LOCAL AND REGIONAL
GOVERNMENT ALLIANCE ON
RACE & EQUITY

race forward
THE CENTER FOR **RACIAL JUSTICE** INNOVATION

Race Forward: Applying a Racial Equity Tool Worksheet

The Racial Equity Tool provides a systematic process and structure for institutionalizing racial equity. It applies a racial equity lens to decision-making, to create fair and just policies, procedures and practices that create equitable outcomes for all people.

In summary the Racial Equity Tool
- **Proactively seeks to eliminate racial inequities and advance equity**
- **Identifies clear goals, objectives, and measurable outcomes**
- **Engages decision-making processes**
- **Informs decisions to maximize benefit to and minimize burden on people and communities of color**
- **Develops mechanisms for successful implementation, evaluation, and accountability of impact**

As you work through the Racial Equity Tool
1. Please answer each question under every step, to the best of your group's ability.
2. Be as specific as possible. This worksheet is designed to help you fill in as many details as possible.

Racial Equity Toolkit

Team Members: _____

Pilot Project:_____

Step 1: Desired Results

Population Level:

What is your Desired Result? (Desired Result = A community-level condition of well-being)
(e.g. All mothers have healthy pregnancies and deliveries // All people In our city are economically self-sufficient // All people in our city are safe and healthy.)

What are your Community Indicators? (Indicator = A measure which helps quantify the achievement of a desired result)
Tips: Use indicators that can be disaggregated by race or a proxy for race (ie zip code). You can have multiple indicators. Some indicators can be proxies. Consider data at the city/county level AND zip code/census tract level.
(e.g. maternal mortality disaggregated by race, pre-natal health by neighborhood, healthy births by race, infant health by race and by neighborhood // poverty rate disaggregated by race and by geography, housing cost burden by race and geography, homeownership by race and geography, has health insurance // life expectancy by race or geography, incidents of violent crime by neighborhood, incidents of accidents by neighborhood)

Step 2: Data Collection & Analysis

Data Sources to Consider:

1. **Census Quick Facts** www.census.gov/quickfacts
2. **Policylink Equity Atlas** www.nationalequityatlas.org
3. **Mapping Inequality** https://dsl.richmond.edu/panorama/redlining/#loc=4/36.71/-96.93&opacity=0.8
4. **County Health Rankings** www.countyhealthrankings.org
5. **Local Public Health data**
6. **Local Public School data** (often neighborhood schools have data at a more granular level)
7. **Local Human Services data**

List your data sources:

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What are the gaps in data? What will you do to address these gaps?

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Will you do any primary data collection? If so, what data do you seek and from whom?

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What do the data tell you? Who is most impacted? Base your responses on your observations and analysis of the data. Be specific.

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Please attach a summary of findings from the data, including tables, graphs and literature reserach if available. Remember to look at quantitative/qualitiative data at the population level.

Step 3: Community Engagement / Partnership

Continuum of Engagement
1. Inform
2. Consult
3. Collaborate
4. Shared Decision Making / Power Shift

Six Strategies for Inclusive Engagement
1. Build personal relationships with those most directly impacted
2. Create a welcoming environment
3. Increase accessibility
4. Develop alternative methods for engagement
5. Maintain a presence within impacted communities
6. Partner with diverse organizations and agencies

Design your Community Engagement / Partnership Plan using the following questions as guides:

a) **What community engagement / partnership has already been done (departmental or organization-wide)? What was learned from the past community engagement / partnership processes? List source documents.**

   •

b) **Which approach from the Continuum of Engagement will you use? Why did you choose this approach? How will you push beyond simply informing the community toward shared decision-making and power shift?**

   •

c) **Who will you engage? Based on the data, who is most impacted?**

   •

d) **What are your key purposes in this engagement?**

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e) **What do you hope to learn about from the engagement?**

   •

f) **What are the questions you will ask? What are the discussions you will to support?**

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g) **What methods will you use to engage those most impacted? Who will host, or co-host the engagement? Where and when will you hold these events? How will you invite people? Will you have food, childcare, etc?**

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What did you learn from your community engagement process?

a) **What did you learn from impacted communities about vision, desired result, data, effective and ineffective strategies?**

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b) **Do you need to revise your desired result statement? If so, do it now and reiterate steps 1 and 2.**

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h) **How will you use this engagement process as a foundation for shared decision-making and to build partnership toward power shift? How and when will you check back in?**

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Step 4: Strategies for Racial Equity
on a large board or flip chart paper

Population Level: Strategies to Achieve your Desired Result

1. **Determine the Root Causes:**
    a. **For each of your community indicators (from Step 1) determine the root causes for the racial disproportionalities by asking "why does this disparitity exist". Put your indicator at the top of the page, ask "why", write the response and draw a line to connect between the indicator and the response. Then ask "why" again and again write the response and draw a line connecting the two. The process requires five to ten iterations of drilling down and asking "why" for each response. When you reach "racism" or "slavery" you have reached the end.**
    b. **For the next indicator, start at the top of another page and do the same thing except, when a response is the same as one already named for a previous indicator, deliberately create a web by drawing a line to connect to the response for the previous indicator. Repeat for all your indicators**
    c. **As you examine your Root Cause web, note and circle the causes that are implicated in numerous indicators. These are the root causes that impact your desired result through multiple channels. List your root causes.**
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    d. **Which root causes are your priorities?**
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2. **Determine your Priority Strategies:**
   a. **Using what you learned from impacted communities and the root cause priorities, brainstorm a list of strategies that address root causes to get to your desired result.**
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   b. **Prioritize your strategies. Which are likely to have the greatest impact? Which are most likely to move forward (have political will, have the backing of impacted communities, have partner support, have acceptable budget impact)?**
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3. **Refine your Priority Strategies to Maximize Racial Equity:**
   a. **Given what you have learned from early data analysis and community engagement:**
      i. **How will the proposal increase or decrease racial equity?**
      ii. **Who will benefit from or be burdened by your proposal?**
      iii. **What are potential unintended consequences?**
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   b. **What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts for impacted communities?**
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   c. **Are there complementary strategies that can be implemented to maximize benefit and minimize burden for impacted communities? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?**
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   d. **Are the impacts aligned with your community desired results defined in Step #1? If not, what will you change in order to create alignment?**

Organizational Level: Outcomes and Performance Measures

Having identified your desired results and priority strategies, what are your organizational outcomes and performance measures for each strategy?

What are your organizational outcomes? *(Organizational outcomes = What will happen as a result of an action under your control. Organizational outcomes have a reasonable chance of moving us collectively towards your Desired Result)*

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| |

What are your performance measures? *(Performance measures = A measure of how well an action is working)* **Do they have Communication Power***: Does the measure communicate to a broad range of audiences? Do people care about this measure?* **Do they have Proxy Power***: Does the measure say something of central importance about the result or action? Does the measure stand in the place of a number of other?* **Do they have Data Power***: are good, accessible data available?*

Quantity:	Quality:	Effectiveness:
How much will we do? (e.g. # of organizations served; # of activites completed)	*How well will we do It? (e.g. % attendance; % completing activity; staff composition)*	*Will anyone be better off? (e.g. #/% skills learned; sense of belonging; staff retention)*

Combined: Strategies to Achieve your Desired Result

2. **Using the strategies determined above, determine which of your desired results and performance measures are long-term and which are short-term.**

Long-Term
    <u>**Population Level:**</u>
        Desired Results

        Community Indicators

    <u>**Organizational Level:**</u>
        Desired Organizational Outcomes

        Performance Measures

Short-Term

    <u>**Population Level:**</u>
        Desired Results

        Community Indicators

    <u>**Organizational Level:**</u>
        Desired Organizational Outcomes

        Performance Measures

Step 5: Implementation Plan

1. Using the information determined through the RET, complete the Racial Equity Action Plan
2. Is your plan:
    - ☐ Realistic?
    - ☐ Adequately funded?
    - ☐ Adequately resourced with personnel?
    - ☐ Have the support of impacted communities?
    - ☐ Adequately resourced for partnership with impacted community?
    - ☐ Adequately resourced to ensure internal support?
    - ☐ Adequately resourced to build support from external stakeholders and partners?
    - ☐ Adequately resourced with mechanisms to ensure successful implementation and enforcement?
    - ☐ Adequately resourced to ensure on-going data collection, public reporting?

    If the answer to any of these questions is no, what resources or actions are needed?

Step 6: Communications, Evaluation and Accountability

1. What current frames, narratives or perceived barriers about race might exist regarding your pilot project and the outcomes you are tracking?

2. Using Affirm, Counter, Transform (ACT), develop a compelling pitch that explains how we are all in this together, why we don't see the same outcomes based on race, and articulates a solution grounded in institutional and systems change.
    a. Affirm
        i. What is your population level desired result statement?

        ii. Hook the audience. Why should people pay attention to the work you are doing?

    b. Counter
        i. What does the current data say about the population level desired result? Are there disparities based on race?

ii. **What historical policies, programs and practices lead to these disparities based on race?**

c. **Transform**

i. **How can you debunk the current narrative or frame about why these disparities exist?**

ii. **What are your short term and long term strategies?**

iii. **How can people get involved in supporting the next steps?**

iv. **How can people get involved in ensuring that everyone has (insert population level desired result)**

For Reference: ACT Tool

<u>Affirm</u> – **Hook and engage the audience by immediately mentioning phrases and images that speak to their values.**
<u>Counter</u> – **Open the audience's minds to alternative explanations or frameworks about race. Unconscious attitudes and stereotypes toward individuals and social groups that "affect our understanding, actions, and decisions".**
(Adapted from Kirwan Institute)
<u>Transform</u> – **End your message with a solution that leaves your audience feeling engaged and included in your next steps.**