

---

## Budget Equity Assessment Tool

### CITY POLICY

This Budget Equity Assessment Tool is a general set of questions to guide city bureaus and their Budget Advisory Committees in assessing how budget requests benefit and/or burden communities, specifically communities of color and people with disabilities. As noted in Portland's 25-year strategic plan, the Portland Plan, Goal-Based Budgeting, and page 102:

When fully implemented, the new budget approach will direct City of Portland bureaus and offices to:

- 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 participation 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.

This is a critical part of the City of Portland's commitment to ending inequity. The mission and charge of the Office of Equity is to focus on ending inequality based on race and disability, and this document addresses these two specific populations.

However, 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, City bureaus are encouraged to use this document to assist in evaluating equitable impacts on all residents.

It is recommended that all managers and others who work on the budget for the bureau use this tool. Bureau Equity Committees may also be a resource in its completion. The Office of Equity and Human Rights is also available for discussion/training/consultation regarding the use of this document.

**Bureau of Development Services**  
BUREAU/OFFICE/DEPARTMENT



## SECTION ONE: ADVANCING EQUITY

1. How does this budget request increase, reduce, limit or eliminate programs or services that are vital to communities of color, immigrant and refugee communities and/or people living with a disability?

- Decision Package DS\_02 asks to continue and convert one-time General Fund support to ongoing general fund support for a Senior Housing Inspector position to implement the Extremely Distressed Properties Enforcement Program (EDPEP) and add an additional Senior Housing Inspector position to address a backlog of chronically distressed properties on the EDPEP case list, respectively. EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage-related foreclosures.

EDPEP is directed towards un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire, public health hazards, and encourage criminal activity such as trespass, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats. EDPEP enforces the City's Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital city service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions.

EDPEP focuses on: abandoned/foreclosed properties that are illegally occupied; abandoned/foreclosed properties generating multiple complaints to BDS, the Office of Neighborhood (ONI) Crime Prevention, or Portland Police service calls regarding illegal activity; occupied properties without basic utilities (water, electricity, heat, etc); and abandoned/foreclosed properties with chronic, significant, and recurring nuisance and housing maintenance violations, which have resulted in unpaid enforcement lien balances.

This budget proposal will continue services that have benefitted a significant percentage of the immigrant and refugee community that lives in Southeast Portland by improving neighborhood safety and livability. These neighborhoods are often victims of the broken window theory where unresolved chronic violations may lead to decreased property maintenance and increased problems with crime. This proposal also requests \$150,000 in additional General Fund monies to go toward EDPEP property abatements, vacations and demolitions.

- Decision Package DS\_03 requests General Fund monies to continue 3.0 FTE Housing Inspectors to support the expansion of the Enhanced Rental Inspections Program, which has successfully piloted in outer Southeast and Northeast Portland.

Since FY 2012-13, BDS has received General Fund support for the program in outer Southeast and Northeast Portland. This program identifies properties that are chronically out of compliance with City housing maintenance codes and are unwilling to make cited repairs in a timely manner, then focuses resources on conducting additional inspections of rental units with potential



**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.

violations. The program motivates landlords to provide and maintain safe and healthy rental housing while offering protection to vulnerable tenants who might fear retaliation by eviction for reporting substandard housing conditions. This program helps create equitable housing options for community members and provide safe, healthy housing conditions for the City's low-income renters.

The Enhanced Rental Inspection pilot has been very successful. The Oregon Public Health Institute's Health Impact Assessment of 2012 found that the program had greater potential than BDS's standard inspection model "to contribute to improved health and health equity" of rental housing residents (<http://www.healthimpactproject.org/resources/rental-housing-and-health-equity-in-portland-oregon-a-health-impact-assessment-of-the-citys-rental-housing-inspections-program>).

Due to the success of the program and its contributions to equity and community health and safety, BDS has expanded the program from outer Southeast and Northeast Portland into North, inner Northeast, and inner Southeast Portland. With general fund support to continue the 3.0 FTE Housing Inspectors, the Enhanced Rental Inspection Program will be expanded citywide, offering greater protection to vulnerable tenants critically needed during the current homelessness and housing state of emergency.

- Decision Package DS\_01 responds to the citywide 5% general fund reduction requirement. The 5% reduction within the BDS Enforcement Program will result in a \$55,689 reduction in current nuisance abatement funds. The General fund 5% reduction will result in 27 fewer nuisance abatements completed in FY 2016-2017 and serious health and sanitation concerns at 27 properties not being addressed and removed. Reduction of this critical basic service for the community will reduce services that are vital to communities of color, immigrant and refugee communities and/or people living with a disability. Nuisance abatements are often completed in non-affluent neighborhoods where responsible parties are unable or unwilling to maintain their properties in compliance with the city's minimum nuisance standards. If left unabated, these health/sanitation violations will remain, impacting other properties and general livability within the neighborhood.

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

Considerations taken into account in order to maximize equity through this proposal, include:

- Identifying existing programs and services that serve equity goals, such as EDPEP and the Enhanced Rental Inspection Program, and finding ways to maintain or expand them;
- Input from key bureau stakeholder groups, including the BDS Budget Advisory Committee and the Development Review Advisory Committee. Both supported the bureau's proposals.



**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.

---

**SECTION TWO: PERSONNEL**

See Workforce Demographics by Bureau [here](#) or by visiting our website at [www.portlandoregon.gov/oehr](http://www.portlandoregon.gov/oehr)

(It is understood that final demographics resulting from any staff reduction or increase may not be known at the time of the budget request. 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 disabilities, if known. Human Resources can be a resource to bureaus.)

3. What is the impact on employees of color?

There are no staff reductions in BDS's Requested Budget.

4. What is the impact on employees with a disability?

There are no staff reductions in BDS's Requested Budget.

### **SECTION THREE: PROGRAMS/SERVICES**

If your bureau or office has multiple programs, please address the budget request for each program or groups of programs.

5. How does this program or service align with the goal of advancing equity?

1. Administering local regulations adopted within City Code, including the Zoning Code, Property Maintenance, and others.

Programs in this category include BDS's Neighborhood Inspections and Land Use programs, and portions of its Enforcement Program. While some of the services provided by these programs are based on requests from community members or applicants, the Neighborhood Inspections Program operates two programs (EDPEP and Enhanced Rental Inspections, described above) that provide direct benefits to disadvantaged communities. Decision Packages DS\_02 seeks to maintain and expand the services provided through EDPEP, while Decision Package DS\_03 seeks to continue and expand Enhanced Rental Inspections citywide impacting communities of color and immigrant populations.

6. Identify the impacts of the budget request on specific geographic areas:  
(Citywide/Regional; Northeast; Northwest; North; Central; Northeast; Southeast; Southwest; East; Central City; or Unknown)

BDS provides services citywide, potentially impacting all community members. Most of BDS's services are provided at the request of applicants or community members. If Decision Package DS\_03 is approved, the Enhanced Rental Inspection Program will be expanded citywide.

7. What areas of the city will be impacted by your program or service and is there a larger than average population of people of color in those areas?

BDS provides services citywide, potentially impacting all community members. Most of BDS's services are provided at the request of applicants or community members. If Decision Package DS\_03 is approved, the Enhanced Rental Inspection Program will continue in North, Northeast, and inner Southeast Portland. There are larger than average populations of people of color in parts of North and Northeast Portland. Some areas of North and Northeast Portland also contain at-risk populations, based on the 2012 Vulnerability map located at <http://www.portlandoregon.gov/bps/article/508122>. Expanding the program citywide will also increase services to the overall population of people of color.

8. Identify potential impacts on people living with a disability. (See Attached Worksheet)

BDS provides services citywide, potentially impacting all community members, including people living with a disability. Most of BDS's services are provided at the request of applicants or community members.



**Section Four: EQUITABLE PUBLIC PARTICIPATION**

9. 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.)

BDS is also beginning the process of transitioning its Budget Advisory Committee, which generally meets during the fall and winter budget planning season, into a year-round Bureau Advisory Committee. The bureau will also look to enlarge the committee to include more diverse community representation. These changes should be fully implemented in spring 2015.

**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
Citywide; see narrative above		

\_\_\_\_\_  
Paul L. Scarlett, Director  
Bureau of Development Services

\_\_\_\_\_  
Date

Rev: October 2014