



Winooski City Council: Equity Assessment Worksheet

Uses: Review of policy, budget, strategies and priorities

Used by: City Council, Commissions (if requested by Council)

Goal: Analyze budget items, programs, policies, or strategies and priorities to determine potential impacts on protected classes both positive and negative, intentional, and unintentional. These Groups are those listed in Winooski's [Declaration of Inclusion](#). Proposals should also be in alignment with Winooski's [Abenaki Land Acknowledgement and Land Use Rights resolution](#). This assessment will be applied in discussions of agenda items of the above uses. Councilors should be prepared to discuss the following questions by including this worksheet as part of their agenda and meeting preparation.

Key Questions to Ask

1. Clarifying the Purpose

- A. What does the proposal seek to accomplish?
 - i. Will it reduce disparities or discrimination?
 - ii. Does it align with [Strategic Vision and Master Plan goals](#)?
 - iii. Does it address items from [Equity Audit](#)?
- B. What evidence has informed this proposal?
- C. Is the purpose of the proposal to uplift the communities most adversely impacted?

2. Identify and Plan Outreach to Stakeholders

- A. Which Groups may be most (positively or negatively) affected by and concerned with the issues related to this proposal?
- B. Have stakeholders from different Groups been informed, meaningfully¹ involved and authentically represented in the development of this proposal? Who is missing and how can they be engaged?
- C. What resources are needed to engage the voices and experiences of the Groups impacted in the formulation of this proposal? Consider what is needed for minimum engagement and what is needed for more meaningful engagement.

¹ For the purpose of this document, meaningful is defined as meeting the best practices for communication and outreach needs of residents in all Groups. Examples: going to where Groups are, asking where community members would like City information, and having audio interpretation of documents in addition to translated documents.

D. How can language access needs be met and decrease barriers to engagement with outreach?

- i. Are documents/explanations posted in places people will be likely and able to access? Are they written in a manner that is understandable by community members?

3. Considering Impacts (Should be considered at beginning and returned to after outreach has been completed)

What adverse impacts or unintended consequences could result from this policy/proposal? Could the proposal have disparate negative impacts on any specific Group?

A. How could adverse impacts be prevented or minimized?

B. If protected Groups do not benefit, how can they?

- i. Does it alleviate, maintain, or limit the safety and wellbeing of the marginalized communities?

C. Does this item, program, policy, or strategy/priority align with the mission of ensuring racial equity? If not, in what ways might this perpetuate racial inequity?

3. Examining Alternatives or Improvements

A. Are there better ways to reduce racial disparities and advance racial equity?

B. What provisions could be changed or added to ensure positive impacts on racial equity and inclusion?

4. Audit Process (at end when item returns for a final discussion/vote):

A. Did you follow through with engagement strategies identified during initial analysis, to reduce barriers or address language access for impacted Groups?

- i. If not, should this process be extended to ensure meaningful engagement with all impacted Groups?

B. Could a disparate racial impact or other unintended consequence result from the proposal?

- i. If yes, what steps are you taking to mitigate the disparate impact?
- ii. Beyond the steps described in part (a) of this question, what additional steps could other City Departments and/or City Commissions take to mitigate the disparate impact?

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