

Equity Core Component Areas and Goals for FY 2018-19

The Portland Housing Bureau (PHB) mission is to “solve the unmet needs of the people of Portland. Evidence shows us that a disproportionately number of people of color housing needs are unmet. PHB has identified achieving racial equity in the area of housing and housing services as a core value and focus of our Equity Agenda. To be successful in closing the housing need gaps for the most impacted, PHB is committed to ensuring that all services are measured, that racial equity efforts are transparent, leadership and management are committed, the community is engaged, access and outcomes are measured and services are provided in a culturally responsive manner.

In order to ensure that disparities in housing services and program outcomes are addressed, subrecipients must have an organizational equity assessment and plan on file at the Portland Housing Bureau that addresses racial equity. New Contractors will have six months to complete an organizational equity assessment and up to a year to complete an equity plan. PHB has an equity tool available for Subrecipients, or they may select or create their own. Subrecipients will annually submit an equity progress report as required by this section. Modified requirements are possible for contractors that gross under \$100,000, have a short term contract under one year, or the contract total, that benefits the subrecipient, is under \$25,000.

In FY 18-19, PHB expects organizational growth in six core component areas of their Equity Plans to further advance equity for communities of color. Reports on the progress of plans are required. Subrecipients are required, at a minimum, to implement actions identified in the subrecipients Equity Plan related to the following goals in each core component area:

1) Organizational Commitment

Subrecipient will implement the fourth year Organizational Commitment goals outlined in their Racial Equity Plan.

Evaluation: Organizations will be evaluated for follow through on their plans to create and publicize their commitment to racial equity.

2) Leadership and Management

Demographic information on management, board and advisory group members will be collected and include race, ethnicity, gender and age. Subrecipients will complete fourth year Equity Plan actions to make boards and or advisory groups more proportionally representative and reflective of the racial and ethnic demographics of the clients (or constituencies) base and the broader community profile. Specific actions will address any under-representation of people of color and other historically marginalized groups and any other year four action regarding leadership and management.

Evaluation: Organizations will be evaluated for accurately identification of disparities and timely completion of their Equity Plan actions. Additionally, an assessment of Contractor's management, will include management's understanding of the role of power and privilege in the development and delivery of services programming, and whether and how management consistently applies a racial equity lens to programmatic decisions.

3) Workforce

Demographic information on employees will be collected and include race, ethnicity, gender and age. Data will be analyzed for disparities. Collection of information about disabling conditions are an optional best practice.

Subrecipients will complete fourth year Equity Plan actions relevant to address and/or change the employee workforce to be more proportionally representative of the racial and ethnic demographics of clients (or constituencies) served and the broader community profile. Specific actions will address any under-representation of people of color and other historically marginalized groups. and fully address Title VI obligations.

Evaluation: An evaluation of Contractor's strategies will include evaluating the effectiveness in overcoming any disparities in the ability to recruit, retain and develop staff who represent communities of color and/or speak languages other than English,

as well as the availability of training in the provision of culturally responsive, trauma-informed service delivery for all staff.

4) Community Access and Partnership

Subrecipients will complete fourth year actions to demonstrate engagement with diverse partners and stakeholder groups that represent the client constituent base to inform program and policy decisions. Specific actions will address any under-representation of people of color and other historically marginalized groups, and fully address all Title VI obligations.

Evaluation: The evaluation will include an assessment of the degree to which staff and leadership proactively build relationships with culturally specific service providers (whether or not Subrecipient is itself a culturally specific provider) and other entities historically serving communities of color.

Additionally, evaluation will review documentation of whether, and how, Subrecipient consistently and directly engages with the most impacted populations in the design and development of service delivery models, identifies the key characteristics, norms, values, and experiences of the community(ies) being served, and a description of how that engagement contributes to ongoing service quality improvement and accountability.

5) Data Metrics and Continuous Quality Improvement

Currently all funded direct service Subrecipients report client information disaggregated by race, ethnicity, gender, age, disability and income. In FY 2018-19, Subrecipients will continue to analyze data for access and outcome disparities by race and ethnicity, and complete the actions outlined in their Equity Plan to reduce identified disparities in access and outcomes in PHB funded programs.

Evaluation: A review of Subrecipient's policies and procedures intended to ensure that the timeliness, accessibility, quality, and outcomes from services are comparable across racial and ethnic groups. This review should also include Subrecipients policies and procedures for encouraging equitable access and for resolving

participant complaints regarding discriminatory, or disparate treatment, and ensuring accommodations such as language access and physical accessibility, are made.

6) Subcontracting

In FY 2018-19, Subrecipients will use a racial equity lens, or similar tool, and the Subrecipient will complete fourth year Equity Plan actions to inform decisions on budgeting, programming and internal operations regarding allocation of resources.

Evaluation: A review of outcomes should show a correlation between program policies, and investments, identified community identified needs, and the program's ability to meet those needs and close any demographic disparities in access and outcomes.

Reporting

Organizations must report on progress of these core elements, and other relevant actions or activities committed to in the organizations Racial Equity Plan to advancing equity, in an annual progress report of their Equity Plan. The report is due July 20th, 2019 along with all other required program reports.