

Racial Equity Action Plans

2025 Department Progress Reports: Overview

Instructions

The City and County of San Francisco's racial equity legislation ([Ordinance No 188-19](#)) requires that every department provide **annual progress reports on their Racial Equity Action Plans**.

1. **Complete the [slide template](#).**
 - Convene your staff to reflect on where data shows any potential issues or disparities in your department's workforce or services; identify learnings from the last year; and prioritize the most relevant actions for the next year.
 - Ask your Deputy City Attorney to review your draft progress report.
2. **Update your [staffing plan](#).**
 - Keep the staffing plan up to date throughout the year so that ORE knows how to coordinate with your department and provide access to citywide systems.
3. **Send both files to ORE by end of day on September 30, 2025. ORE will review them in coordination with the City Attorney's Office and notify you if any revisions are needed.**
 - Ensure the files are marked "draft for legal review." Email the files to racialequitysf@sfgov.org and cc your Deputy City Attorney (Labor).

Context

Beginning in 2020, departments created Racial Equity Action Plans to improve racial equity and end racial discrimination in City policies and practices. This progress report is an opportunity for your department to reflect on initiatives from FY 24-25 and reprioritize actions for FY 25-26:

- **What issues did you focus on last year? What did you do? What did you learn? What changed, and what did not change?**
- **What issues do you most urgently need to address next year? What support will you need from other departments and the Office of Racial Equity?**

The purpose of the progress reports is to help identify citywide learnings and needs. After departments submit their progress reports, ORE will convene Racial Equity Leaders to develop resources and programming to support department priorities (e.g. cohorts, workshops, policy guidance).

Technical assistance

For questions or advice, please reach out to ORE at any time. You can also:

- **Workshops.** Join workshops with other departments and the City Attorney's Office to work on your progress reports together. Calendar invitations will be sent through Outlook.
- **Office hours.** Schedule an individual session with ORE staff.

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2025 Department Progress Reports: FAQ

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Why is ORE asking for a progress report?

- **The City’s racial equity ordinance requires that departments submit a progress report on their Racial Equity Action Plan every year.** In collaboration with departments, ORE has created a template for the progress reports.
- **Your progress report should highlight learnings and priorities for closing racial disparities in your department.** (Please do not report on every single action in your Racial Equity Action Plan!)

Are we required to update our Racial Equity Action Plan this year?

- **Your department’s Racial Equity Action Plan should be a living document.**
 - **Each year:** Identify racial equity priorities for the coming year. ORE has worked with City departments to create an updated Racial Equity Action Plan template – use this as a “menu” of practices.
 - **Ongoing:** Keep the Racial Equity Action Plan – or your equivalent project tracker – up to date. Information about deliverables, timelines, and staffing should be current and accessible to all staff in your department.

Why is there a different deadline in the City’s racial equity ordinance?

- **This year, ORE is directing all departments to submit an annual progress report in September 2025.**
- The City’s racial equity ordinance establishes March as the deadline for progress reports. However, Racial Equity Leaders have noted this falls in the middle of the City’s fiscal year.
- ORE will work with Racial Equity Leaders, the Mayor’s Office, and Board of Supervisors to update the legislation with a reporting timeline that is meaningful and sustainable for all departments.

What data should we use to measure progress?

- **Please include any data – qualitative or quantitative – that helps illustrate challenges or progress in increasing racial equity.** You can also list data that you will collect or analyze in the next year.
- ORE recommends departments regularly analyze their workforce data for potential disparities in:
 - Applicant pool
 - New hires and promotions*
 - Median hourly wage*
 - Appointment type*
 - Management positions* and classifications
 - Corrective actions
 - Voluntary and involuntary separations*
 - Board and commission members
- ORE and DHR have also collaborated to provide all departments with FY22 to FY25 data charts for the metrics marked with an asterisk above.

What will ORE do with the completed progress reports?

- **ORE will review your draft progress report in coordination with the City Attorney's Office. You will be notified if any revisions are needed.**
- Once all the progress reports are finalized, ORE will convene Racial Equity Leaders to:
 - Read the progress reports and synthesize lessons learned by topic / action.
 - Identify any citywide initiatives needed to support your department's racial equity priorities, such as: learning cohorts, workshops and courses, policy development, and program implementation.

What is the timeline for "Phase Two" Racial Equity Action Plans? Can we include public-facing or community initiatives in our progress reports?

- **If your department has racial equity initiatives for City services, you are welcome to include highlights in your progress report.**
- ORE will co-develop a "Phase Two" Citywide Racial Equity Framework about City services with Racial Equity Leaders and community members in the coming year. The framework will include a "menu" of practices, including for departments that serve the general public and departments that support other City departments.