*This equity tool is designed to help government agencies integrate explicit consideration of equity in decisions, including policies, practices, programs, and budgets. Using this tool can help state and local workforce leaders develop strategies and actions that reduce inequities and improve success for all groups served by the workforce system.*

*When policies and programs are developed and implemented without thoughtful consideration of equity, inequities are likely to be perpetuated. This equity tool provides a structure for institutionalizing the consideration of equity. This equity tool:*

* *proactively seeks to eliminate inequities and advance equity;*
* *identifies clear goals, objectives and measurable outcomes;*
* *engages community in decision-making processes;*
* *identifies who will benefit or be burdened by a given decision, examines potential unintended consequences of a decision, and develops strategies to advance equity and mitigate unintended negative consequences; and*
* *develops mechanisms for successful implementation and evaluation of impact*

**This Equity Tool** is a simple set of questions:

1. **Focus of your analysis:** What is the policy, program, practice or budget decision under consideration? What are the desired results and outcomes?
2. **Data:** What’s the data? What does the data tell us?
3. **Community engagement:** How have communities been engaged? Are there opportunities to expand engagement?
4. **Analysis and strategies:** Who will benefit from or be burdened by your proposal? What are your strategies for advancing equity or mitigating unintended consequences?
5. **Implementation:** What is your plan for implementation?
6. **Accountability and communication:** How will you ensure accountability, communicate, and evaluate results?

**How to use this tool:** *The policy workgroup of the IWIB Equity Taskforce has requested that DCEO test this draft tool by using it to examining the state’s current Eligible Training Provider List policy and considering the extent to which the current policy provides workforce system customers with access to a range of training providers who are culturally competent and have a track record of providing equitable outcomes to target populations. The target populations covered by the Equity Taskforce include:*

* *Women, rural residents, people of color, individuals with disabilities, veterans, justice-impacted populations, immigrant populations, LGBTQ community, homeless and homeless youth, low-income individuals, foster care youth and alumni, migrant and seasonal workers, individuals working to achieve their high school equivalency, persons receiving public assistance, individuals who are basic skills deficient.*

*Please use this tool to document your analysis and share it with the Equity Taskforce Facilitators by Wednesday, June 23, 2021 and share with* [*gwells@mahernet.com*](mailto:gwells@mahernet.com) *and kburrello@mahernet.com.*

**Step 1: Look at the policy/program/practice/budget item you are analzing for equity.** What is the policy, program, practice or budget decision under consideration? What are the desired results and outcomes?

*Consider the following questions:*

* *How would you describe the policy, program, practice, or budget decision under consideration?*
* *What are the intended results (in the community) and outcomes (within your organization)?*
* *What does this proposal have an ability to impact? (service delivery? education and employment outcomes? job quality? other workforce system outcomes/goals?)*

**Step 2: Examine the data.** What’s the data? What does the data tell us?

*Consider the following questions about data:*

* *Will the proposal have impacts in specific geographic areas (neighborhoods, areas, or regions)? What are the racial, economic, and other demographics of those living in the area?*
* *What does population level data tell you about existing inequities? What does it tell you about root causes or factors influencing inequities?*
* *What performance level data do you have available for this policy, program, practice or budget decision? This should include data associated with existing programs or policies.*
* *Are there data gaps? What additional data would be helpful in analyzing the proposal? If so, how can you obtain better data?*

**Step 3. Consider community engagement:** How have communities been engaged? Are there opportunities to expand engagement?

*Consider the following questions about community engagement and involving stakeholders:*

* *Who are the most affected community members who are concerned with or have experience related to this proposal? How have you involved these community members in the development of this policy, program, practice or budget decisionl?*
* *What has your engagement process told you about the burdens or benefits for different groups?*
* *What has your engagement process told you about the factors that produce or perpetuate inequity related to thispolicy, program, practice or budget decision?*

**Step 4: Analysis and strategies**: Who will benefit from or be burdened by this policy, program, practice or budget decision? What are your strategies for advancing equity or mitigating unintended consequences?

*Consider the following questions about strategies to advance equity:*

* *Given what you have learned from the data and stakeholder involvement, how will the policy, program, practice or budget decision increase or decrease equity? Who would benefit from or be burdened by your proposal?*
* *What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?*
* *Are there complementary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?*
* *Are the impacts aligned with the community outcomes defined in Step #1?*

**Step 5: Implementation:** What is the plan for implementation?

*Consider the following questions about implementation:*

1. *Describe the plan for implementation.*
2. *Is the implementation plan:* 
   * *realistic?*
   * *adequately funded?*
   * *adequately resourced with personnel?*
   * *adequately resourced with mechanisms to ensure successful implementation and enforcement?*
   * *adequately resourced to ensure on-going data collection, public reporting, and community engagement?*
   * *If the answer to any of these questions is no, what resources or actions are needed?*

**Step 6:** **Accountability and communication:** How will you ensure accountability, communicate, and evaluate results?

*Consider the following questions about accountability and implementation:*

1. *How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community?*
2. *What are your messages and communication strategies that are will help advance equity?*
3. *How will you continue to partner and deepen relationships with communities to make sure your work to advance equity is working and sustainable for the long haul?*