

Tool for Organizational Self-Assessment Related to Racial Equity

Adapted from the Eliminating Disparities in Child and Youth Success Collaborative, developed by the Coalition of Communities of Color and All Hands Raised

This tool can be administered in paper or electronic format (it can be placed into a tool such as Google Forms or Survey Monkey) to a variety of stakeholders, including staff, Board of Directors and other interested parties.

Pre-Work: 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, immigrants, 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/humble internal communications
6. ___ Institutional support for innovation to better meet the organization's mission
7. ___ Data and planning practices that are accessible to, and, as appropriate, driven by community stakeholders, incorporating community narratives and experience.
8. ___ Effective and coordinated administrative processes

Workforce Competencies:

1. ___ Knowledge of racial equity components (e.g. program 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. ___ Cultural responsiveness and humility

Notes:

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 (Steps 1 and 2, inclusive).

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 data on 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?

Notes:

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?
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 trainings 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 written 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/select 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?

Notes: