



DEI Pilot Program Application

The Metropolitan Mayors Caucus (MMC) and Illinois City/County Management Association (ILCMA) have teamed up with the University of Illinois at Chicago Great Cities Institute (UIC Great Cities) to provide support to municipalities interested in operationalizing diversity, equity, and inclusion (DEI) in their municipalities.

The program will center the specific needs and goals of each participating municipality. We ask that organizations designate two senior-level staff persons from separate departments to participate in the program. Participants should have decision-making authority and influence within their organization, such as department heads or managers.

Each month (or cycle) of the pilot will involve one in-person training session held at the Northern Illinois University (NIU). The in-person training is followed by two weeks of independent work on a project unique to your community. The final week of the cycle involves a small-group coaching session with an experienced coach. You can learn more about the program, background and timeline here <https://mayorscaucus.org/initiatives/diversity/operationalizing-dei/>

Section I - Contact Information

Staff Contact 1
Name

Title

Department/Organization

Email

Telephone Number

Staff Contact 2
Name

Title

Department/Organization

Email

Telephone Number

Is your organization a member of the Metropolitan Mayors Caucus (MMC)?

- ☐ Yes
- ☐ No
- ☐ I don't know

Is your administrator or manager a member of ILCMA?

- ☐ Yes
- ☐ No
- ☐ I don't know

Section II - Self Assessment Intro

There are many different entry points to beginning DEI work in local government, particularly in small- to mid-sized jurisdictions. How a community gets started often depends on its unique local characteristics such as community demographics, history, or levels of staff capacity within the municipality. The stages below provide a framework for assessing your organization's current DEI activities. The descriptions have been adapted from language used by the Government Alliance for Race and Equity (GARE) to reflect insights from local elected officials and municipal staff in Illinois:

- Normalize – Identify key DEI champions in positions of influence (Mayor, Manager, Department Head(s), etc.) and begin conversations and/or some action around specific issues that need to be addressed within the organization or broader community.
- Organize – Build staff and organizational capacity, skills, and competencies through training while also building infrastructure to support the work, like interdepartmental teams focused on equity outcomes and external partnerships with other institutions in the community.
- Operationalize – Establish and implement organization-wide strategies for decision-making, measurement, and accountability with a lens for diversity, equity, and inclusion.

Communities at any stage of DEI work are welcome to participate in the pilot.

Please identify which stage most accurately represents where your community is at

☐ Normalize

Answer questions on pages 5-8

☐ Organize

Answer questions on pages 9-12

☐ Operationalize

Answer questions on pages 13-15

Self Assessment - Normalize

Have there been conversations at the council or board level about the need for Diversity, Equity and Inclusion (DEI) in your community?

- ☐ Yes
- ☐ Not yet
-

Is the Mayor, City Council / Village Board, or Manager/Administrator supportive of prioritizing a DEI focus in your community?

- ☐ Yes
- ☐ Not yet
-

Do you have buy-in from senior-level staff, department heads, and other decision-makers from across the organization to prioritize DEI?

- ☐ Yes
- ☐ Not yet
-

Does your organization have a clear vision and/or mission statement for DEI in your community?

- ☐ Yes
- ☐ In progress
- ☐ No
-

Do you have an external team, such as a volunteer commission, committee, or advisory board, that focuses on diversity, equity, and/or inclusion in the community?

- ☐ Yes
- ☐ In progress
- ☐ No
-

Do you collaborate with other government agencies and community organizations such as the library, park district, school districts, township, faith-based organizations, etc., on topics related to DEI?

- ☐ Yes
- ☐ Not yet
-

What are your reasons for applying for this program?

What are the biggest challenges you face in your organization (internal environment) related to diversity, equity, and inclusion?

What are the biggest challenges you face in your community (external environment) related to diversity, equity, and inclusion?

Which of the following aspects of communication and engagement feel most relevant to your organization and community?

- ☐ Developing functional interdepartmental working groups focused on DEI
 - ☐ Conducting an internal staff survey and staff focus groups to assess internal organizational culture
 - ☐ Facilitation practices for productive community engagement
 - ☐ Other (please specify) _____
-

Which of the following aspects of performance management feel most relevant to your organization and community?

- ☐ Establishing systems to collect relevant DEI data
 - ☐ Establishing accountability mechanisms to increase and sustain DEI outcomes
 - ☐ Conducting an audit of policies, procedures, and practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of HR management feel most relevant to your organization and community?

- ☐ Analyzing staff demographic data, retention, and promotion statistics
 - ☐ Reviewing hiring and recruitment practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of financial management feel most relevant to your organization and community?

- ☐ Incorporating participatory budgeting into your annual budgeting process
- ☐ Assessing procurement and purchasing practices
- ☐ Other (please specify) _____

Do you have a specific project that you would like assistance addressing through the pilot? If so, please explain (it is not required at the time of application to have a specific project in mind; however, if selected, organizations will be asked to identify a locally-specific project that they plan to address through the pilot).

Self Assessment - Organize

Has your organization developed a vision and/or mission statement for DEI in your community?

- ☐ Yes
 - ☐ In Progress
 - ☐ No
-

Do you have an external team, such as a volunteer commission, committee, or advisory board, that focuses on diversity, equity, and/or inclusion in the community?

- ☐ Yes
 - ☐ In Progress
 - ☐ No
-

Do you have leadership staff across multiple departments that are committed to achieving DEI outcomes in your organization?

- ☐ Yes
 - ☐ Not yet
-

Do you have an internal, collaborative team structure within the organization that allows staff to work together on shared outcomes and goals related to DEI?

- ☐ Yes
 - ☐ In progress
 - ☐ No
-

Do you have methods in place to collect data on DEI outcomes in your organization and community, such as community or internal staff surveys with a DEI focus?

- ☐ Yes
- ☐ In progress
- ☐ No
-

Do you collaborate with other government agencies and community organizations such as the library, park district, school districts, township, faith-based organizations, etc., on topics related to DEI?

- ☐ Yes
- ☐ Not yet
-

What are your reasons for applying for this program?

What are the biggest challenges you face in your organization (internal environment) related to diversity, equity, and inclusion?

What are the biggest challenges you face in your community (external environment) related to diversity, equity, and inclusion?

Which of the following aspects of communication and engagement feel most relevant to your organization and community?

- ☐ Developing functional interdepartmental working groups focused on DEI
 - ☐ Conducting an internal staff survey and staff focus groups to assess internal organizational culture
 - ☐ Facilitation practices for productive community engagement
 - ☐ Other (please specify) _____
-

Which of the following aspects of performance management feel most relevant to your organization and community?

- ☐ Establishing systems to collect relevant DEI data
 - ☐ Establishing accountability mechanisms to increase and sustain DEI outcomes
 - ☐ Conducting an audit of policies, procedures, and practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of HR management feel most relevant to your organization and community?

- ☐ Analyzing staff demographic data, retention, and promotion statistics
 - ☐ Reviewing hiring and recruitment practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of financial management feel most relevant to your organization and community?

- ☐ Incorporating participatory budgeting into your annual budgeting process
- ☐ Assessing procurement and purchasing practices
- ☐ Other (please specify) _____

Do you have a specific project that you would like assistance addressing through the pilot? If so, please explain (it is not required at the time of application to have a specific project in mind; however, if selected, organizations will be asked to identify a locally-specific project that they plan to address through the pilot).

Self Assessment - Operationalize

Has your organization developed a vision and/or mission statement for DEI in your community?

- ☐ Yes
 - ☐ In progress
 - ☐ No
-

Do you have established methods across departments to measure DEI outcomes and impact in your community?

- ☐ Yes
 - ☐ In progress
 - ☐ No
-

Do you have accountability mechanisms in place to increase and sustain DEI outcomes?

- ☐ Yes
 - ☐ In progress
 - ☐ No
-

Can you identify opportunities in your organization to integrate DEI into routine operations?

- ☐ Yes
 - ☐ Need some assistance
-

Which of the following aspects of communication and engagement feel most relevant to your organization and community?

- ☐ Developing functional interdepartmental working groups focused on DEI
 - ☐ Conducting an internal staff survey and staff focus groups to assess internal organizational culture
 - ☐ Facilitation practices for productive community engagement
 - ☐ Other (please specify) _____
-

Which of the following aspects of performance management feel most relevant to your organization and community?

- ☐ Establishing systems to collect relevant DEI data
 - ☐ Establishing accountability mechanisms to increase and sustain DEI outcomes
 - ☐ Conducting an audit of policies, procedures, and practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of HR management feel most relevant to your organization and community?

- ☐ Analyzing staff demographic data, retention, and promotion statistics
 - ☐ Reviewing hiring and recruitment practices
 - ☐ Other (please specify) _____
-

Which of the following aspects of financial management feel most relevant to your organization and community?

- ☐ Incorporating participatory budgeting into your annual budgeting process
- ☐ Assessing procurement and purchasing practices
- ☐ Other (please specify) _____

Is there any other step to operationalize DEI in municipal operations you consider relevant that was not mentioned in the previous question?

What are your reasons for applying for this program?

What are the biggest challenges you face in your organization (internal environment) related to diversity, equity, and inclusion?

What are the biggest challenges you face in your community (external environment) related to diversity, equity, and inclusion?

Do you have a specific project that you would like assistance addressing through the pilot? If so, please explain (it is not required at the time of application to have a specific project in mind; however, if selected, organizations will be asked to identify a locally-specific project that they plan to address through the pilot).
