Please note that the Budget Equity Tool is now a form included in the Budget Formulation Management (BFM) platform that bureaus will complete for the budget proposals. There is no separate Budget Equity Tool to submit. This guide is meant to help bureaus collect the information in a Microsoft Word document so they can copy and paste into the BFM to answer the Equity Assessment questions on the BFM form. We highly recommend that every manager making a program offer should attempt to use this guide and respond to the questions as much as it is applicable to your program.

## CITY POLICY

The City of Portland is committed to policies, practices, and procedures that center equity in the services and support we provide to the community.

## POLICY

The Portland City Council unanimously passed Resolution 37144 on July 8, 2015 ratifying Citywide Racial Equity Goals and Strategies and directing City bureaus to use available tools to implement their Racial Equity Plans.

The Portland City Council unanimously passed Resolution 37247 on October 2, 2016 requiring City Bureaus to use the City's Budget Equity Assessment Tool on all budget proposals and base budgets and tie those budget requests to implementation of their Racial Equity Plans and ADA Transition Plan tasks. On October 2, 2019, The Portland City Council unanimously passed Resolution 37450 directing the Office of Equity and Human Rights to coordinate Civil Rights Title VI and ADA Title II compliance by setting Citywide policies and accountability measures.

The Portland City Council unanimously passed Resolution 37492 on June 17, 2020 adopting Anti-Racism, Equity, Transparency, Communication, Collaboration, and Fiscal Responsibility as the Core Values of the City of Portland. These values inform a unified workplace and city culture, systems, policies, practices, and procedures.

The City of Portland Citywide Racial Equity Goals and Strategies communicate the following:

**Equity Goal #1**
We will end disparities within city government, so there is fairness in hiring and promotions, greater opportunities in contracting, and equitable services to all residents.

**Equity Goal #2**
We will strengthen outreach, public engagement, and access to City services for communities of color, and immigrant and refugee communities, and support or change existing services using racial equity best practices.

**Equity Goal #3**
We will collaborate with communities and institutions to eliminate racial inequity in all areas of government, including education, criminal justice, environmental justice, health, housing, transportation, and economic success.

**Overall Strategies**
1. Use a racial equity framework.
2. Build organizational capacity.
3. Implement a racial equity lens.
4. Be data driven.
5. Partner with other institutions and communities.
6. Operate with urgency and accountability.

The City of Portland has integrated the Budget Equity Assessment Tool into the budget proposal requirements. This Budget Equity Assessment Tool is a set of questions to guide City bureaus and their Budget Advisory Committees in providing a holistic assessment of how budget allocations benefit and/or burden communities, especially Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities. This analysis is required and critical to implement changes, both in the short- and long-term, to help meet bureau and City equity goals. The goals for the use of the Budget Equity Assessment Tool are:

- Use an asset management approach to achieve more equitable service levels across communities and geographies.

- Track and report on service levels and investments by community and geography, including expanding the budget mapping process

- Assess the equity and social impacts of budget requests to ensure programs, projects and other investments to help reduce disparities and promote service level equity, improve public participation in government and support leadership development.

- Identify whether budget requests advance equity, represent a strategic change to improve efficiency and service levels and/or are needed to provide for basic public welfare, health and/or meet all applicable national and state regulatory standards.

It is the policy of the City of Portland that no person shall be denied the benefits of, or be subjected to, discrimination in any City program, service, or activity on the grounds of race, color, national origin, English proficiency, sex, age, disability, religion, sexual orientation, gender identity, or source of income. Additionally, the City's Civil Rights Title VI program guidelines obligate public entities to develop systems and procedures that guard against or proactively prevent discrimination, while simultaneously ensuring equitable impacts on all persons. Therefore, this Budget Equity Assessment Tool is required and helpful for City bureaus to evaluate the impacts of the policies, the services, the programs, and the resource allocations on all residents.

The Office of Equity and Human Rights is also available for discussion/training/consultation regarding the use of this document.

BUREAU/OFFICE/DEPARTMENT:

**INTRODUCTION**

The FY 2021-22 budget development process includes a Program Offer budgeting intended to provide a clear, concise description of bureau budgeted programs at the 6-digit functional area level. The template includes both general guiding questions to help bureaus use an equity lens when writing program descriptions, as well as a dedicated section to provide equity information specific to that program. Bureaus will also be expected to identify benefits and/or burdens in any decision packages resulting from a Council Direction to Develop.

The Budget Equity Tool will continue to serve as a guide for more robust equity analysis. In your responses below, please consider the Bureau's Requested Budget as a whole. ***Each question has the corresponding BFM (City Budget Software) Equity Form location in italics.*** The questions in the following Budget Equity Tool correspond to the data entry points in the Equity Form in BFM.

**SECTION 1: BUREAU OPERATIONS**

1. How does the Requested Budget advance the achievement of equity goals as outlined in the bureau's Racial Equity Plan? *[BFM Equity Form Entry: Header Tab, Equity Goals]*
   a. In what ways does the Requested Budget benefit Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities?
   b. In what ways does the Requested Budget negatively impact Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities?

2. How has the bureau engaged with communities in the budget request to identify the priorities, particularly with Indigenous people, Black people, people of color, immigrants and refugees, multilingual, multicultural, and people with disabilities. How are these priorities reflected in this Proposed Budget? *[BFM Equity Form Entry: Header Tab, Community Priorities]*

3. What are the insufficiencies in the base budget that inhibit the bureau's achievement of equity or the goals outlined in the Racial Equity Plan? *[BFM Equity Form Entry: Header Tab, Constraints to Equity]*

4. Have you made significant realignments or changes to the bureau's budget? If so, how/do these changes impact the community? Is this different for Indigenous people, Black people, immigrants and refugees, people of color, and/or people with disabilities? *[BFM Equity Form Entry: Header Tab, Impact of Change]*

5. If applicable, how is funding being prioritized to meet obligations related to Title II of the Americans with Disabilities Act and the bureau's Transition Plan barrier removal schedule? *[BFM Equity Form Entry: Engagement Tab, Transition Plan]*

6. What funding have you allocated in the bureau's budget to meet the requirements of ADA (Americans with Disabilities Act) Title II and Civil Rights Title VI? *[BFM Equity Form Entry: Engagement Tab, Accommodation Fund]*

   This includes but is not limited to:
   - Funding for translation, interpretation, video captioning, and other accommodations
   - Translation of essential documents into safe harbor languages
   - Engagement efforts with multilingual and multicultural communities

7. Please take a look at the City of Portland's workforce demographic dashboard: https://www.portlandoregon.gov/oehr/article/595121. How does the bureau's Requested Budget support employee equity in hiring, retention, and inclusion, particularly for Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities? *[BFM Equity Form Entry: Engagement Tab, Workforce Equity]*

8. If the bureau has capital assets, how does the Requested Budget take into consideration intergenerational equity (ensuring that those who are currently benefiting from the service are paying for its upkeep versus placing the financial burden on future generations) *[BFM Equity Form Entry: Engagement Tab, Future Generations]*?

9. If applicable, how does the bureau's budget create contracting opportunities for disadvantaged, minority, women, and emerging small businesses (D/M/W/ESB) *[BFM Equity Form Entry: Engagement Tab, Contracting Equity]*?

10. If the bureau has dedicated equity staff, such as an Equity Manager, how were they involved in developing the bureau's Requested Budget *[BFM Equity Form Entry: Engagement Tab, Equity Managers]*?

## SECTION TWO: EQUITABLE ENGAGEMENT AND ACCESS

11. How does this budget build capacity within the bureau to engage with and include communities most impacted by inequities? *[BFM Equity Form Entry: Engagement Tab, Community Engagement]*
    (e.g., improved leadership for outreach and engagement coordinators, public information or relations officers, advisory committees, commissions, targeted community meetings, stakeholder groups, increased engagement, etc.)

12. How does this budget build capacity and power in communities most impacted by inequities? *[BFM Equity Form Entry: Engagement Tab, Community Empowerment]*
    (e.g., leadership development for communities and guidance from communities, etc.)

13. How does the bureau use quantitative and qualitative data to track program access and service outcomes for different populations? Please provide the data source(s)

What additional disaggregated demographic data will the bureau collect, track, and evaluate to assess equity impacts in community moving forward, and inform future budget decisions? *[BFM Equity Form Entry: Engagement Tab, Performance Data]*

## IDENTIFYING IMPACTS WORKSHEET

Please use the following chart as a template to name the potential burdens and benefits.

| Populations Impacted | Potential Positive Impacts | Potential Negative Impacts |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

_____
Name of Staff Contact


_____     _____
Name of Bureau Director                      Date


Rev: October 2021

## FREQUENTLY ASKED QUESTIONS

**How should a bureau use this tool to develop its budget?**

Notably, the tool not only provides decision-makers with information on how budget decisions impact the bureau/city's equity goals, but the tool is also intended to guide budget development. In this sense, the process of using the tool is equally as valuable as the information it yields.

**What are some ways in which the bureau advisory committee can use the tool?**

Working through the tool should provide answers to impacts and opportunities, as well as uncover unintended consequences. It will also allow BAC's to see deficiencies in base budgets concerning equity and advocate on their bureau's behalf.

**How will this information be used? Who is the audience?**

The Office of Equity and Human Rights established the Budget Equity Tool in order to give greater consideration of how budget decisions impact different communities across the City and move forward the City's equity goals, beginning in the FY 2015-16 budget process. This tool includes a series of prompts that are intended to increase the consideration of equity in the development of bureau base budgets and decision packages in addition to providing decision-makers and the public with information on how underserved communities will be impacted by budget decisions.

The information will be reviewed by the Office of Equity and Human Rights and the City Budget Office. During the budget sessions, both will offer thoughts, questions, and possibly recommendations based on the information within the document. The Office of Equity and Human Rights may engage with the bureau director prior to the presentation of the budget at the scheduled council session.

**How will bureaus receive feedback on the tool?**

Bureaus may receive general feedback from the Office of Equity and Human Rights on their completion of the tool.  Staff capacity precludes a formal report from being prepared.  The Office of Equity and Human Rights will provide technical assistance upon request by bureaus.

**Who can I contact for assistance?**
Please contact Asena Lawrence or City Budget Office analysts for assistance.

# ADDITIONAL RESOURCES

**Link to Racial Equity Plans**
https://www.portlandoregon.gov/oehr/70048

**City Budget Office Contacts**
https://www.portlandoregon.gov/cbo/article/474294

**Office of Equity and Human Rights Contact**
Asena.lawrence3@portlandoregon.gov