

# RACIAL EQUITY AND SOCIAL JUSTICE TOOL

## PROCESS GUIDE

*Step 1: Review Best Practices* ..... 2

*Step 2: Complete Scoping & Decision Guide* ..... 3

*Step 3: Conduct the Analysis* ..... 4

*Step 4: Complete the Follow-Up Evaluation* ..... 4



# STEP 1: REVIEW BEST PRACTICES

**RESJI Mission:** Establish racial equity and social justice as core principles in all decisions, policies and functions of the City of Madison.

**RESJI Priority Areas:** 1. Equity in City Operations; 2. Equity in City Budgets and Policies; 3. Equity in the Community

## BEST PRACTICES

► **Identify groups and individuals** most likely to be impacted by the decision, policy, program, practice or budget. Find ways to involve them in the analysis. City Departments should include their assigned RESJI Staff, Civil Rights Coordinator, Multicultural Affairs Committee Member, Women’s Initiative’s Committee Member, NRT Staff, and Latino Community Engagement Team Member.

► **Conduct** the analysis in the way that works best for the policy being analyzed and those affected. Some examples include: facilitated, full-group discussion; one-on-one conversations; or small group meetings

► **Create accountability** by sharing the analysis widely with stakeholders, decision makers and the public. Be clear about how the process occurred, including who asked for the analysis, who participated, and identified missing elements such as data or stakeholder input.

► This is not a prescriptive or linear process. **Adapt** it to your needs and reach out for technical assistance as needed. See information in Step 2 about technical assistance.

# EQUITY

is just and fair inclusion into a society in which all (people) can participate, prosper, and reach their full potential.

## POLICYLINK

## RACIAL EQUITY AND SOCIAL JUSTICE TOOL

Is:	Is NOT:
A systematic examination of likely impacts of decisions, policies, programs, practices and budgets on racial and ethnic groups or low –income populations	The “answer”
Used to minimize adverse consequences, prevent institutional racism and identify new options to remedy existing inequities	To be used for political or professional gain
An intentional pause	To stop a process or slow it down beyond recognition
Best used early in the process	Only applicable at the beginning- can be used to evaluate ongoing issues or programs
To be conducted with a variety of perspectives and stakeholders whenever possible	The only way to engage stakeholders
A way to ensure racial equity impacts are at the core of decision making	Not to be used in place of other processes that are in place such as a fiscal analysis or a public safety analysis
A way to raise the voice of traditionally marginalized communities	A way to create token representation in decisions
A way to raise awareness of racial and social justice issues in the community	A guarantee that decision makers will follow the recommendations
An authentic, focused and intentional effort to consider the recommendations that come out of the analysis – transformational change	A “check box” activity that does not consider creative ways to implement the recommendations – transactional change

## STEP 2: SCOPING & DECISION GUIDE

### (skip this step when using the Equitable Hiring Tool – go to step 3)

These steps are designed to help you “scope” the nature of the request for tool use, and decide whether to use the tool in this situation. The following questions should be completed with as much detail as possible. Writing these down is a best practice to ensure clarity throughout the analysis process.

#### SCOPING QUESTIONS (attach separate sheets of paper as needed)

1. Who made the request to conduct the analysis?
2. Why did this request arise?
3. Why is there a desire to do this analysis now?
4. When did the project or issue that is the subject of the analysis begin? When is its anticipated end date?
5. What are the potential large-scale implications of this analysis with regard to public policy, budget, or city-wide impacts?
6. What is your plan for communicating: A) the potential large-scale implications listed above; as well as B) the RESJI analysis process and recommendations to the relevant department head(s), Mayor, Common Council and/or community stakeholders?

#### DECISION GUIDE

	Yes	Unsure	No	Notes
1. Has everyone involved in the analysis reviewed the best practices included in Step 1?				If there are questions about the best practices, consider asking RESJI for technical assistance. (See below).
2. Is your department prepared to make real change as a part of this tool?				If decision makers are not willing to make an attempt at change as a result of the analysis, it may not be recommended to use the tool.
3. Is the subject of the analysis in the early stages of planning?				If the subject of the analysis is already planned or is in its final stages, it may not be recommended to use a tool.
4. Does the subject of the analysis involve one or two (less than 3) departments?				If the subject of the analysis involves three or more departments, consider asking RESJI for technical assistance. (See below).
5. Was the analysis requested from the RESJI Strategy team, Department Head(s), or another City of Madison employee?				If the analysis was requested by an external stakeholder or elected official, please contact RESJI for technical assistance. (See below).
6. Is the purpose for conducting the analysis consistent with RESJI mission and goal areas?				RESJI tool applications should be requested and completed with the purpose of promoting racial equity in City Operations, Policies & Budgets, and in the community. It should not be done solely for political reasons or to delay a project, for example.
7. Is tool usage required by policy or current City goals?				For example: an analysis needed due to equitable workforce plan goals (AA Plan).
8. We are ready and able to implement the communications outlined in scoping question #6 (items A and B) above.				Reach out to other departments, teams, or individuals as necessary.

**Mostly ‘Yes’ column** = It seems like this is an appropriate use of racial equity tools. Continue to Step 3. RESJI Tools & Training can provide technical assistance as needed.

**Mostly ‘Unsure’ and Mostly ‘No’ columns** = This may not be an appropriate use of racial equity tools. Email RESJI Tools & Training team for discussion & technical assistance and/or support.

RESJI Tools & Training contact person: Allison Dungan, [adungan@cityofmadison.com](mailto:adungan@cityofmadison.com)

## STEP 3: CONDUCT THE ANALYSIS

There are three tools available for you to use. There is a more robust description on the first page of each tool. If you have questions, please email RESJI Tools & Training Team for assistance: Allison Dungan, [adungan@cityofmadison.com](mailto:adungan@cityofmadison.com)



### [Impact Analysis Tool - Comprehensive \(MS Word\)](#)

This is the default tool for a racial equity analysis (other than hiring).



### [Impact Analysis Tool - Fast-Track \(MS Word\)](#)

This is a short version of the comprehensive tool. Use this for projects on a short timeline or without a widespread impact on legislation already drafted and introduced, or a minor budget item.



### [Equitable Hiring Tool \(PDF\)](#)

Use this tool for hiring or personnel planning.

► When you complete the tool, don't forget to visit the RESJI tool portal on SharePoint.

## STEP 4: FOLLOW-UP EVALUATION

After the analysis is complete, please answer the following questions to the best of your knowledge, incorporating input from those who participated in the analysis. You can complete these questions at this survey monkey link: [www.surveymonkey.com/r/RESJI-ToolFollowUpEvaluation2017](http://www.surveymonkey.com/r/RESJI-ToolFollowUpEvaluation2017)

1. Department
2. Project name
3. Your name (optional)
4. What were the final recommendations?
5. How did you communicate the recommendations to your department's management, the mayor, the common council, and/or community stakeholders?
6. Were these recommendations implemented? Why or why not?
7. In general, what went well with the analysis?
8. What did the analysis cause you and your team to consider that you wouldn't have been considered otherwise? Did you consider the results to be a success? Did the RESJI analysis contribute to the success of the project? Why or why not?
9. What challenges did you and your team experience in the analysis?
10. Were there any questions that worked particularly well for your analysis? Any that did not work well? Please explain.
11. Do you have any recommended changes for the tool or the analysis process? Please share:

## RESJI MISSION:

Establish racial equity and social justice as a core principle in all decisions, policies and functions of the City of Madison.



Racial Equity  
& Social Justice Initiative