Racial Equity Impact Tool Worksheet:

Complete this worksheet to analyze and plan for policy, program, initiative, budget or service changes so that decisions made are in alignment with Hennepin County goals and disparity reduction efforts. This analysis should be completed by people with different racial perspectives, areas of expertise, and experiences to ensure multiple perspectives are represented. For detailed instructions on the process of completing this worksheet please see the Hennepin County Racial Equity Impact Tool Guide.

What is the policy, initiative/plan, program, service, or budget issue?

Title of issue or opportunity (policy, initiative/plan, program, service, or budget issue):

This is a (check as many as apply)**:**

☐ Policy ☐ Program ☐ Service ☐ Budget Issue ☐ Initiative ☐ Plan ☐ Practice

☐ Other

Describe the policy, program, initiative/plan, service or budget decision. (for the sake of brevity, we refer to this as a "proposal" in the remainder of these steps)

Department: **Contact:**

Step 1

Set Outcomes: What is the desired results and outcomes of the proposal?

a) **What are the intended results (in the community) and outcomes (within your own organization/client population)?**

b) **Which of the seven disparity domains does this proposal align with?**

☐ Education   ☐ Employment   ☐ Health   ☐ Housing

☐ Income   ☐ Justice   ☐ Transportation

c) Does the issue primarily impact:

☐ Internal/Employees ☐ External/Residents

d) What does this proposal have an ability to impact?

☐ Children and youth	☐ Food access and affordability	☐ Planning / development
☐ Community engagement	☐ Government practices	☐ Transportation
☐ Contracting equity	☐ Health	☐ Utilities
☐ Criminal justice	☐ Housing	☐ Workforce equity
☐ Economic development	☐ Human services	☐ Other _____
☐ Education	☐ Jobs	
☐ Environment	☐ Parks and recreation	

Step 2

What's the data? What's the data tell us?

a) Will the proposal have impacts in specific geographic areas (neighborhoods, areas, or regions)? If yes, which neighborhoods, area, or regions?

☐ Yes ☐ No

If yes, What are the racial demographics of those that live in the area(s) and/or that will be impacted by the proposal?

b) What does population (community) 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?

c) What performance level data do you have available for your proposal? This should include data associated with existing programs or policies.

d) Are there data gaps? What additional information would be helpful in analyzing the proposal? If so, how can you obtain better information?

Step 3

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

a) **Who are the most affected community members related to this proposal? How have you involved these community members in discussing, planning, developing, or reviewing of this proposal? Please provide details. If you have not yet involved the community members and/or stakeholders in discussing, planning, and/or developing this proposal, how do you plan to do so?**

-- STOP--

(In order for this guide to be most effective, conduct your stakeholder engagement process before proceeding.)

b) **What has your engagement process told you about the burdens or benefits for different groups?**

c) **What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this proposal?** (Examples: bias in the process, lack of access or barriers, lack of racially inclusive engagement)

Step 4

What are your strategies for advancing racial equity?

a) **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?**

b) **What are the potential unintended consequences? (e.g. burden of proposal will disproportionally fall on communities of color) What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?**

c) **Are the impacts aligned with your community outcomes defined in Step #1?**

a. **How will you address the impacts (including unintended consequences) on racial equity? Are there strategies that you can implement?** What strategies address the immediate impact? What strategies address the root causes of inequity? How will you partner with stakeholders for long term positive change? If impacts are not aligned with desired community outcomes, how will you realign your work?

Program Strategies:

Policy Strategies:

Partnership Strategies:

Step 5

What is your plan for implementation?

a) **Describe your plan for implementation.**

Desired Result (community):

Desired Outcome (within organization/client population):

Stakeholders:

Strategy	Action/Task	Person Responsible	Deadline	Resources Needed
1.				
2.				
3.				
4.				

b) Is your plan:

☐ Realistic?
☐ Adequately funded?
☐ Adequately resourced with personnel?
☐ Adequately resourced to ensure successful implementation?
☐ Adequately resourced to ensure on-going data collection, reporting, and community engagement?

If any boxes above are unchecked, what resources or actions are needed?

How will you ensure accountability, communicate, and evaluate results?

a) **How will impacts be documented and evaluated? Do you have a plan to make course corrections, if needed?**
Name the measures that will be used to track the outcomes:

b) **What are your messages and communication strategies that will help advance racial equity? How will you share your analysis department/ program leadership, project sponsor, stakeholders, and community?**

How will you share information learned from this analysis with department/program leadership, project sponsor, and other stakeholders?

c) **How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable?**

d) **What issues remain unresolved? What resources/partnerships do you still need to make changes?**