

# RACIAL EQUITY TOOLKIT

To Guide in Decision Making on Policies, Programs, Initiatives, and Budget Proposals



## Racial Equity Narrative

The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race, ethnicity, or any other demographic factor. The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents. All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

## 7-Step Process

- 1 Desired results and outcomes**  
(How does this decision help achieve our long-term goals?)
- 2 What data is available and who does the data indicate is impacted?**
- 3 How have communities in Roseville been engaged? What are plans for future communication or engagement?**
- 4 Racial equity considerations**
- 5 What is your plan for implementation?**
- 6 How will you evaluate results and monitor progress in the future?**
- 7 Equity Impact Analysis/Summary**

## Racial Equity Toolkit Instructions

This racial equity toolkit serves as a guide to developing an equity impact analysis through a 7-step process of answering questions focused on community and stakeholder impact. Through the 7-step process of understanding the outcomes of decisions on the community, you will end with an Equity Impact Analysis or summary of your findings to be included on the Request for Council Action (RCA). The completed toolkit should be attached as supporting documentation for council RCA's. Please forward a copy of the completed toolkit to the city's Equity and Inclusion Manager for review and storing.

**Title of Policy, Program, Initiative, or Budget Proposal:**

**Description of Policy, Program, Initiative or Budget Proposal:**

**Department:**

**Primary Contact:**

**STEP 1: DESIRED RESULTS & OUTCOMES**

- 1. Which of the Community aspirational goals does this issue most align with?
  - Welcoming, Inclusive, and Respectful
  - Safe and Law Abiding
  - Economically Prosperous
  - Diverse, and quality housing and neighborhoods
  - Environmentally Responsible
  - Active and Healthy
  - Well- Connected Through Transportation and Technology Infrastructure
  - Engaged in our Community's Success



**2. What are the desired outcomes in the community? What issue or gap does this program or policy help solve?**

**3. Are there any similarly related programs or policies already in place? Are there any similarly related RCA's that have been completed in the past?**

**STEP 2: WHAT DATA IS AVAILABLE AND WHO DOES THE DATA INDICATE IS IMPACTED?**

**4. Which geographical areas are/will be impacted?**

**5. What are the racial demographics of those living in the areas impacted? Use most recent Census or American Community Survey data for reference. See your Department Head for access to [mySidewalk](#) reporting. MySidewalk is one of the primary data sources used to retrieve demographic/geographical data.**

6. What other information or data is available to be considered related to this issue? Are there any gaps in the available data? What disparities were identified in the available data?

**STEP 3: HOW HAVE COMMUNITIES IN ROSEVILLE BEEN ENGAGED? ARE THERE ANY SIMILARLY RELATED RCA'S OR RACIAL EQUITY TOOLKITS THAT HAVE BEEN COMPLETED IN THE PAST?**

7. What feedback has been received from stakeholders so far? What is the communication strategy to keep stakeholders engaged? (For information on engagement strategies, email [Thomas.brooks@cityofroseville.com](mailto:Thomas.brooks@cityofroseville.com))



8. Which voices in the community are underrepresented in the stakeholder feedback so far? Reflect on those that may be geographically impacted, economically disadvantaged, or more/less likely to benefit from the proposed policy or program.

#### STEP 4: RACIAL EQUITY CONSIDERATIONS

9. How does this proposed policy, program, initiative, or budget proposal help to improve racial equity? Does it decrease racial equity at all? Reflect on the internal or external factors that are likely to be contributing to the disparity.

#### STEP 5: WHAT IS YOUR PLAN FOR IMPLEMENTATION?

10. What ongoing measures should be put into place to minimize unforeseen harm to historically underrepresented communities? (Examples: collecting and storing data, conducting future impact analysis, ongoing monitoring)

**STEP 6: HOW WILL YOU EVALUATE RESULTS, MONITOR PROGRESS IN THE FUTURE?**

**11. It is important to evaluate our decisions and monitor our progress toward racial equity goals. Related to this area of impact, how will you evaluate the final decision, monitor impact, and ensure racially disaggregated data is available for future consideration? Consider creating a timeline to analyze impact; managing future expectations of desired outcomes, or community indicators that can determine success or opportunities.**

## STEP 7: EQUITY IMPACT ANALYSIS (SUMMARY)

12. In 1-3 paragraphs, how would you summarize the consideration of equity on this recommendation based on your Racial Equity Toolkit responses so far? Please include any relevant data (or if no data exists) and how this helps us achieve one or more of our City Aspirations identified in Step 1. At minimum, this summary should be included under the Equity Impact Analysis of the RCA.

## IMPORTANT NOTES TO CONSIDER

1. The Racial Equity Toolkit (RET) is a reflective tool or guide to assist decision makers in evaluating ideas and proposed solutions with a perspective inclusive of equity.
2. The RET is NOT a test of competence in equity and inclusion, but each question should be thoroughly considered and answered appropriately based on available data, professional expertise, and lived experience.
3. This is a public document. Decision makers should be able to see the rationale from subject matter experts on the best decision with an equitable outcome. The public should know city leaders are diligent in considering underrepresented voices and potential adverse outcomes of decisions.
4. A separate document is available to aide in stakeholder analysis for purposes of community engagement or outreach, as needed. Please see the Equity and Inclusion Manager or Community Relations Manager for assistance.
5. Please seek diverse perspectives on the completion of this document, including your colleagues. The Equity and Inclusion Manager and your Department Head are additional resources that should review this document upon completion.
6. As lessons are learned and/or outcomes are achieved, the RET is a working document that should be updated.

## RESOURCES

[mySidewalk](#) – A online tool available that compiles community level demographic data from over 40 sources.

[Census 2020](#) – Publicly available data gathered every 10 years intended to be the leading source of quality data on people and economy.

[American Community Survey](#) – A demographic survey program by the U.S. Census Bureau with data updated and released annually.

[Google Scholar](#) – A repository of publicly available scholarly literature which may contain relevant data.

Community Feedback – All ways in which the community provides feedback to the city can be used to aide in decision making.

Previous Completely Racial Equity Toolkits (Toolkits are stored on Microsoft Teams in the Racial Equity Toolkit group)



## GLOSSARY OF COMMONLY USED TERMINOLOGY

**Accountable:** Responsive to the needs and concerns of those most impacted by the issues you are working on, particularly to communities of color and those historically underrepresented in the civic process.

**Community:** Individuals who live, work, study or visit the city of Roseville. Individuals that receive city services such as residents, businesses, and those who do not live in the geographic boundaries of the City of Roseville but participate in its activities (i.e., study, visit, or are program participants).

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

**Contracting equity:** Efforts to achieve equitable racial outcomes in the way the City spends resources, including goods and services, consultants and contracting.

**Culture:** Culture is a social system that includes a group's shared language, customs, beliefs, values and institutions. Culture affects our thoughts and actions, often without us even being aware.

**Customers:** Individuals who currently, or potentially, interact with Roseville City Government.

**DEI:** Diversity, Equity and Inclusion.

**Diversity:** The presence of variety in one place. We often measure it based on the variety of demographics and their intersections within the City of Roseville, as defined by the U.S. Census Bureau, including race, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or ability. Diversity may also describe a set of actions to accommodate variety. For the purposes of the SREAP, "Diversity" refers to the variety of demographics and their intersections within the city of Roseville as defined by the US Census bureau, such as race, ethnicity, age, gender, disability, income level, and other meaningful socio-economic differences.

**Ethnicity:** Describes a group of people who share a distinct culture, religion, language or place of origin. It is a category independent of Race. Therefore, in the U.S., people of the same ethnicity may be members of different races, such as Black Hispanics (such as people from Cuba, Brazil or Dominican Republic).



**Equity:** Freedom from systemic bias or favoritism. Parity across differences. Product and service access, opportunity, quality and outcomes that do not vary by race, gender, marital status, familial status, immigration status, sexual orientation, age, income, ability, or any other socio-economic differences.

**Immigrant and refugee access to services:** Government services and resources are easily available and understandable to all Roseville residents, including non-native English speakers. Full and active participation of immigrant and refugee communities exists in Roseville’s civic, economic and cultural life.

**Inclusion:** Including many different types of people and treating them all fairly and equally.

**Inclusive outreach and public engagement:** Processes inclusive of people of diverse races, cultures, gender identities, sexual orientations and socio-economic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

**Individual racism:** Pre-judgment, bias, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege and people of color internalizing oppression.

**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.

**People of Color:** The term used in this plan as shorthand, also referenced as BIPOC, to describe a person who identifies as a member of at least one of the following racial census categories: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian, other Pacific Islander, some other race, and Hispanic. We recognize the problems inherent in using such a broad term. However, we use it only to increase plan readability.

**Race:** In the U.S., race is a construct that established various categories of people and a hierarchy of their value to society. In that worldview, people have, according to their physical characteristics, innate qualities that define them as different.



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

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

**Residents:** Individuals of all ages living within the geographic boundaries of the city of Roseville.

**RET:** Racial Equity Toolkit

**SREAP:** Strategic Racial Equity Action Plan

**Staff:** All people actively supervised by our organization and involved in accomplishing our work, including paid employees, and paid interns.

**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 schools, community-based organizations, city employees, unions, etc.

**Structural 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.

**Workforce:** All people actively supervised by our organization as staff as well as contract employees and volunteers, as appropriate. Workforce also includes consultants, and independent contractors.

**Workforce equity:** Ensure the City's workforce diversity reflects the diversity of Roseville and can predict their social, economic and political opportunities and outcomes.

