Racial Equity Toolkit (RET)
Summary Sheet

Department/Office	
Name of policy or program analyzed	
Names and titles of key staff	
Dates of RET process (e.g., 8/2021 – 10/2021)	

This Summary Sheet should be completed by staff who worked on this RET, with input from Change Team members and department leadership. Each group should review the final version so that there is consensus on content before it is shared with the Mayor's Office.

Please fill out a separate Summary Sheet for each of the 4 required RETs that your department named in your director's Performance Plan with the Mayor. For questions about using this Summary Sheet, contact your OCR RSJI liaison.

Please respond to the following questions in a separate document (<u>no more than 2.5 pages</u>) and include this page as the cover sheet along with your response.

1. Describe the project, program, policy or budgetary decision that you assessed using the Racial Equity Toolkit.

2. List the racial equity outcome(s) that you set in Step 1 of the RET process.

3. Which stakeholders (groups and/or key individuals) did you engage in this RET? In what ways did you engage them?

4. Please describe up to five key benefits and/or burdens for people of color of this policy, program, project, or other decision, which the RET process helped you to identify or confirm.

5. Please describe up to 5 key actions for this project – things that you will do differently or begin to do now – that will increase opportunity and/or minimize harm for people of color.

6. How will leadership ensure implementation of the actions described in question 4?

7. How have you, or how will you, report back to your stakeholders? (This includes the people who were directly engaged in this RET process, those who will be affected by decisions made, and other departments or divisions impacted by the RET findings and the actions described in question 4.)

8. What additional racial equity issues did this RET reveal? Consider how these unresolved issues present opportunities for structural transformation (i.e. working across departments, and with other institutions and sectors to achieve racial equity).