

Budget Equity Assessment Tool

This Budget Equity Assessment Tool is a general set of questions to guide you and your Budget Advisory Committee in assessing how current budget requests or decisions benefit and/or burden communities, specifically communities of color and people with disabilities. This is a critical part of the City of Portland's commitment to ending inequity based on race and disability.

The use of the Budget Equity Assessment Tool in developing your budget will guide you through answering these questions. It is recommended that all managers and others who work on the budget for the bureau use this tool.

HOW TO USE THIS DOCUMENT

The document is divided into four specific sections: 1. Advancing Equity Overall; 2. Personnel; 3. Programs/Services; 4. Equitable Public Participation. Each section has a series of questions. The Office of Equity and Human Rights is available for discussion/training/consultation regarding the use of this document.

BUREAU/OFFICE/DEPARTMENT _____ Office of Equity and Human Rights

I. ADVANCING EQUITY

- 1. Will this budget proposal or package increase, reduce, limit or eliminate programs that are vital to or disproportionately needed by communities of color, immigrant and refugee communities and/or people living with a disability?**
 - a. This budget proposal will increase programs needed by the disability community. The request for additional funding for interpretation services will provide greater access to government involvement to those with hearing impairments
 - b. This budget proposal will increase programs needed by refugee and immigrant communities. The request for additional funding for translation services will provide greater access to government involvement by non-English speaking communities.



- c. This budget proposal will increase programs needed by communities of color. The request for funding for DEEP will provide the opportunity to expand the mentor program which will begin this fiscal year. The mentor program will initially target African American city employees, and be expanded to offer a mentorship program for other affinity group members, e.g., Latino, Asian, Women.
- d. The requested additional FTE will increase the capacity of the office to accomplish its city-wide mandate of providing equity support and oversight to all bureaus.

2. What considerations were taken into account in this proposal to maximize equity?

The totality of the budget proposal is designed to promote and maximize equity for city employees and city residents. The goal being to improve service delivery from an equity lens, addressing gaps in service delivery or increasing capacity of city staff to conduct their work with greater opportunities to provide greater equity of services.

II. PERSONNEL (*See*, Workforce Demographics per Bureau [here](#) or by visiting our website)

NOTE: *It is understood that final demographics resulting from any staff reduction may not be known if there is a bumping process to be completed. However, it is important to monitor the demographics of any layoffs or staff reductions to assess the specific impact to people of color and people with disability (if known). Human Resources can be a resource for this data if it is unknown.*

1. To your knowledge, is there a positive or adverse impact on employees of color, and if so, what?

- a. There will be a positive impact on employees of color as the office increased its capacity and overall work on behalf of racial equity is improved.
- b. There will be a positive impact to OEHR employees of color who participate in the mentor program and gain greater job skills and build relationships.
- c. There is no specific impact on OEHR employees of color.

2. To your knowledge, is there a positive or adverse impact on employees with a disability, and if so, what?

- a. There will be a positive impact on employees with a disability as the office increased its capacity to work with HR toward creating baseline data regarding the number of employees in the city who identify as having a disability.
- b. There is no specific impact on OEHR bureau employees with a disability.

III. PROGRAM/SERVICES

1. **What service/program outcome or philosophy will be met with the overall budget request?**
2. **Identify impacts on specific geographic areas.**
 City-wide/Regional Northeast Northwest North
 Central Northeast Southeast Southwest East
 Central City Unknown
3. **Identify the racial demographics of those impacted by this request. (See Attached Worksheet)**
4. **Identify potential impacts on people living with a disability. (See Attached Worksheet)**

IV. EQUITABLE PUBLIC PARTICIPATION

1. **How does this budget build community capacity and power in communities most impacted by inequities? (e.g., improved leadership opportunities within BAC, community meetings, stakeholder groups, increased outreach, etc.)**

This budget proposal will build community capacity and power by increased outreach and engagement with English as a second language communities, the hearing impaired community as well as with communities of color. Additionally, with the work of the Human Rights Commission New Portlander Program, and Commission on Disability and their community work, greater capacity and engagement is achieved.

Identifying Impacts Worksheet - Once you have identified the populations/communities impacted, use the following chart to name the potential burdens and benefits.



**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
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Populations Impacted	Potential Positive Impacts	Potential Negative Impacts
Disability Community citywide	Increased ability to participate in government with improved interpretation services	Slightly increased costs to bureaus using this service
Refugee and Immigrant Community citywide	Increased ability to participate in government with improved translation services	Slightly increased costs to bureaus using this service
Initially, African American City Staff	Increased job skills with mentor program and possible improved access to job opportunities	Dislike by non-Black city staff at this initial focused effort on Black employees

Bureau Director

Date