



# Racial Equity Tool: Practice Scenario

- The Research Report on Housing

**Note:** *The following practice scenario is fictional and solely for learning purposes.*

# The Research Report on Housing

A research team of two white staff received a request from City Council to research housing insecurity amongst women with young children. The internal team met to define report objectives, key milestones, report outline and team responsibilities.

The team recently completed Advancing Racial Equity training, so they decided to use the Racial Equity Tool. After completing Part 2 of the Groundwork Stage, they realized that their internal team did not include representation of BIPOC staff, BIPOC community, or anyone experiencing housing insecurity.

To save time, they decided to write a draft of the research project and then email to BIPOC staff and community partners for feedback to be incorporated in the final report. The team also asked their BIPOC colleagues to forward the draft report to BIPOC community partners for feedback because they did not have relationships with impacted communities.

BIPOC colleagues expressed concern with the process saying it did not engage BIPOC communities. One of the white staff on the project responded, "We are trying our best. I am certainly not an expert at this stuff. I'm sure anyone can make mistakes." The other white staff member did not respond.

The team continued to draft the report. They made sure to provide racially disaggregated data highlighting the disproportionate rates at which BIPOC families experienced housing insecurity compared to their white counterparts.

After reviewing the BIPOC Engagement Spectrum, the team decided to change the process because they realized they had only consulted the BIPOC community. To address this, they invited a few BIPOC community members to provide their recommendations in a table discussion in a City office. One participant from Housing Now, an established BIPOC community-based organization, expressed the following concerns:

- The report ignored community strengths including existing community-based efforts to address housing insecurity
- The analysis did not consider the multiple and historic root causes of housing disparity
- The report did not capture the differences in housing quality experienced by BIPOC communities as compared to white communities

The two noted the concerns and continued to the second iteration of the project, promising to email the participants the links to the published report. The team met that following week to discuss how to incorporate this feedback. They decided to include stories of BIPOC activism they found online. They also included a paragraph that spoke to the historical racism that caused the current racially inequitable outcomes in housing.

The final recommendations were for all women with children living in the city who make less than the median income to receive a variety of comprehensive support services, based on what the team saw other jurisdictions in the region doing.

The team shared the revised report with some BIPOC staff in their department and gave them a week for review. Despite the short notice, BIPOC staff provided feedback within the deadline. The BIPOC staff provided feedback that included ensuring a racial equity lens is applied to the recommendations and listing the names of all the BIPOC individuals who contributed.

The team incorporated this feedback by listing the names of people who helped inform the report. They also included a paragraph that outlined the impact on BIPOC women and children, followed by their official recommendation.

Once the report was published, the team sent the link to those who attended the roundtable and provided feedback through email and thanked them for their input. The team was proud they finally promoted racial equity.

# Groundwork

## Part 6: Assess Processes

Use the tables below to assess Groundwork processes and outcomes and consider what changes may be needed before continuing to Stage 1.

**Circle the options that best describes the Groundwork process. How could the process be improved?**

Groundwork Process Rubric	Harmful Process	Process Maintains Current Inequities	Equity-Driven/ Equity-Centered Process
<p><b>Researching the disparities to better understand the problem</b></p>	<p>The team does not use racially disaggregated data to understand the disparities that BIPOC experience</p> <p>The team does not consider the root causes of the problem that the project aims to address</p> <p>Scholarship and data published by BIPOC and derived from their lived experience is not included</p>	<p>The team does not use racially disaggregated data to understand the disparities that BIPOC experience</p> <p>The team identifies root causes but does not use that analysis to guide next steps</p> <p>Scholarship and data produced by BIPOC communities constitutes at least some of the information sources that the team uses</p>	<p>The team uses racially disaggregated data to understand the disparities that BIPOC experience</p> <p>The team identifies the historical root causes of the problem that project aims to address and uses them to guide next steps</p> <p>BIPOC scholarship and data is used to inform decision-making</p>
<p><b>Assembling a representative and inclusive team</b></p>	<p>The team makeup does not reflect the BIPOC communities with lived experience who are directly impacted or BIPOC communities are actively excluded from the team</p> <p>White colleagues do not use <a href="#">Racial Equity Principles</a> throughout the process</p>	<p>The team has some BIPOC representation, but the lived experiences of the communities the project aims to help are not included</p> <p>White colleagues use Racial Equity Principles inconsistently throughout the process</p>	<p>The team composition accurately represents the BIPOC communities that the project aims to help</p> <p>White colleagues consistently apply the Racial Equity Principles throughout the process</p>
<p><b>Creating a power-sharing model</b></p>	<p>BIPOC communities are actively excluded from engaging in the planning and decision-making in the Groundwork</p> <p>BIPOC communities have not been considered and lack real decision-making power on the team</p>	<p>BIPOC communities may be consulted but lack decision-making power</p>	<p>BIPOC communities co-create the terms of engagement and hold decision-making power in all stages of the process</p>

# Stage 1: Align & Co-Design

## Part 5: Processes and Outcomes

Use the tables below to assess Stage 1 processes and outcomes and consider what changes may be needed before continuing to Stage 2.

Circle the descriptions that best describe your Stage 1 processes/outcomes. How could they be improved?

Stage 1 Process Rubric	Harmful Process	Process Maintains Current Inequities	Equity-Driven/Equity-Centered Process
<p><b>Terms of Engagement</b></p>	<p>Announcements are universally shared through city/organization website/eNews/media release</p> <p>Any scheduled engagement takes place during typical business hours</p> <p>Any scheduled engagement takes place in city/organization owned/managed locations and does not address barriers to participation (translation/interpretation, childcare, compensation, etc.)</p>	<p>BIPOC leaders/communities/organizations are invited by email, eNews, web-site and/or social media posts</p> <p>Engagement is not scheduled at times/locations with the needs of BIPOC in mind</p> <p>Some barriers to BIPOC leader/community/organization participation include translation/interpretation, childcare, compensation, etc.</p>	<p>BIPOC leaders/communities/organizations are intentionally identified and personally invited by trusted partners with whom they have relationships</p> <p>Engagement is scheduled at times/locations identified as safe and convenient by BIPOC leaders/communities/organizations</p> <p>The team provides needed resources to address identified barriers to participation (translation/interpretation, childcare, compensation, etc.)</p>
<p><b>Project Alignment</b></p>	<p>Internal team is assigned or identifies a problem/topic to address</p> <p>Little to no consideration is given to the history, lived experience and/or current efforts to address the problem/topic</p> <p>Internal team relies heavily on anecdotal stories and/or perception-based data</p>	<p>Internal team consults and/or surveys BIPOC leaders/communities/organizations for input on problem/topic</p> <p>BIPOC are consulted and/or surveyed about their lived experience, history and current efforts to address problem/topic with or without a clear plan to use feedback.</p> <p>Internal team does not have access to or use racially disaggregated data, outcomes and/or current efforts addressing the problem/topic</p>	<p>BIPOC leaders/communities/organizations assess and define problem/topic</p> <p>BIPOC history, lived experience, and current efforts to address problem/topic are incorporated</p> <p><a href="#">Research and Data Equity Guide</a> is used to incorporate racially disaggregated data, outcomes and current efforts addressing the problem/topic.</p>
<p><b>Timeline</b></p>	<p>BIPOC leaders/communities/organizations not consulted or engaged in determining project timeline, deliverables, accountability and/or release</p>	<p>BIPOC leaders/communities/organizations are involved in developing project timeline and deliverables for some iterations</p>	<p>BIPOC leaders/communities/organizations are involved in all aspects of determining project timeline, deliverables, accountability for all iterations</p>



## Stage 1: Align & Co-Design

Stage 1 Outcomes Rubric	Harmful Outcomes	Outcomes Maintain Current Inequities	Equity-Driven/ Equity-Centered Outcomes
<b>Terms of Engagement</b>	BIPOC leaders/ communities/ organizations not consulted or engaged	BIPOC leaders/ communities/ organizations invited to participate but may/do not engage in setting terms	BIPOC leaders/ communities/ organizations determine duration, location, engagement logistics and details
<b>Final Alignment</b>	Problem/topic is identified and shared publicly without input from BIPOC, racially disaggregated data, consideration of history, lived experience and/or current efforts to address problem/ topic.	BIPOC leaders/ communities/ organizations are surveyed about their lived experience, history and current efforts to address problem/topic without a plan to incorporate feedback or assess future outcomes with comparative data.	BIPOC leaders/ communities/ organizations determine problem/topic based on their history, lived experience, racially disaggregated data, outcomes and current efforts addressing the problem/topic.
<b>Timeline</b>	BIPOC leaders/ communities/ organizations not consulted or engaged in determining project timeline, deliverables, accountability and/ or release	BIPOC leaders/ communities/ organizations are informed about project timeline, deliverables and invited to release	BIPOC leaders/ communities/ organizations determine project timeline, deliverables, accountability and release

## Stage 2: Co-Strategize

### Part 4: Processes and Outcomes

Use the tables below to assess Stage 2 processes and outcomes and consider what changes may be needed before continuing to Stage 3. **Circle the descriptions that best describe your Stage 2 processes/outcomes. How could they be improved?**

Stage 2 Process Rubric	Harmful Process	Process Maintains Current Inequities	Equity-Driven/Equity-Centered Process
<p><b>Researching Disaggregated Data</b></p>	<p>The team does not have or use racially disaggregated data to explore strategies that meet the needs of BIPOC communities.</p> <p>The team does not use the lived experiences of BIPOC communities as a source data in the development of strategy.</p>	<p>The team uses proxy demographic data to explore strategies.</p> <p>The team seeks out but does not use the lived experiences of BIPOC communities in developing strategies.</p>	<p>The team uses racially disaggregated data to develop unique strategies that meet the specific needs of BIPOC communities.</p> <p>The team establishes long-term data practices to collect and use racially disaggregated data.</p>
<p><b>Strategy Exploration</b></p>	<p>The team does not include BIPOC and closely impacted communities when developing a strategy.</p> <p>The team does not consider or recognize how BIPOC communities are currently addressing the problem/project.</p>	<p>The team consults with some BIPOC and closely impacted communities in strategy development.</p> <p>The team considers the strategies BIPOC communities may have already developed to address the problem.</p>	<p>The team shares decision making power with BIPOC and closely impacted groups to develop a shared strategy.</p> <p>Shared strategy elevates and provides resources to established BIPOC community solutions.</p>
<p><b>Benefits and Burdens</b></p>	<p>The team does not consider how BIPOC communities will benefit or be burdened by the strategy.</p> <p>The team has not incorporated BIPOC communities in strategy development.</p>	<p>The team explores the benefits and burdens of potential strategies on BIPOC communities but does not use this to develop tailored strategies.</p> <p>The team has consulted BIPOC and closely impacted communities in strategy development</p>	<p>The team has fully evaluated the benefits and burdens of the strategy and how BIPOC communities will be impacted.</p> <p>The team has co-developed the strategy with communities most closely impacted.</p>

## Stage 2: Co-Strategize

Stage 2 Outcomes Rubric	Harmful Outcomes	Outcomes Maintain Current Inequities	Equity-Driven/ Equity-Centered Outcomes
<p><b>Finalizing Strategy</b></p>	<p>The final strategy does not consider benefits or burdens to BIPOC communities.</p> <p>Final strategy developed without any engagement with BIPOC or closely impacted communities.</p> <p>The team does not address root causes of problem/project in final strategy.</p>	<p>The final strategy considers but does not directly address benefits and burdens to BIPOC communities.</p> <p>The final strategy is informed by some consultation with BIPOC communities.</p> <p>The team identifies root causes but does not use that analysis to develop final strategy.</p>	<p>The final strategy intentionally maximizes benefits and minimizes burdens to BIPOC communities.</p> <p>Final strategy is co-developed with BIPOC and closely impacted communities.</p> <p>Final strategy directly addresses the root cause of the problem/project and works intentionally toward eliminating racial inequity.</p>

## Stage 3: Co-Implement

### Part 3: Processes and Outcomes

Use the tables below to assess Stage 3 processes and outcomes and overall BIPOC Stakeholder Empowerment and Engagement. Consider what changes may be needed before replicating or ending strategies.

**Circle the descriptions that best describe your Stage 3 processes/outcomes and BIPOC stakeholder engagement. How could they be improved in future iterations?**

Stage 3 Process Rubric	Harmful Process	Process Maintains Current Inequities	Equity-Driven/Equity-Centered Process
<b>Co-create Accountability and Implementation Plans</b>	<p>Failed to honor the terms of engagement outlined in Stage 1</p> <p>BIPOC communities were not involved with implementation</p> <p>Team was not responsive to BIPOC community needs, preferences and perspectives</p>	<p>Honored some of the terms of engagement outlined in Stage 1</p> <p>BIPOC communities provide input on implementation, which is not guaranteed to impact future implementation</p> <p>Team was somewhat responsive to BIPOC community needs, preferences, and perspectives</p>	<p>Honored all terms of engagement outlined in Stage 1</p> <p>BIPOC communities co-create and drive the implementation of accountability mechanisms for the project.</p> <p>Accountability check-ins with BIPOC communities are planned and implemented.</p> <p>Team was responsive to BIPOC community needs, preferences, and perspectives</p>

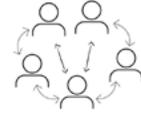
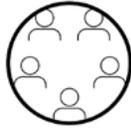
Outcomes for this stage will be specific to the final strategies co-developed in Stage 2 and will be measured by the overall success of your initial project, plan, program or initiative.

Stage 3 Outcomes Rubric	Harmful Outcomes	Outcomes Maintain Current Inequities	Equity-Driven/Equity-Centered Outcomes

# FINAL BIPOC STAKEHOLDER ENGAGEMENT

## Stage 3: Co-Implement

### BIPOC Stakeholder Engagement Spectrum

How are BIPOC stakeholders engaged?						
In the project design cycle, where are BIPOC stakeholders engaged?		<b>Inform</b> 	<b>Consult</b> 	<b>Involve</b> 	<b>Collaborate</b> 	<b>Empower</b> 
		To provide BIPOC stakeholders with transparent information in a timely manner	Listen to BIPOC or acknowledge concerns and analysis on the issue; input does not necessarily impact decision making	Work with BIPOC stakeholders to ensure concerns and hopes are considered and understood	BIPOC stakeholders have decision-making power	BIPOC stakeholders are the primary leaders in decision making
					<b>Power-Sharing Model</b>	<b>Power-Respecting Model</b>
	Project Ideation & Planning: <b>Groundwork to Stage 2</b>					
	Project Implementation: <b>Stage 3</b>					
	Project Evaluation: <b>Stage 3</b> <b>Accountability Check-ins</b>					

The BIPOC Stakeholder Engagement Spectrum was adapted from the International Association for Public Participation's Spectrum of Public Engagement.