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|  | Equity Lens Questions  | Issue Identified | Recommended Solution |
| 1. Bylaws
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| 1. Procedures for recruitment & filling CAAB vacancies by Membership & Elections Committee
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | Is disability/accessibility considered? Age?Does the CAAB look like the community? Should that be an explicit goal? If yes - what community? All of Fairfax? Just the low-income community?Is there a defined recruitment process for the representative (low income) sector? How do we identify organizations/groups for outreach efforts? (Community Engagement Plan) | Undertake outreach to specific populations underrepresented on the CAAB. Develop a CAAB Community Engagement Plan using the Engage Fairfax template. (Under development – should be available in Summer 2021.  |
| 1. Low-income representative democratic selection (Petition) Process
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | There needs to be more outreach and education about ways to be involved with Fairfax County (not just the CAAB).  | Develop a CAAB Community Engagement Plan using the Engage Fairfax template. (Under development – should be available in Summer 2021.Review the petition process. Is it the most equitable “democratic” process for selecting representatives from the low-income community? |
| 1. CSBG Administration
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| 1. Procedure for selection of programs for CSBG Contractors
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | How do we know that our CSBG contractors are engaging the population they are serving?Have the population served been involved in planning the program? Have they been part of the conversation? Has their voice been heard?It is hard for new organizations to get funded through the funding pool.  | Follow up with the CCFAC about how they are ensuring the Funding Pool is implementing One Fairfax.Ask for Client Satisfaction Surveys from CSBG Contractors.Recommend the One Fairfax Video/acknowledgement be required by CCFP contractors |
| 1. Needs Assessment & Priority Setting Process
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | Only a small percentage of low-income residents have their voices heard on County issues.CAAB does not systemically reach out to low-income residents when reviewing needs. CAAB does not often visit our contracted organizations and speak directly with clients.Where possible, needs assessment data should be broken out by race/ethnicity and other underserved populations to determine disproportionality | Undertake outreach to specific populations underrepresented on the CAAB. (e.g Town Halls.) Develop a CAAB Community Engagement Plan using the Engage Fairfax template. (Under development – should be available in Summer 2021.CAAB should visit contracted organizations at their site and interact with clients.Develop a standard framework for how needs assessment data is collected and presented. |
| Advocacy |
| 1. Development Budget Priorities
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | CAAB does not systemically reach out to low-income residents when determining budget priorities.  | Crosswalk budget priorities with One Fairfax Equity Action Plans and the Chairman’s Task Force for Diversity & Inclusion Utilize the Racial Equity Toolkit Assessment when evaluating potential Budget Issues/positions.  |
| 1. Development of Legislative Priorities
 | * Who benefits from policy/procedure?
* Who is burdened by this policy/procedure?
* What strategies could be employed to lift the burden created by this policy/procedure?
 | CAAB does not systemically reach out to low-income residents when determining legislative priorities.  | Crosswalk legislative priorities with One Fairfax Equity Action Plans and the Chairman’s Task Force for Diversity & InclusionUtilize the Racial Equity Toolkit Assessment when evaluating potential Legislative Issues/positions.  |