

**Subcommittee of the Washington State Racial Disproportionality Advisory Committee &  
King County Disproportionality Coalition**

**Race Equity Analysis Tool**

**I. Purpose** –The Race Equity Analysis Tool is set of questions to guide the development, implementation and evaluation of policies, initiatives, programs and budgets to identify and address their impacts on race equity. It should be applied early in the development of a policy so that inequitable impacts can be readily identified and remedied before the finalization of the policy, and completed by people with different racial perspectives.

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**II. Race Equity Review**

**Date** \_\_\_\_\_ **Policy being reviewed** \_\_\_\_\_

**Identifying information** (*e.g., contact person, filing #, etc.*) \_\_\_\_\_

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**Review Team** \_\_\_\_\_

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**III. Which population groups are impacted by this practice, policy, or budget proposal?**

1. Which racial/ethnic groups are likely to be most affected by/concerned with the issues related to this proposal/policy?
  
2. *For policy that is currently being developed* - Were representatives of the racial/ethnic groups most likely to be affected by this practice, policy, budget proposal at the table in its development? If yes, who were they?
  
3. *For review of existing policy as well for policy currently being developed* – Which representatives of the racial /ethnic groups most affected by this policy participated in this equity analysis?
  
4. Who is/was missing from the table, and how can they be engaged at this point?

**IV. What are the desired outcomes of this practice, policy, or budget proposal?**

1. What is the purpose of this policy/budget/practice proposal?
2. How will each racial/ethnic group be positively and/or negatively impacted by this policy/budget/practice? What data or evidence supports that conclusion?

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**V. How will the adverse/positive effects identified in the analysis be prevented/maintain or minimized/maximized in order to reduce racial disparity?**

1. What goals and measures have been/will be established to prevent or minimize adverse impacts and/or maximize positive impacts of this policy/budget/practice?
2. What actions will be taken to achieve these goals?

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**VI. How will you track and evaluate progress toward the outcomes?**

1. How will you use data (qualitative and quantitative) to assess the impact of the practice, policy, budget proposal on children and families of color?
2. How will this data be shared with the stakeholders impacted by this practice, policy, budget proposal?
3. How will stakeholders reflect on and provide input on this evaluative data?
4. How will the gathered information be used to maintain the effort in reducing racial inequalities?
5. What, if any, additional data needs to be collected for future evaluation and analysis?

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**Guide for Completing the Tool**

**I. Purpose**

1. The intent of this tool is that it be used in the development of new *policy, budget and/or practice* (referred to hereafter solely as policy) so that the impact of that policy on families of diverse racial/ethnic groups can be identified from the outset, and changes to eliminate or reduce any negative impact can be incorporated before the policy is finalized.
2. This tool can also be used to analyze existing policy and make recommendations on changes that will eliminate or reduce negative impacts that that policy has on specific racial or ethnic groups.

**II. Race Equity Review Process and Team**

1. Whenever time allows, invite a team of people to participate in the race equity analysis.
2. The review team, ideally, should include people who *both* a) are representatives of racial/ethnic groups most impacted by the policy *and* b) have had personal experience, or are likely to have personal experience with the policy being analyzed.
3. Prior to the meeting of the review team, gather all data available that is relevant to the policy being analyzed.
4. In cases when the deadline for completing the analysis will not allow for a full meeting of a review team, the reviewer should reach out to people in the community who represent the racial/ethnic groups to be impacted by the policy. Persons whose positions frequently require them to complete a policy analysis should develop a group of diverse stakeholders who are available on short notice to provide input on policies that are within their area of expertise and understanding.

**III. Population Groups**

1. Note that question 2 references *new policy* only, and asks for information about the stakeholders who were involved in the development of the policy itself.
2. Question 3 references the race equity review process itself – whether that review is of a new or current policy – and asks for an identification of the stakeholders who are involved in that review process.
3. Question 4 asks about people who ideally would have been involved in the review process but were not. It encourages the reviewer to make the connections necessary so that whenever a future policy needs to have a race equity analysis, representatives of all of the races/ethnicities most likely to be impacted by that policy will be at the table.

**IV. Desired Outcomes**

1. For Question 2, please include anecdotal evidence as well as any quantitative data that is available.

## **V. Actions to mitigate negative impact**

1. Goals and objectives should be limited to those areas in which the organization proposing the policy has direct control. For example, if the policy is driven by federal legislation, other than as a very long term policy objective, do not establish a goal to change the federal legislation.
2. Mitigation can reflect a continuum of responses from immediate changes and long term action plans including proposing legislative change.

## **VI. Track and Evaluate Outcomes**