

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 _____ City Budget Office

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? **No**
2. What considerations were taken into account in this proposal to maximize equity?

The City Budget Office reviewed its budget outreach efforts with its BAC (which includes a staff member from the Office of Equity and Human Rights) to ensure that our methods and public meeting locations attract persons of color and persons with disabilities.



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? **No**
2. To your knowledge, is there a positive or adverse impact on employees with a disability, and if so, what? **No**

III. PROGRAM/SERVICES

1. What service/program outcome or philosophy will be met with the overall budget request?

We will continue to try and improve our budget outreach efforts to less represented communities within the City.

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) **No impacts**
4. Identify potential impacts on people living with a disability. (*See* Attached Worksheet) **No impacts**



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.)

The City Budget Office holds public budget forums in various areas of the City every year. We also provide small grants for community groups to hold budget events in their communities. The events include budget trainings, question & answer sessions, or other activities as requested by the group. These small group settings are much less formal than the larger public hearings and provide a less stressful environment for citizens to ask questions. We are also increasing our budget outreach efforts by including funding for a budget survey to be completed sometime in FY 2014-15.

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

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

Andrew Scott _____

Bureau Director

2/18/2014 _____

Date