Racial Equity Toolkit
to Assess Policies, Initiatives, Programs, and Budget Issues

Our vision is to eliminate racial inequity in the community. To do this requires ending individual racism, institutional racism and structural racism. The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity.

When Do I Use This Toolkit?

Early. Apply the toolkit early for alignment with departmental racial equity goals and desired outcomes.

How Do I Use This Toolkit?

With Inclusion. The analysis should be completed by people with different racial perspectives.

Step by step. The Racial Equity Analysis is made up of six steps from beginning to completion:

Step 1. Set Outcomes.
Leadership communicates key community outcomes for racial equity to guide analysis.

Step 2. Involve Stakeholders + Analyze Data.
Gather information from community and staff on how the issue benefits or burdens the community in terms of racial equity.

Step 3. Determine Benefit and/or Burden.
Analyze issue for impacts and alignment with racial equity outcomes.

Step 4. Advance Opportunity or Minimize Harm.
Develop strategies to create greater racial equity or minimize unintended consequences.

Step 5. Evaluate. Raise Racial Awareness. Be Accountable.
Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.

Step 6. Report Back.
Share information learned from analysis and unresolved issue with Department Leadership and Change Team.

Racial Equity Toolkit Assessment Worksheet

Title of policy, initiative, program, budget issue:

Description:

Department:

Contact Name: **Contact Email:**

Type: ☐ **Policy**   ☐ **Initiative**   ☐ **Program**   ☐ **Budget Issue**

Step 1. Set Outcomes.

1a. What does your department define as the most important racially equitable community outcomes related to the issue? *(Response should be completed by department leadership in consultation with RSJI Executive Sponsor, Change Team Leads and Change Team. Resources can be found at: rsji/toolkit/outcome.htm)*

1b. Which racial equity opportunity area(s) will the issue primarily impact?

☐ **Education**   ☐ **Criminal Justice**
☐ **Community Development**   ☐ **Jobs**
☐ **Health**   ☐ **Housing**
☐ **Environment**

1c. Are there impacts on:
☐ **Contracting Equity**   ☐ **Immigrant and Refugee Access to Services**
☐ **Workforce Equity**   ☐ **Inclusive Outreach and Public Engagement**

Please describe:

Step 2. Involve stakeholders. Analyze data.

2a. Are there impacts on geographic areas? ☐ Yes ☐ No

Check all neighborhoods that apply *(see map)*:

☐ All Seattle neighborhoods   ☐ Lake Union   ☐ East District
☐ Ballard   ☐ Southwest   ☐ King County (outside Seattle)
☐ North   ☐ Southeast   ☐ Outside King County
☐ NE   ☐ Delridge   Please describe:
☐ Central   ☐ Greater Duwamish

2b. What are the racial demographics of those living in the area or impacted by the issue?
(See Identifying Stakeholder and Data Resources sections)

2c. How have you involved community members and stakeholders?
(See Identifying Stakeholders section for questions to ask community/staff at this point in the process to ensure their concerns and expertise are part of analysis.)

2d. What does data and your conversations with stakeholders tell you about existing racial inequities that influence people's lives and should be taken into consideration?
(See Data Resources Section. King County Opportunity Maps for information based on geography, race and income.)

2e. What are the root causes or factors creating these racial inequities?
 Examples: Bias in process; Lack of access or barriers; Lack of racially inclusive engagement.

Step 3. Determine Benefit and/or Burden.

Given what you have learned from data and from stakeholder involvement…

3. How will the policy, initiative, program, or budget issue increase or decrease racial equity?
What are potential unintended consequences? What benefits may result? Are the impacts aligned with your department's community outcomes that were defined in Step I?

Step 4. Advance Opportunity or Minimize Harm.

4. How will you address the impacts (including unintended consequences) on racial equity?
What strategies address immediate impacts? What strategies address root causes of inequity listed in Q.2e? How will you partner with stakeholders for long-term positive change? If impacts are not aligned with desired community outcomes, how will you re-align your work?

Program Strategies?

Policy Strategies?

Partnership Strategies?

Step 5. Evaluate. Raise Racial Awareness. Be Accountable.

5. How will you evaluate and be accountable? How will you evaluate and report impacts on racial equity over time? What is your goal and timeline for eliminating racial inequity? How will you retain stakeholder participation and ensure internal and public accountability? How will you raise awareness about racial inequity related to this issue?

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5b. What is unresolved? What resources/partnerships do you still need to make changes?

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Step 6. Report Back.

6. Share analysis and report responses from Step 5 with Department Leadership and Change Team Leads and members involved in Step 1.

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OnTheMap

Work Area Profile Report
Primary Jobs for All Workers by Worker Race in 2015

Counts and Density of Primary Jobs in Work Selection Area in 2015
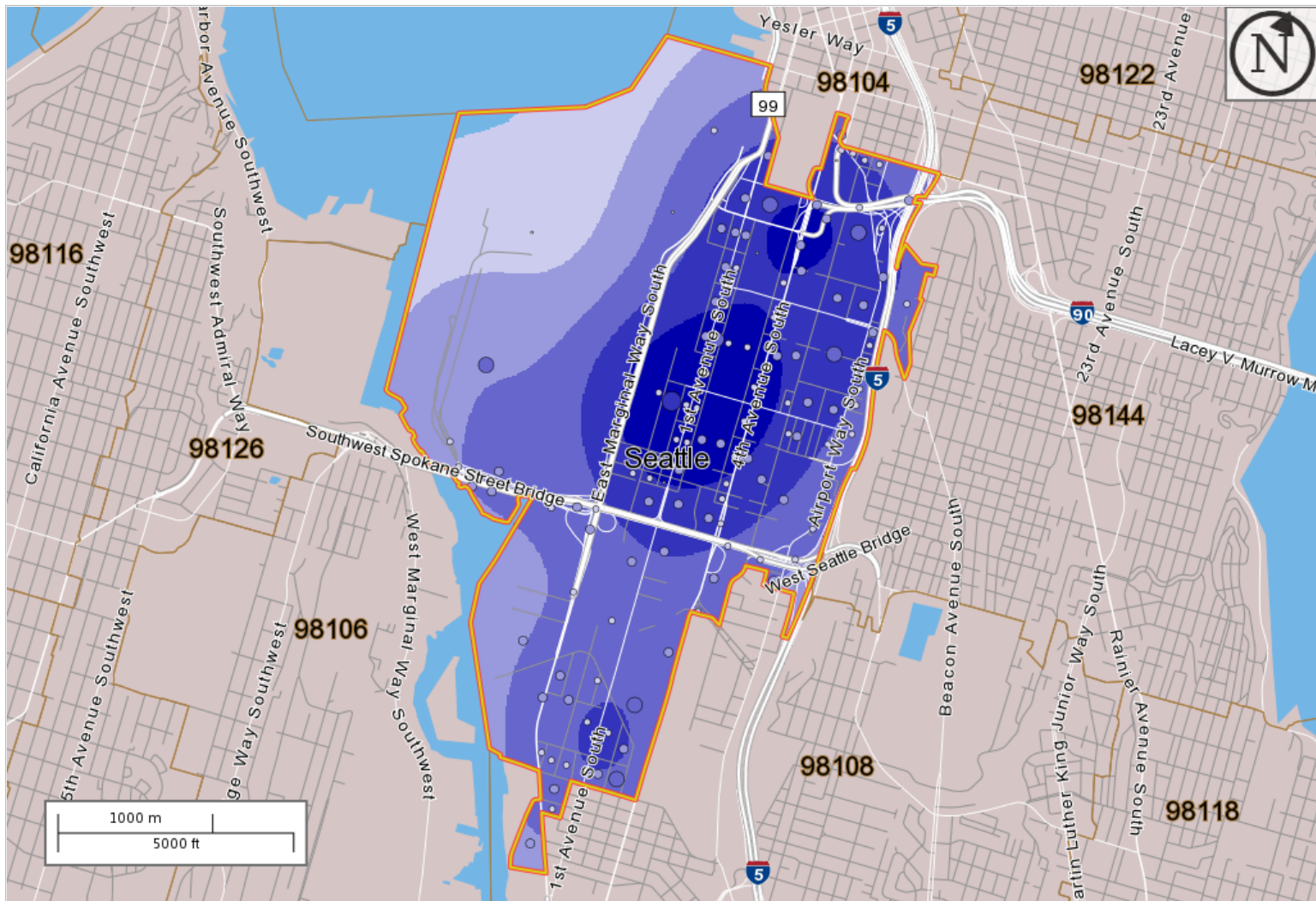
All Workers

Map Legend

Job Density [Jobs/Sq. Mile]
- 5 - 817
- 818 - 3,254
- 3,255 - 7,316
- 7,317 - 13,002
- 13,003 - 20,314

Job Count [Jobs/Census Block]
- . 1 - 9
- 10 - 130
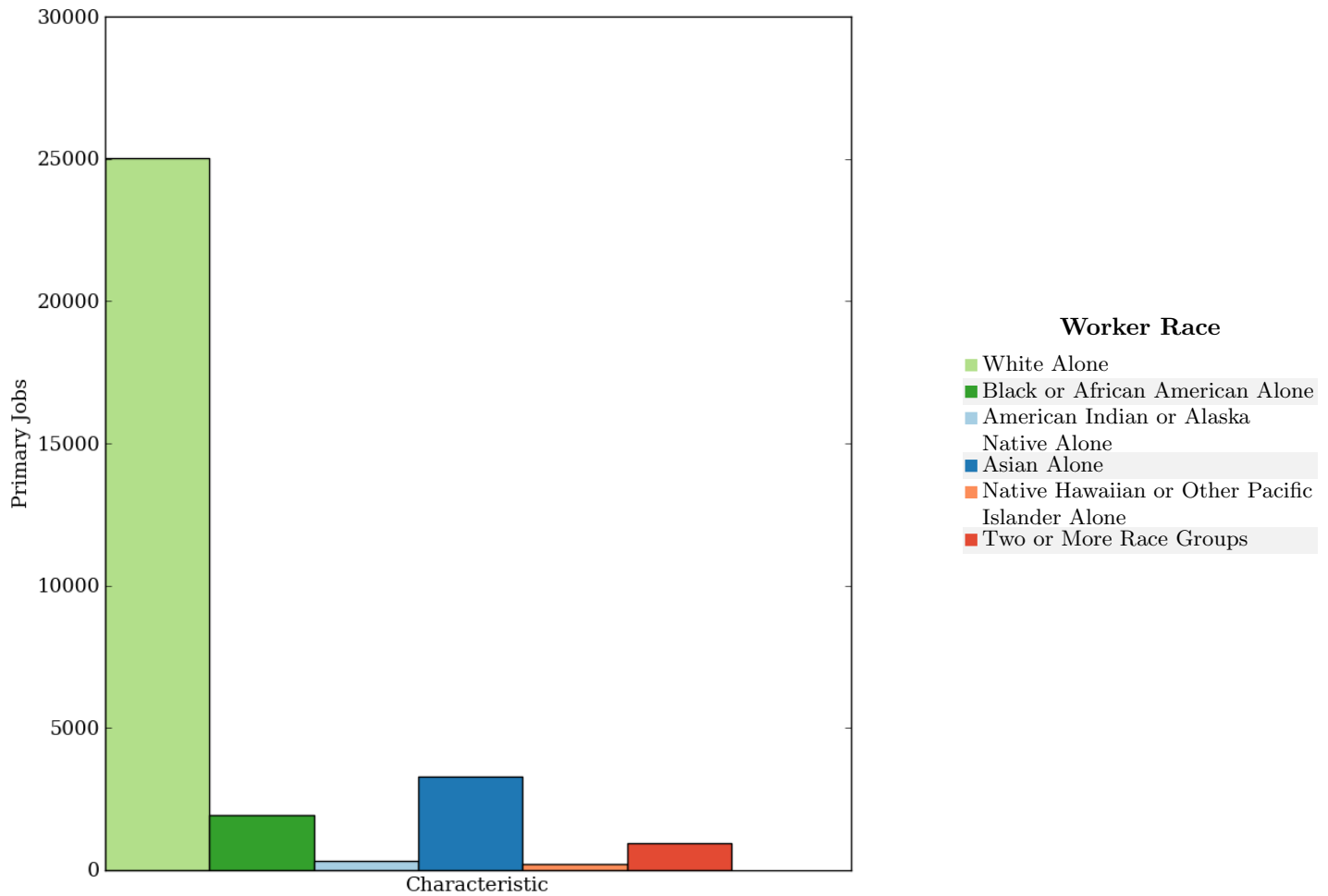- 131 - 654
- 655 - 2,065
- 2,066 - 5,041

Selection Areas
- ⟨ Analysis Selection
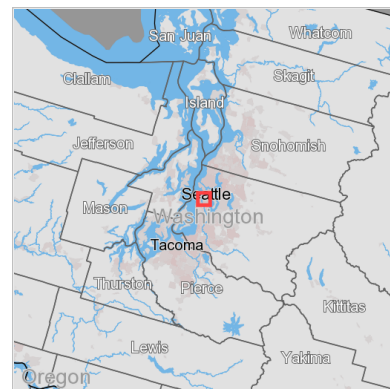
United States **Census** Bureau

Primary Jobs for All Workers by Worker Race in 2015

Employed in Selection Area

Primary Jobs for All Workers by Worker Race in 2015

Employed in Selection Area

Worker Race	2015 Count	Share
Total Primary Jobs	31,724	100.0
White Alone	25,047	79.0
Black or African American Alone	1,921	6.1
American Indian or Alaska Native Alone	327	1.0
Asian Alone	3,290	10.4
Native Hawaiian or Other Pacific Islander Alone	187	0.6
Two or More Race Groups	952	3.0

Additional Information

Analysis Settings

Analysis Type	Area Profile
Selection area as	Work
Year(s)	2015
Job Type	Primary Jobs
Labor Market Segment	All Workers
Selection Area	98134 from ZIP Codes (ZCTA)
Selected Census Blocks	323
Analysis Generation Date	06/12/2018 13:55 - OnTheMap 6.5
Code Revision	d6ec994dcb416ba9b4b1b8cb2b4d690f01609fc9
LODES Data Version	20160219

Data Sources

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2015).

Notes

1. Race, Ethnicity, Educational Attainment, and Sex statistics are beta release results and are not available before 2009.
2. Educational Attainment is only produced for workers aged 30 and over.
3. Firm Age and Firm Size statistics are beta release results for All Private jobs and are not available before 2011.
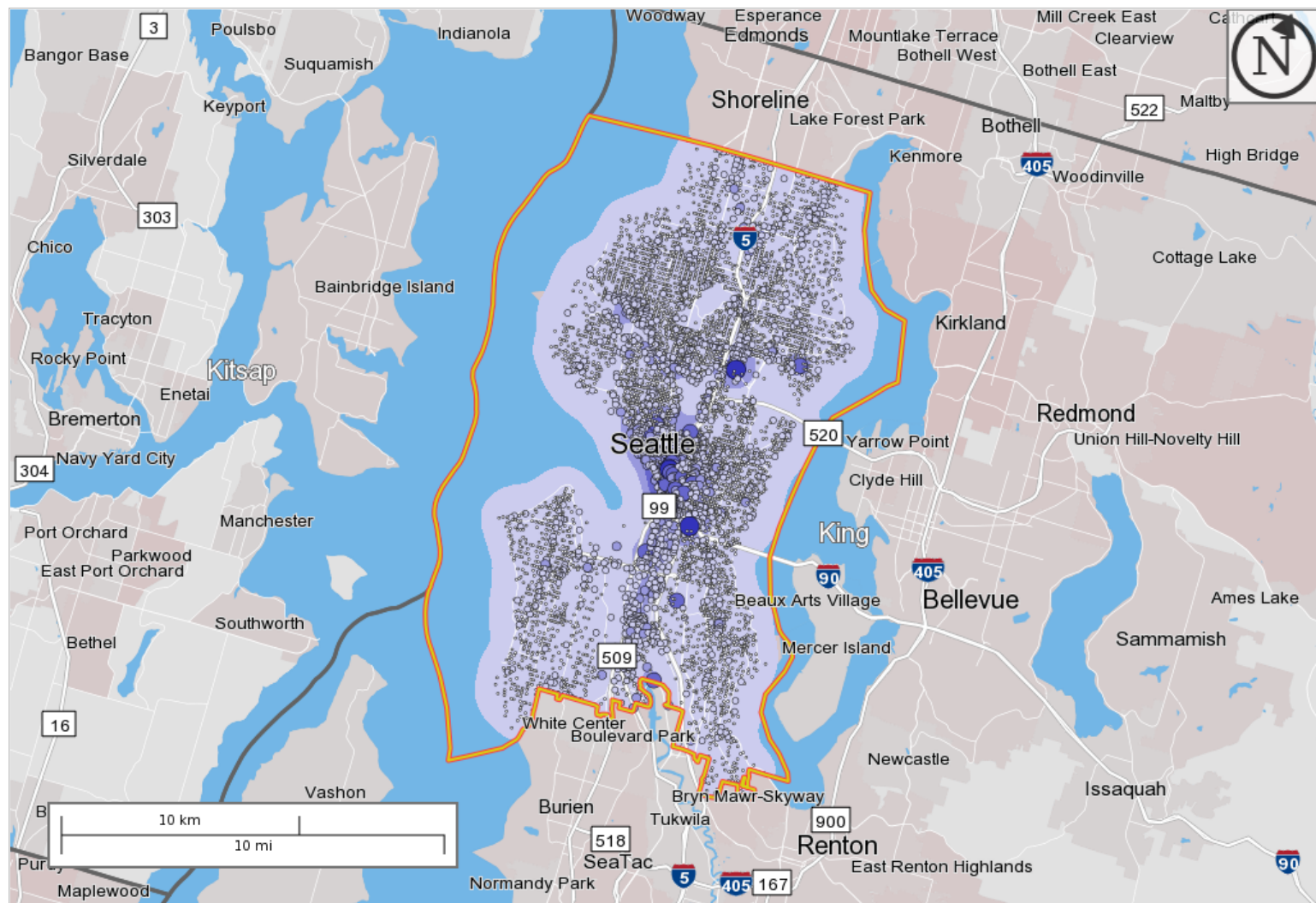
OnTheMap

Work Area Profile Report
Primary Jobs for All Workers by Worker Race in 2015

Counts and Density of Primary Jobs in Work Selection Area in 2015
All Workers

Map Legend

Job Density [Jobs/Sq. Mile]
- 5 - 8,276
- 8,277 - 33,089
- 33,090 - 74,444
- 74,445 - 132,342
- 132,343 - 206,782

Job Count [Jobs/Census Block]
- . 1 - 37
- 38 - 586
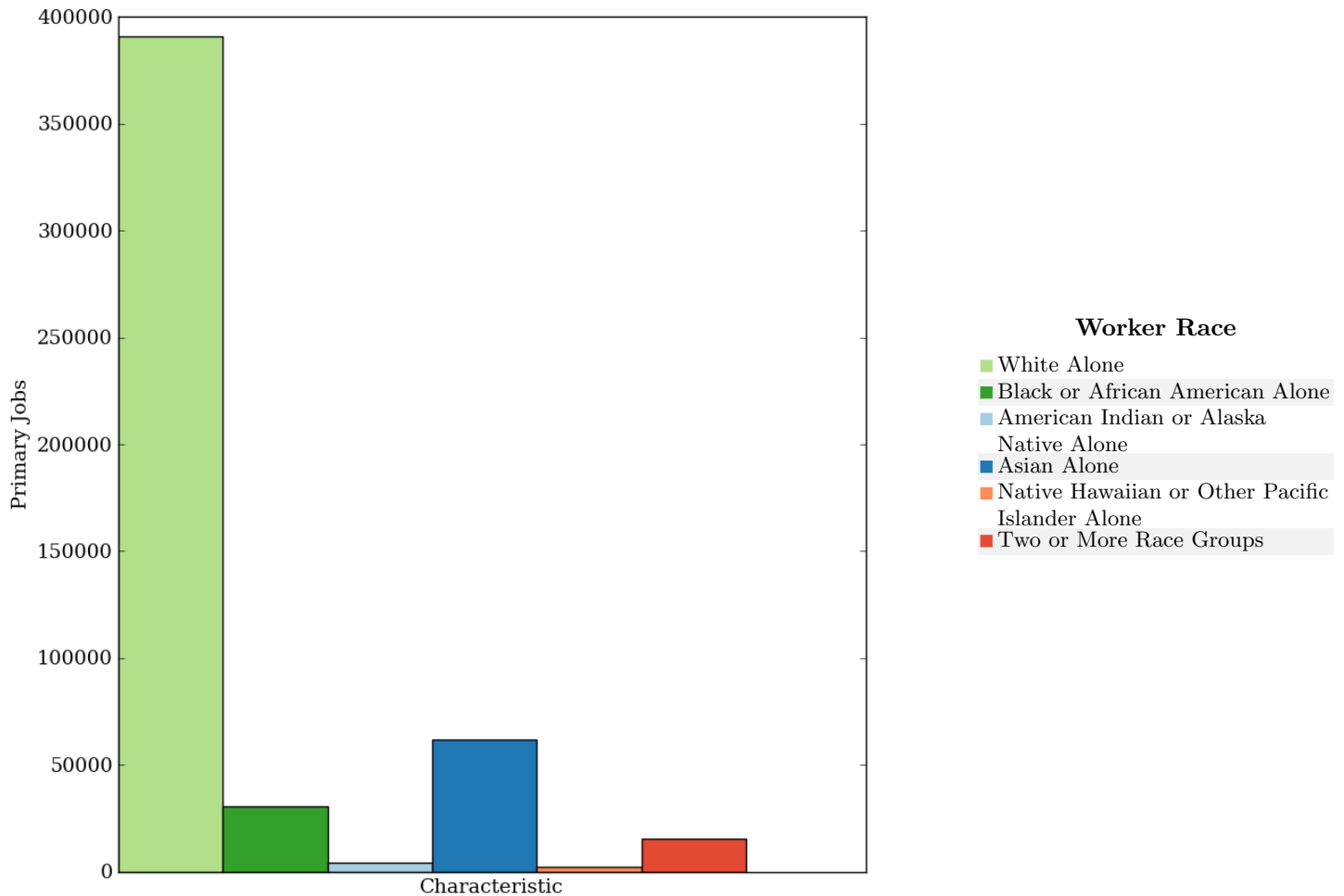- 587 - 2,964
- 2,965 - 9,368
- 9,369 - 22,870

Selection Areas
- ⁂ Analysis Selection

United States Census Bureau

Primary Jobs for All Workers by Worker Race in 2015

Employed in Selection Area

Primary Jobs for All Workers by Worker Race in 2015

Employed in Selection Area

Worker Race	2015 Count	Share
Total Primary Jobs	504,740	100.0
White Alone	390,941	77.5
Black or African American Alone	30,325	6.0
American Indian or Alaska Native Alone	4,392	0.9
Asian Alone	61,710	12.2
Native Hawaiian or Other Pacific Islander Alone	2,165	0.4
Two or More Race Groups	15,207	3.0

Additional Information

Analysis Settings

Analysis Type	Area Profile
Selection area as	Work
Year(s)	2015
Job Type	Primary Jobs
Labor Market Segment	All Workers
Selection Area	Seattle city, WA from Places (Cities, CDPs, etc.)
Selected Census Blocks	11,512
Analysis Generation Date	06/12/2018 17:22 - OnTheMap 6.5
Code Revision	d6ec994dcb416ba9b4b1b8cb2b4d690f01609fc9
LODES Data Version	20160219

Data Sources

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2015).

Notes

1. Race, Ethnicity, Educational Attainment, and Sex statistics are beta release results and are not available before 2009.
2. Educational Attainment is only produced for workers aged 30 and over.
3. Firm Age and Firm Size statistics are beta release results for All Private jobs and are not available before 2011.

Work Area Profile Report

Total Primary Jobs

	2015	
	Count	**Share**
Total Primary Jobs	31,724	100.0%

Jobs by Worker Age

	2015	
	Count	**Share**
Age 29 or younger	6,226	19.6%
Age 30 to 54	18,576	58.6%
Age 55 or older	6,922	21.8%

Jobs by Earnings

	2015	
	Count	**Share**
$1,250 per month or less	4,160	13.1%
$1,251 to $3,333 per month	8,163	25.7%
More than $3,333 per month	19,401	61.2%

Jobs by NAICS Industry Sector

	2015	
	Count	**Share**
Agriculture, Forestry, Fishing and Hunting	30	0.1%
Mining, Quarrying, and Oil and Gas Extraction	0	0.0%
Utilities	0	0.0%
Construction	3,395	10.7%
Manufacturing	3,660	11.5%
Wholesale Trade	3,666	11.6%
Retail Trade	2,094	6.6%
Transportation and Warehousing	4,448	14.0%
Information	913	2.9%
Finance and Insurance	84	0.3%
Real Estate and Rental and Leasing	488	1.5%
Professional, Scientific, and Technical Services	2,529	8.0%
Management of Companies and Enterprises	4,761	15.0%
Administration & Support, Waste Management and Remediation	1,643	5.2%
Educational Services	36	0.1%
Health Care and Social Assistance	792	2.5%
Arts, Entertainment, and Recreation	1,070	3.4%
Accommodation and Food Services	1,322	4.2%
Other Services (excluding Public Administration)	772	2.4%
Public Administration	21	0.1%

Jobs by Worker Race

	2015	
	Count	**Share**
White Alone	25,047	79.0%
Black or African American Alone	1,921	6.1%
American Indian or Alaska Native Alone	327	1.0%
Asian Alone	3,290	10.4%
Native Hawaiian or Other Pacific Islander Alone	187	0.6%
Two or More Race Groups	952	3.0%

Jobs by Worker Ethnicity

	2015	
	Count	**Share**
Not Hispanic or Latino	29,569	93.2%
Hispanic or Latino	2,155	6.8%

Jobs by Worker Educational Attainment

	2015	
	Count	Share
Less than high school	2,419	7.6%
High school or equivalent, no college	6,104	19.2%
Some college or Associate degree	8,171	25.8%
Bachelor's degree or advanced degree	8,804	27.8%
Educational attainment not available (workers aged 29 or younger)	6,226	19.6%

Jobs by Worker Sex

	2015	
	Count	Share
Male	20,226	63.8%
Female	11,498	36.2%