

Equity Checklist

Bay Localize, CBE

The RCI is developing this Equity Checklist to serve as a purposefully simple framework for funders and implementing agencies to a) identify vulnerable populations, b) think through the equity implications of their work, and c) promote respectful collaborations with community groups. Funders can use the Equity Checklist as criteria for their grant giving, and agencies can use it as a helpful guide to plan projects.

Project Element	Points
1. Project Impact Demographics	
a) Project clearly describes socially vulnerable populations in the area that it will directly impact based on census, public health, or similar data sources:*	
i) Median household income of census tracts	
ii) Percentage of residents identifying as non-white or Latino	
iii) Percentage of households where language other than English is primary	
iv) All primary languages spoken by 5% or more of population	
v) Percentage of renters	
vi) Percentage of households headed by adults over age 65	
vii) Percentage of households with children under age five	
viii) Institutions where residents may have limited mobility in an emergency (e.g. hospitals, nursing homes, senior housing, schools, prisons)	
b) Project clearly describes which, if any, of these populations it intends to address in its goals and evaluation (see below)	
2. Project Goals and Evaluation	
a) Project identifies specific measures of safety, health, and well-being of people it will address, focusing on populations of concern listed above	
b) Project sets clear goals for improvement in these areas	
c) Project sets clear and realistic processes for how improvement will be measured	
3. Community Leadership in Project Design and Implementation	
a) Before project development begins, conduct thorough public outreach to community groups to invite leadership in developing project	
b) Project has leadership and/or implementation roles with defined decision making power for these communities groups/leaders, described in an attached MOU	
c) Project has letters of support from at least two long-standing community groups that represents people impacted**, clearly describing their role in project design	
d) Provide translation of project outreach materials and meetings in major languages used in area of focus, or contract with community groups to provide this.	

*Studies show these population characteristics are vulnerability factors in natural disasters. See [Mapping Our Future](#) report for more details and sources.

Sample Partnering Agreement

WOEIP, OCAC

*Based on the **Oakland Resilient Neighborhoods Partnership** agreement drafted by the Adaptation Subcommittee of Oakland Climate Action Coalition, this sample agreement can serve as a template for clear, respectful, and effective collaborations between community organizations, agencies, or other institutions. The RCI will continue to peer review and finalize this template.*

I. Background

Neighborhood resilience to climate change includes not only adequate response to temporary disaster, but also the maintenance of the social fabric, access to food, energy and resources, healthy homes and an understanding of the long-term effects that will be brought about by rising temperatures and rising tides.

In 2010, the Oakland Climate Action Coalition (OCAC) assembled to begin addressing the need to reduce greenhouse gases by developing the City's first Energy and Climate Action Plan (ECAP). Adopted by the city as guidance toward reducing municipal carbon emissions, the ECAP was the first nascent collaboration between the City and residents to address climate. In 2013, the OCAC and the City jointly applied for funding from the Rockefeller Foundation to create Oakland's first Chief Resilience Officer; a Director level position tasked with drafting the Oakland Climate Resilience Plan. This partnership is intended to foster a collaborative process through which neighborhood leaders, OCAC member groups and Oakland municipal government will craft an equitable resilience plan for the city.

II. The Oakland Resilient Neighborhoods Partnership (ORNP)

The ORNP functions to engage a broad range of individuals, organizations and government agencies and bring to bear respective resources to address the equity, environmental and community health issues affecting Oakland in the face of short and long-term climate change. The ORNP includes representatives of the community (e.g. residents), community-based organizations or groups, faith based groups, neighborhood associations, school/academia based groups, non-profit environmental organizations, labor, youth, local agencies, state agencies, federal agencies, and business/industry. Members are referred to as "Partners". The Partnership will be coordinated by Co-Leads: the Oakland Chief Resilience Officer serves as the municipal lead for the collaborative effort and the OCAC Resilience and Adaptation Committee Chairperson serves as the local community lead.

III. Goal statement

It is the goal of the ORNP to identify, mobilize, and coordinate private, federal, state, local, and community resources to improve neighborhood resilience to both short and long-term climate change. The project partners agree that their efforts should be action oriented, voluntary, and focused on solving problems to reduce the impacts climate events and sea level rise on the neighborhoods of Oakland.

Goals:

- 1) Reduce the impact of short-term climate events through community preparedness and neighborhood infrastructure improvements.
- 2) Enhance the cultural and social fabric in our neighborhoods to promote a sustainable community through community institutions and interpersonal connection.
- 3) Improve access to local healthy food.

- 4) Improve access to affordable renewable energy and water resources.
- 5) Strengthen and improve relationships and coordination between public agencies and the community.
- 6) Ensure timely and effective response to extreme climate events in our neighborhoods.
- 7) Build community capacity and education towards community-based leadership.
- 8) Incorporate these goals into all urban planning and economic development projects in Oakland.
- 9) Draft the Oakland Climate Resilience Plan.

IV. Roles of Co-Leads

To achieve the goals of the partnership, the Co-Leads will (1) develop the agendas and issue notices for meetings of the full collaborative, (2) prepare meeting summaries, (3) comply with evaluation and reporting requirements associated with the partnership and its funding agencies, (4) coordinate funding requests, and (5) be responsible for external communications regarding the work of the ORNP.

V. Role of the Steering Committee

The Steering Committee (SC) is made up of the Co-Chairs and the Lead members of each subject area work group that may be developed by the members of the collaborative partnership. The role of the Steering Committee is to advise and provide direction to the project and the workgroups, and to ensure the goals of the partnership are being met. The ORNP members will identify “Workgroups” (as described in section VIII, below) to advance the goals of the partnership. The co-chairs of each Workgroup and the co-leads of the partnership will constitute the Steering Committee. One of the co-chairs of each work group will be a representative of a relevant impacted neighborhood.

VI. Roles of Partners

To achieve the goals of the collaborative, Partners are expected to:

- Share data and information about their own mission and activities in order to assist each other and the Collaborative as a whole in meeting its goals.
- Keep each other informed of actions, initiatives and legislation/regulation that may contribute to or detract from the goals.
- Coordinate activities that have the potential to complement or conflict with each other.
- Identify existing and additional resources that could be applied to the goals, and assist each other in obtaining or utilizing those resources (e.g. in-kind support, administrative support, technical assistance, meeting space, etc.)
- Identify and participate in joint activities that could benefit the goals.
- Identify obstacles to achieving the goals and develop solutions to overcoming them.
- Think creatively about how the Partners can work collaboratively to achieve the goals of the partnership.
- Respect each other’s individual roles and contributions and any limitations a Partner may have with regard to resources.
- Resolve any conflicts in a positive, swift and constructive manner.
- Jointly pursue funding to carry out the work of the ORNP.

VII. Workgroups

The work of the ORNP will be distributed among several workgroups, which will report back periodically to the full membership. The workgroups will be identified by the Steering Committee based on the vision and intention of the members. The workgroups will craft and implement their work consistent with the goals of the partnership (see section III), and will develop a work plan consistent with those goals. The Work Groups will identify and assign two co-chairs to facilitate their work and serve on the Steering Committee. One co-chair shall always be a representative of an Oakland community. The ORNP will establish workgroups to address the initial set of issues: (1) Emergency Management/Community Empowerment; (2) Food Access/Urban Agriculture; (3) Local Clean Energy and Resource Equity; (4) Neighborhood Adaptation and Cultural Resilience; (5) Healthy Homes; (6) Green Infrastructure; and (7) Interagency Issues and Coordination. These issue areas may be expanded or revised by agreement of the members. Workgroups may include non-Partners.

VIII. Facilitation

Meetings of the full membership will be facilitated. Facilitation of work groups will be decided by the members of those work groups.

IX. Duration

Initial commitments by Partners will be for two years with the expectation that the project is likely to require many years for achievement of substantial progress. The Co-Chairs and/or the Steering Committee will periodically survey the Partners, initially semiannually, on the functioning of the partnership and will report on the results of the surveys at regular meetings of the full membership.

X. Decision-Making and Conflict Resolution

In the course of the project, disagreements will inevitably arise. The Partners agree to work in a collaborative fashion and to strive for consensus. If consensus cannot be reached, the Partners agree to use mediation to attempt to reach a resolution within one-month of when the issue arises. Further, the Partners agree they will attempt to resolve disagreements expeditiously and constructively. In the event of an impasse, the Co-Chairs shall be the final decision-makers on matters pertaining to the function and administration of the partnership, carefully weighing the consequences of any decision where there is a lack of consensus. If the Co-Leads cannot agree, then the action in question will not proceed. In any event, individual Partners cannot be compelled to participate in any action to which they do not agree. Individual Partners may also abstain from participation in a decision when they believe it would be inappropriate for them to participate in that decision.

In the spirit of collaboration and collective problem solving, the Partners agree to the statements outlined in this agreement and resolve to work together to demonstrate how agencies, communities and other stakeholders working in concert can achieve meaningful improvements in the equity, resilience and health of our Oakland neighborhoods.

Signed by:
