

Racial Equity Toolkit (RET) Summary Sheet: Cover Sheet and Questions

Please fill in below to identify the RET completed:

Department/Office: Office of Sustainability and Environment
Name of policy, program, etc. analyzed: Building Tune-Ups Policy
Names and titles of key staff that led this RET process: Dulcey Simpkins, Residential Energy Advisor
Dates of RET process (e.g., 8/2015 – 10/2015): 8/2-15-12/2015

This Summary Sheet should be completed by those who worked on this RET with input from Change Team members and department leadership. Representatives from these different groups should review the final version so that there is consensus on content before it is shared with the Mayor's Office. Please fill out a separate Summary Sheet for each of the 4 required RETs that your department named in your director's Performance Plan with the Mayor.

For questions about using this Summary Sheet, please contact your OCR RSJI Liaison.

Please respond to the following questions on a separate document (no more than two pages). Please include this page as the cover sheet along with your response.

- 1. List the racial equity outcome(s) that you set in Step 1 of the RET process. (Max 300 characters)**
- 2. Which stakeholders (groups and/or key individuals) did you engage in this RET? In what ways did you engage them? (Max 600 characters)**
- 3. Please describe up to five key benefits and/or burdens for people of color of this policy, program, project, or other decision, which the RET process helped you to identify or confirm. (Max 300 characters each)**
- 4. Please describe up to five key actions – things that you will do differently or begin to do now – of this policy, program, project, or other decision, which will increase opportunity and/or minimize harm for people of color. (Max 300 characters each)**
- 5. How will leadership ensure implementation of the actions described in question 4? (Max 800 characters)**
- 6. How have/will you report back to your stakeholders? (This includes the people who were directly engaged in this RET process, those who will be affected by decisions made, and other departments or divisions impacted by the RET findings and the actions described in question 4.) (Max 800 characters)**
- 7. What additional racial equity issues did this RET reveal? Consider how these unresolved issues present opportunities for structural transformation (i.e. working across departments, and with other institutions and sectors to achieve racial equity). (Max 800 characters)**

OSE Building Tune-Ups RET Summary Sheet Questions

1. List the racial equity outcome(s) that you set in Step 1 of the RET process. (Max 300 characters)

1. all building users will benefit from lower bills from efficiency
2. reduced first-cost barriers to smaller building owners/tenants which may disproportionately burden communities of color.
3. fewer climate impacts on vulnerable communities from reduced emissions
4. research on diversity of smaller/midsize buildings regulated by our mandate
5. the empowerment of a broader audience in the policy-making process

2. Which stakeholders (groups and/or key individuals) did you engage in this RET? In what ways did you engage them? (Max 600 characters)

From March-July 2015, OSE staff met with various stakeholders to learn how the policy might impact them, and gather feedback. OSE interviewed traditional groups often involved in energy policy including building owner and facility management organizations and related nonprofits, industry/labor groups and companies specializing in green buildings. OSE also interviewed organizations that focus on equity, like SEED, HDC, SCIDpda, and Emerald Cities. And OSE held a public Open House attended by over 100 interested stakeholders, attempting to reach a broader audience. It was relatively well attended, yet didn't bring in as broad a group as we had hoped. We recognize more work needs to be done to engage non-traditional stakeholders. OSE created a work plan for engaging a more diverse group of building owners, managers and tenants, who are not traditionally engaged by our outreach.

3. Please describe up to five key benefits and/or burdens for people of color of this policy, program, project, or other decision, which the RET process helped you to identify or confirm. (Max 300 characters each)

We are in the initial stages of investigating whether the tune-up policy may impose disproportionate burdens on communities of color and/or other groups. Based upon our internal research and stakeholder feedback we have already gathered, we developed the possible benefits and burdens of the tune-up policy:

Potential Benefits

1. Commercial owners and tenants benefit from energy efficiency through lower utility bills and better operating buildings.
2. Lower utility bills in turn help create more economic stability.
3. Community benefits of carbon mitigation, climate resilience, and public health due to reduced emissions.

Potential Risks/Burden

1. Improved building stock/increased investment in buildings may lead owners of lower tier buildings to raise rents; such investments may already be standard in higher tier buildings.
2. Initial costs to make improvements are typically harder to bear for lower income enterprises
3. Policy off-ramps/exemptions may be more accessible to sophisticated property owners.
4. Redevelopment risk.

4. Please describe up to five key actions – things that you will do differently or begin to do now – of this policy, program, project, or other decision, which will increase opportunity and/or minimize harm for people of color. (Max 300 characters each)

1. OSE is seeking new ways to get groups to the table (smaller building owners/operators, tenants) that are not traditionally interested/involved in building energy efficiency policy. We want to cast a wider net and integrate perspectives of those who may be impacted by tune-ups but are not "regulars" in efficiency policy formation.
2. Data/feedback gathered in this targeted outreach will be used to develop solutions to potential disproportionate burdens on communities of color such as:
 - a. exclusions in the associated director's rule to address negative policy impacts, and
 - b. additional financial, technical or other assistance could be leveraged as complimentary strategies
3. We will continue to develop our relationships and partnerships with a more diverse set of contacts in building and business spaces. Some of these contacts may be interested in becoming even more involved in city policy and processes and providing more regular feedback through other city initiatives like EEI.

5. How will leadership ensure implementation of the actions described in question 4? (Max 800 characters)

The work plan for the Green Buildings group in OSE has explicitly allocated staff time for RSJ outreach and engagement, and made budget resources available. Specifically, Dulcey Simpkins, Strategic Energy Advisor, will be leading this task within OSE. Additionally, OSE has an internal RSJ team that continues to track progress on integration of RSJ approaches and frameworks into the department's various programs, projects and policies.

6. How have/will you report back to your stakeholders? (This includes the people who were directly engaged in this RET process, those who will be affected by decisions made, and other departments or divisions impacted by the RET findings and the actions described in question 4.) (Max 800 characters)

Through our more diverse outreach and engagement process, we will also have developed a deeper, more diverse set of contacts in the buildings and business spaces, many of whom will be new to OSE. Being able to establish and continue partnerships with them will help us continue to refine the tune-up policy as it evolves, and provide relevant and timely feedback to stakeholders. Additionally, some of these new contacts may become interested in providing more regular feedback to the city through other initiatives. Finally, OSE's work on outreach and engagement for the tune-up policy sets the stage for a more comprehensive RSJ approach city-wide. Our cultivation of these contacts, their demographics data, and their buildings data will assist other city departments whose work also has an impact on smaller buildings and/or businesses. It will also be relevant for generating RSJ-relevant feedback on other OSE buildings policies.

7. What additional racial equity issues did this RET reveal? Consider how these unresolved issues present opportunities for structural transformation (i.e. working across departments, and with other institutions and sectors to achieve racial equity). (Max 800 characters)

There is very little data available in the city and elsewhere concerning diversity in building ownership/management, or in tenancy. We will be unable to incorporate relevant feedback on potential adverse outcomes of the policy, or to target mitigation strategies, until we are able to gather some of this data. Through the development of an outreach and engagement work plan to gather this data, it is apparent that significant time and resources need to be dedicated to these early stage RSJ efforts before policies are fully implemented in order to have the best chance of incorporating feedback from those affected and developing effective tailored implementation and mitigation strategies.