
2023 Department Racial
Equity Action Plans:
**Progress Report Template
& Instructions**

*Please submit final progress report to Office of Racial Equity by end of day on
Monday, May 8, 2023*

How to use this template for your department progress report

Read

Gray background slides:
Instructions, tips, reminders

Edit and submit to ORE

Orange background slide: Header slide for your department

White background slides: Content slides for you to edit directly

Excel file:
Staffing plan for you to edit directly

Why are we trying this new format for progress reports?

- **Focus on best examples**, not filler or formatting
 - **Simpler for RE Leaders** to report out given existing resourcing, while meeting intent of legislation
 - **Easier for decision-makers** to understand progress across all departments
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Instructions: **Slides (number)**

No more than this number of slides per department:

Number of slides	Topic
1 slide	Data from DHR/ORE
Optional – 1 slide	Data from your department
1 to 7 slides	Last year's progress (1 per section of RE Action Plan)
1 to 3 slides	This year's priorities
Optional – 1 slide	Links to dept RE Action Plan, longer progress report
Optional – 1 slide	Staff acknowledgments

Instructions: **Slides (content)**

Responses:

- **Edit the text** in [brackets]
- **Use the best examples** from your work
- **OK to use sentences or bullets**, your choice

Formatting:

- **Background and headers:** Keep the same
 - **Font:** Keep the same (Raleway, black, size 14 or bigger)
 - **OK** to add logos, images, photos (with permission from people who are pictured) if you would like!
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Instructions: **How to send files to ORE**

By end of day on Monday, May 8 2023

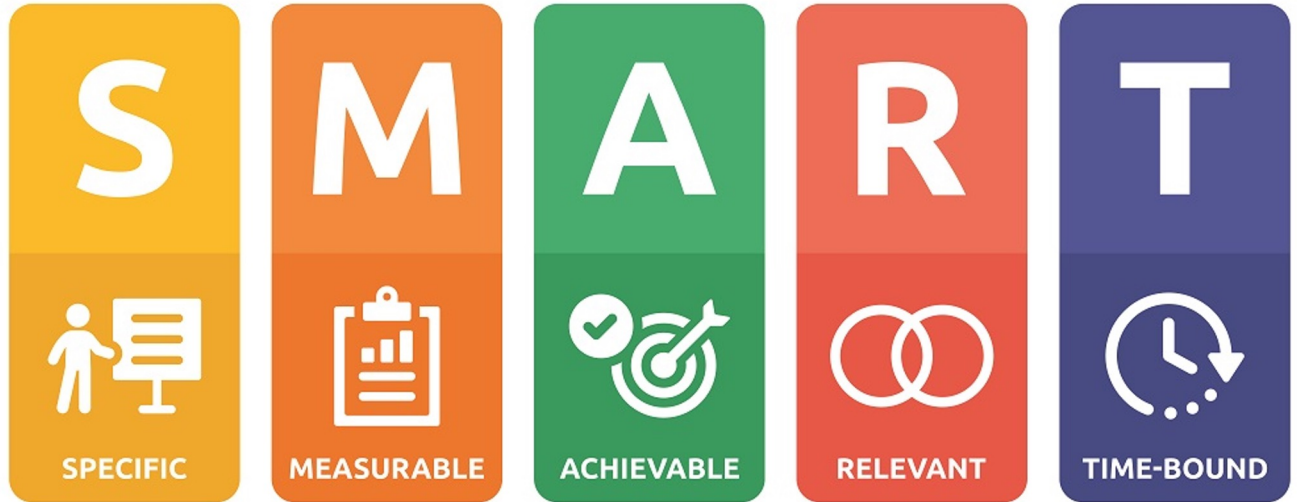
Slides:

- **Save** your orange/white background slides as a PowerPoint file (2023-05-XX Dept Name Progress Report Slides.pptx)
- **Move** it to this [SharePoint folder](#)

Staffing plan:

- **Save** your staffing plan as an Excel file (2023-05-XX Dept Name Racial Equity Staffing Plan.xlsx)
 - **Email** it to racialequitysf@sfgov.org
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Reminder: **Keep responses SMART!**



Reminder: **Important dates**

Feb 2023:

- **Finalize template w/ RE Leaders**

March and April 2023:

- **Department head meeting w/ Dr. Davis**
- **Drop in workshops w/ RE Leaders**

May 2023

- **Final deadline for submission to ORE: May 8, 2023**
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[Dept Name Here]

Data

NOTE: DHR and ORE to provide this slide for all departments.

[More data from your department, your choice of header text]

NOTE: This slide is optional. Please delete it from your progress report if you do not need it.

What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- [Brief description of action, policy, or practice - *be as specific as possible*]
 - [Why was this a priority for your department last year? How is this connected to your Racial Equity Action Plan?]
 - [What did you do?]
 - [What was the outcome? How did you measure success?]
 - [What follow up will you be doing on this in the next year?]

NOTE: Provide only one slide for each section of your department's racial equity action plan (hiring & recruitment; retention & promotion; discipline & separation, etc.). Do not include slides for sections your department did not focus on.

What is an equity practice that is a priority for your department to **learn from other departments** this upcoming year?

- [Brief description of issue, policy, or practice - *be as specific as possible*]
 - [Why is this a priority for your department in the upcoming year? How do you know this? What section or action of the Racial Equity Action Plan does this relate to?]
 - [What steps do you intend to take and when? What steps have you already taken?]
 - [What guidance or support do you need to address this?]
 - [What would success look like in one year?]

NOTE: Provide only one slide for each priority of your department for the upcoming year, with a maximum of three priorities.

Resources

- [Link to your department's current Racial Equity Action Plan]
- [Link to a longer progress report, if any]

NOTE: This slide is optional. Please delete it from your progress report if you do not need it.

Staffing plan template

[Click here for the Excel file template for your department's staffing plan.](#)
