



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 _____

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



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

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.)



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

Realizing Equity. Enhancing the City of Portland.

Commissioner in Charge:
Charlie Hales, Mayor

Bureau Director:
Dante J. James, Esq.

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

Bureau Director

Date