

Just in Time Equity Assessment: *Getting Started*

First off, thank you for taking the time to look through this tool and use it in your important work. Using this information can help you to make sure equity is maintained as a priority in your project, especially during a time of change and crisis.

Step 1: Get Familiar with Equity

To get started, read this short article and watch the embedded video on Targeted Universalism, which helps to contextualize equity work and how it helps to lift those up who have been and continue to be underrepresented and underserved.

Targeted Universalism: <https://belonging.berkeley.edu/targeteduniversalism>

Watch the following video titled *Segregated by Design*. This video gives in-depth context into how government has historically created segregation in metro areas through law and policy. Understanding this complex and often forgotten history can help us to make more informed and intentional decisions in our everyday work.

Segregated by Design: <https://www.segregatedbydesign.com/>

Step 2: Start your Assessment

Before you start the assessment, gather all your project documents to have ready as you work through the assessment. This will set you up well for considering the questions in each section.

To start, use the outlined questions in the first table on page one, titled “Proposal, Results, and Outcomes”. This will help to ground you in your project and what the intentions are for the work for both the community and the organization.

Each of the blue italicized headers are questions that will help to orient your project. Each section also has probing questions to help you consider how you should proceed” with the project to maintain a focus on equity, as well as to help you identify gaps in the work that you have already planned or conducted. Capture answers and other thoughts in the accompanying worksheet as you move through the tool.

Step 3: What Level of Support Do You Need?

The Racial Equity Rapid Response team is available if you need help going through your assessment. Identify what level of support you need from the team:

Level 1: I have a few questions and can have them answered through an email. I will contact someone from the team.

Level 2: I need clarification on a couple things and it would help to get on a phone call or a Teams meeting to move forward, I will contact someone from the team to get that scheduled.

Level 3: I am not sure how to start and would like to have a video meeting to run through it with someone. I will contact someone from the team to get that schedule.

Step 4: Let us know how it went!

The Rapid Response Team would love to hear back if you choose to use this tool in your work. Please email the team to let us know if you use it, if/how it made an impact, and if you have any feedback.

Contacts

Rapid Response team: Janet Freeman, DeAngelo Bowden, Molly Saylor, Selina Lujan, Megan DeMasters, Jensen Morgan, Sarah Hite

Please contact us with any questions you need answered or support that you need.