

Drafting Effective Policies Checklist

Findings Findings are brief statements of fact and/or statistics relevant to issue being addressed and that support the need for the policy. Think about:

- Are the findings evidence-based?
- Do the findings support the purpose of the policy?
- Do the findings anticipate challenges?
- How was this information obtained? Were diverse stakeholders engaged, and is their involvement explained?
- Have the data used to arrive at these conclusions been disaggregated by race, class, gender, age, etc.?

Purpose The purpose is a statement that explains the goal(s) of the policy. Think about:

- Does the purpose explain how this policy can reduce disparities and expand opportunity?

Definitions The definitions are detailed explanations of the key terms in the policy. Think about:

- Are all the key terms defined?
- Are any unnecessary terms defined?
- Are the definitions written broadly enough to encompass new or emerging concepts or products without being overly broad?

Main Policy Provisions The main policy provisions state the prohibitions and/or requirements of the policy and identify the parties to whom the provisions apply. Think about:

- Are all the requirements and prohibitions reasonable?
- Do the provisions address the purpose?
- Are the provisions consistent with other policies and laws?
- Are the provisions clearly stated?
- Is it clear to whom the policy applies?
- Does the policy include provisions regarding reducing disparities and expanding opportunity?

Exceptions or Exemptions This section contains any exemptions or exceptions to the prohibitions or requirements that are necessary to achieve the purpose of the policy. Think about:

- Are the exceptions or exemptions limited and written as narrowly as possible?
- Will any of these exceptions or exemptions have a disparate impact?

Enforcement The enforcement section identifies the parties responsible for enforcement, outlines the enforcement procedures, any penalties or fines that may be imposed, and any appeal process. Think about:

- Could any of these sanctions disproportionately impact certain populations based off of their location, income, race, gender, etc.?

Implementation The implementation section states the effective date for the policy and the steps to disseminate and publicize the policy. Think about:

- Could the implementation section disproportionately impact certain populations or factions?
- How does the dissemination and publication plan ensure all populations will be informed and engaged in the policy?

Evaluation The evaluation section outlines the timeline and process to assess the effectiveness of the policy, including how it meets the goals, as well as providing a framework for policy revision.

- Identify indicators of success related to reducing inequities.
- How will stakeholders be engaged in the evaluation process?