



A few helpful tips to consider when drafting recommendations:

- Consider what other service areas or agencies will be impacted by your recommendation.
- Focus your recommendation on the people served and services needed - For example, recommend funding for services needed by Seattle residents, rather than funding for specific agencies.
- Analyze the Racial Equity and Social Justice impact of your recommendation. You can use the City of Seattle Race and Social Justice Tool Kit or another lens you find effective.
- Best results overall are achieved by not prioritizing one service over another. Stick to extolling the benefits of your recommendation rather than saying one recommendation is better than another or one type of service is more important than another. What is most important to any family is what they need, when they need it.
- Your recommendation are best received if you can describe how it is either a best practice, innovative, or "human-centered" and cite the source.

TITLE OF ACTION:

BACKGROUND INFORMATION:

- *Start by describing how this recommended action is one of the building blocks needed to build well-being and/or address historical inequities and/or dismantle systemic disparities, etc. to move targeted demographic toward the vision of a just and thriving community.*

SUMMARY OF THE ISSUE/PROBLEM BEING ADDRESSED

- *Description of need your recommendation will address*
- *Data shows...*
- *What will happen if this need is not met...*

SOLUTION / SPECIFIC RECOMMENDED ACTION :

- *Description of how you recommend the service should be provided.*
- *What is the action?*
- *How will it work?*

KEY INDICATORS:

- *Value of the program/service*
- *Evidence this approach works, reason innovation is needed, and/or how this approach is human-centered.*

DESCRIPTION OF HOW YOUR RECOMMENDATION WILL IMPACT RACIAL DISPARITIES IN COMMUNITY OUTCOMES:

- *How and in what ways does the recommendation “center” Black and Indigenous people?*

MAY WANT TO INCLUDE A STORY:

- *Illustrate need or success – point out systemic issues that are addressed by your recommended action*

MAY WANT TO INCLUDE A PHOTO/GRAJPHIC/INFOGRAPHIC/MAP/CHART etc.:

SUMMARY SENTENCE WITH SPECIFIC DOLLAR AMOUNT FOR EACH ANTICIPATED YEAR IN THE BUDGET:

- *Ex: "We recommend an investment of \$_____ in this action for 2021 and \$_____ in 2022."*

EXPECTED OUTCOMES:

DATA SOURCES:

- *Name of reports*
- *Footnote citation*

NEXT STEPS TO OPERATIONALIZE RECOMMENDATION:

- *Ex: RFP, Community Engagement, etc.*