**Program Information:**

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| **Agency Name:** | | Click or tap here to enter text. | |
| **Grant Identifier:** | | Click or tap here to enter text. | |
| **Project Name:** | | Click or tap here to enter text. | |
|  | |  | |
| **Assessment Tool Information:** | | | |
| **Staff completing tool:** | | Click or tap here to enter text. | |
| **Staff consulted during completion of tool:** | | Click or tap here to enter text. | |
| **Date(s) of Completion:** | | Click or tap here to enter text. | |
|  | |  | |
| ***CoC Staff Only – Assessment Tool Review*** | | | |
| ***Date(s) of Review:*** | | Click or tap here to enter text. | |
| ***Reviewer(s):*** | | Click or tap here to enter text. | |
|  | |  | |
| |  | | --- | | **INSTRUCTIONS** | | The Prince William Area Continuum of Care (PWA CoC) is committed to advancing equity in the provision of homeless assistance services for people who may face additional barriers such as due to race, ethnicity, LGBTQIA+ status, religion, and immigrant status.  Completion of this tool will be required for organizations receiving funding from HUD CoC Program as part of the annual Renewal Project Scoring Process. Points will not be awarded based on the content of the tool, but rather on its overall completeness (including narrative questions). Only one tool is required per organization regardless of their number of participating projects.  We recognize organizations may be at different stages of their journey towards advancing equity and that challenges exist related to moving this work forward. Regardless of where your organization is at on their journey, even if they are just getting started, we ask you to complete this tool as honestly and thoughtfully as possible.  We hope organizations will use this tool as a guide to think about different ways they can prioritize advancing equity over the upcoming year. We also hope organizations currently lacking the capacity to move this work forward with create plans and strategies to enhance capacity in this area.  *\*This tool has been adapted from the Eastern Pennsylvania CoC’s “Organizational Equity Self-Assessment Tool” which was developed utilizing the following resources:*   * [*Able Change - Equity Organizational Self-Assessment*](http://systemexchange.org/application/files/2315/4327/2119/ABLe_EquityOrganizationalSelf-Assessment_F.pdf) * [*Washington Race Equity and Justice Initiative - REJI Organizational Race Equity Tool*](https://justleadwa.org/learn/rejitoolkit/) * [*Annie E. Casey Foundation - Race Matters: Organizational Self-Assessment*](https://www.aecf.org/resources/race-matters-organizational-self-assessment/) * [*Coalition for Communities of Color - Tool for Organizational Self-Assessment Related to Race Equity*](https://www.coalitioncommunitiescolor.org/research-and-publications/cccorgassessment) | | | | |
|  | | | |
| **Organizational Commitment, Leadership & Governance** | | | | |
| **1** | **The organization incorporates race equity into its mission, vision, and/or values statements.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **2** | **The organization provides a living wage to all personnel that considers regional cost of living (e.g., housing, food, transportation, and healthcare).** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **Equity Policies & Implementation Practices** | | | | |
| **3** | **Current protocols and practices (written and unwritten) do not disadvantage persons seeking or receiving services who are experiencing inequities.**  **Consider potential disadvantages related to:**   * **Service intake or enrollment** * **Scheduling appointments** * **Service or treatment delivery** * **Referrals to outside resources** * **Racial profiling** * **Hiring practices** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **4** | **The organization has explicit policies prohibiting discrimination, microaggressions, and harassment of people of color as well as a mechanism in place to address issues raised regarding racial or other equity-related barriers for opportunity occurring in the workplace.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **Organizational Climate, Culture, & Communications** | | | | |
| **5** | **Organizational spaces are welcoming to diverse children, youth, and adults, including materials and images that reflect diverse languages and populations.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **6** | **The organization creates space for discussing issues of race and racism in ways that are relevant to the work.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **7** | **The organization encourages ideas, strategies, initiatives, and feedback from all stakeholders of the organization (including frontline staff, volunteers, clients - not only those with positional authority).** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **Service-Based Equity** | | | | |
| **8** | **Does the organization provide language interpreter/translator services for people who speak languages other than English?** | | **Select response that best fits** | |
| a. | Yes | |  | |
| b. | No | |  | |
| c. | Unsure | |  | |
| **9** | **The organization provides materials in languages and formats (e.g., use of images to accommodate low literacy levels) that can be understood by local residents experiencing inequities.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **10** | **When planning programs and events, the organization considers factors like language access/interpretation, accommodations, childcare, food, and proximity to transportation.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **Service-User Voice & Influence** | | | | |
| **11** | **The organization gathers and uses feedback from local persons experiencing  inequities on whether services, support, or opportunities are easy for them to access.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **12** | **The organization engages participants experiencing inequities in making decisions about how to design programs and strategies.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **Workforce Composition & Quality** | | | | |
| **13** | **Staff are trained in and are knowledgeable about the range of barriers to equal opportunity and the depth of embedded racial inequities(i.e., how they are produced and how they can be reduced).** | | **Select response that best fits** | |
| a. | None (no staff are trained) | |  | |
| b. | Some staff are trained | |  | |
| c. | Almost all staff are trained | |  | |
| d. | All staff (100%) are trained | |  | |
| **14** | **The organization has regular trainings and discussions at the staff and board levels about removing barriers to opportunity and reducing racial disparities and disproportionality (i.e., removing barriers and reducing racial disparities both internally and externally).** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **15** | **Staff reflect the demographics of all populations served across the organization** | | **Select response that best fits** | |
| a. | None/Rarely | |  | |
| b. | Some/Sometimes | |  | |
| c. | Almost All/Most of the time | |  | |
| d. | All/Always | |  | |
| **Community Collaborations** | | | | |
| **16** | **The organization builds authentic and long-term relationships with local settings/agencies working most closely with groups experiencing inequities.** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **17** | **How does your organization formally collaborate with community-based organizations of color to determine and address your organization’s responsiveness to the needs of communities of color?** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |
| **Data, Metrics, & Continuous Quality Improvement** | | | | |
| **18** | **Does the organization collect and analyze data on race and ethnicity on each of the following?**   * **Those who request services** * **Those who receive services vs. those who don’t** * **Those referred for specific interventions** * **Those who succeed in programs vs. those who don’t** | | **Select response that best fits** | |
| a. | No work within this area | |  | |
| b. | Identified as an area for improvement but no plans/work yet | |  | |
| c. | Planning/implementation in process | |  | |
| d. | Implemented but not yet uniformly applied across organization | |  | |
| e. | Firmly established and able to model for other organizations | |  | |
| **19** | **Describe how your programs are evaluated in terms of their impact on communities of color and racial equity goals. You may include internal and external evaluation processes.** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |
| **Reflection** | | | | |
| **20** | **Describe any successes your organization has had in advancing equity within your programs over the past year and how those successes were achieved.** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |
| **21** | **Describe any challenges your organization has faced in advancing equity for your programs and/or services. If applicable, describe how you overcame/are overcoming these challenges.** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |
| **22** | **Based on your review of this tool, are there any next steps you plan to discuss within your organization to advance equity? Are there specific areas where you feel your organization should focus its attention?** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |
| **23** | **Do you have any ideas and/or feedback on how the CoC can help your organization advance equity?** | | **Narrative Response** | |
| Click or tap here to enter text. | | | | |

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| **PWA CoC Staff ONLY** | | |
| **Did the organization complete this tool thoroughly and completely?**  *Enter notes and/or comments below:* | **YES** | **NO** |
| Click or tap here to enter text. | | |