City of Burlington Racial Equity Toolkit

To assess budgets, programs, policies, and practices.

The Burlington REIB Department focuses on promoting racial equity and inclusion throughout the City of Burlington both internally and externally through engagement, facilitation, and education.

This mission will take aim at all forms of racism, on the individual, institutional, and structural levels. Going forward, the City of Burlington will use the Racial Equity Toolkit to guide the development and implementation of City budget items, programs, policies, and practices (referred to moving forward as "proposals"), to ensure they positively impact racial equity in the City of Burlington.

Why should you consult the Racial Equity Toolkit?

Through a variety of laws and policies, cities across the nation have played a leading role in producing and perpetuating racial disparities. Because of these systems, race is a strong indicator for countless life outcomes including life expectancy, morbidity, economic mobility, and even whether one lives near pollution. The Racial Equity Toolkit is one way to disrupt this predictability through data and community-informed design. With it, the City can better "develop strategies and actions that reduce racial inequities and improve success for all groups."[1]

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[1] https://www.racialequityalliance.org/wp-content/uploads/2015/10/GARE-Racial_Equity_Toolkit.pdf

When should you consult the Racial Equity Toolkit?

To maximize effectiveness, racial equity *must* be included at the earliest stages of development – as soon as the problem is identified. This will allow for racially equitable foundation for your program to build off of. When racial equity is not considered until the end stages of policy development, the Racial Equity Toolkit cannot have maximum impact.

This tool is meant to allow for an iterative process. You will likely visit this toolkit multiple times as you develop your policy. It will allow you to identify the strengths and weaknesses of your proposal, and to ensure the proper stakeholders are at the table. It is integral to involve and consult people from a variety of racial and ethnic backgrounds throughout development and implementation.

How do we use the Racial Equity Toolkit?

To properly use the Racial Equity Toolkit, follow the outlined process in the Assessment Worksheet step by step.

Steps

1. Set Outcomes

Department leadership must set and effectively communicate the proposal under consideration and the desired racial equity outcomes.

2. Consult Data and Community

Enlist the help of both relevant staff and community members of different racial and ethnic backgrounds for feedback. It is important to intentionally go outside the traditional scope of departmental feedback.

3. Racial Equity Benefit Analysis

Analyze the budget item, program, policy, or practice to determine its potential impacts on racial equity both positive and negative, intentional and unintentional. Does this item, program, policy, or practice align with the mission of promoting racial equity? If not, in what ways does this perpetuate racial inequity?

4. Maximize Equity and Minimize Harm

Using your analysis, develop ways to maximize the equitable potential of your item, program, policy, or practice while also minimizing potential for harm.

5. Implementation

Now that you've evaluated and addressed areas of benefit and harm, you can focus on realistic and meaningful implementation.

6. *Evaluate and Adjust*

Evaluate the performance of the item, program, policy, or practice through outcomes. Remain engaged with stakeholders from step 2. Document and be responsive to issues and critiques.

7. *Report*

Take what you have learned, as well as any unresolved issues and critiques, and report them back to the REIB Department for review.

Assessment Worksheet

Title of proposal: _____

Department: _____

Lead contact: _____ *Email:* _____

Proposal Type: ☐ Policy ☐ Program ☐ Practice ☐ Budget

Step 1: Set Outcomes

Setting outcomes is an important step of focusing the impact of your proposal within your community. This step allows you to understand what location, societal domain, and subsector your proposal interacts with. With this information, you can better align community partners and identify desired end conditions of your proposal.

A. Describe the proposal under consideration

B. What are the intended equity outcomes (in the community and within your organization) of your proposal? Consider:

    a. Quantity – How much will we do?
    b. Quality – How well will we do?
    c. Will anyone better off? Who?

C. What racial equity domain(s) does this issue will impact? (See Glossary for definitions)
    1. Economy
    2. Environment
    3. Health
    4. Housing
    5. Justice

D. What subsectors does your proposal have the potential to impact?
- Children and youth
- Community engagement
- Contracting equity
- Criminal justice
- Economic development
- Education
- Environment
- Food insecurity
- Governmental practices
- Health
- Housing
- Human Services

- Jobs
- Planning and development
- Transportation

- Utilities
- Workforce equity

Describe:

Step 2: Consult Data and Community

Step two helps to center your proposal on data and community input. Use the information from step one to point you in the direction of important community partners, data sources, and metrics to inform your proposal. Gathering data will also help you ensure your progress is measurable. Community input through stakeholder engagement helps to align that impact with actual community needs in desires. Maintaining community engagement throughout each phase of the project and having clear and transparent communication is essential.

See Appendix for Data Resources

A. Does your proposal impact specific geographic areas? ☐ Yes ☐ No (see map in Appendix)
   - Ward 1
   - Ward 2
   - Ward 3
   - Ward 4
   - Ward 5
   - Ward 6
   - Ward 7
   - Ward 8
B. What are the racial demographics of those living in the area or who are impacted by the issue (see Appendix for mapping of race)? Include information on ethnicity if available.

C. What does population level data tell you about existing racial inequities? What does it tell you about the root causes or factors influencing racial inequities?

D. What relevant racial equity metrics exist that inform your proposal? If no local data exists, what state or national racial equity trends apply to your proposal?

E. Are there data gaps? If so, what additional data would be helpful in analyzing the proposal? How can you obtain better data?

F. What individuals, communities, or other stakeholders are most affected by or would be concerned with your proposal?

G. Who are the community stakeholders in this proposal? How have you gone about involving and consulting community stakeholders? (See Appendix for Public Engagement Guides)

H. After consulting the data and community stakeholders, describe what root causes produce or perpetuate racial disparities related to your proposal?

Step 3: Racial Equity Benefit Analysis

Analyzing the impact of your proposal on specific groups helps you to identify the intended and unintended impacts of the proposal. Which groups will be helped and which groups will be harmed? It's important to consult

your community partners during this step because they often have a unique vantage point that government does not have. They may also be able to provide additional data for this analysis.

    A. After consulting stakeholders, describe the potential racial equity **benefit** associated with this policy.

    B. Describe the potential unintended **negative consequences** for racial equity associated with this policy.

    C. When weighing both the potential positive and negative consequences associated with this policy, do they align with the outcomes initially set out at the outset of this process?

Step 4: Maximize Equity and Minimize Harm

After conducting a benefit analysis, you will be better prepared to amplify benefits and mitigate negative consequences of your proposal. The input from your community partners will be essential during this step.

    A. Given your racial equity benefit analysis, please describe your plan for maximizing the potential positive impacts and minimizing the potential negative consequences outlined.

Step 5: Implementation

Once you've consulted data and community stakeholders, evaluated benefits and harms, and developed strategies to maximize equity and minimize harm, you will be more prepared to plan for implementation of your proposal. In this step, it's important to focus on thoughtful and realistic impact. When considering the resources available for this, consider both the material resources and personnel capacity needed to have meaningful impact. Step five also provides another opportunity to ensure proper data collection.

A. Describe your plan for implementation:

B. Is your proposal:
- Realistic?
- Adequately funded and resourced with personnel?
- Adequately resourced with mechanisms to ensure successful implementation and enforcement?
- Adequately resources to ensure ongoing data collection, reporting, and community engagement?

If the answer is no, what resources or actions are needed?

Step 6: Evaluate and Adjust

The process of implementing a racially equitable proposal is iterative. With each iteration, data and community feedback will be critical in analyzing potential impacts of the proposal and developing solutions to negative consequences.
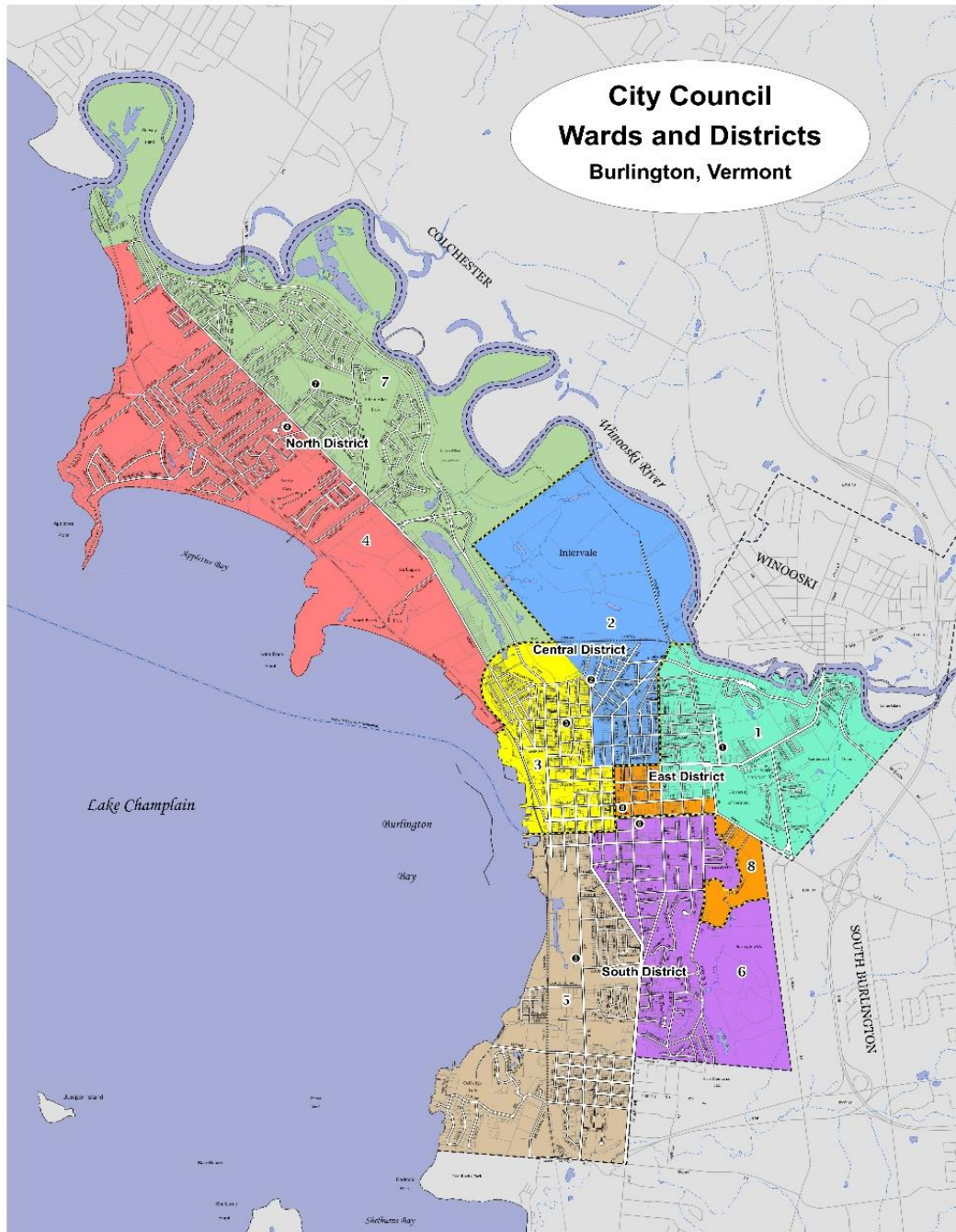
A. What processes will be in place to evaluate the implementation of this program?

B. What are you messages and communication strategies that will advance racial equity?

C. How will your department maintain the inclusion of the community stakeholders referenced in Step 2?

Step 7: Report

Take the findings from step 6 and report back to the REIB department.

Appendix:

City Map by Ward:

City Council
Wards and Districts
Burlington, Vermont

Mapping Race:

Pending

Mapping Income:

Pending

Public Engagement Guides

- The City of Seattle Inclusive Outreach and Public Engagement Guide
- The City of Portland's Public Engagement Guide

Data Resources:

Federal

- US Census Quick Facts: https://www.census.gov/quickfacts/fact/table/US/PST045219
- Data.Census.gov: www.data.census.gov/cedsci
- Center for Disease Control (CDC): http://wonder.cdc.gov

State

- US Census Quick Facts and Data.Census.gov also have state data
- State of Vermont Data Dashboard: https://data.vermont.gov/
- Vermont Department of Health: https://www.healthvermont.gov/stats/data
- Vermont Department of Labor: http://www.vtlmi.info/

Local

- US Census Quick Facts and Data.Census.gov also have state data
- BTVStat-Dashboard: https://www.burlingtonvt.gov/btvstat

Glossary:

Community Outcomes: The specific result you are seeking to achieve that advances racial equity.

Institutional Racism: Organizational programs, policies or procedures that work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

Racial Equity: When social, economic and political opportunities are not predicted based upon a person's race.

Racial Equity Domains: derived from social determinants of health and equity indicators report

Economic Equity: exists when an individual's race is not a determinant in their access to a livable wage, ability to start a business, own assets, or achieve economic sufficiency and stability.

Educational Equity: exists when an individual's race is not a determinant in their access to schooling, educational resources, and educational outcomes.

Health Equity: exists when an individual's race is not a determinant in their opportunity to be mentally, physically, and emotionally healthy and access healthcare.

Housing Equity: exists when an individual's race is not a determinant in their ability to access affordable, quality, and convenient housing.

Equity in Justice: exists when an individual's race is not a determinant in their ability to feel safe, protected, supported by the institutions in their community.

Racial Inequity: When a person's race can predict their social, economic and political opportunities and outcomes.

Social Determinants of Health: The conditions in the places where people live, learn, work, and play that affect a wide range of health and risks and outcomes.

Systemic Racism: The interplay of policies, practices and programs of multiple institutions which leads to adverse outcomes and conditions for communities of color compared to white communities that occurs within the context of racialized historical and cultural conditions.

Stakeholders: Those impacted by proposed policy, program or budget issue who have potential concerns or issue expertise. Examples might include: specific racial/ethnic groups, other institutions like the University of Vermont Medical Center, schools, community-based organizations, City employees, unions, etc.

Workforce Equity: The City's workforce reflects the diversity of its residents, including across the breadth (functions and departments) and depth (hierarchy) of government.

References:

Race and Social Justice Initiative's Racial Equity Toolkit (City of Seattle, Washington)

Racial Equity Assessment Toolkit (Minnesota Health Departments; St. Paul, Minnesota)

GARE Racial Equity Toolkit: An Opportunity to Operationalize Equity (Government Alliance on Racial Equity)

Social Determinants of Health: Know what Affects Health (Centers for Disease Control and Prevention)

State of Vermont Equity Impact Assessment Tool (State of Vermont)

City Council Wards and Districts Map (City of Burlington)