



## Racial Equity Advancement & Collaborative Hub (REACH) Application Form

### Overview

The Racial Equity Advancement & Collaborative Hub, or REACH, is a transformative initiative that aims to cultivate inclusive and equitable environments within our municipalities. This program is designed to serve as a platform for municipal teams to partake in dialogue, learning, and strategizing that emphasizes collaboration, knowledge exchange, continuous growth, and unwavering support for racial equity, both in city and town government as well as the broader community. Our goal is to equip municipal teams with the knowledge and skills to address and rectify racial disparities prevalent within Massachusetts municipalities.

Our partners in this venture include the [Government Alliance on Race and Equity \(GARE\)](#), who will spearhead training and curriculum development, and the Federal Reserve Bank of Boston who are supporting the program financially. The program is an evolution of the earlier REMAP program (Racial Equity Municipal Action Planning), managed by MAPC, GARE, and the Fed, in which six (6) MAPC communities participated.

### Eligible Communities

Eligible applicants for the REACH program include municipalities across the Commonwealth. Participating communities must have buy-in from municipal leadership, create and maintain a municipal team, and commit to take action relative to the program's goals and objectives.

Municipal teams can consist of leadership representatives, DEI experts, department heads/managers, planners, Human Resources, Data Analysts, and elected officials, amongst others. The specific makeup of the team might vary based on the municipality's unique needs and existing structures, but the key is to assemble a group that can holistically address the challenges and opportunities of advancing racial equity.

The program also requires a financial contribution of \$5,000 from each participating municipality.

### Program Details:

#### Timeframe:

REACH will run from February 14th, 2024, through November 2024

#### Activities:

- 6 in person workshops with GARE, a nationally recognized expert on advancing racial equity in local government.
- 2 in person workshops with MAPC and partner RPAs to learn about racially equitable project, policy, and program successes in the Commonwealth region.
- Learning and coaching on racial equity dialogue, concepts, tools, and initiatives.
- Peer learning opportunities with other Massachusetts municipalities advancing municipal racial equity efforts.



## Anticipated Municipal Outcomes

We expect participating municipalities to accomplish all or most of the following outcomes during their time in the program:

- **Enhanced Dialogue and Learning:** Municipal teams will learn how to discuss, spread, and implement racial inclusivity and equity within their jurisdictions.
- **Policy and Practice Changes:** Municipal staff and decision-makers will receive the necessary expertise and motivation to act on racial disparities, such as the revision or establishment of new policies, programs, and practices centered around advancing racial equity.
- **Collaboration and Knowledge Exchange:** Attendees will learn what other municipalities are doing, in Massachusetts and beyond, to advance racial equity and draw on them for support.
- **Professional Development:** The training sessions and peer-to-peer learning experiences will teach municipal staff how to do their jobs with an attention to racial equity.

## Cost

Program costs are being supported by the Federal Reserve Bank of Boston and MAPC, but we also ask that participating municipalities share a small portion of the financial responsibility as well. We are therefore asking each participating municipality to pay \$5,000 toward overall program costs.

We are anticipating participation by 5 – 10 municipalities, depending on number of applicants and final revenue commitments.

## Application Timeline

**October 18, 2023:** Official announcement of the REACH program and call for applications to participate.

**November 8, 2023:** Informational webinar for interested municipalities to understand the program objectives, requirements, and anticipated outcomes.

**November 22, 2023 at 5pm:** Deadline for submissions. Email your submission to [RGonzalez@mapc.org](mailto:RGonzalez@mapc.org).

**November 27 - December 7, 2023:** Review of submissions.

**December 12, 2023:** Announcement of participating municipalities for the REACH program.

## Program Timeline<sup>1</sup>

All training sessions will take place in person at the Federal Reserve Bank of Boston, located at 600 Atlantic Avenue, Boston, MA, 02210. We will explore hosting meetings at different locations

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<sup>1</sup> Please be advised that the REACH program operates in dynamic environments and might be subject to changes as the program progresses. Additionally, in the event of unforeseen circumstances it may become necessary to adjust our program's format or schedule.



within the Commonwealth depending on the geography of program participants. Each session will take place from 9 AM to 3 PM Eastern.

- **February 14: Advancing Racial Equity and the Role of Government**  
GARE guides participants through the history and repercussions of racism in United States government. GARE shares practices for effectively incorporating race into conversations and for implementing policies promoting racial justice. Participants will discuss the government's influence on racial disparities.
- **March 13: Communicating Racial Equity**  
GARE trainers assist attendees in building effective communication skills regarding racial topics, shaping narratives, and pivotal messaging techniques. Attendees share their success and challenges with putting racial equity at the core of broader conversations on diversity and inclusion.
- **April 10: Understanding and Applying GARE's Racial Equity Tool**  
GARE shares their Racial Equity Tool, an instrument that promotes the deliberate consideration of racial equity in decision-making processes. Attendees discuss how to use it most effectively in their municipality.
- **May 8: Massachusetts Racial Equity Funding Opportunities & Technical Assistance**  
MAPC introduces participants to various funding opportunities available in Massachusetts that could support racial equity efforts. . MAPC will also share information about their technical assistance available to support the effective use of these funds, ensuring that initiatives have the maximum impact. Attendees discuss their efforts to fund racial equity work.
- **June 12: Understanding and Applying the Racial Equity Tool II**  
GARE offers additional insight into the Racial Equity Tool and how to use it. Participants share their experience with the tool to date and plans for further incorporating it into their work.
- **July 10: Principles and Practices of Equitable Development: Building Inclusive Communities**  
GARE shares lessons learned about equitable development. GARE and attendees discuss ways to collaboratively enhance the built environment and to visualize equitable outcomes that boost community equality and tie in with the social aspect of sustainability.
- **August:** No scheduled session.
- **September 11: Success Stories in the Commonwealth – Projects, Policies, and Programs**  
MAPC asks practitioners to share projects, policies, and programs that have decreased inequity in Massachusetts, , including strategies and best practices that led to these successes and inspiration to replicate or adapt these success stories in other contexts or regions.
- **October 9: TBD**



(We will program this session based on participant feedback.)

- **November 13: Closing Event**

Participants provide a final presentation showcasing their learnings and how they plan to contribute to advancing racial equity in their communities. Specific details for the closing event will be provided closer to the date.

#### Awards and Reporting

All participating municipalities will sign an agreement on a scope of work with MAPC. In addition, recipients will be required to complete a brief six-month interim report (via phone or Zoom) as well as a final presentation at the program's conclusion.

#### Publicity

MAPC may publicize the project in press releases, publications, conferences, and other public communications. We will always involve municipalities in press outreach.

#### Questions and More Information

MAPC will host an information session on **November 8<sup>th</sup> at 12 noon** via webinar. Potential applicants are strongly encouraged to participate. To participate in the webinar, please join via the link and event number below.

### REACH Information Session

**November 8<sup>th</sup>, 2023, 12:00 PM Eastern Time**

**[REGISTER HERE](#)**

Direct all questions and submissions to **Raul Gonzalez** at [RGonzalez@mapc.org](mailto:RGonzalez@mapc.org). Submissions are due by **5pm** on **November 22, 2023**.



Application Form (Click on [this link](#) to download in Word)

## 1. APPLICANT INFORMATION

Municipality: \_\_\_\_\_

Municipal Staff Project Manager (Name, Title): \_\_\_\_\_

*This is the person who will be the day-to-day contact for the project and who will represent the municipality in regular communication with MAPC.*

\_\_\_\_ **Please attach a signed authorization from the Chief Executive Officer identifying the individual named above.**

Municipal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## 2. PROJECT DETAILS

### 1. Team Size and Role:

- How many members are on your proposed REACH team?
- For each team member, please provide the following details:
  - Name:
  - Title/Role:
  - Contact Information:
- Does your municipality have a DEI position?
  - Name:
  - Title/Role:
  - Contact Information:

### 2. Leadership Buy-In:

- How will your municipal leadership support your participation in REACH and your anticipated outcomes? Please describe the nature and extent of this support.



- What key leaders or stakeholders have endorsed or championed this initiative within your municipality?

**3. Goal for Your Municipality in REACH:**

- Understanding your goals is helpful for us as we cater the REACH program to municipal needs. In a paragraph or two, please articulate the primary goal or objectives your municipality hopes to achieve by the end of the REACH program. This could relate to specific policy changes, community engagement, internal capacity-building, or other areas of racial equity advancement. How would achieving these objectives advance racial equity in your municipality and/or the region?

**4. Financial Contribution:**

- Please indicate your commitment to pay the \$5,000 participation fee to help cover program costs. (This can be paid all at once or in two installments, which will allow you to straddle fiscal years.)

**5. Commitment to Monthly In-person Attendance and Team Progress:**

- Please confirm below that your team is committed to attending monthly in-person workshops and peer exchanges. (We recognize that occasional missed sessions due to illness or other emergencies are unavoidable, but consistent participation is essential.)
- Please confirm below that your planned team activities that will take place in between in person workshops and peer exchanges to encourage team progress towards goals that participants will document in the racial equity tool.
- Please submit the following document signed by the most applicable person, which must be either a Mayor, City/Town Manager or Administrator, or Chair of the Select Board.

**Signed Affirmation and Accountability:**

I, [Name], on behalf of [Municipality Name], hereby affirms our commitment to participate actively in the monthly in-person sessions and activities as part of the REACH program. I pledge my full support by ensuring that all necessary resources are made available to my team for the successful realization of this initiative. This affirmation is provided with the endorsement of our [Mayor/City/Town Manager or Administrator/Chairperson of the Select Board/President of the City/Town Council], underscoring the municipality's dedication to the REACH program's objectives.

[Project Manager] is responsible for my municipality's success in REACH. I commit to supporting their progress towards the program goal.

Signature:

Date: