

# Project Equity Check-In Process



The purpose of this document is to provide guiding questions and a standardized process in centering social equity considerations for all of the Resilience Office's project, program and policy initiatives from start to finish and beyond.

The guiding questions below are considered and answered at the beginning of the project planning process by project leads and followed up with review and discussion with the office's Equity team.

## Peoples and Places Impacted

- **Demographic Data:** Identify peoples and places that will be affected by your project using demographic information, (such as Census data, social vulnerability index scoring, or etc.).
- What **effects, impacts, and/or outcomes** will your action have on people and places? How long will the action have an effect--**short-term, medium-term, long-term**?
- **Inequities Observed:** What inequities are observable across impacted populations by geography, race/ethnicity, income/ALICE, home-ownership status, access to transportation, health status, English proficiency etc.?
- What are the **root causes or factors creating any social inequities** associated with this project or action? Are there any **data gaps** that make it difficult to consider the equity impacts of the project?
- **Broader Project Context:** What is the historical, cultural, political and social context of the peoples and places impacted? How have past actions (by City or otherwise) impacted these communities? How does this proposal consider these historical disparities/impacts?

## Community Engagement & Community Ownership

- Please devise and articulate your community engagement plan using the **CCSR equitable community engagement guidelines**.
- How will **mutual learning opportunities** be built into the planning, data collection, and data interpretation phases of the project? And how will these communities be involved in the project planning and/or implementation?

## Distributional Equity

- How will **benefits and burdens** be distributed? Are there potential disproportionate impacts on frontline communities?
- What are the **potential unintended consequences** of this project? What are the disparate geographic impacts (e.g., rural vs. urban, leeward vs. windward)?
- Identify **opportunities to advance equity** when possible, i.e. contracting, subcontracting requirements, hiring, material sourcing, etc.

## Equity Deliverables & Metrics

- How will the **equity deliverables be defined**? What **metrics and progress indicators** are in place to monitor throughout the project?
- How will you **communicate progress** to stakeholders and **prioritize collaborative evaluation** with affected communities?