



**OFFICE OF THE MAYOR
CITY OF CHICAGO**

LORI E. LIGHTFOOT
MAYOR

EXECUTIVE ORDER NO. 2023-10

**STANDARD OPERATING PROCEDURES FOR
REPORTING ANNUAL PROGRESS ON RACIAL EQUITY ACTIONS PLANS**

WHEREAS, Section 2-4-100 of the Municipal Code of Chicago (“Code”) establishes the Mayor’s Office of Equity and Racial Justice (“OERJ”) and its mission; and

WHEREAS, Section 2-4-100(c) of the Code authorizes the Chief Equity Officer to direct the OERJ’s duty to develop and coordinate the implementation and maintenance of Racial Equity Action Plans (“REAP”) created by each City Department; and

WHEREAS, Racial Equity Action Plans “articulate and guide strategy aimed at advancing equity and making it a permanent pillar in all departments workstreams”; and

WHEREAS, a REAP is defined as a “multi-year strategic plan aiming to achieve equity and racial justice”; and

WHEREAS, Section 2-4-100(c)(5) of the Code requires annual written progress reporting of City departments’ REAPs “as part of the City’s budget process each fiscal year”; and

WHEREAS, Section 2-4-100(c)(7) of the Code authorizes OERJ to coordinate with the Office of Budget and Management to “produce and publish reports to the Mayor, City Council, and member of the public”; now, therefore,

I, Lori E. Lightfoot, Mayor of the City of Chicago, do hereby order a standard operating procedure for complying with Section 2-4-100 of the Code, as follows:

SECTION 1. The Director of Budget and Management shall:

- 1) Incorporate equity questions in the budget request process. At a minimum, such questions should prompt reporting from each City department on:
 - a. Progress of the department’s REAP in the last fiscal year;
 - b. Data examined and any racial or gender gaps among subgroups identified by the department;

- c. Community insights from engagement conducted in the last fiscal year by the department;
 - d. Committed actions the department will advance in the upcoming fiscal year;
 - e. The department's overall status report of REAP progress; and
 - f. Identified departmental resources to support implementation of the department's REAP.
- 2) Work with OERJ to review departmental responses to the equity questions asked in the budget process.
 - 3) Distribute OERJ's written report, detailed in Section 3 below, to the City Council as part of its annual budget process.
 - 4) Publish OERJ's written report summarizing the City's progress on equity and racial justice on its website.
 - 5) At a minimum, the report must include:
 - a. Highlights of departmental progress;
 - b. Summary of challenges; and
 - c. Recommendations on opportunities for improvement.

SECTION 2. All City of Chicago departments shall:

- 1) Complete and submit REAPs and corresponding amendments to OERJ's Chief Equity Officer.
- 2) Provide complete responses to equity questions in the budget request process in a timely manner. Any exceptions or exemptions must receive written approval from the Chief Equity Officer.
- 3) Maintain an up-to-date REAP.
- 4) Consult and follow the guidance of OERJ in creating a REAP.

SECTION 3.

- 1) OERJ shall work with OBM:

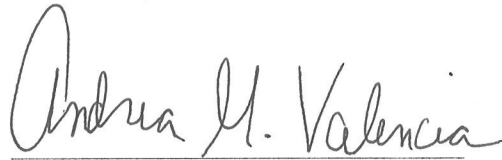
- a. To refine or create additional equity questions for the budget request process; and
 - b. To provide training to all City departments on how to submit responses in the budget request process.
- 2) OERJ shall review drafts of REAPs and budget equity responses and provide feedback to departments.
- 3) The Chief Equity Officer shall report to the Mayor:
 - a. The status of all departmental REAP submissions and budget equity responses, including whether such submissions and responses are complete, or whether any City department has been granted an exemption or failed to provide them.
 - b. A report on equity in the budget process.
- 4) The Chief Equity Officer shall annually submit a written report to City Council through OBM during the annual budget process. The report shall include, but not be limited to:
 - a. Highlights of departmental progress with regards to the budget equity questions and the status of their REAPs;
 - b. Summary of progress and challenges related to overall equity efforts across the city; and
 - c. Recommendations on opportunities for improvement.
- 5) The Chief Equity Officer shall publish a separate report on the City's progress on equity and racial justice at its own website and at OBM's website.
- 6) OERJ shall publish any new or updated REAPs by the end of the second quarter of each calendar year. REAPs shall be published on the OERJ website.

This Executive Order shall take effect upon its execution and filing with the City Clerk.



Mayor

Received and filed May 12, 2023



City Clerk

Chicago City Clerk-Council Div.
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