RACIAL & SOCIAL EQUITY

ASSESSMENT TOOL OVERVIEW

The racial and social equity assessment tool is to be used for the Planning Department's work (internal or external) including, but not limited to: budget, policies, plans, programs, phases of development project review, and legislation.

STEP 1

DESIRED EQUITY RESULTS/OUTCOMES

What are the desired equity outcomes and end condition if project succeeds?[1] (*think* about impact)

STEP 2

ANALYZE DATA

What data do you have and what does it indicate about racial and other disparities? Who is served or impacted by this and what are their racial and other demographics (seniors, etc.)?

STEP 3

COMMUNITY ENGAGEMENT/PUBLIC PARTICIPATION PLAN

Who has and needs to be engaged? (community, staff, etc.). Is there a participation plan?[2]

STEP 4

BENEFITS, BURDENS, UNINTENDED CONSEQUENCES AND STRATEGIES FOR RACIAL EQUITY

Who will benefit by this proposal? Who is burdened by this proposal? What are potential unintended consequences? Are the impacts aligned with the desired outcomes (Step 1)?

STEP 5

IMPLEMENTATION

How can we implement and monitor mitigation and equity strategies? How will you partner with stakeholders for long-term positive change?

STEP 6

ACCOUNTABILITY: HOW WILL YOU MEASURE YOUR RESULTS AND OUTCOMES?

How would you evaluate and report back on progress towards meeting desired equity outcomes and results?

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[1] Think about specific populations (children, youth, seniors, people of color); basic needs (housing, jobs, transportation, education, etc.); and issue areas (housing, community development).
[2] Reference the Communications and Engagement Protocol.

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RACIAL AND SOCIAL EQUITY ASSESSMENT TOOL PURPOSE

The vision of the San Francisco Planning Department is to eliminate racial inequity in the community. To do this requires ending individual racism, institutional racism and structural racism. The Racial and Social Equity Assessment Tool lays out a process and a set of questions to guide the development, implementation and evaluation of internal and external policies, projects, programs, and budget issues to address the impacts on racial equity.

Racial and social equity assessment tools are designed to integrate explicit consideration of racial and social equity in decisions, including policies, practices, programs and budgets. Use of the tool in government can help to develop strategies and actions that reduce racial and social inequities and improve success for all groups.

Purpose of Racial & Social Equity Assessment Tools

» Proactively seek to eliminate racial and social inequities and advance equity

» Identify clear goals, objectives and measurable outcomes

» Engage community in decision-making processes

» Identify who will benefit and who will be burdened by a given decision

» Identifies strategies to advance racial and social equity and mitigate unintended negative consequences

» Develop mechanisms for successful implementation and evaluation of impact

When do I use this assessment?

The earlier you use an assessment tool, the better. When racial and social equity is left off the table and not addressed until the last minute, the use of a tool is less likely to be fruitful. Using a tool early means that individual decisions can be aligned with organizational racial and social equity goals and desired outcomes. Using a tool more than once means that equity is incorporated throughout all phases, from development to implementation and evaluation.

How do I use this assessment?

With Inclusion. The analysis should be completed by people with different racial and social perspectives.

Step by step. The analysis is made up of six steps from beginning to completion and is an interative process.

How do I use this assessment efficiently?

Even without Departmental outcomes to focus our energy, we can still reduce racial and social inequity by using the internal assessment tool. While it is often tempting to say that there is insufficient time to do a full and complete application of a racial equity tool, it is important to acknowledge that even with a short time frame, asking a few questions relating to racial and social equity can have a meaningful impact. If you are unable to undertake the full process the following questions should be answered for "quick turnaround" decisions, these are your Critical 3 Questions or C3Q:

» What are the racial and social equity impacts of this particular decision or process?

» Who will benefit from or be burdened by the particular decision or process?

» Are there strategies to mitigate the impacts / unintended consequences and to advance racial and social equity?

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RACIAL EQUITY TOOL ASSESSMENT WORKSHEET

Name of Policy/Program/Project:
New / Existing effort (circle one)

Brief description:

Step 1: Desired Results/Outcomes

Community Results

> ℹ️ *What are the population-level results you want to see? Articulate as positive conditions. E.g., All families in San Francisco are thriving. All residents have access to open space? All families have adequate housing? What would this look like in the community if successful?*

1.

Desired Outcomes

> ℹ️ *Outcomes are at your dept and program level. You will create performance measures to measure these outcomes. E.g., parklet program applications are spread out across communities of color; community meetings represent the demographics of the project area; interview panels are diverse; etc.*

1.

Step 2: Analyze Data

> ℹ️ *What does quantitative and qualitative data tell you about the existing racial disparities? What does it tell you about root causes or factors behind these disparities? What does it not tell you? Will the Policy/Program/Project have impacts on specific geographic areas (e.g. neighborhoods)? If so, what are the racial demographics of those areas?*

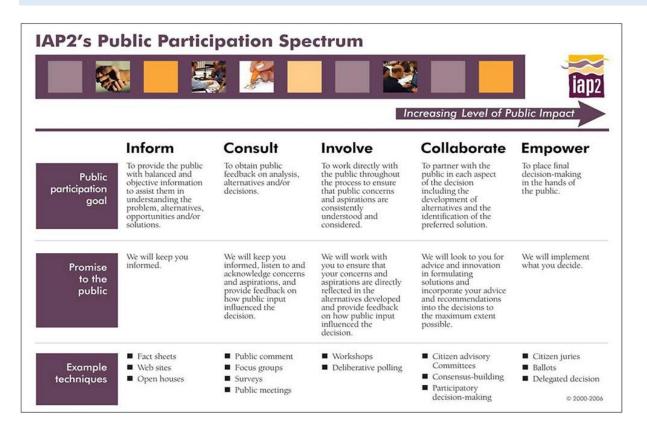| Data description	What does it indicate?

What other data would be helpful?

Data description	Why it helps	Strategy to obtain

Step 3: Community Engagement / Public Participation Plan

Identify stakeholders. Who is most affected by, concerned with or has experience with the PPP or issue area? Create a public participation / communications plan. How have you involved community members in your assessment? If not yet, what is your plan? Refer to the Public Participation Spectrum. [Note: This may vary depending on project phase.] Where are you and how will your plan reflect this? What is your strategy for longer-term engagement with the community for long-term positive change?

Decision Space / Note:

ℹ️ *In your public participation/communications plan, clearly articulate what decisions the community can actually influence, if any. E.g., If a new housing facility is being built, is it what services are offered onsite, or just the color of the building?*

IAP2's Public Participation Spectrum

Increasing Level of Public Impact

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example techniques	■ Fact sheets ■ Web sites ■ Open houses	■ Public comment ■ Focus groups ■ Surveys ■ Public meetings	■ Workshops ■ Deliberative polling	■ Citizen advisory Committees ■ Consensus-building ■ Participatory decision-making	■ Citizen juries ■ Ballots ■ Delegated decision

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Step 4: Benefits, Burdens, Unintended Consequences and Strategies for Racial Equity

> ℹ️ *Given what you have learned from research and stakeholder involvement, how will the proposal increase or decrease racial and social equity? What are unintended consequences? What are opportunities to advance racial and social equity? Get community insight to design/refine. This mitigates risk and helps outcomes.*

Who benefits?	Align w/Step 1 community results?	What action, if any, needed?

Who is burdened?	Align w/Step 1 community results?	Strategy to mitigate or eliminate negative impact?

Potential Effect (+/-)	Strategy to Enhance or Reduce

Note:

Assumptions/blind spots	Impact	Action Needed

Leverage Other Resources/Relationships

ℹ️ *Who else could you work with to maximize impact in the community?*

Root Causes

ℹ️ *How are you addressing identified root causes?*

Step 5: Implementation

Is your plan to implement mitigations and advance racial and social equity:

o Realistic?

o Adequately funded?

o Adequately resourced with personnel?

o Adequately resourced with mechanisms to ensure successful implementation and enforcement?

o 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: Accountability: How will you measure your results and outcomes?

How much did we do?

Ex: # clients/people served

Ex: # activities

How well did we do it?

% Common measures (turnover rate, unit cost, staff morale)

% Activity-specific measures (% clients completing activity)

Is anyone better off?

#/% Skills/knowledge (ex: parenting skills)

#/% Attitude/opinion (ex: toward police)

#/% Behavior (ex: school attendance)

#/% Circumstance (e.g., working in high-wage job, stable housing)

Communication

> ℹ️ *How will impacts and results be shared with the community? (Public-facing solutions offer high transparency and accountability.). How will you maintain continuous learning with stakeholders to improve/adjust your PPP?*

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