
2024 Progress Reports Slide Template

Department Racial Equity Action Plans

Guidance

How to use the slide template

The completed slide template is due to ORE on May 13, 2024. It includes these sections:

1. **Summary demographic data charts:** ORE and DHR will provide data charts for every department in March 2024. The metrics and format will be similar to last year's.
2. **Additional department data:** Any additional data – quantitative or qualitative – that help to illustrate your department's challenges and/or progress. While the focus of the progress report is FY23-24, you can also include data from previous years that you think is meaningful.
3. **FY23-24 learnings:** Actions your department worked on in the last fiscal year – we recommend highlighting 1 to 3 actions.
4. **FY24-25 priorities:** Actions your department is prioritizing for the next fiscal year – we recommend setting 1 to 3 priorities.
5. **Resources:** Links to your department's current Racial Equity Action Plan and any other relevant information.

As you fill in the slide template, you should:

- Edit the text in [brackets]. Delete the notes in *italics*. Use **Aptos Display** as the font.
 - Highlight the most meaningful learnings and examples from your work.
 - Keep your responses “**Specific, Measurable, Achievable, Relevant, and Time-Bound.**”
 - Please do NOT change the slide size, headers, or footers.
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Suggestions for **setting priorities** for your department

Your department's priorities for FY24-25 should align with your Racial Equity Action Plan. Use your full Racial Equity Action Plan as a "menu":

- Choose a **feasible number of initiatives (e.g. 1 to 3 actions)** from your Racial Equity Action Plan that you will commit to implementing in the next fiscal year.
- You can **combine many of the more detailed actions** in the original Phase One Racial Equity Action Plan template into "**steps**" and completed them as a single initiative.

To decide on which initiatives and actions to prioritize, your department should:

- Focus on where data shows the **widest racial disparities** in your workforce.
- Reflect on the **input and experiences** of your department staff.
- Adapt your implementation steps to your **department size and resources**.
- Review the [ORE Phase One Evaluation Rubric](#) and your individual department evaluation.
- Prioritize transformative change and [becoming an anti-racist organization](#).
- Incorporate racial equity reflections into your strategic planning and budget processes.

Suggestions for **coordinating divisions** of your department

If your department has **many divisions or teams**, you may want to:

- **Ask each division or team** to use the slide template to reflect on lessons learned in FY23-24 and racial equity priorities for FY24-25.
- **Collect their responses and synthesize them** into one department-wide progress report. Racial Equity Leaders have recommended incorporating department-wide townhalls, surveys, and focus groups as part of this process.

You may also want to consider having **two versions of your progress report**:

- **For your department's internal use:** A comprehensive progress report that includes data and slides for each division or team to help you track their learnings and priorities.
- **For ORE, Mayor, and BOS:** A summary progress report that highlights the most important department-wide learnings and priorities for decision-makers to understand.

Department of Elections

Data

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

FY23-24: What is a racial equity practice that you have learned or implemented in the last year?

In the last year, we have expanded outreach to justice-involved San Francisco residents.

Voting laws vary state by state, and many justice-involved residents in California may not be aware of their voting rights. To address this, the Department prioritized raising awareness among those with criminal histories and helping them register to vote. In 2023, the Department administered a *Vote Restoration Outreach Grant Program*. Through this program, the Department partnered with six local nonprofits that work closely with the justice-involved community, to disseminate information about voting rights and registration. To help those with criminal histories understand their voting rights, the Department created a repository of multilingual materials, and distributed these directly and through its community partners. These materials also provide information about paid and volunteer opportunities with the Department.

As a result of these efforts, the Department spread awareness to the intended audience, while also learning and developing strategies to reach the audience successfully. In the next fiscal year, the Department will build on these strategies and continue to nurture its partnerships with trusted nonprofit and government partners, with the goal of encouraging all eligible justice-involved residents to participate in the November 2024 election.

FY23-24: What is a racial equity practice that you have **learned or implemented in the last year?**

In the last year, we have made a greater effort to promote opportunities for elections work.

In alignment with the City's efforts to reduce racial homogeneity in the workplace, the Department implemented active strategies to encourage candidates from diverse populations to apply for seasonal elections opportunities ahead of the March 5, 2024 election. One of the strategies was conducting an inaugural Employment and Volunteer Opportunities Job Fair. This event was designed to remove some "hoops" in the traditional job application process. At the event, attendees were able to apply, interview, receive a conditional offer, and begin onboarding/fingerprinting, all on the same day, in one place.

The Department learned that many attendees of the job fair travelled from different areas of the City to attend. During the hiring period for the November 5, 2024 election, the Department plans to build on the success of its inaugural Job Fair and conduct additional events in different areas of City to reduce extra travel burden among attendees. The Department will also advertise these events broadly through its extensive contact list and community partners to maximize the reach and promote diverse attendance.

FY23-24: What is a racial equity practice that you have **learned or implemented in the last year?**

In the last year, we have expanded equity in our youth programs.

The Department took steps to expand diversity within its Youth Ambassador program, such as promoting the program to diverse populations, accepting all applicants into the program, and providing stipends and ongoing support to participants. The Fall 2023 Ambassador cohort included 21 students from 15 high schools.

In the past year, the Department spearheaded other programs centered around youth equity, including commencing “office hours” at San Francisco Juvenile Hall and partnering with the San Francisco Public Library to promote civic engagement around National Voter Registration week. In the coming year, particularly during the leadup to the November 5, 2024 election, the Department will continue to promote opportunities for election engagement among the City’s population of young people.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

Continue to integrate equitable practices in the hiring of temporary elections workers.

As part of the Department's continued efforts to foster a diverse workforce, the Department will revise certain processes in relation to hiring seasonal Junior Clerks for the November 5, 2024 election. Specifically, the Department will allow applicants to complete a short interview questionnaire, in lieu of a traditional face-to-face interview. This process will allow applicants to complete the interview process at their own pace, at a time that works best for them, without needing to schedule a special time to visit City Hall or setup an online interview. This process would also reinforce the Department's existing efforts to eliminate potential bias during an interview process. The Department intends to work with the City's Department of Human Resources to vet the content of the questionnaire to make sure it meets the intended goals of promoting equity and diversity within the workplace and eliminating potential barriers in the hiring process.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

Provide equitable and effective outreach and services – Ranked-Choice Voting in the November 2024 election

In the November 2024 election, ranked-choice voting (RCV) will be used to fill some local offices. As part of its larger goal of advancing equitable voting, the Department plans to provide supplemental outreach to certain groups who might be less aware of RCV rules (e.g., young voters; new citizens and residents; people involved with the justice system; and people with limited-English proficiency). This project will commence with the review of all RCV instructional materials through an equity lens. The project will then culminate with the provision of a new array of multi-format and multilingual resources and presentations for all San Franciscans, with supplemental dissemination of those resources to focus groups. To supplement its direct RCV-related outreach efforts, the Department has also secured grant funding for nonprofit organizations who serve focus populations. Through these collaborations, the Department hopes to reach City residents to equip them with the information necessary to participate in the upcoming November election.

FY24-25: What is a racial equity practice that is a **priority for your dept/division to learn or implement this upcoming year?**

Provide equitable and effective outreach and services – Non-Citizen Voting in the November 2024 School Board Election

In 2016, San Francisco voters passed Proposition N, granting the right to vote in local School Board elections to certain non-citizen residents of San Francisco. The next School Board Election will take place on November 5, 2024 and the Department therefore plans to expand awareness of this right among the City's immigrant parent population over the coming months. That is, the Department will conduct a robust, multilingual, and equitable outreach program, highlighting the many ways non-citizen residents can register and vote in the upcoming election. More specifically, the Department will work closely with local school administrators as well as nonprofits who serve immigrants and/or their families to disseminate election-related messages particularly relevant to this population. In addition, to supplement its direct outreach efforts, the Department has secured grant funding for nonprofit organizations who are well-situated to disseminate messages to potential non-citizen voters. Through these collaborations, the Department intends to reach eligible non-citizen residents to equip them with the information necessary to participate in the upcoming November election.

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.
