity for structural transformation would be to develop a system for better cross-department sharing of this type of information which, in turn, could lead to more effective engagement Citywide.