

The HEEAP Sheet

THE KEY THREE:

- What are the impacts of this decision?
- Who will benefit and who will be burdened?
- Are there strategies to lessen any negative and/or unintended consequences?

Questions to Guide the Development of a Policy, Plan, or Procedure

Answer with multiple departments for the best outcomes.

1) What is the policy, plan, or procedure, under consideration?

- What are the desired results (within community) and outcomes (within our internal City of RW)?
- What does this proposal have the ability to impact?

2) What is the data we have regarding this proposal? What does that data tell us?

- Will this impact a specific geographic area, neighborhood, or demographic?
- Do we have data on the areas or populations most affected?
- Are there gaps in the data we have? If so, how could we get better or updated data?
- What are best practices in this field or area? Is there data that supports this particular proposal?

3) How have different populations been engaged? Are there opportunities to expand that?

- How have we engaged and involved the people most affected or most concerned?
- What did we learn from that engagement?

4) Who will benefit from the proposal? Who will be burdened?

- Are there potential unintended negative consequences & what are strategies to decrease those?
- Are there ways to maximize positive impact?
- Are there complementary strategies or community partners to engage for more positive impact?

5) What is the plan for implementation?

- Is the implementation plan realistic and properly resourced with funding and personnel?
- Are there resources for ongoing data collection, public reporting, and community engagement?

6) Who is accountable and how?

- How will the impacts be documented and evaluated? (Ask "How much did we do? How well did we do it? Is anyone better off? Are we achieving the anticipated outcomes?")
- Is continued communication needed? If so, what will that look like?
- How could we partner & build relationships with the community to ensure sustainable outcomes?

HEEAP: Health, Equity & Excellence in All Policies

HEALTH

Health does not mean fitness. Health encompasses everything: Housing; transportation; public safety; clean air & water; good jobs; education; physical & mental health; access to services; economic stability; arts, culture, and recreation; connections to people

EQUITY

Equity is fairness and justice for all, without the limitations of unfair policies or practices. It's making sure affected people are included in the decision-making process, including people not often heard.

EXCELLENCE

Excellence is consistently holding a high standard for creating and re-examining plans, policies, and procedures. When things get better for some, they get better for all of us.

IN ALL POLICIES

In all policies means using the concepts of the HEEAP framework as a process for any plan, policy, or procedure to reach a better outcome.

Every community entity and government department plays a crucial role and can positively affect residents' well-being and quality of life.

