Racial Equity Assessment - SAMPLE

Complete this assessment worksheet to analyze and plan for major policy, program, budget or practice changes to be in alignment with the organization's racial equity goals and desired outcomes. This analysis should be completed by people with different racial perspectives.

Project/initiative Name: <u>Partner with Youth and Families</u>

Description: <u>Connect youth to meaningful life opportunities</u>

Department: <u>All</u> _____   Contact: _____

This is a:

☐ Policy   ☐ Program
☐ Initiative   ☐ Budget Issue

> **Step 1. Set outcomes.**
> Leadership communicates key community outcomes for racial equity to guide analysis.

1a. For your organization, what are the most important racial equity community outcomes related to the issue?

- i.   *Increase racial equity & inclusion*
- ii. *Listen*
- iii. *Show respect*
- iv. *Be smart, fair and loving*

1b. What is your proposal and how does your proposal relate to these outcomes?

Examine the ways in which the organization connects youth to meaningful opportunities. We want to ensure staff is creative in designing opportunities that meets the needs of youth.

> **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.

2a. Check all stakeholders that apply*:*

☐ Current students   ☐ Community leaders
☐ Perspective students   ☐ Neighboring businesses
☐ Alumni   ☐ Funders
☐ Parents   ☐ Partnering organizations
☐ Faculty   ☐ Others (please explain):
☐ Staff   _____

2b. What are the racial demographics of the people who are impacted by the issue?

  i.   _____% of youth are people of color
  ii.   _____% of adults and/or fmailes are people of color

2c. How have you involved community members and stakeholders in discussing, planning, developing or reviewing this proposal? Please provide details. If you have not yet involved the community members and stakeholders in discussing, planning, and developing this proposal, how do you plan to do so? (*See Engaging Stakeholders on page 4.*) ** In order for this guide to be most effective, conduct your stakeholder engagement process before proceeding.**

  i. *Hold 5 focus groups*
    a. *Students and alumni*
    b. *Faculty and staff*
    c. *Parents and community leaders*
    d. *Neighboring businesses*
    e. *Funders and partnering organizations*

  ii. *Create a Q&A sheet for each meeting and assign a note taker for each session*

2d. What do your conversations with external stakeholders and data you've gathered tell you about existing racial inequities in the targeted community? Be specific.

  i. *There is a split between who feels we are compassionate and understanding*
  ii. *At times we are viewed as defensive in meetings*
  iii. *Written communications were well received*

*Session feedbacks attached

Step 3. Benefits or burdens.
Given what you have learned from data and from stakeholder involvement…

3a. What benefits may result because of this proposal?

3b. Are there unintended negative consequences i.e., burden falls disproportionally on low-income and/or communities of color?

  i. *Potential expense for programing needs*
  ii. *More dedicated staff*
  iii. *Realign job duties*

3c. Are you accomplishing what you set out to do in Step 1 of your analysis? If not, how you can minimize harm or change your proposal so your work is not creating greater racial inequity.

Yes

Step 4. Short- and long-term strategies to eliminate inequities.
Develop strategies to create greater racial equity or minimize unintended consequences.

4.a. What are your short-term strategies to reach your desired racially equitable outcomes? How will you measure and track your progress?

   i. *Form diverse working groups that has representatives from each stakeholder group to review current policies and procedures*
   ii. *Use working group as a sounding board for changes*
   iii. *Test changes*
   iv. *Implement changes*

4.b. What are your long-term strategies to reach your desired racially equitable outcomes? How will you measure and track your progress?

   i. *Conduct semi-annual or annual surveys*
   ii. *Conduct semi-annual or annual community meetings*
   iii. *Meet 2-4 times a year with focus group*

> **Step 5. Raise racial awareness. Be accountable.**
> Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.

5a. What issues or racial inequities are unresolved? What resources/partnerships do you still need to make changes?

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

5.b. How will you share information learned from this analysis with your organization?   How will you raise awareness about racial inequity related to this project in the organization?

5. c. How will you share your analysis and final plan or proposal with community stakeholders?

ENGAGING STAKEHOLDERS
(adapted from City of Seattle's Racial Equity Toolkit)

Identify Stakeholders –

Find out who are the stakeholders most affected by, concerned with, or have experience relating to the policy, program or initiative? Identify racial demographics of neighborhood or those impacted by issue.

Once you have identified your stakeholders ….

- *Involve them in the issue* - Describe how historically underrepresented community stakeholders can take a leadership role in this policy, program, initiative or budget issue.

- *Listen to the community and ask:*

  1. What do we need to know about this issue? How will the policy, program, initiative or budget issue burden or benefit the community? (concerns, facts, potential impacts)

  2. What factors produce or perpetuate racial inequity related to this issue?

  3. What are ways to minimize any negative impacts (harm to communities of color, increased racial disparities, etc.) that may result? What opportunities exist for increasing racial equity?

  Tip: Ways to gather community input…

    - Community meetings in neighborhoods that will be impacted
    - Focus groups
    - Consulting with City commissions and advisory boards
    - Solicit for input using online tools such as surveys and Open Saint Paul
    - Partner with nonprofits that may work with neighborhood residents
    - Cultural leadership organizations or associations

Examples of what engaging stakeholders look like in practice:

- A reduction of hours at a community center includes conversations with a broad array of users of the community center as well as staff who work there.
- Before implementing a new penalty fee, people from the demographic most represented (or over-represented) among those fined are surveyed to learn the best ways to minimize negative impacts