Tool for
Organizational Self-Assessment
Related to Racial Equity

October 2013

From the Eliminating Disparities

in Child and Youth Success Collaborative

Contents

August 6, 2013

Re: Tool for Organizational Self-Assessment Related to Racial Equity

Dear Friends and Fellow Leaders,

On behalf of the Coalition of Communities of Color and All Hands Raised, we are pleased to present the enclosed Tool for Organizational Self-Assessment Related to Racial Equity. We prepared this tool because we, like you, want to live in a healthy, prosperous community – and because we believe that all our organizations have a role to play in creating an Oregon where race and ethnicity no longer predict an individual's chances for success.

The Tool is designed to help you, as an organizational leader, gather a holistic snapshot of your organization's practices and policies as they relate to racial equity. The Tool is evidence-based and grounded in the belief that no single organization, program, or strategy will remedy our community's inequities.

We believe that lasting change will result when organizations across our community 1) publicly commit to racial equity; 2) self-assess their current work as it relates to racial equity; and 3) build a plan to strengthen and improve in areas that they self-identify, with support from a community of leaders that are also engaged in equity work.

There are two important things for you to know about this process:

1) **It's flexible and adaptable.** The process is designed for organizations both large and small, including school districts, nonprofits, corporations, foundations, and others. The process will unfold differently in different organizations.

2) **It's not about right or wrong.** It's about gathering facts and insights about your organization that will be helpful to you as a leader who is driving organizational change. It's about starting from where you are today. And it's ultimately about building your own plan, grounded in your organization's unique assets, commitments, and mission.

Welcome to this next step of the journey. Together, we will arrive at a more equitable future.

Sincerely,

Carmen Rubio

Executive Director, Latino Network
Coalition of Communities of Color

Gerald Deloney

Director of Program Advancement, Self-Enhancement Inc. Co-Chair,
Co-Chair, Coalition of Communities of Color

Carole Morse,

President, PGE Foundation
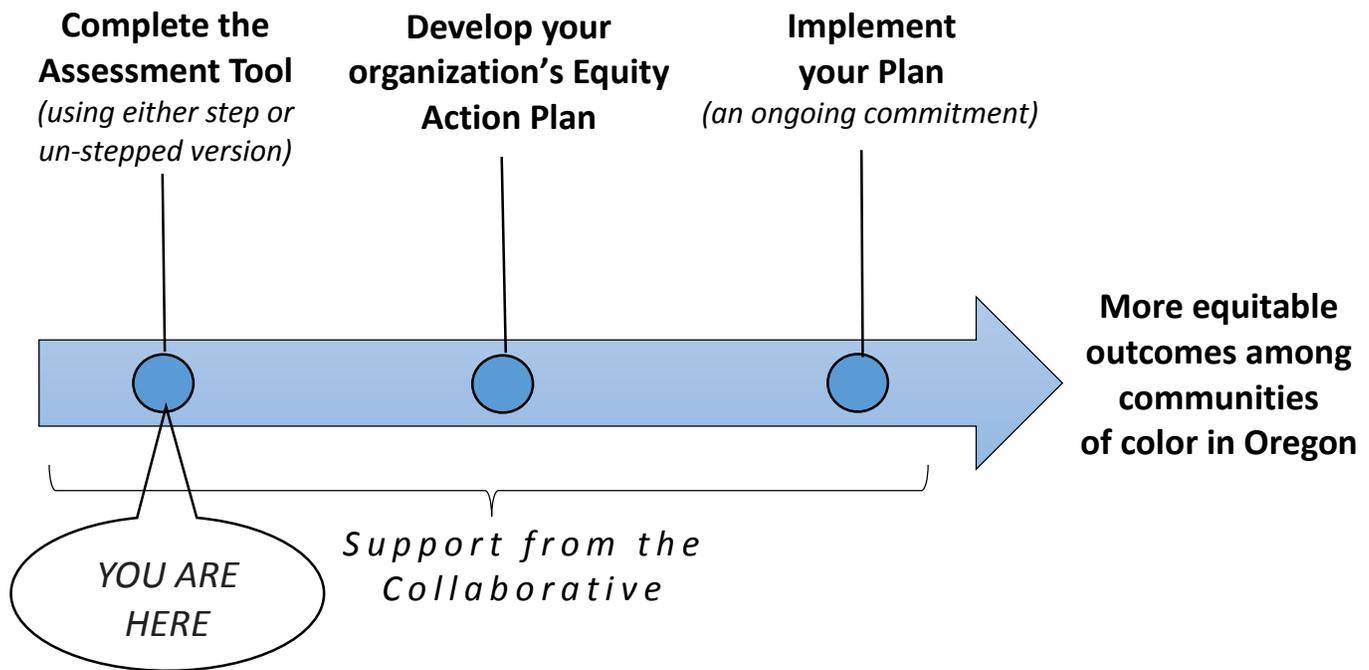Chair, All Hands Raised

Lee Po Cha

Associate Director, Immigrant & Refugee Community Organization
Immediate Past Chair, All Hands Raised
Immediate Past Chair, Coalition of Communities of Color

Overview

Welcome to the Tool for Organizational Self-Assessment Related to Racial Equity. The Tool was designed, piloted and refined by the Eliminating Disparities in Child & Youth Success Collaborative. The Collaborative is a cross-sector partnership between local institutions and the communities most impacted by racial inequities, co-convened by the Coalition of Communities of Color as part of the All Hands Raised Partnership. We are committed to ensuring that race ceases to predict future success of children and youth. Collaborative members have committed to a shared agenda that includes completing a self-assessment and implementing an organization-specific equity plan. While the Tool arose out of the work of the Collaborative, we invite any organization to share our journey.

The purpose of the Tool is to

1. Help organizations gather baseline data and information in order to self-identify areas for organizational change and improvement, including specific actions and targets that will lead to improved outcomes for communities of color.
2. Spur dialogue within organizations that leads to greater understanding and commitment to address issues of racial equity.
3. Facilitate the sharing of information, resources, mutual support, and improvement tools.
4. Build shared accountability across organizations.

Complete the Assessment Tool *(using either step or un-stepped version)*

Develop your organization's Equity Action Plan

Implement your Plan *(an ongoing commitment)*

More equitable outcomes among communities of color in Oregon

YOU ARE HERE

Support from the Collaborative

Why focus on race?
The voices of leaders in our community have led to our focus on racial equity:

"The persistent disparities facing our communities of color have cost Oregon billions of dollars in lost economic output, and our losses are compounded every year we choose to not directly address the inequities in our communities."
Greg Kantor, CEO, Northwest Natural & Sarah Mensah, Director of Strategic Planning, Brand Jordan
Co-Chairs of the All Hands Raised Partnership Council

"More than family income, more than language proficiency, more than disability and giftedness, race is the single most predictive factor in our students' success. In a time of ever-tightening resources it is all too possible for some to portray this equity work as a tradeoff. Instead, I believe that by confronting our biggest shortcomings, we will be more accountable as a community to all our students."
Carole Smith, Superintendent, Portland Public Schools
Eliminating Disparities in Child & Youth Success Collaborative Member

Instructions

1. Meet with a representative of the Collaborative to discuss the process and answer any questions you have.

2. Complete the Organizational Readiness Reflection.

3. Begin and complete the Assessment Tool. We encourage that it take no longer than 3 months to complete. The Assessment Tool is available in two forms. Both contain the same questions.
   a. The "step" version is comprised of a series of questions organized by subject area *and* level of difficulty or depth of the questions. This stepped version offers an organization the option of moving from easier to more detailed narrative questions that require more analysis.
   b. The "un-stepped" version contains all elements of the tool in one document, useful to look at the entire task at one time, or to be divided by subject areas and worked through sequentially.

4. Call upon Collaborative members with any questions or needed support throughout the process.

5. Complete one-page summary of results of tool with strengths, challenges, and 3-5 action areas.

6. For additional support or questions, contact Inger McDowall at ingerm@nayapdx.org or Julia Meier at juliam@nayapdx.org

Who should complete the Tool within an organization?

We recommend that the organization's chief executive and senior management team take the lead responsibility for completing the Tool. The chief executive may also opt to appoint a multi-level team to support the process; however, the Tool is not intended as a mechanism for engaging all staff in a given organization. Instead, a thoughtful process of staff engagement may be seen as one possible element of the action plan to be developed following the completion of the Tool. The chief executive should inform and engage the organization's board leadership as appropriate before, during, and/or after completion of the Tool.

Beginning: Organizational Readiness Reflection

<u>Directions:</u> Fill in the blanks with the number that best describes where your organization is in relation to the organizational characteristics and workforce competencies listed below. Then look at the reflections section for recommendations about next steps.

Haven't started work in this area yet	Plans exists to use in planning and implementation	This is in place and we have evidence of its use	This is part of our routine, and we model it for others
(1)	**(2)**	**(3)**	**(4)**

Organizational Characteristics:

1.____Institutional commitment to addressing/eliminating racial and ethnic inequities

2.____Hiring to address racial and ethnic inequities, prioritizing the hiring of employees who represent communities of color, immigrant and refugees

3.____Structure that supports authentic community partnerships that are empowering and more fluid than hierarchical

4.____Supporting staff to address racial and ethnic inequities

5.____Inclusive and culturally-responsive internal communications

6.____Institutional support for innovation to better meet the organization's mission

7.____Creative use of categorized funds that (supporting programs/policies vital to or disproportionately needed by particular disadvantaged racial/ethnic communities)

8.____Data and planning practices that are accessible to and, as appropriate, driven by community stakeholders, incorporating community narratives and experience.

9.____Effective and coordinated administrative processes

Workforce Competencies:

1.____ Knowledge of racial equity components (e.g. public policy development, advocacy, data practices)

2.____ Understanding of the social, environmental and structural determinants of racial and ethnic inequities

3.____ Knowledge of affected community (can be developed by building and maintaining authentic relationships with communities of color, analysis of community-driven data, etc.)

4.____ Courageous leadership that is consistent around applying a racial equity lens and understanding of power and privilege

5.____ Community organizing and engagement skills (community organizing skills based on the principles and practices espoused by communities of color, immigrants and refugees)

6.____ Problem-solving abilities

7.____ Cultural responsiveness and humility

Reflections: If you notice that your answers tend toward the one and two range, we recommend that you work with the "step" version of the tool and begin with "Step 1: The First 20 Questions." This will allow the organization to begin with somewhat easier questions. Then as you create a space of being able to have these conversations, you will be ready to move to Step 2 (and work through to completion). If you notice that your answers tend toward the three and four range, we recommend that you next complete the entire Organizational Self-Assessment Tool.

STEP 1:   The First 20 Questions

Directions: Please answer the questions below. Put a "Y," "N" or "?" in the blank to indicate yes, no, I don't know.

Organizational Commitment, Leadership & Governance:

1._____ Has your organization made a public commitment to racial equity?

2._____ Does your organization have a mission statement that incorporates racial equity?

3._____ Does your organization have an internal structure whose goal is to address issues of racial equity, for example an equity committee?

4._____ Do you collect the racial, ethnic and linguistic makeup of your board?

Racial Equity Policies & Implementation Practices:

5._____ Does your organization have a racial equity policy?

6._____ Does your organization have a written racial equity plan with clear actions, timelines, people responsible for each action, indicators of progress and processes for monitoring and evaluation?

Organizational Climate, Culture & Communications

7._____ Does your organization visibly post materials in languages other than English?

Service-Based Equity

8._____ Do you collect racial, ethnic and linguistic data on your clients or constituents?

9._____ Do you provide language interpreter/translator services for people who speak languages other than English?

Service-User Voice & Influence

10._____ Do you collect data on service-user or constituent satisfaction with your organization regarding racial equity?

Workforce Composition & Quality

11._____ Do you collect the racial, ethnic and linguistic makeup of your workforce?

12._____ Does your organization have written procedures to increase the recruitment, retention and promotion of people of color?

13._____ Does your organization have an internal structure or position dedicated to promoting workforce diversity?

14._____ Are racial equity and cultural competency training and capacity building made available to your workforce?

Community Collaboration

15._____ Does your organization have formal partnerships with organizations of color?

16._____ Does your organization allocate resources for engagement and outreach in communities of color?

Resource Allocation & Contracting Practices

17._____ Does your organization have a Minority, Women & Emerging Small Business (MWESB) policy?

18._____ Does your organization routinely collect data on MWESB utilization?

Data, Metrics & Continuous Quality Improvement

19._____ Does your organization have a written policy or formal practice regarding the collection of race and ethnicity data?

20._____ Does your organization meet regularly with leaders from communities of color specifically to discuss racial equity within your organization?

STEP 2: Deeper Questions

Directions: Please answer the questions below. Put a "Y," "N" or "?" in the blank to indicate yes, no, I don't know.

Organizational Commitment, Leadership & Governance:

1._____Is advocacy on behalf of racial equity seen as part of the organization's work?

2._____ Does the organization have a systematic review of racial equity? (Refers to a planned and periodic gathering of facts and governing body discussion with community participation regarding the implications of the facts for the organization).

Racial Equity Policies & Implementation Practices:

3._____ If you have developed, or are developing, a written racial equity policy and/or plan, were representatives, or are representatives, from communities of color participants in development?

Organizational Climate, Culture & Communications

4._____Are there visible signs of your organization's commitment to racial equity in your primary physical location, e.g. signage that states your commitment and/or physical representation of diverse communities?

5._____ Do you encourage or support difficult conversations about race in a safe, confidential, private space?

6._____Are organizational materials assessed for racial bias and reviewed to ensure reflection of your community's diversity?

Service-Based Equity

7._Do you collect race and ethnicity data on each of the following:

____ those who request service

____ those who receive service

____ those referred for specific interventions

____ those who succeed and those who don't in your programs/services/schools?

8._____When you make evidence-based decisions regarding communities of color (either collectively or as individual communities) do you review the decision with the impacted community?

Service-User Voice & Influence

9._____ If you collect data on service-user or constituent satisfaction with your organization regarding racial equity, do you share the findings with communities of color?

Workforce Composition & Quality

10._____ Are racial justice knowledge, skills and practices incorporated into performance objectives (such as job descriptions and work plans) and appraisals/evaluations for staff?

11._____Do performance appraisals/evaluations include progress on racial equity and cultural competency goals?

12._____ Are there effective formal and informal complaint procedures for staff regarding race-related complaints?

13._____ Is your organization unionized?

14._____ If you are subject to Title VI (which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance), has the federal government ever found your organization non-compliant?

15._____Are racial equity and cultural competency training voluntary or mandatory?

16._____ Do communities of color in your area participate in the development and evaluation of racial equity and/or cultural competency trainings available for your staff?

Community Collaboration

17.____ Do you have a method in place to assess the overall satisfaction of communities of color with your organization?

Resource Allocation & Contracting Practices

18.____ If your organization has equity practices and policies, do you require your vendors and contractors to adhere to the same practices and policies?

Data, Metrics & Continuous Quality Improvement

19.____If you collect race and ethnicity data (either workforce or constituency), are you able to disaggregate your data into the following communities: African, African American, Asian, Pacific Islander, Latino, Native American and Slavic?

20.____ If you collect race and ethnicity data, are individuals able to self-identify their race and ethnicity?

21.____If you collect race and ethnicity data, are individuals allowed to designate multiple races and/or ethnicities?

22.____ Do you reveal race and ethnicity data in a way that is accessible to your staff?

23.____ Do you reveal race and ethnicity data in a way that is accessible to the public?

STEP 3: Questions (short answer)

Organizational Commitment, Leadership & Governance:

1. If you organization has made a public commitment to racial equity, please describe how the commitment was made and who made it.
2. If you organization has an internal structure, e.g. an equity committee, responsible to addressing racial equity, please describe the structure including its scope of work and composition.

Racial Equity Policies & Implementation Practices:

3. If you have a written racial equity policy and/or plan, how are communities of color incorporated into ongoing implementation efforts?

Organizational Climate, Culture & Communications

4. Describe your organization's primary physical space and what it may communicate to diverse stakeholders. Is it welcoming and accessible? Consider the use of height, open spaces, natural or artificial light, art, signage and visual representations.
5. Describe whether, and how, the organization's entrance area is welcoming and supportive of diverse individuals and families, e.g. is there comfortable seating and supports for those with children.
6. Please provide a couple of examples of how your organizational meetings are conducted in a manner that supports equity and inclusion, and values diverse ways of speaking, thinking, debating, reflecting and making decisions.
7. What practices or structures does the organization have in place to support employees of color, e.g. mentoring, employee support groups, comprehensive orientations? Are there supports for employees of color to move into positions with low diversity?
8. How does your organization market, brand and/or message your equity initiatives?

Service-Based Equity

9. Please provide a couple of examples of how race and ethnicity service-user data has informed your service delivery practices and decision-making regarding services.

10. How do you ensure that language services (translation/interpretation) are adequately aligned with community needs?

Service User Voice & Influence

11. Please list organizational structures that ensure service-user participation by communities of color (e.g. service delivery, evaluation, quality improvement, hiring practices, performance appraisals, service-user satisfaction).

Workforce Composition & Quality

12. If your organization is unionized, please describe the role of the union in promoting workforce diversity.

13. Please list your organization's key priorities related to cultural and linguistic competencies for staff and leadership.

Community Collaboration

14. In what ways are communities of color formally recognized as key stakeholders in organizational decision-making?

15. How do you ensure that your community engagement practices with communities of color are culturally-appropriate for particular communities of color? Please include some specific practices.

Resource Allocation & Contracting Practices

16. Please provide a couple of examples of how racial justice values influence your organization's investments.

Data, Metrics & Continuous Quality Improvement

17. Please provide a couple of examples of how race and ethnicity data from within your organization has affected your services, investments or employment practices.

STEP 4: Questions (narratives)

Organizational Commitment, Leadership & Governance:

1. Do the senior leaders of your organizations act consistently around racial equity by, e.g., allocating sufficient resources for equity initiatives, making racial justice a standing agenda item at key meetings, and ensuring people of color are decision-makers? Provide 2-3 specific examples.
2. How do you actively engage your union leadership (if applicable) around racial equity efforts?

Racial Equity Policies & Implementation Practices:

3. If you have a written racial equity policy and/or plan, how does the governing body monitor progress?

Organizational Climate, Culture & Communications

4. How is your organization's internal culture of inclusion and equity communicated? Practices may include noticing barriers to participation, planning that incorporates participation supports, public appreciation of "out loud" interrupting or naming of inequities, and encouragement when difficult topics are surfaced.
5. Please describe how the organization actively builds a culture of inclusion and equity.
6. What processes and practices intentionally include or exclude community members?
7. How does the organization support an authentic and early process for noticing, naming and addressing dynamics of racism within the organization?

Service-Based Equity

7. How do you incorporate goals of service equity and culturally-appropriate service delivery? Provide a couple of examples of how this is codified in policy or implemented in practice.

8. Please describe how your organization evaluates the quality and effectiveness of interpretation and translation services it either contracts for or provides.

Service-User Voice & Influence

9. Please provide a couple of examples of how service user voice of communities of color has influenced your organization.

Workforce Composition & Quality

10. If your organization has an internal structure responsible for workforce diversity (e.g. an officer or office of diversity), please briefly describe the structure or role, and the scope of work.

11. How do racial justice and cultural competency goals inform the organization's investments in training and professional development?

12. How do you evaluate the effectiveness of racial equity and cultural competency trainings available for staff and leadership?

Community Collaboration

13. How do you ensure that your organization is responsive to current and emerging issues in communities of color?

14. How does your organization formally collaborate with community-based organizations of color to determine and address your organization's responsiveness to the needs of communities of color?

Resource Allocation & Contracting Practices

15. In what ways are your organization's budget allocations aligned with racial equity goals, plans, policies and/or values?

Data, Metrics & Continuous Quality Improvement

16. Please describe how your programs are evaluated in terms of their impact on communities of color and racial equity goals? You may include internal and external evaluation processes.

Assessment tool: Integrated Version (un-stepped)

This tool contains the same content as the "stepped" version of the assessment. Some organizations are interested in seeing the full set of questions on each domain of the assessment, and thus we have reproduced the tool here without the steps that separate content questions into different layers of questions.

Organizational Commitment, Leadership & Governance
1. Has your organization made a public commitment to racial equity? If so, please describe how the commitment was made and who made it.
2. Does your organization have a mission statement that incorporates racial equity? If so, please attach.
3. Does your organization have an internal structure whose goal is to address issues of racial equity, e.g. an equity committee or council? If so, please describe the structure's scope of work and composition.
4. Do you collect the racial, ethnic and linguistic makeup of your board? If so, please attach.
5. Do the organization's senior leaders act consistently around racial equity, e.g. by allocating sufficient resources for equity initiatives, making racial justice a standing agenda item at key meetings, ensuring people of color are decision-makers? Please provide 2-3 specific examples.
6. Is your organization unionized? If so, how do you actively engage union leadership around racial equity efforts?
7. Is advocacy on behalf of racial equity seen as part of the organization's work?
8. Does the organization have a systematic review of racial equity? A systematic review refers to a planned and periodic gathering of facts and governing body discussion with community participation regarding the implications of the facts for the organization.

Racial Equity Policies & Implementation Practices
9. Does your organization have a racial equity policy? If so, please attach.
10. Does your organization have a written racial equity plan with clear actions, timelines, people responsible for each action, indicators of progress and processes for monitoring and evaluation? If so, please attach.
11. If you have developed, or are developing, a written racial equity policy and/or plan were representatives, or are representatives, from communities of color participants in development?
12. If you have a written racial equity policy and/or plan, how are communities of color incorporated into ongoing implementation efforts?
13. If you have a written racial equity policy and/or plan, how does the governing body monitor progress?

Organizational Climate, Culture & Communications
14. Does your organization visibly post materials in languages other than English?
15. Are there visible signs of your organization's commitment to racial equity in your primary physical location, e.g. signage that states your commitment and/or physical representation of diverse communities?
16. Do you encourage or support difficult conversations about race in a safe, confidential, private space?
17. Are organizational materials assessed for racial bias and reviewed to ensure reflection of your community's diversity?
18. Describe your organization's primary physical space and what it may communicate to diverse stakeholders. Is it welcoming and accessible? Consider the use of height, open spaces, natural or artificial light, art, signage and visual representations.
19. Describe whether, and how, the organization's entrance area is welcoming and supportive of diverse individuals and families, e.g. is there comfortable seating and supports for those with children.
20. Please provide a couple of examples of how your organizational meetings are conducted in a manner that supports equity and inclusion, and values diverse ways of speaking, thinking, debating, reflecting and making decisions.
21. What practices or structures does the organization have in place to support employees of color, e.g. mentoring, employee support groups, comprehensive orientations? Are there supports for employees of color to move into positions with low diversity?
22. How does your organization market, brand and/or message your equity initiatives?

23. How is your organization's internal culture of inclusion and equity communicated? Practices may include noticing barriers to participation, planning that incorporates participation supports, public appreciation of "out loud" interrupting or naming of inequities, and encouragement when difficult topics are surfaced.
24. Please describe how the organization actively builds a culture of inclusion and equity. What processes and practices intentionally include or exclude community members?
25. How does the organization support an authentic and early process for noticing, naming and addressing dynamics of racism within the organization?

Service-Based Equity
26. Do you provide language interpreter/translator services for people who speak languages other than English?
27. Do you collect racial, ethnic and linguistic data on your clients or constituents? If so, please attach.
28. Do you collect race and ethnicity data on each of the following:
    ___ those who request service
    ___ those who receive service
    ___ those referred for specific interventions
    ___ those who succeed and those who don't in your programs/services/schools?
29. When you make evidence-based decisions regarding communities of color (either collectively or as individual communities) do you review the decision with the impacted community?
30. Please provide a couple of examples of how race and ethnicity service-user data has informed your service delivery practices and decision-making regarding services.
31. How do you ensure that language services (translation/interpretation) are adequately aligned with community needs?
32. How do you incorporate goals of service equity and culturally-appropriate service delivery? Provide a couple of examples of how this is codified in policy or implemented in practice.
33. Please describe how your organization evaluates the quality and effectiveness of interpretation and translation services it either contracts for or provides.

Service-User Voice & Influence
34. Do you collect data on service-user or constituent satisfaction with your organization regarding racial equity? If so, do you share the findings with communities of color?
35. Please list organizational structures that ensure service-user participation by communities of color (e.g. program planning, service delivery, evaluation, quality improvement, hiring practices, performance appraisals, service user satisfaction).
36. Please provide a couple of examples of how service user voice of communities of color has influenced your organization.

Workforce Composition & Quality
37. Do you collect the racial, ethnic and linguistic makeup of your workforce? If so, please attach.
38. Does your organization have written procedures to increase the recruitment, retention and promotion of people of color? If so, please attach.
39. If your organization is unionized, please describe the role of the union in promoting workforce diversity.
40. Does your organization have an internal structure or position dedicated to promoting workforce diversity, e.g. an officer of diversity or office of diversity? If so, please briefly describe the structure or role, and the scope of work.
41. Are racial justice knowledge, skills and practices incorporated into performance objectives (such as job descriptions and work plans) and appraisals/evaluations for staff?
42. Do performance appraisals/evaluations include progress on racial equity and cultural competency goals?
43. Are there effective formal and informal complaint procedures for staff regarding race-related complaints?
44. If you are subject to Title VI (which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance), has the federal government ever found your organization non-compliant?
45. Are racial equity and cultural competency training and capacity building made available to your workforce?
46. Are racial equity and cultural competency training voluntary or mandatory?

47. Do communities of color in your area participate in the development and evaluation of racial equity and/or cultural competency trainings available for your staff?
48. Please list your organization's key priorities related to cultural and linguistic competencies for staff and leadership.
49. How do racial justice and cultural competency goals inform the organization's investments in training and professional development?
50. How do you evaluate the effectiveness of racial equity and cultural competency trainings available for staff and leadership?

Community Collaboration
51. Does your organization have formal partnerships with organizations of color?
52. Does your organization allocate resources for engagement and outreach in communities of color?
53. Do you have a method in place to assess the overall satisfaction of communities of color with your organization?
54. In what ways are communities of color formally recognized as key stakeholders in organizational decision-making?
55. How do you ensure that your community engagement practices with communities of color are culturally-appropriate for particular communities of color? Please include some specific practices.
56. How do you ensure that your organization is responsive to current and emerging issues in communities of color?
57. How does your organization formally collaborate with community-based organizations of color to determine and address your organization's responsiveness to the needs of communities of color?

Resource Allocation & Contracting Practices
58. Does your organization have a Minority, Women & Emerging Small Business (MWESB) policy? If so, please attach.
59. Does your organization routinely collect data on MWESB utilization? If so, please attach and disaggregate if possible into minority, women, and emerging small business.
60. If your organization has equity practices and policies, do you require your vendors and contractors to adhere to the same practices and policies?
61. Please provide a couple of examples of how racial justice values influence your organization's investments.
62. In what ways are your organization's budget allocations aligned with racial equity goals, plans, policies and/or values?

Data, Metrics & Continuous Quality Improvement
63. Does your organization have a written policy or formal practice regarding the collection of race and ethnicity data? If so, please attach.
64. If you collect race and ethnicity data (either workforce or constituency), are you able to disaggregate your data into the following communities: African, African American, Asian, Pacific Islander, Latino, Native American and Slavic? If you collect race and ethnicity data, are individuals able to self-identify their race and ethnicity?
65. If you collect race and ethnicity data, are individuals allowed to designate multiple races and/or ethnicities?
66. Do you reveal race and ethnicity data in a way that is accessible to your staff?
67. Do you reveal race and ethnicity data in a way that is accessible to the public?
68. Does your organization meet regularly with leaders from communities of color specifically to discuss racial equity within your organization?
69. Please provide a couple of examples of how race and ethnicity data from within your organization has affected your services, investments or employment practices.
70. Please describe how your programs are evaluated in terms of their impact on communities of color and racial equity goals? You may include internal and external evaluation processes.

Please collect the attachments that are included on page 13 of this package.

Attachments (for both stepped and un-stepped versions)

<u>Directions</u>: Please provide the following attachments if they are available and applicable to your organization.

- Organization's mission statement
- Completed governing body racial diversity template
- Racial Equity Policy
- Written racial equity plan
- Completed client or constituent racial diversity template
- Any written standards your organization has that guide language accessibility, including translation and interpretation practices.
- Written plan to diversify your workforce
- Minority Women-owned and Emerging Small Business policy.
- Minority Women-owned and Emerging Small Business utilization disaggregated, if possible, into M, W, and ESB.
- Any written practices or standards your organization has regarding racial and ethnic data collection or usage
- Any written document your organization has that outlines how racial equity outcomes are monitored and evaluated

Assessment & Accountability Tool Summary Document

This one-page summary should be filled out after an organization completes the Assessment & Accountability Tool. For members who are part of the Eliminating Disparities Collaborative or the wider circle of All Hands Raised participating organizations, please forward this summary to Inger McDowall or Julia Meier with the Coalition of Communities of Color.

I.   **Organizational Overview** (Please provide a 5-10 sentence description of your organization):

II.   **Strengths** (Based on the results of the Tool)

III.   **Gaps** (Based on the results of the Tool)

IV.   **Possible Action Areas** (Based on the results of the Tool these are three actions that we will take in the next 12 months)

V.   **Reflections** (Based on your use of the tool provide feedback that can help improve the tool's usability)

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