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

Audit Number & Title	Click here to enter text.		
Auditor-in-Charge	Click here to enter text.	Date Completed	Click here to enter a date.
RSJI Team Member(s) Review	Click here to enter text.	Date Reviewed	Click here to enter a date.
City Auditor Approval	Click here to enter text.	Date Approved	Click here to enter a date.

Purpose: In 2023, City Council passed an ordinance to codify and make permanent RSJI, deeming it a "Citywide effort to end institutionalized racism and race-based disparities in City government."

Audit teams use this workpaper to determine how RSJI principles apply to their audit, how auditees incorporate RSJI principles into their work, and what steps could be added to the audit plan to analyze RSJI efforts. Teams must complete this workpaper for all projects and begin filling it out early in the Job Design phase. RSJI team members and the City Auditor will review this workpaper before the audit team completes the A07 Audit Plan form.

The workpaper below contains prompts and links to resources to help the audit team brainstorm how RSJI applies to the audit. Other good resources may include OCA colleagues, peer audit shops, ALGA's DEI Committee, RSJI experts within the City of Seattle, and best practices in other jurisdictions.

---

1) **What are the preliminary scope and objectives of this audit?**

2) **What racial/ethnic groups are likely impacted by the program, service, or organization being audited? How could they be impacted?**

3) **What other protected classes or other marginalized groups are likely impacted and how? For help identifying stakeholders, see ALGA's DEI Stakeholder Analysis guidance.**

4) **Of the impacts identified above, which of the following four measures may apply? Select all that apply and explain. (See ALGA's [How to Measure Equity](#) guidance for further explanation of each measure)**

☐ **Access (***Does everyone have equal opportunity to use and benefit from the program under audit?***):**

☐ **Quality (***Do some groups experience different levels of quality of the services provided by the program under audit?***):**

☐ **Procedural Fairness (***Are the procedures of the program under audit fair for everyone?***):**

☐ **Outcomes (***Does the program under audit result in different, unintended outcomes for different people?***):**

5) **What audit steps will you incorporate into the audit plan to assess the impacts and measures identified above?**

6) **How do you plan to incorporate community input? (For example: If assessing for "procedural fairness," are there racial/ethnic groups that could be interviewed or surveyed or data that can be analyzed?)**

7) **Has the auditee or the audit's lead department completed a [Racial Equity Toolkit](#) (RET) for the program, service, or organization being audited? If there is a RET, consider adding an audit step to evaluate whether the RET's recommendations were implemented. (See [examples of completed Racial Equity Toolkits](#)) If there is no RET, consider adding an audit step to evaluate whether the auditee has taken RSJI principles into consideration, such as in public communications, contracting, and service delivery. (Check the [City Racial Equity Actions](#) webpage as an initial step.)**

8) **If the audit involves data analysis, is the auditee collecting and evaluating data on race/ethnicity? If yes, add an audit step to evaluate whether the data is racially/ethnically biased. (See Appendix C of the [2021 Seattle Municipal Court Probation audit](#) for an example of audit analysis of racially biased datasets and recommendations to address it)**

9) **Are there criteria, best practices, or tools from peer jurisdictions or community organizations that the department could use to meet RSJI goals? (Consider adding this as a step in your audit plan.)**

10) **In addition to our standard list of stakeholders and audiences who 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?**