



## Racial Equity Tool Worksheet<sup>1</sup>

### Step #1: What is your proposal and the desired results and outcomes?

1. Describe the policy, program, practice, or budget decision (for the sake of brevity, we refer to this as a “proposal” in the remainder of these steps).
2. What are the intended results (in the community) and outcomes (within your own organization)?
3. What does this proposal have an ability to impact?

### Step #2 What’s the data? What does the data tell us?

1. Will the proposal have impacts in specific geographic areas (neighborhoods, areas, or regions)? What are the racial demographics of those living in the area?
2. What does population level data, including quantitative and qualitative data, tell you about existing racial inequities? What does it tell you about root causes or factors influencing racial inequities?
3. What performance level data do you have available for your proposal? This should include data associated with existing programs or policies.
4. Are there data gaps? What additional data would be helpful in analyzing the proposal? If so, how can you obtain better data?

### Step #3 How have communities been engaged? Are there opportunities to expand engagement?

1. Who are the most affected community members who are concerned with or have experience related to this proposal? How have you involved these community members in the development of this proposal?
2. What has your engagement process told you about the burdens or benefits for different groups?

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<sup>1</sup> Adopted from Government Alliance on Race and Equity, Racial Equity Toolkit.

<http://www.racialequityalliance.org/resources/racial-equity-toolkit-opportunity-operationalize-equity/>

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3. What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this proposal?

**Step #4 What are your strategies for advancing racial equity?**

1. Given what you have learned from research and stakeholder involvement, how will the proposal increase or decrease racial equity? Who would benefit from or be burdened by your proposal?

2. What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?

3. Are there complementary strategies that you can implement? 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?

4. Are the impacts aligned with your community outcomes defined in Step #1?

**Step #5 What is your plan for implementation?**

1. Describe your plan for implementation.

2. Is your plan:

- Realistic?
- Adequately funded?
- Adequately resourced with personnel?
- Adequately resourced with mechanisms to ensure successful implementation and enforcement?
- Adequately resourced to ensure on-going data collection, public reporting, and community engagement?
- If the answer to any of these questions is no, what resources or actions are needed?

**Step #6 How will you ensure accountability, communicate, and evaluate results?**

1. How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community?

2. What are your messages and communication strategies that will help advance racial equity?

3. How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long-haul?

