

June 2021

Dear Community Friends,

Thank you very much for your interest in joining the Racial Equity Learning Community developing in Bucks and Montgomery Counties! We are grateful to learn and serve with you in advancing racial equity and justice in our community.

Racial Equity Learning Community (RELC) Vision: To advance racial equity and justice in Bucks and Montgomery Counties, Pa through committed organizational learning, community-building, and action that deepens organizational and collective capacity for change.

Definitions

- Racial Equity: The condition that would be achieved if one's racial identity no longer predicted the opportunities and barriers that one experiences.
- Racial Justice: The proactive reinforcement of policies, practices, attitudes, and actions that produce equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Important Message:

The RELC is a commitment of time, learning, change and action for your organization. By applying to join this learning community, you are making the deliberate choice to integrate this learning, work and action into the culture and services of your organization. This is a shift for many of us. It requires the commitment and support of your board. It requires all of us to continue the learning and action when this gets challenging! By completing this application, you are affirming that your organization is dedicated to these next steps of organizational learning, action and community-building and action.

If you cannot - for whatever reason - commit to these requirements, there will be other ways to learn and build community in the year ahead. The three Collaborative partners, the Bucks-Mont Collaborative, Interagency Council of Norristown, and TriCounty Community Network, will be hosting three trainings throughout the year for open participation on topics anchored in understanding and advancing racial equity and justice. This provides an opportunity for you and your organization to continue learning separately from the Racial Equity Learning Community.

If your organization is ready to make this commitment, then please submit your application and [thank you!](#)

Application & Instructions:

- 1) **Please read these materials and the organizational commitment.**
- 2) **[Complete your application online](#)**

This application includes step one of the *Tool for Organizational Self-Assessment Related to Racial Equity*, which is labeled as the "organizational readiness reflection." This 16-question reflection should be completed by the Executive Director or CEO, with board or senior management consultation, if applicable. This reflection is designed to help you gather a more complete assessment of your organization's current practices and policies as they relate to racial equity, as well as help guide you in using the tool to ultimately complete your organization's racial equity action plan. This evidence-based tool was created by

the Coalition of Communities of Color and All Hands Raised, and helps your organization assess current work in these areas, as well as create a plan with actionable steps for where you want to be.

Organizational Commitment, Leadership & Governance	Service-User Voice & Influence
Racial Equity Policies & Implementation Practices	Workforce Composition & Quality
Organizational Climate, Culture & Communications	Community Collaboration
Service-Based Equity	Resource Allocation & Contracting Practices
Data, Metrics & Continuous Quality Improvement	

Organizational Commitment

By submitting your application to participate in the Racial Equity Learning Community (RELC), your organization is agreeing to the following:

Organizational Learning

1. Your organization will participate in five, 3-hour, every other month, virtual* trainings, as well as one introductory, 2-hr virtual session to co-create RELC values, agreements and begin relationship building, and one 2-hr post-RELC reflection session. Organization participation must include an Executive Director or CEO, and we highly encourage Board Chair participation, as possible. We recommend the participation below based on organization size with the lower range as a minimum. This allows for consistent organization participation when individual members cannot be present. Each organization must participate in each training, with individuals allowed to miss up to two trainings. Please see the included schedule and curriculum.

* The RELC will operate virtually, with a pre-Learning Community survey assessing member training preferences for in-person, hybrid or virtual formats; coaching and peer learning circles will be virtual.

As you confirm employee participation, please consider including an HR employee or individual with similar roles and responsibilities, as well as employees who are change makers within your organization. Who are the influencers on your team? Who will help support your organization's commitment to this learning and work?

- Organization of 10 Employees or Less = 2
 - Organization of 11- 25 Employees = 2-5
 - Organization of 26-50 Employees = 5-7
 - Organization of 51-99 Employees = 5-10
 - Organizations of 100+ Employees. Please contact either the Bucks-Mont Collaborative, ICN or TCN regarding Learning Community participation.
2. You will share the information learned organization-wide, and commit to internal, meaningful discussion and action throughout this process.
 3. After each training, you will meet the following month for a 1-hr session with a coach who is virtually available to offer facilitation or communication strategies to help you share training information organization-wide, and/or support reinforcement of key concepts learned for you and

your team. Your coach will also be available for questions or resources to help you implement your organization's racial equity action plan. Coaches will be virtually available for 1:1 or group sessions. Your coach will be a team member from one of the following organizations, matched by preference and mutual schedule availability: Pearl S. Buck International, the Social Justice Initiative at the Graduate School of Social Work and Social Research of Bryn Mawr College, the YWCA Bucks County, and the YWCA Tri-County Area; we are identifying a possible fifth coaching organization.

4. *Optional.* ED/CEOs will have access to every-other-month, one-hour peer learning circles to share challenges, strategies and build relationships and accountability at a peer level in furthering racial equity and justice work.

Total Organizational Learning Hours: 24 Hours

15 hours of training; 5 hours of coaching; 4 hours of community-building and reflection (2 sessions) + 5 optional hours of ED/CEO peer learning circles = **29 Hours**

Organizational Action: Organizational Assessment & Racial Equity Action Plan

5. The organization's Executive Director or CEO, optionally with a senior management team, will complete the *Tool for Organizational Self-Assessment Related to Racial Equity* by December 31, 2021, including the Assessment & Accountability Tool Summary Document.
6. The organization's executive leadership commits the organization to make meaningful progress towards the organization's identified 3-5 action areas by August 31, 2022; this will serve as the foundation for your organization's racial equity action plan. Meaningful progress will be defined by you and your organization, recognizing that each organization's resources, process and timeline are unique and affected differently by the unknowns of the COVID-19 pandemic. However, the work and progress should be significant, purposeful and of value to you and your organization.

Organizational & Community Data Collection

7. The organization agrees to share non-identifying organizational data regarding constituent demographics, as available. This will help us all understand the sector in which we work and serve by race, ethnicity, language, gender, age, and other identifiers. This data will be collected through a Learning Community survey.

Organizations Serving Montgomery County: The Planning Partners are collaborating with HealthSpark Foundation, BCT Partners, and a community informed Data Design Team to develop a plan for building a data platform that will identify communities in Montgomery County with the greatest needs and inequities and determine how much of what types of services and programs are locally accessible to these communities. With your help, we are hoping to map organizational data collected to evaluate the impact of public and private funding streams and the safety net and asset-building programs and services these dollars support. This work is unfolding, with updates to come. Thank you!

8. Complete a pre- and post-learning community survey that assesses progress in personal and organizational learning, the organizational racial equity action plan, and learning community satisfaction.

Community Building & Action

9. The organization agrees to participate in a facilitated, introductory, 2-hr virtual session for RELC members to co-create values and agreements and lay a foundation for relationships, trust and brave space.
10. At least one representative from your organization will join a facilitated community action team on an issue area aligned with your organization's mission and services; these will begin in January 2022. As example, if your mission focuses on K-12 education, you would join a community action team that's focused on advancing racial equity in education, including – as example - policy reforms on school climate, funding, and equitable access to achievement programs. The community action team issue areas will be decided by the RELC with likely areas (based on community listening sessions) in safety net, education, criminal justice, and healthcare issues.

Important: While your organization is signing up for this first year of the RELC, these community action teams will continue in year two and beyond, with the goal that they will become sustainable beyond the learning community, comprised of a trained, ready network of organizations and individuals to continue the work. One or more of your organization's members should plan for year two participation in community action teams.

We are grateful to take this journey with you, and to build a more equitable community together!

Sincerely,

The Collaborative Planning Partners



Supplemental Materials:

- 1) Racial Equity Learning Community Schedule
- 2) nINA Collective Overview & Curriculum
- 3) *Tool for Organizational Self-Assessment Related to Racial Equity*
(Note: we will convert this complete tool to an online, shareable form)

Racial Equity Learning Community Schedule

Cohort One	2021-2022
Community Building Session: Co-create RELC values and agreements	Thursday, September 23, 2021 10:00am-12:00pm
Training 1: Grounding & Decolonizing	Thursday, September 30, 2021 9:00am-12:00pm
Coaching Session: 1 Hr <i>Optional</i> ED/CEO Peer Learning Circle	October 2021
Training 2: Deconstructing Systems of Power & Privilege	Thursday, November 4, 2021 9:00am-12:00pm
Coaching Session: 1 Hr <i>Optional</i> ED/CEO Peer Learning Circle	December 2021
Training 3: Transformative Leadership Community Action Teams: Collectively determine issue areas for community action teams	Thursday, January 6, 2022 9:00am-12:00pm
Coaching Session: 1 Hr <i>Optional</i> ED/CEO Peer Learning Circle Community Action Team Meeting(s)	February 2022
Training 4: Collaborate Part 1	Thursday, March 3, 2022 9:00am-12:00pm
Coaching Session: 1 Hr <i>Optional</i> ED/CEO Peer Learning Circle Community Action Team Meeting(s)	April 2022
Training 5: Collaborate Part 2	Thursday, May 5, 2022 9:00am-12:00pm
RELC Reflection Session	Thursday, June 2, 2022 9:00-11:00am
Final Coaching Session: 1 Hr <i>Optional</i> ED/CEO Peer Learning Circle Community Action Team Meeting(s)	June 2022

Cohort Two (County Participation)	2021-2022
Community Building Session: Co-create RELC values and agreements	Thursday, September 23, 2021 12:00-2:00pm
Training 1: Grounding & Decolonizing	Thursday, September 30, 2021 1:00-4:00pm
Coaching Session: 1-2 Hrs <i>Optional</i> Leadership Peer Learning Circle	October 2021
Training 2: Deconstructing Systems of Power & Privilege	Thursday, November 4, 2021 1:00-4:00pm
Coaching Session: 1-2 Hrs <i>Optional</i> Leadership Peer Learning Circle	December 2021
Training 3: Transformative Leadership Community Action Teams: Collectively determine issue areas for community action teams	Thursday, January 6, 2022 1:00-4:00pm
Coaching Session: 1-2 Hrs <i>Optional</i> Leadership Peer Learning Circle Community Action Team Meeting(s)	February 2022
Training 4: Collaborate Part 1	Thursday, March 3, 2022 1:00-4:00pm
Coaching Session: 1-2 Hrs <i>Optional</i> Leadership Peer Learning Circle Community Action Team Meeting(s)	April 2022
Training 5: Collaborate Part 2	Thursday, May 5, 2022 1:00-4:00pm
RELC Reflection Session	Thursday, June 2, 2022 1:00-3:00pm
Final Coaching Session: 1-2 Hrs <i>Optional</i> Leadership Peer Learning Circle Community Action Team Meeting(s)	June 2022

Meet the nINA Collective:

<https://www.youtube.com/watch?v=NI6foRqkFMY> | <https://www.ninacollective.com/approach>

Meet our consultants and trainers:



jacquelyn i. boggess

University of Wisconsin
Law School (JD)

University of Illinois-Champaign (BS)

608-335-2364

jacquelyn@ninacollective.com

www.ninacollective.com

about jacquelyn:

Jacquelyn L. Boggess is a Lecturer on Diversity, Oppression and Social Justice at the School of Social Work at the University of Wisconsin-Madison. In the classroom, she challenges students to think about systems of race, class, and gender more broadly, and in greater depth, than current popular models of difference and theories of discrimination and bias can accommodate. Ms. Boggess has been a policy analyst and a legal analyst focused on social welfare policy and practice. During her many years of work and study, she contributed to the national conversation on family support, income stability, intimate partner violence, and community violence—all with a racial and gender equity lens on the issues presented. She provides consultation and training nationally to advocates against domestic violence to help them infuse racial equity and cultural humility into their organizations and in their daily work with survivors and victims.

awards and board positions:

- 2019 Woman of Distinction – YWCA Madison
- Police Commission
- Governor’s Council on Affirmative Action
- United Way of Dane County Board of Directors
- End Domestic Abuse Wisconsin President of the Board of Directors
- Kids Forward President of the Board of Directors

testimonial:

“Jacquie has given generously of her time and expertise to KIDS FORWARD and its Race to Equity work. Her commitment to equity is unwavering. Her insights are freely and wisely shared. She brings a very special blend of expertise, passion, urgent advocacy, penetrating questions, and persistent collaboration to make progress. ...There is no question in my mind that KIDS FORWARD would not be as diverse and inclusive and effective as a research and policy advocacy center as we have become, without Jacquie’s leadership. In all our work together, she continually helps us see that we have more to learn, more to do, and the need to go forward. As she helps and prods us along, she shows the integrity and human values that make her a trustworthy leader and colleague.”

Helene Nelson, Kids Forward Board of Directors



Jordan bingham

MS, Applied Health Science,
Indiana University

BA, Education,
Anderson University

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www.ninacollective.com

about jordan:

Jordan Bingham is an independent consultant with extensive experience in public health, racial justice and LGBTQ+ advocacy. Jordan was a founding leader of the City of Madison's enterprise-wide Racial Equity and Social Justice Initiative. During her tenure as a health equity coordinator, Public Health Madison & Dane County's health and racial equity work gained national recognition for its capacity-building strategies and use of racial equity tools to guide organizational priorities, projects and partnerships. Jordan works nationally as a project management consultant with Race Forward and the Government Alliance on Race and Equity, and in Wisconsin with organizations in the public, corporate, education and non-profit sectors. Jordan holds a BA in Education from Anderson University and a MS in Applied Health Science from Indiana University. Jordan leads with an emphasis on engaging white people to work for racial and social justice in solidarity with communities of color.

council and board positions:

- Government Alliance on Race and Equity Public Health Subject Area Co-Lead
- MMSD Wellness Advisory Council
- Wisconsin Partnership Program Review Panel
- American Public Health Association LGBTQ+ Caucus

testimonial:

"Jordan is a wonderful strategic partner. She has a calming manner, is approachable and very effective at working with all levels within an organization. Her knowledge and experience in the DEI space has assisted us in identifying steps and opportunities to develop our organization to be an inclusive workplace that is home to a diverse workforce. Her partnership has assisted us in taking steps to create a workplace where employees feel valued and respected for their distinctive skills, experiences, perspectives, and individual differences in order to create an environment where everyone can fully participate in the organization and team success."

Pam Peterson, Associate Vice President, Human Resources and Organizational Development, UW Credit Union



Bucks & Montgomery Counties: Racial Equity Learning Community (RELC)
2021-22 Proposed Curriculum

Note: All supporting materials, communications, and discussion spaces will be housed and curated by nINA in [Sutra.co](https://sutra.co)

Date	Time	Topic	Learning Objectives	Supporting Materials
Early Sept. 2021	2 hrs	Community building	<ol style="list-style-type: none"> 1. Shared understanding of purpose and goals for the RELC, individually and collectively 2. Build a foundation for relationships, trust, and brave space in the RELC 3. Co-create values and agreements for participation in the RELC 	nINA slides (template) RELC circle in Sutra.co Virtual centerpiece activity Values and group agreement boards in scrumblr.ca or padlet Living and working in a time of uncertainty Othering and Belonging framework
Late Sept. 2021	3 hrs	Grounding and decolonizing: The historic and present-day structuring of racism	<ol style="list-style-type: none"> 1. Review and understand learning community objectives and agreements for individuals and organizations 2. Establish a shared understanding of key terms and concepts related to racial equity 	nINA slides (template) Racial Equity Glossary (version 1 or version 2) nINA core concepts videos Race: the Power of an Illusion (excerpts, focus on Ep. 2)

			3. Explore the historic and present-day structuring of racism and racial hierarchy, with emphasis on local & regional contexts	(Add resources to research, learn, and apply from local/regional history) Resources in Sutra
Nov. 2021	3 hrs	Deconstructing systems of power and privilege	<ol style="list-style-type: none"> 1. Continue learning about the structuring of racism with application to individual, organizational, and community levels 2. Learn and identify characteristics of and antidotes to white supremacy culture in organizations 3. Explore concepts related to deconstructing inequitable systems and navigating change for racial equity 	The Characteristics of White Supremacy Culture (Jones & Okun; SURJ) Moving Beyond Diversity Toward Racial Equity (Ben Hecht in HBR) Seeing White podcast series Dismantling White Supremacy in Nonprofits (Jarrell Skinner-Roy) Resources in Sutra (including white culture worksheets)
Jan. 2022	3 hrs	Transformative Leadership: from tolerance for diversity to deep systems change for equity	<ol style="list-style-type: none"> 1. Understand organizational change frameworks 2. Learn models and strategies for transformative (vs. transactional) change for racial equity in organizations 3. Explore and identify our respective roles in a social change ecosystem 	Leadership in the Age of Complexity: From Hero to Host (Wheatley & Frieze) Transforming Ourselves for Health Equity (Nashira Baril) Notice the Rage. Notice the Silence. (Menakem and Tipett) Social Change Ecosystem Map (by Deepa Iyer @ Building Movement Project) Resources in Sutra

Mar 2022	3 hrs	Collaborate: Integrating and operationalizing racial equity (Part 1)	<ol style="list-style-type: none"> 1. Identify racist policies and practices in organizations (hiring, retention, community outreach, etc.) 2. Learn Racial Equity Tool models and application to organizational policies and practices 3. Begin to learn Racial Equity Action Plan (REAP) framework and process 	<p>Racial Equity Toolkit (Race Forward/GARE)</p> <p>Equity Analysis Tools (City of Madison, WI)</p> <p>Racial Equity Action Planning guide (Race Forward/GARE)</p> <p>TBD with identification of topic areas (align with self-assessment areas)</p> <p>Resources in Sutra</p>
May 2022	3 hrs	Collaborate: Integrating and operationalizing racial equity (Part 2)	<ol style="list-style-type: none"> 1. Continue learning REAP framework and process 2. Develop plan and timeline to complete REAP 3. Engage in topic-specific breakout sessions: <p>Possible breakout learning options</p> <ul style="list-style-type: none"> - Communicating about race and equity - Inclusive community engagement - Workforce equity strategies 	<p>TBD with identification of topic areas (align with self-assessment areas)</p>



Tool for Organizational Self-Assessment Related to Racial Equity

January 2014

*From the Eliminating Disparities
in Child & Youth Success Collaborative*



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 organizations' 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,

A handwritten signature in black ink, appearing to read "Carmen Rubio".

Carmen Rubio
Executive Director, Latino Network
Co-Chair, Coalition of Communities of Color

A handwritten signature in black ink, appearing to read "Gerald Deloney".

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

A handwritten signature in black ink, appearing to read "Carole Morse".

Carole Morse
President, PGE Foundation
Chair, All Hands Raised

A handwritten signature in black ink, appearing to read "Lee Po Cha".

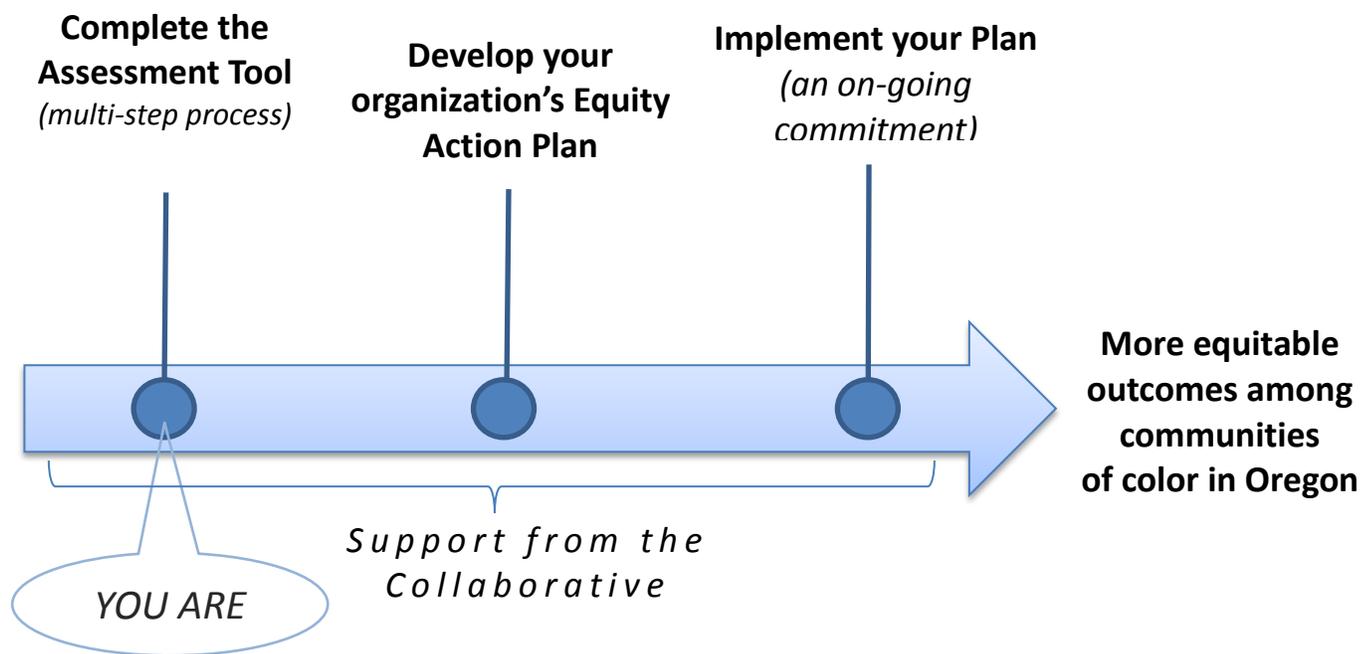
Lee Po Cha
Associate Director, Immigrant & Refugee Community Organization
Immediate Past Chair, All Hands Raised
Immediate Past Chair, Coalition of Communities of Color

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

- 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 children of color.
- Spur dialogue within organizations that leads to greater understanding and commitment to address issues of racial equity.
- Facilitate the sharing of information, resources, mutual support, and improvement tools.
- Build shared accountability across organizations.



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."
Gregg Kantor, CEO, Northwest Natural & Sarah Mensah, Director of Strategic Planning, Brand Jordan
2013 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

- Meet with a representative of the Collaborative to discuss the process and answer any questions you have.
- Complete the Organizational Readiness Reflection.
- Begin and complete the Assessment Tool between 1-3 months.
 - The Assessment Tool 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.
- Call upon Collaborative members with any questions or needed support throughout the process.
- Complete one-page summary of results of tool with strengths, challenges, and 3-5 action areas.
- For additional support or questions, contact Inger McDowell 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.

STEP 1 ORGANIZATIONAL READINESS REFLECTION

Directions: 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 (1)	Plans exists to use in planning and implementation (2)	This is in place and we have evidence of its use (3)	This is part of our routine, and we model it for others (4)
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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 next complete The First 20 Questions. 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 2 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 3

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 4 QUESTIONS (short answer)

Organizational Commitment, Leadership & Governance:

1. If your organization has made a public commitment to racial equity, please describe how the commitment was made and who made it.
2. If your 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 5 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.

ATTACHMENTS

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

- Organization's mission statement that
- 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

Eliminating Disparities in Child & Youth Success

A Collaborative of the All Hands Raised Partnership

This one-page summary should be completed after an organization completes the Assessment & Accountability Tool.

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

Strengths (Based on the results of the Tool)

Gaps (Based on the results of the Tool)

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

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