Interagency Committee on Administrative Rules   
Policy Impact Assessment Tool

**Purpose:**   
  
This assessment is intended to act as a useful framework for the development and review of a proposed administrative rule change and its potential impacts, both direct and indirect. It is intended to inform decision makers prior to a final decision on administrative rule or policy changes.

The order of the questions is intentional and is meant to mimic an ends-to-means thinking process which should bring to light the assumptions and logic behind the rule change proposal, as well as the ways in which progress towards desired ends will be monitored over time.

Many of the questions focus on equity. Historically, policy has been made based on the needs and preferences of people in dominant groups, which has created disparate impacts for groups who are marginalized. Further, some well-meaning policies are intended to be neutral but still result in disparate negative impacts for specific groups.

Vermont recognizes that in failing to protect our most vulnerable community members from the impact of our administrative policies, we are only hurting ourselves. One crucial defense against disparate impacts of administrative rule changes is to conduct an impact assessment during the ICAR filing process.

This tool is intended to serve as a systematic examination of

1. The theory of change, and the assumptions therein, embedded within the administrative rule change;
2. How different marginalized groups will be affected by a proposed rule change; and
3. The degree to which we can measure, track, and align our proposals with overarching goals.

Use it to

* minimize unanticipated adverse consequences in proposed administrative rule changes.
* maximize investments and staffing by anticipating needs, benefits, and harms.

**Glossary:**

Disadvantaged Business Enterprise (DBE): As defined by the U.S. Department of Transportation, DBEs are “for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged[...]”

Disparate Impact / Disparity: An imbalance or inequality between the treatment of different groups. These imbalances may manifest as differences in economic outcomes, income, housing options, societal treatment, safety, justice outcomes, health, educational opportunity, or other dimensions.

Equity: The condition that would be achieved when a person’s race or other demographic group membership is no longer predictive of that person’s life outcome.

Marginalized population/group: Communities or groups that have historically experienced systemic barriers to access, resources, and infrastructure investments. It may include communities of color, women, people with a minority sexual orientation, transgender individuals, including non-binary or gender-nonconforming people who identify within or outside of the gender spectrum, immigrants and refugees, or people with disabilities. It may also include others who have received limited access to benefits, services, investments, and resources from public/private institutions, including the State of Vermont.

Minority- or Women-Owned Business Enterprise (M/WBE): Businesses that are at least 51% owned and substantially managed by people of color and/or women.

Performance Measure: A measure of how well a program, agency or service system is working. Performances measures answer one of these three questions:

1. How much are we doing?
2. How well are we doing it?
3. Is anyone better off?

Performance Measure Target - The quantification of a desired result associated with a particular performance measure.

**Instructions:**

If no impacts are anticipated, please specify “No impact anticipated” in the field. If a question is not applicable to the circumstances of the proposed rule change, please specify “Not applicable” in the field. For questions regarding this portion of the ICAR filings, please contact the [Chief Performance Office](https://aoa.vermont.gov/content/chief-performance-office) or the [Office of Racial Equity](https://aoa.vermont.gov/Secretary/Office-of-Racial-Equity). You must answer all the following questions for the ICAR filing. Please make sure to answer all parts of each question.

1. TITLE OF THE RULE FILING:

2. ADOPTING AGENCY:

**Strategic Goals**

3. WHAT POPULATION-LEVEL OUTCOMES FROM THE [ANNUAL OUTCOMES REPORT](https://embed.clearimpact.com/Scorecard/Embed/71055) AND/OR BREAKTHROUGH INDICATORS FROM THE [STATE STRATEGIC PLAN](https://strategicplan.vermont.gov/strategic-plan) DOES THIS RULE CHANGE CONTRIBUTE TO?

**Problem Definition**

4. WHAT IS THE SPECIFIC PROBLEM/GAP BEING ADDRESSED BY THIS RULE CHANGE? (Blank Response Box)

5. FOR WHOM DOES THIS PROBLEM/GAP EXIST? WHO IS THE TARGET POPULATION OF THE RULE CHANGE? INCLUDE DEMOGRAPHIC INFORMATION SUCH AS RACE, ETHNICITY, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, ABILITY, ETC. (Blank Response Box)

6. HOW WAS THIS GROUP(S) DETERMINED? (Blank Response Box)

7. WHAT GEOGRAPHIC AREAS OF THE STATE WILL BE MOST IMPACTED BY THE RULE CHANGE? (Blank Response Box)

**Proposal**

8. WHAT DOES SUCCESS LOOK LIKE IF THE RULE CHANGE IS IMPLEMENTED AS PROPOSED? (Blank Response Box)

9. WHAT ARE THE POSSIBLE UNINTENDED CONSEQUENCES, BOTH POSITIVE AND NEGATIVE, OF IMPLEMENTING THIS RULE CHANGE? (Blank Response Box)

**Stakeholders & Impacts**

10. WHICH OTHER AGENCIES (SOV OR NON-SOV) MAY HAVE AN INTEREST IN THIS RULE CHANGE OR ITS OUTCOMES? WHAT IS LIKELY TO BE THEIR PERSPECTIVE ON IT? (Blank Response Box)

11. WHAT OUTSIDE STAKEHOLDERS WILL LIKELY HAVE A POSITION ON THIS RULE CHANGE? WHAT IS LIKELY THEIR PERSPECTIVE ON IT? EXAMPLES OF POSSIBLE STAKEHOLDERS INCLUDE MUNICIPALITIES, ORGANIZATIONS, BUSINESS, AND REGULATED ENTITIES. (Blank Response Box)

12. DOES THE RULE CHANGE ENHANCE SERVICES AND/OR SEEK TO REDUCE DISPARITIES TO UNDERREPRESENTED OR UNDERSERVED COMMUNITIES? IF SO, HOW? (Yes/No) (Blank Response Box)

13. COULD A DISPARATE RACIAL IMPACT OR OTHER UNINTENDED CONSEQUENCE RESULT FROM THE RULE CHANGE? DO YOU HAVE SUFFICIENT DATA TO UNDERSTAND WHETHER THE RULE CHANGE WOULD ADDRESS OR CREATE ANY RACIAL DISPARITIES? IF NOT, WHAT DATA WOULD BE NEEDED? (Yes/No/Maybe) (Blank Response Box)

14. COULD A DISPARATE IMPACT FOR ANY OTHER MARGINALIZED GROUP RESULT FROM THE RULE CHANGE (INCLUDING BUT NOT LIMITED TO GROUPS IDENTIFIED BY NATIONAL ORIGIN, RELIGION, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, ABILITY, ETC.)? (Yes/No/Maybe) (Blank Response Box)

15. HOW WILL THE RULE CHANGE INCORPORATE CULTURAL CONCERNS OF SPECIFIC GROUPS (I.E., USE OF TRADITIONAL HEALING PRACTICES, USE OF CULTURALLY APPROPRIATE DIAGNOSTIC ASSESSMENT TOOLS, ETC.)? (Blank Response Box)

16. WILL PUBLIC WRITTEN MATERIALS AND/OR OTHER SOCIAL MARKETING STRATEGIES GENERATED THROUGH THIS RULE CHANGE BE TRANSLATED FOR THE TARGET POPULATION? WHY OR WHY NOT? (Yes/No) (Blank Response Box)

17. WILL THIS RULE CHANGE REQUIRE OR MAKE CHANGES TO ANY TECHNOLOGY, PLATFORM, OR SOFTWARE? (Yes/No) (Blank Response Box)

18. DOES THE RULE CHANGE ENCOURAGE OR PRIORITIZE CONTRACTORS LED BY MEMBERS OF MARGINALIZED GROUPS? THIS MAY INCLUDE, BUT IS NOT LIMITED TO, VENDORS DESIGNATED AS MINORITY- OR WOMEN-OWNED BUSINESS ENTERPRISES OR DISADVANTAGED BUSINESS ENTERPRISES. (Yes/No) (Blank Response Box)

**Measurement and Monitoring**

19. WHAT PERFORMANCE MEASURES WILL YOU USE TO TRACK HOW MUCH SERVICE WAS PROVIDED BY THIS RULE CHANGE? WHAT ARE YOUR EXPECTED TARGETS?

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| --- | --- |
| Performance Measure | Target |
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20. WHAT PERFORMANCE MEASURES WILL YOU USE TO TRACK HOW WELL SERVICE WAS PROVIDED BY THIS RULE CHANGE? WHAT ARE YOUR EXPECTED TARGETS?

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| --- | --- |
| Performance Measure | Target |
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21. WHAT PERFORMANCE MEASURES WILL YOU USE TO TRACK IF CUSTOMERS ARE BETTER OFF OR YOU MADE A DIFFERENCE (E.G., CHANGE IN KNOWLEDGE, SKILL, BEHAVIOR, CIRCUMSTANCE) AS A RESULT OF THIS RULE CHANGE?

|  |  |
| --- | --- |
| Performance Measure | Target |
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22. ARE THERE STAFF TRAINED TO ANALYZE THE DATA RELATED TO THE RULE CHANGE? (Yes/No)

23. HOW AND HOW OFTEN WILL YOU COMMUNICATE YOUR PERFORMANCE ON THIS RULE CHANGE TO RELEVANT STAKEHOLDERS (E.G., PDF REPORT, DASHBOARDS, QUARTERLY, ANNUALLY)? (Blank Response Box)