

RACIAL EQUITY PLAN 2019-2020



Commitment to Racial Equity

This plan articulates Write Around Portland’s shared commitment to understanding and changing historical legacies of inequity and patterns of oppression, especially as applied to communities of color. We recognize that working towards equity requires active investments in changing structures and practices to be more culturally responsive. We are committed to advancing racial equity as a foundational element of all aspects of our work, which we believe will also inform our work addressing other inequities in our organization and our community.

How This Plan Came to Be

Strategy #1 of Write Around Portland’s 2017-2020 Strategic Plan prioritizes diversity, equity, inclusion and access (DEIA) at all levels of the organization to address disparities in current delivery practices and build equitable access. As part of this effort, Write Around Portland completed *The Tool for Organizational Self-Assessment Related to Racial Equity (The Tool)*, and findings detailed in our *Racial Equity Assessment Summary Report – July 2018* included the following recommendations:

“Develop and implement a racial equity plan with clear actions, timelines, people responsible for each action, budgeting allocations for project needs and staff time, indicators of progress and processes for monitoring and evaluation. The plan should outline actions through 2020, with cues to plan next steps for a subsequent plan beyond 2020.

1. *As part of the racial equity plan, include steps for making a public commitment to racial equity and developing a racial equity policy.*
2. *As part of the racial equity plan, include steps for making cultural responsiveness training readily available for staff, board and volunteers.*
3. *As part of the racial equity plan, include steps for developing and solidifying authentic partnerships with organizations of color.”*

The following is our racial equity plan to support our current 2017-2020 Strategic Plan, as well as guide next steps beyond 2020.

Racial Equity Plan 2019 – 2020

Methods and Key Actions	Success Indicators	Deadline	MOCHA* “Owner”	Resources Needed	Progress and Evaluation
<i>1A) Make a public commitment to racial equity to share with our community and to encourage accountability.</i>					
a. Share Racial Equity Assessment Report with stakeholders (participants, donors, volunteers, agency partners, allies, funders and ambassadors)	Stakeholders have an opportunity to review our racial equity assessment and the committee’s recommendations	August 2018	Liz (Executive Director)	Staff time	Completed. Based on Racial Equity Assessment completed in spring 2018 by committee—majority people of color—comprised of staff, board, volunteers, workshop participants, and donors

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b. Review Write Around Portland's 2017-2020 Strategic Plan and DEI Action Plan 2017-2020 to review current commitments and incorporate next steps for Racial Equity Plan	A review of organizational planning documents related to DEIA work to ensure they enhance and support each other	September 2018	Liz (Executive Director)	Staff time	Completed.
c. Develop Racial Equity Plan, including commitment statement, and share with "The Tool" Assessment Committee to gain input and feedback	A draft of the Racial Equity Plan and racial equity commitment statement ready for review, input, and feedback	December 2018	Liz (Executive Director)	Staff time	Completed.
d. Share Racial Equity Plan, including commitment statement, with Board to gain input, feedback, and final approval	A Racial Equity Plan and commitment statement that has been reviewed by Write Around Portland community members, has been approved by the Board of Directors, and will guide our racial equity work going forward	January 2019	Liz (Executive Director)	Staff time	Shared with Board of Directors in December 2018 and have received input and feedback. Approved January 2019.
e. Apply for funding and allocate time and resources to support Racial Equity Plan goals.	Secured funding, including a grant application submitted to RACC Equity Investments RFP, and a reasonable plan and timeline to accomplish	January 2019	Liz (Executive Director) and Allison (Development Director)	Staff time	Not awarded RACC Equity Investments in January 2019; after receiving feedback and suggestions to improve the application, we resubmitted in May 2019. Not awarded May 2019 award. Awarded partial funding from Collins

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	goals				Foundation and Oregon Community Foundation for 2019 goals.
f. Publicly share racial equity plan and commitment statement with all stakeholders by posting on website and in monthly enews	Meaningfully engaged stakeholders are informed, motivated, and committed to help us reach our goals	February 2019	Liz (Executive Director)	Staff time	Completed.
<i>1B) Develop a racial equity framework to maintain a formal commitment to racial equity throughout organizational decision-making.</i>					
a. Research racial equity policies and acquire additional resources and tools	A review of other organizations' approaches to racial equity to understand best practices and inform Write Around Portland's work developing our own racial equity framework	April 2019	Jenny (Community Engagement Manager)	Staff time	In progress. Projected research to be completed in summer/fall 2019, due to family leave of 2 of 5 staff this year.
b. Draft a racial equity framework that is reviewed by key stakeholders, passed by Write Around Portland's Board of Directors, and shared publicly	A racial equity framework that articulates Write Around Portland's approach to racial equity and guides future decision-making throughout the organization	August 2019	Liz (Executive Director)	Staff time	Delayed to April 2020, due to family leave of 2 of 5 staff this year.
c. Review and update organizational policies and practices using the racial equity framework and develop systems for	Policies and practices are updated using the racial equity framework and systems are in place for ongoing review	December 2020	Liz (Executive Director)	Staff time	Given expected delays for a finalized racial equity framework, we expect this work to continue beyond December 2020.

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ongoing review					
<i>1C) Develop procedures to implement, monitor and make adjustments to this racial equity plan for internal accountability and tracking.</i>					
a. Use the finalized racial equity plan to create and implement action plans to direct planning through 2020	Annual action plans that board and staff use to manage work and measure success; Executive Director reports on Racial Equity Plan goals and how they relate to day-to-day management	December 2019; December 2020	Liz (Executive Director)	Staff time	Completed for 2019.
b. Review racial equity plan quarterly to assess progress toward goals	Board and staff are informed about progress toward goals	Quarterly	Liz (Executive Director)	Staff time	Ongoing. Executive Director, Community Engagement Manager, and Program Manager met in February 2019 to discuss plan implementation and feasibility of deadlines and commitments based on less-than-anticipated funding awards and unanticipated changes to staffing levels this year. Made adjustments to plan accordingly.
c. Identify next steps for the racial equity plan in our 2021-2024 Strategic Plan	An equity lens is used to inform the development of ongoing and future planning tools and decision-making	April 2020	Liz (Executive Director)	Staff time	This will be ongoing throughout the strategic planning process; final strategic plan expected by December 2020.
<i>2) Make cultural responsiveness training readily available for staff, board and volunteers to deepen understanding and individual commitment to DEIA within Write Around Portland and beyond.</i>					
a. Board and staff engage in educational activities to increase personal and cultural awareness	Board and staff engage in at least 2 educational activities annually; demonstrate genuine	December 2018; December 2019;	Liz (Executive Director)	Fees to attend educational activities;	All board and staff participated in educational activities in 2018 to increase personal and cultural awareness. Staff have attended

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	interest and engagement from educational activities; and report on their experiences, expressed growth and increased perspective	December 2020		staff time	trainings in: Institutional Equity; Trauma, Resiliency and Restorative Justice; Making Events Accessible; Advancing Racial Equity; Dismantling Racism; and Putting Racial Equity into Action. Board expected to report on activities by December 2019.
b. As part of 2021-2024 strategic planning process, develop a plan for cultural responsiveness and racial equity training(s) that are mandatory for staff and board	A plan for cultural responsiveness and racial equity training(s) for board and staff in Write Around Portland's 2021-2024 Strategic Plan	December 2020	Liz (Executive Director)	Training costs; staff time	
c. Develop cultural responsiveness and racial equity learning module(s) for all volunteers through general volunteer orientations and workshop facilitator trainings.	Review volunteer program to incorporate DEIA, cultural responsiveness, and racial equity lens into trainings and orientations	December 2021	Jenny (Community Engagement Manager)	Staff time	Completed initial review of facilitator training application criteria, with considerations for equity, access, and inclusion. Final review to be completed after racial equity framework is finalized (along with review of policies and procedures).
<i>3) Develop and solidify authentic partnerships with organizations of color to learn, grow, and to mutually support communities of color and Write Around Portland.</i>					
a. Prioritize strategic community engagement in the form of public events	Participation in at least three community events annually (e.g. buying tables at fairs, hosting our readings at organizations of color, etc.) to support	December 2019; December 2020	Jenny (Community Engagement Manager)	Tabling and event fees; Supplies; Staff time	PPS International Youth Leader Conference 3/8; OCF Latino Partnership POC Bridge Building 8/14; Reed College SEED pre-orientation 8/24; APANO's East Portland Literary Festival on 10/5 to connect with potential volunteers

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	organizations of color and connect with potential volunteers and workshop partners				and workshop partners.
b. Identify organizations of color with whom we already have partnerships and/or want to build partnerships; identify our goals for those partnerships (e.g. recruit volunteers, workshop partners, etc.); and learn more about those organizations and the cultural contexts in which they work	A better understanding of the organizations where we wish to deepen partnerships and expand collaborations. Potential organizations include APANO, IRCO, Latino Network, Centro Cultural, NAYA, Urban League of Portland, Virginia Garcia Memorial Health Center.	July 2019; ongoing	Jenny (Community Engagement Manager); Sarah Weller (Program Manager)	Staff time	Initial list of orgs of color/culturally specific orgs is complete; identifying potential collaborations and partnerships. Will circle back in December 2019 to plan engagement efforts and begin to schedule meetings once staff return from family leave.
c. Connect with organizations of color (previous/current partners and new) and volunteers of color to build current relationships; listen to their wants and needs; and consider what we can offer to support their needs and accomplish our goals	After learning more about organizations (above 3b), 6-12 present, helpful, and non-intrusive conversations annually with leaders/staff/community members at organizations of color to identify mutually beneficial partnership opportunities; connections with volunteers of color; and	December 2020	Jenny (Community Engagement Manager); Sarah (Program Manager)	Meeting costs (e.g. coffee); Staff time	Dependent on other steps in Racial Equity Plan being completed. Completed one-time bilingual workshop for Chinese parents as part of APANO'S AMP series on 8/13. To date, conversations about board culture and racial equity in Washington County.

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	feedback that informs our work				
d. Review Write Around Portland’s programs to see if we’re able to adjust/adapt our programming based on conversations	Using feedback from meetings with organizations of color (above 3c), review our programming and determine whether adaptations are possible	December 2020	Sarah (Program Manager); Jenny (Community Engagement Manager)	Adaptation costs to programming; Staff time	N/A until other steps to Racial Equity Plan are completed.
e. Highlight our partnerships—including organizations of color—on social media, in our monthly e-communications, and on our website	In alignment with our values of respect and community, a practice of utilizing our connections and influence to promote our partnerships and help elevate the work of our partner organizations	December 2020	Sarah (Program Manager); Jenny (Community Engagement Manager)	Staff time	Ongoing and as authentically as possible.

*MOCHA is a management tool Write Around Portland uses to identify who handles which responsibilities within a project. The “Owner” has overall responsibility for the success or failure of the project. They ensure all the work gets done (directly or via helpers) and that others are involved appropriately.