**Seattle Housing Authority**

**Race and Social Justice Equity Assessment Tool**

**(“RSJ Toolkit Process”)**

**Name of SHA policy, procedure or process to be reviewed:**

**Department(s):**

**Contact/lead for this Equity Assessment process:**

**Step 1: Identify desired results/outcomes**

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| **Team that will complete Step 1:** | **Step 1 work will be reviewed by:** |

**1a. What specific area of SHA operations (policy, procedure or practice) will be reviewed?**

**1b. What are the desired outcomes/results in this area of SHA operations?**

**Step 2: What does the data tell us?**

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| **Team that will complete Step 2:** |

**2a. What data needs to be reviewed to understand the racial and other social justice impacts of this SHA policy, procedure or practice?** When reviewing the data that is available and relevant to this SHA policy/practice, remember to check for any disparities in outcomes by: race, ethnicity, gender identity, age, income, disability, immigration status, language, sexual orientation and religion.

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| **Data questions we want to answer**  Be specific about the questions that you want to answer and the specific pieces of data that you will review to do so | **Where to get this data** | **Who will pull & organize this data?**  **By when?** | **Who will review & summarize the findings from this data?**  **By when?** |
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(add more rows to the chart above if needed)

**2b. Stop here and check in with Policy staff and the relevant SHA director(s) and senior management for feedback on the work that you have completed above.** Final plan for data review (if different from above):

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| **Data questions that we want to answer**  Be specific about the questions that you want to answer and the specific pieces of data that you will review to do so | **Where to get this data** | **Who will pull & organize this data?**  **By when?** | **Who will review & summarize the findings from this data?**  **By when?** |
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Add more rows to the chart above if needed

**Pull and review data.**

**2c. What are the key findings from the data that you reviewed in step 2c?**

**2d. Initial recommendations from Toolkit team, based on findings from step 2d:**

**Stop here and share 2c. and 2d. with the relevant department director(s) and senior management.**

**Step 3: Engage people most impacted, to get a deeper understanding of the equity impacts of this SHA policy/practice**

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| **Team that will complete Step 3:** |

**3a. What work has already been done to get feedback on the equity impacts of this SHA policy/practice (if any):**

**3b. Create a proposed plan to get additional feedback from people most impacted on the equity impacts of this SHA policy/practice:**

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| **Questions that you would like to ask** | **Stakeholders (SHA applicants, residents, tenants, employees, partners or other community members) to talk to** | **Method(s) to obtain their feedback** |
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Add more rows to the chart above if needed

**Then:**

**Share your plans with the RSJI Manager;**

**Get approval from your department’s leadership; and**

**Contact the Communications Director for feedback and approval on any outreach to SHA applicants, residents, tenants, employees, partners or other community members.**

Final plan for community outreach (if different from above):

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| **Questions you plan to ask** | **Stakeholders (SHA applicants, residents, tenants, employees, partners or other community members) to talk to** | **Method(s) to obtain their feedback** |
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Add more rows to the chart above if needed

**3b. What were the key findings from the discussion that you had with people who are most impacted?**

**Step 4: Identify potential strategies to increase equity; Secure approval for change**

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| **Team responsible for completing Step 4:** |

**4a. Based on the work done in Steps 2 and 3 above, what are your recommendations for change to SHA policy, procedure or practice?**

**4b. What racial or other social justice equity issues in our community are these recommendations intended to address?** Please check all that apply:

People of color in Seattle are more likely than White people to be rental housing cost-burdened.

People of color in Seattle have lower rates of net wealth, including homeownership than Whites and are disproportionately impacted by foreclosures.

People of color do not have equitable access to affordable housing in some high-cost parts of the city that also have good access to employment, transportation, high-quality schools, and other amenities.

People of color have been historically under-represented in public decision-making bodies that influence planning and housing policy.

Communities of color are experiencing increased displacement due to escalating rents.

New housing developments are primarily producing smaller units that do not meet the needs of the larger average family sizes of households of color.

People of color are unable to stay with their cultural community and support networks.

Other racial or other social justice inequities that exist in our community:

**4c. How will you evaluate and report on the equity impacts of this (proposed new) SHA policy/practice, over time? Including: What data will you review and when? How will you partner with people most impacted to evaluate the impact of this change?**

**4d. What are the potential negative impacts of the change to SHA policy/practice that you recommend above? What is your plan to monitor for and mitigate those impacts?**

**4e. Secure approval for proposed change to SHA policy/practice from:**

Senior management:

Department director(s):

Other:

**Step 5: Implement change**

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| **Team responsible for completing Step 5:** |

**Step 6: Report back**

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| **Team responsible for completing Step 6:** |

**6a. Summarize and share the information learned from this process with your team, your department’s leadership and with the RSJI committee. Depending on the magnitude of the issue or change you’re proposing, it may also be important to report back to Cabinet, SHA’s Board, SHA’s resident leadership groups and other stakeholders.**

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| **Who you will share results with** | **How will this information be shared?** | **By who?** | **When?** |
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