



2019 Program Details

HiAP Governing for Racial Equity

Capitol Cohort Pilot Year 2: Implementation

Together, the [Government Alliance on Race and Equity \(GARE\)](#)¹ and California's Health in All Policies (HiAP) Program will facilitate an implementation year to assist Capitol Cohort departments with operationalizing their racial equity action plans. This program will run from January-December 2019, and participating departmental teams will receive training, guidance, and technical assistance, as well as participate in a supportive network of colleagues pursuing similar goals across state government.

This builds on the work departments completed in the 2018 Capitol Cohort pilot, which focused on normalizing conversations about racial equity and equipping staff with the knowledge, resources, and relationships to develop racial equity action plans.

Who is eligible to participate?

The 2019 Implementation Cohort has been designed for departments that participated in the 2018 Capitol Cohort Learning Year. To support continuity, the majority of team members in 2019 should have participated in the 2018 Learning Cohort.

What are the key program components?

1. Capacity building and training

- The cohort will participate in 8 *new* learning sessions in Sacramento, with customized content delivered by expert GARE trainers and curated to meet Cohort team needs. Learning sessions are designed to strengthen subject matter expertise at the team and individual level. Each session syllabus will be co-developed with HiAP staff, and informed by findings from the Year 1 Pilot, team equity survey results, and priority activities identified in the cohort's racial equity action plans.
- Priority registration at the HiAP Task Force's Advancing Equity speaker series events, designed to complement the learning session curriculum.

2. Implementation roadmap

- The cohort will receive guidance, coaching, templates, and strategies to support organizational structures for fulfilling the racial equity action plan created in the 2018 Learning Year.
- Teams will have access to GARE trainers for consultation throughout the year and a mid-year progress check-in facilitated by HiAP staff.

3. Data collection

- Teams will receive sample tools to support creating, disseminating, and analyzing a staff racial equity survey for their organization.

4. Experiential learning

¹ GARE is affiliated with Race Forward and is a joint project of the [Haas Institute for a Fair & Inclusive Society \(HIFIS\)](#) and the [Center for Social Inclusion](#).

- Teams will apply the Racial Equity Tool to one of their internal budget processes.
- Teams will use Results Based Accountability practices and processes in implementation planning, with support from expert trainers.

5. Access to a peer network and subject matter work groups

- Each contracted GARE team will receive one year of departmental membership in the GARE National Network, beginning on the execution date of this contract (the annual fee will be waived). Through the national network, teams will have access to structured cross-sector peer-to-peer interactions focused on problem solving around common goals such as meeting facilitation, workforce equity and training, data collection and analysis, leadership engagement strategies, and external stakeholder engagement.
- Team Leads will participate in monthly structured cohort check-in meetings, hosted by HiAP and GARE staff, to provide a space for cross-sector problem solving, support learning session customization, and support team leads in guiding their teams through the implementation year, among other things.
- Each team will receive complementary registration for up to 5 members to attend the GARE California Statewide Convening (location TBD), connecting the Capitol Cohort to local jurisdictions, innovators, and champions across California doing similar work.

2019 Pilot Implementation Year – Anticipated Outcomes

1. Participants have a deep understanding, vocabulary, and capacity to advance racial equity within government.
2. Teams create an implementation roadmap, including a priority list of activities from their racial equity action plans for near-term action.
3. Teams create organizational structures within their organizations to train more staff on this approach, build institutional capacity and commitment to this work, and ensure sustainability.
4. Departments have data on staff interest, knowledge, and commitment to racial equity.
5. A robust and growing peer network across state entities, with connections to local governments, supports innovation, shares promising practices, and cultivates a cross-sectoral culture supportive of racial equity.

What are the fees of the implementation year?

The enrollment fee is \$20,000 for each department, paid to GARE’s parent organization, Race Forward. For this fee, departments may have up to 15 team members. The actual cost (nominal value) of this implementation year is approximately \$50,000 per department. Generous foundation support has made it possible for GARE and HiAP to offer the program at this reduced rate. Teams larger than 15 members will require additional fees.

What is expected from participating departments?

1. Assemble an implementation team.

- **Identify Team Co-Leads.** Team co-leads are team members that are also responsible for coordinating monthly internal department check-ins as well as for attending a monthly team lead meeting with other participating departments. They may or may not be the same team leads from Year 1. However, it is strongly recommended that the team co-leads have participated in the Year 1 learning cohort. Team co-lead responsibilities require an average of at least 10 additional hours per month due to their added responsibilities.

- **Identify an Executive Sponsor** (e.g., Director, Deputy Director, Commissioner, Chief Deputy). This individual should be available and accessible to the cohort team for strategic guidance and direction, will make decisions on behalf of the participating organization, or will liaise with the Department Director on behalf of the cohort. The Executive Sponsor may be a team member if their schedule and availability allows.
- **Recruit team members.** Depending on the size of your department, teams can be successful with as few as 12 and as many as 15 members. The full team of 15 is inclusive of team leads. To facilitate decision-making, team members' skill sets and areas of expertise should reflect the priority activity areas in the action plan. Team members should represent a diversity of both professional and personal experience and should include leadership, programmatic, and administrative level staff (e.g., human resources, communications, budgets and accounting, legal services, etc.). It is essential that any newly recruited team members are interested in, excited about, and committed to advancing racial equity and transforming government. GARE and HiAP staff can provide guidance on team recruitment.

2. Convene your implementation team internally at least once a month.

- Teams should meet at least once a month between January-December 2019, to work on implementation responsibilities. While the time commitment for participants will vary over the course of the year, it ranges between 4 and 10 hours/month outside of the trainings and internal team meetings.

3. Participate in implementation activities.

- Implementation teams will commit to collaboratively participating in a range of activities designed to increase the likelihood of effective implementation of departmental Racial Equity Action Plans. Curriculum will be customized, flexible, and responsive to team priorities.

4. Complete an enrollment form by October 15th, 2018 and execute a signed contract by January 9th, 2019.

- On the form designate the team Co-Leads, Executive Sponsor, and anticipated team members, and provide information on your organization's anticipated racial equity action plan priorities for 2019.
- Link to form: <https://www.surveymonkey.com/r/P2KZ9PP>
- We have prepared a template Scope of Work for contracts. Please email Julia.caplan@sgc.ca.gov if you would like a copy.

What if I have other questions? For more information about GARE and Race Forward contact Dwayne Marsh Dwayne Marsh, dmarsh@raceforward.org. For questions about the Capitol Cohort contact HiAP Task Force staff Julia Caplan, Julia.Caplan@sgc.ca.gov.

GARE Capitol Cohort Schedule of Activities, 2019

Please mark your calendars.

Please note: Session content and dates are subject to change.

Dates and Times	Activities
January 9th 9:00am-12:00pm	Implementation Year Pre-Meeting - Team Co-Leads & Executive Sponsors <ul style="list-style-type: none"> Peer review of action plans Implementation roadmap discussion Leadership transition and briefing tips Input on implementation year learning sessions
Ongoing, January - February	Leadership Transition Orientation <ul style="list-style-type: none"> Executive Sponsor orients new department executive leadership to the Racial Equity Action Plan (with support from Team Leads and HiAP/Race Forward if needed)
January 16th 9:00am-5:00pm	Team Learning Session #1: Orientation, Strategic Overview, and Roadmap to Implementation <ul style="list-style-type: none"> Identify your 2019 priorities Panel Discussion: Operationalize and embed racial equity systems & tools Navigate turnover and transition Introduce the workforce equity survey tool Integrate the online learning platform Incorporate self-care and trauma-informed practices (Part I)
February	Team Co-Leads Meeting
February 20th 9:00am-10:30am	Executive Leadership Briefing (designed to brief Secretaries, Directors, & Deputies) <ul style="list-style-type: none"> This event is designed to brief Secretaries, Directors, and Deputies and provide an orientation to the HiAP Racial Equity Capitol Cohort. Executive Sponsors and team leads will be invited to showcase progress and priorities (<i>voluntary</i>)
February 20th 12:30pm-4:30pm	GARE 101 Training <ul style="list-style-type: none"> Race Forward will provide a short introductory training review to bring new team members up to speed with GARE key concepts, terminology, and skills.
March	Team Co-Leads Meeting
March 13th 9:00am-5:00pm	Learning Session #2: Getting Inside the Racial Equity Tools, Making Impact <ul style="list-style-type: none"> Results Based Accountability for racial equity (Part II) Applying the Racial Equity Tool to a budget process Workforce Equity (Part II), Racial Equity All Staff Survey: establishing a baseline of knowledge and awareness in your department
Spring HiAP Advancing Equity Speaker Series	
April	Team Co-Leads Meeting
April 10th 9:00am-5:00pm	Learning Session #3: Racial Equity 201 <ul style="list-style-type: none"> Transformative conversations Practical application of Affirm, Counter, Transform Workforce trainings and professional development

May	Team Co-Leads Meeting
May 15th 9:00am-5:00pm	Learning Session #4: Critical Success Factors <ul style="list-style-type: none"> Panel: early outcomes, lessons learned ideas for replication across sectors. Successes, what is working well and why? Trouble shooting challenges Survey Data Findings & Next Steps
June	Team Co-Leads Meeting
June 12th 9:00am-5:00pm	Learning Session #5: Local & State Government Crossover <ul style="list-style-type: none"> Hear from local jurisdiction GARE Champions across California Identify opportunities to align local and state strategies and priorities Peer to peer networking
July	Team Co-Leads Meeting
July 17th 9:00am-5:00pm	Learning Session #6: Making the Case & Proving the Point <ul style="list-style-type: none"> Strategies to make the business case for racial equity Talking points and communication strategies Capturing the value for your individual department
Summer HiAP Advancing Equity Speaker Series	
August	Team Co-Leads Meeting
August 14th 9:00am-5:00pm	Learning Session #7: Facilitation for Racial Equity, Getting to Scale <ul style="list-style-type: none"> Facilitation techniques
September 2019 Government Alliance on Race & Equity California Statewide Convening Full Day Conference, Date and Location TBD Each contracted GARE team will receive registrations for up to 5 team members to attend the GARE California Statewide Convening, connecting the Capitol Cohort to local jurisdictions, innovators, and champions across California doing similar work. Additional team members may attend, subject to payment of an additional registration fee.	
October	Team Co-Leads Meeting
November 13th 9:00am-5:00pm	Learning Session #8: Closing Session & Commencement <ul style="list-style-type: none"> Self-care and trauma informed practices (Part II) Strategizing for continued impact
Fall HiAP Advancing Equity Speaker Series	