Use of the Budget Equity Tool FY 2021-22

Office of Equity and Human Rights

City Budget Office

Meeting Logistics

THIS TRAINING WILL BE RECORDED AND AVAILABLE AFTERWARDS

PLEASE USE THE "RAISE HAND" FEATURE AS OPPOSED TO THE CHAT. THE PRESENTERS WILL STOP FOR QUESTIONS FREQUENTLY, AND THIS PAUSE WILL BE NOTED ON THE SLIDE DECK.

WE WILL DO OUR BEST TO ANSWER RAISED HANDS IN THE ORDER THEY WERE RECEIVED.

Agenda

Overview of City Budget Process [City Budget Office- 5 mins]

City's commitment to Equity and Anti-Racism [OEHR- 10 mins]

- 2015 City Racial Equity Goals and Policies
- June 2020 City values: anti-racist, equity, transparency, financial responsibility, collaboration, & communication
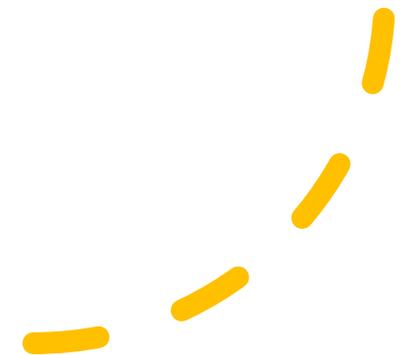- June 2020 City Bureau director's letter to all employees

Budget Equity Tool- Use in the Budget Process [Both 10 mins]

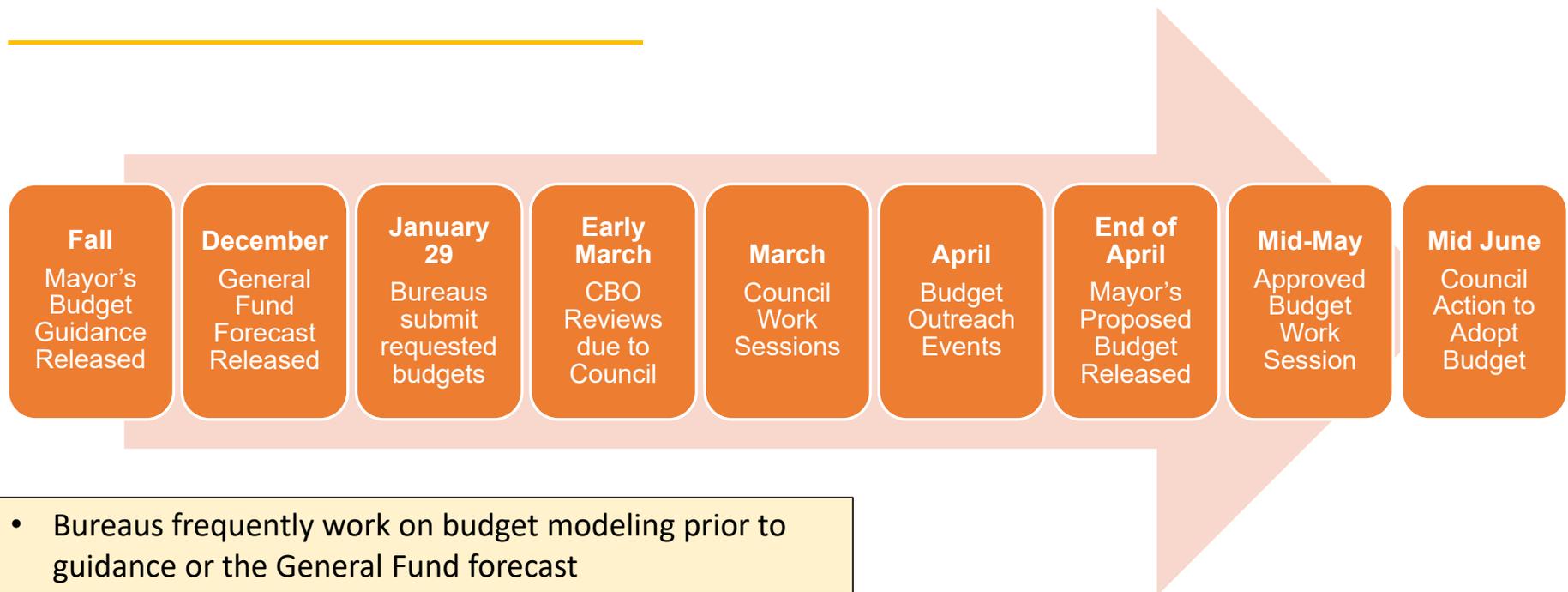- Importance of assessing equity impacts early and throughout the year

Case Studies- [OEHR 5-10 mins]

- Examples of use of the bureau equity tool

Closing comments- [CBO & OEHR]

Annual Budget Timeline

Fall	December	January 29	Early March	March	April	End of April	Mid-May	Mid June
Mayor's Budget Guidance Released	General Fund Forecast Released	Bureaus submit requested budgets	CBO Reviews due to Council	Council Work Sessions	Budget Outreach Events	Mayor's Proposed Budget Released	Approved Budget Work Session	Council Action to Adopt Budget

- Bureaus frequently work on budget modeling prior to guidance or the General Fund forecast

City's Commitments to Equity- 2015 to 2020

- 2015 policy and citywide goals

- City's revised goals- June 2020

- Citywide bureau director letter June 2020

- There is clear executive support for furthering equity in all areas of City services.

- The Budget Equity Tool is a resource to support the development of a bureau's budget.

City's Commitment to Equity

Revised Core Values in June 2020:

- Anti-Racism

- Equity

- Transparency

- Communication

- Collaboration

- Fiscal Responsibility

City's Commitment to Equity (cont.)

- Budget Equity Assessment Tool as a Binding Fiscal Values-Bases Policy

- Budget Equity Assessment Form embedded in the Budget Formulation Management (BFM) platform by CBO

- Every Bureau (agency) completes the Equity Form in BFM

- Equity Impact Statement required in every program offer every year

Social Equity and Budgeting Process at City of Portland

- Application of Racial Equity-Centered Results-Based Accountability™ Framework

- Review of Performance Measures for every program budget to include "Better Off" measures at the population level

- City Audit Services integrated the Racial-Equity-Centered Results-Based Accountability™ Framework in their work
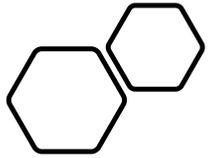
Bureau Budget Equity Tool

- Designed to facilitate conversations during the development of bureaus base budgets
  - The questions and framework for FY 2021-22 are consistent with the FY 2019-20 Tool
  - BFM form is open for entry

- Important to engage throughout the year
  - Bureau equity managers/practitioners
  - OEHR staff
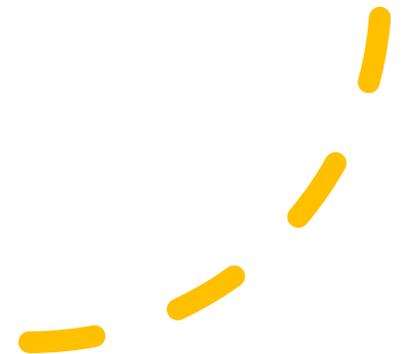
How is the Budget Equity Tool Used?

- OEHR issues a bureau-by-bureau review and provides feedback to CBO, Council, and Bureau leadership on each question in the tool.

Budget Tool Equity Question		OEHR Qualitative Descriptions	
Question & BFM Location	Expandable	Compatible	Robust
Equity Goals: How does the Requested Budget advance the achievement of equity goals as outlined in the bureau's Racial Equity Plan? **BFM**: Header Tab	Needs to expand to have an equity goal ide	Includes an equity goal identified for the coming year.	1) Has an equity goal identified for the coming year. 2) Goal is realistic - i.e. it is achievable. 3) Goal aligns with Bureau's Equity work. 4) Goal is identified as supporting internal or external equity efforts. 5) Goal aligns with Strategic Plan.

CBO's use of the Budget Equity Tool

CBO REVIEWS &
RECOMMENDATIONS

PROGRAM OFFERS AND
PERFORMANCE DATA

EVALUATION OF
TRADEOFFS

Use of the Budget Equity Tool

Anyone involved in the budget process should be familiar with the budget equity tool questions.

Share the tool early

OEHR Resources

Anyone making decisions in the budget process should contribute to the budget equity tool
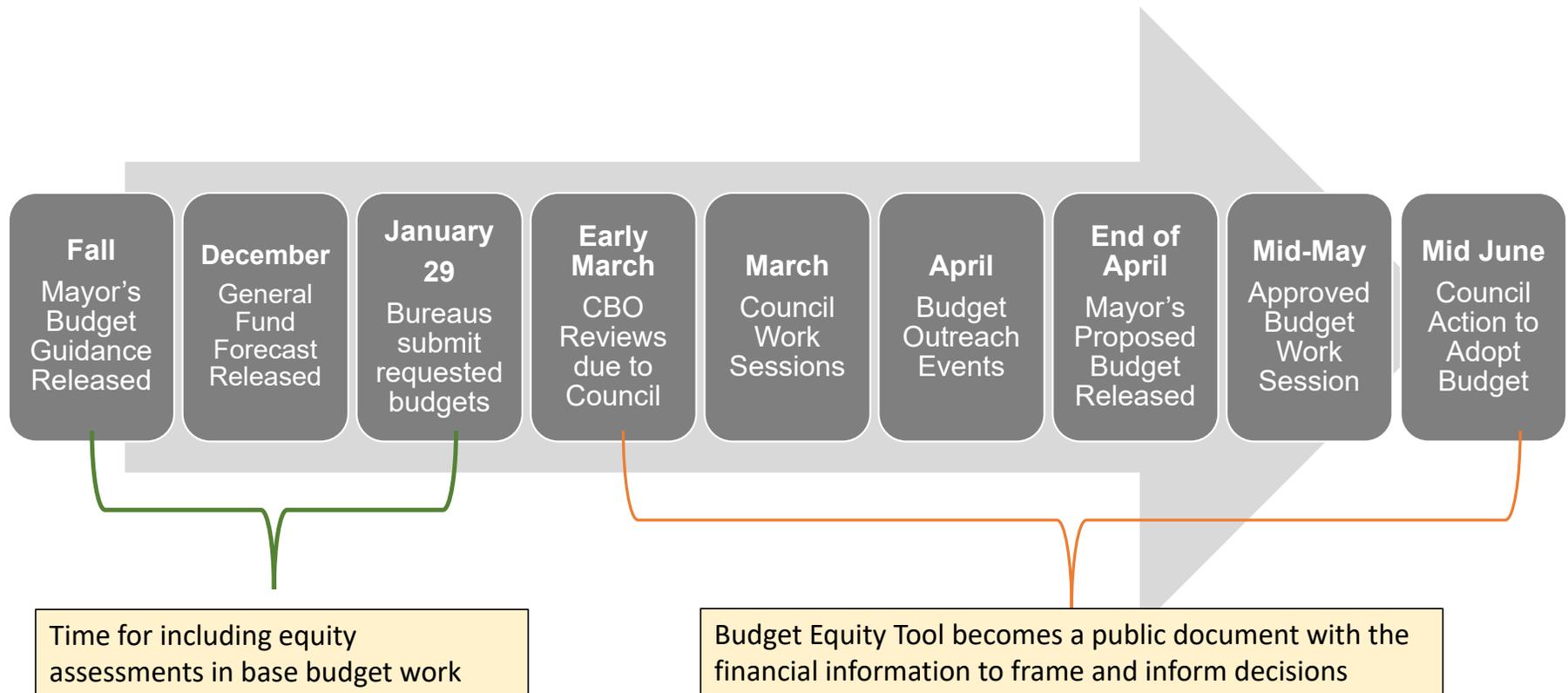
Leadership should review the tool at least twice

Early to provide direction

Prior to submission to approve final decisions and impact

Equity managers should be treated as key *advisors* in the process. It is not their responsibility to complete the document, but they should advise decision-makers on opportunities to enhance equity in decision-making which will inform completion of the tool.

Planning for Equity Assessments in the Annual Budget Calendar

Fall	December	January 29	Early March	March	April	End of April	Mid-May	Mid June
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Time for including equity assessments in base budget work

Budget Equity Tool becomes a public document with the financial information to frame and inform decisions

Integration of the Tool with Budget Submission

BFM, the City's Budget Software has a specific form for the Budget Equity Tool

Supporting documents to assist bureaus in entering the inputs from the Tool into the BFM form

The Form allows for reporting, analysis, attachment of performance measures, without reliance on piecing Word documents together.

Case Study Bureau 1: Bureau of Technology Services

Questions	Robust Responses
Requested Budget & Racial Equity Plan Update: QUESTION: How does the Requested Budget advance the achievement of equity goals as outlined in the bureau's Racial Equity Plan?	- BTS applies equity lens to budgeting, staffing, and procurement decisions - Provide bias awareness training to interview panels - Uses City's Minority Evaluator Program for RFPs - Support Summer Youth Employment Program - Provides funding for internship and training to underserved communities - Will engage with Benson Polytechnic High School to bring youth into technical apprenticeship.
Accommodations: QUESTION: 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? 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	- BTS has internal funding for translation, interpretation. - Made improvements to the technology request form to quickly recognize and appropriately escalate requests for technology associated with reasonable accommodations. - BTS created a Standards Directory for use as ADA assistive technologies.

Case Study Bureau 2: Bureau of Environmental Services

Questions	Robust Responses
Requested Budget & Racial Equity Plan Update: QUESTION: How does the Requested Budget advance the achievement of equity goals as outlined in the bureau's Racial Equity Plan?	- Portland Harbor Program: Cleanup of contaminated areas where Indigenous people, Black people, immigrants and refugees, urban Native peoples, houseless people, and people who are low-income - Funds allocated for the remedy design through FY 2021-2022 - The Portland Brownfield Program: Financial assistance to clean up sites in underserved communities - Financial assistance provided to Verde, Black United Fund, Oregon Food Bank, Hacienda CDC, Dharma Rain Zen Center, Albina Youth Opportunity School, Community Energy Project, Proud Ground and REACH CDC.
Base Budget Constraints: QUESTION: 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?	- Under-resourced to implement equity strategies - Understaffed to effectively implement equity literacy, one of the objectives in the Equity Plan

Case Study Bureau 2: Bureau of Environmental Services

Questions	Robust Responses
Equity Manager Role in Budget Development QUESTION: If the bureau has dedicated equity staff, such as an Equity Manager, how were they involved in developing the bureau's Requested Budget?	**Examples:** - Equity managers created Budget for Equity Tool and budget guidance distributed bureau wide - Equity managers conducted presentations and workshops for bureau managers and teams - Equity managers coached and gave feedback to bureau managers on Equity Impacts
Data Tracking Methodology: QUESTION: 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)	- Monitor BHR dashboard for workforce equity goals - Data from the Contracting Opportunities Program to use Oregon-certified DMWESB in bureau contracting - Apply Results-Based Accountability (RBA) method to create bureau-wide metrics - Bureau formed an IT Governance Committee to prioritize IT/data initiatives - Uses the Bureau of Planning and Sustainability's data on vulnerable communities from the City's Comprehensive Plan

Case Study Bureau 3: Bureau of Human Resources

Questions	Robust Responses
Hiring, Retention, & Employment Outreach: QUESTION: 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?	- Monitors bureau's recruitment plans by demographics areas - BHR is not keeping pace with the growth of City bureaus due to budget constraints - Budget allocation to training for managers and supervisors will impact employees' lifecycles, including effective recruitment and onboarding.
Empowering Communities Most Impacted by Inequities QUESTION: How does this budget build community capacity and power in communities most impacted by inequities? (e.g., improved leadership opportunities within Bureau Advisory Committees, community meetings, stakeholder groups, increased engagement, etc.)	- Continuing internal and external stakeholder engagement - Focus groups and individual meetings included Portland leadership, employees, DEEP affinity groups, community-based organizations, community members, public, and private sector businesses. - Incorporated stakeholder recommendations into FY 2020-21 Requested Budget - Core values from community engagement (anti-racism, equity, transparency, communication, and collaboration) are incorporated into training curriculum for managers/ supervisors.

How Else is Equity in the Budget?

Bureaus have flexibility to incorporate or track investments in equity outside of the Budget Equity Tool

Examples: *note, this is not prescriptive, just highlighting opportunities*

- **Can be a discrete Program Offer**
- **Bureaus may use Internal Orders to track expenses throughout the year**
- **Bureau performance measures tied to specific programs that further equity goals**
- **New Citywide performance measures**

OEHR and CBO are here to be resources in support of your bureau's goals, and ultimately the final outcomes

Why this Process?

Budgeting is More than Accounting

Budgeting is not a simple accounting mechanism. Budgeting is a process that reflects the values and priorities of a society, so budgets are also moral documents. The values of the communities we serve should be reflected in the process and the results.