

Chief Equity Officer 90-Day Workplan

30 Days

Focus

Assess the MOA's equity-related efforts

Priorities

1. Inventory equity-related requirements that the MOA is obligated to meet. Answer:
 - a. What is the requirement?
 - b. What is the specific code reference?
 - c. What agency audits the requirement?
 - d. When was the last audit and what was the result?
 - e. Who at the MOA is responsible for reporting on the requirement?
 - f. What is the current status regarding meeting the requirement?
 - g. What department(s) are accountable for actions related to meeting the requirement?
 - h. What sources of funding are at risk for non-compliance and how might that impact the MOA?
2. Inventory equity-related projects that the MOA community has recently or is currently undertaking. Answer:
 - a. What is the project?
 - b. Is there a specific ask of the MOA?
 - c. Has this ask been addressed?
3. Inventory data points that can be utilized to produce an interactive GIS map that would allow the MOA and community to analyze equity-related indicators by census-block.

Metrics

1. Database of MOA equity-requirements
2. Database of community-related projects
3. List of potential datapoints

60 Days

Focus

Plan improvements to the MOA's equity-related efforts and participate in selected community projects

Priorities

1. For MOA requirements that are not being met, propose actions including but not limited to:
 - a. Policy & Procedure enhancements
 - b. MOA Code enhancements
 - c. Classification revisions
 - d. Administrative practice recommendations
2. For MOA requirements that are being met but have room for improvement to make the MOA a national leader, propose actions including but not limited to:
 - a. Policy & Procedure enhancements

- b. MOA Code enhancements
 - c. Classification revisions
 - d. Administrative practice recommendations
3. Determine means of implementing an Equity Map for the MOA.
 - a. Identify feasible vehicle for implementation
 - b. Organize project team

Metrics

1. Quantity & types of specific recommendations

90 Days

Focus

Implement action to improve the MOA's equity-related efforts

Priorities

1. For MOA requirements that are not being met and requirements that have room for improvement:
 - a. Ensure enhancements and revisions are implemented.
 - b. Collect metrics related to requirements
 - c. Ensure reports are on-schedule to be filed on-time.
 - d. Host community meetings to explain the MOA equity-related reports.
2. Implement an Equity Map for the MOA
 - a. Do the work of creating the map
 - b. Publish the map on the MOA website
 - c. Host meetings and trainings on how to use the map
3. Continue participation in community-led efforts.

Metrics

1. Status of equity-related federal requirements are "in compliance and on-schedule"
2. Equity Map created