

Racial Equity Toolkit

To assess policies, initiatives, programs, and budget issues

Step by Step Instructions

Before you begin, describe the policy, initiative, program, or budget issue you will be evaluating. Knowing your purpose can help you set outcomes and weigh potential impacts on racial inequity later on in the analysis.

Step 1. Set outcomes.

Leadership communicates key community outcomes for racial equity to guide analysis.

This section is to be completed by department leadership with input from the Change Team. Many City departments have already established racial equity outcomes through their annual RSJI work plans or other plans, policies and programs. Page 4 of the Toolkit has resources on setting racially equitable outcomes. After the outcomes have been set, be sure to mark if the work relates to one of the opportunity areas the City is working on and if it impacts contracting equity, workforce equity, inclusive outreach and public engagement or immigrant and refugee access to services.

Step 2. Involve stakeholders + analyze data.

Gather information from community and staff on how the issue benefits or burdens the community in terms of racial equity.

The best way to identify community impacts is to talk with the community that will be impacted. Questions 2a and 2b help you identify communities of color that may be impacted by your proposal. Data Resources on page 6 may be of use here – including Census and other demographic information.

Question 2c asks how you have involved the identified community stakeholders. Question 2d asks what the stakeholders have identified as root causes or deeper systemic issues creating racial inequity. The Resources on page 5 provide specific questions to ask stakeholders, and directs you to the *Inclusive Outreach Public Engagement Guide*.

Step 3. Determine benefit and/or burden.

Analyze issue for impacts and alignment with racial equity outcomes.

Question 3 is at the heart of the racial equity analysis. This is where you pull all the data you have collected along with information from conversations with stakeholder groups, your Change Team, and management. Documenting your results and having this information available when you answer this question will help simplify your analysis. Be clear about impacts on racial equity and any unintended consequences. Reflect back on the intended racially equitable outcomes

set at the outset of your analysis. Is there alignment? If not, this is a good point to pause and see how you can minimize harm to be sure your work is not creating greater racial inequity. You will document strategies for how to move forward in the next section.

Step 4. Advance Opportunity or Minimize Harm.

Develop strategies to create greater racial equity or minimize unintended consequences.

This is where you make recommendations on how to mitigate direct, unintentional or inadvertent impacts of your proposal. Develop strategies here to reach your desired racially equitable outcomes and promote partnerships for long term systemic change. Set specific targets and goals. Describe resources needed to make changes and next steps. Question 4 asks you to summarize your strategies to maximize opportunities for racial equity or minimize harm at three levels: program, policy and partnerships.

Step 5. Evaluate. Raise Racial Awareness. Be Accountable.

Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.

Question 5a asks how your Department will evaluate the targets and goals you have set over time. This includes how your data collection and reporting will be maintained and how you will continue stakeholder involvement. Think about the time-frame you have set for implementation of your policy, initiative, program or budget decision. When and how will you report back to department leadership and your stakeholders? Question 5b asks you to identify issues that you may not be able to address at this time and think about how you might go about developing future solutions.

Step 6. Report Back.

Share information learned from analysis and unresolved issue with Department Leadership and Change Team.

This step is critical. It asks you to share your analysis and the strategies you have developed with your leadership and Change Teams. This step informs the overall racial equity work of the department and ensures that specific policies, initiatives, programs and budget decisions are aligned with the racially equitable broad community outcomes that the department seeks to achieve.