

# STATE OF VERMONT

## EQUITY IMPACT ASSESSMENT TOOL

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The State of Vermont is committed to advancing equity for all those who live, work, play, and learn in Vermont. Through data-informed program design and careful consideration of compounded historical inequity, agencies across the state can craft budgetary and programmatic proposals that align with the State's values and meet individual and shared goals.

**Instructions:** Complete this form as thoroughly as possible and submit with any supporting documentation to your reviewer/approver. For questions regarding this form, contact Racial Equity Director Xusana Davis or Policy and Legislative Affairs Director Kendal Smith.

**At a minimum you must answer the bolded questions: 1-8, 12, 14-15, 17, 21 -22, 24-25**

### PROPOSAL BACKGROUND

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- 1. Briefly describe the proposal. Include background information regarding the problem the proposal is intended to address.**
- 2. Is the proposal related to COVID-19 response or recovery?**
  - a. If so, is there federal or other COVID-19-related funding that may support the proposal?**
- 3. What are the intended outcomes of the proposal?**
- 4. What are the consequences of not implementing this proposal?**
- 5. Are there fiscal implications of this bill for the Agency/Department? If yes, please describe.**
- 6. Is the policy evidence-informed?**

### STRATEGIC PLAN, METRICS, GOALS, INDICATORS

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- 7. Does this proposal advance a strategic goal and/or key performance indicator of your Agency/Department, or State Government, as defined here: <https://strategicplan.vermont.gov/>. If yes, which?**
- 8. Are the desired outcomes specific and measurable?**
9. Do you have sufficient population-level data to understand whether the proposal would address or create any racial disparities?
  - a. If not, what data would be needed?
10. If implemented, can you collect disaggregated demographic data, track it, and evaluate it to assess equity impacts?
11. Are there staff trained to analyze the data related to the proposal?

### Inter-Agency or Multi-Sectoral Collaboration

12. Which other agencies (SOV or non-SOV) may have an interest in this proposal or its outcomes?
13. Does the proposal encourage or prioritize contractors led by members of marginalized groups? This may include but is not limited to vendors designated as Minority- or Women-Owned Business Enterprises or Disadvantaged Business Enterprises.

## STAKEHOLDERS AND IMPACTED POPULATIONS

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**14. Describe the proposal's target population. Include demographic information such as race, ethnicity, sexual orientation, gender identity or expression, age, etc.**

**15. How was this target population selected?**

16. Did you meaningfully consult with community members in developing this proposal?

- a. If so, how?
- b. If so, did those community members include persons of color?

**17. What geographic areas of the state will be most impacted by the proposal?**

**a. Is there a larger-than-average population of Vermonters of color in those areas?**

18. How will the proposal incorporate cultural concerns of specific groups? (i.e. use of traditional healing practices, use of culturally appropriate diagnostic assessment tools, etc)?

19. Will public written materials generated through this proposal be translated?

- a. If so, in which languages?
- b. If not, why?

20. Does the proposal involve a social marketing strategy for the target population? Describe.

## BENEFITS AND BURDENS

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### ADVANCING EQUITABLE IMPACTS

**21. Does the proposal seek to reduce disparities for marginalized or underserved groups? If so, how?**

**22. What are the anticipated positive outcomes for the target population?**

23. Can those positive outcomes be replicated or extended to other groups? If so, which groups may benefit?

**24. Does the proposal enhance services to underrepresented or underserved communities?**

### MITIGATING ADVERSE IMPACTS

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

- a. **If yes, what steps are you taking to mitigate the disparate impact?**
- b. **Beyond the steps describes in part (a) of this question, what additional steps could any entity take to mitigate the disparate impact?**

26. Is there a disparate impact for any other marginalized group (including but not limited to groups identified by national origin, religion, sexual orientation, gender identity or expression, age, etc.)?

- a. If yes, what steps are you taking to mitigate the disparate impact?
- b. Beyond the steps describes in part (a) of this question, what additional steps could be taken to mitigate the disparate impact?

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# GLOSSARY

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**Minority- or Women-Owned Business Enterprise (M/WBE):** Businesses that are at least 51% owned and substantially managed by people of color and/or people identifying as women

**Disadvantaged Business Enterprise (DBE):** As defined by the U.S. Department of Transportation, DBEs are “for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged[...].”

**Marginalized population/group:** Communities or groups that have historically experienced systemic barriers to access, resources, and infrastructure investments. It may include communities of color, women, sexual orientation, transgender individuals who identify along the gender spectrum, immigrants and refugees, people with disabilities and others who have received limited access to benefits, services, investments and resources from public/private institutions, including the State of Vermont.

**Equity:** The condition that would be achieved when a person’s race or other demographic group membership is no longer predictive of that person’s life outcome.

