

# EQUITY

## REQUESTED BUDGET for FY 2023-24



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





Date: January 26, 2023

To: Mayor Ted Wheeler  
Commissioner Rene Gonzalez  
Commissioner Mingus Mapps  
Commissioner Carmen Rubio

From: Commissioner Dan Ryan  
Director Lisa Watson

Subject: Fiscal Year 2023-24 Office of Equity and Human Rights Requested  
Budget

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We are pleased to submit the FY 2023-24 Requested Base Budget for the Office of Equity and Human Rights. The City of Portland has made significant progress in institutionalizing equitable policies, practices, and procedures, as well as adopting Equity and Anti-racism as City Core Values; however, urgent needs and exciting opportunities remain.

As we transition to a new form of government, the City must prioritize and further deliver on its promise to communities of color, people with disabilities, immigrants, refugees, and LGBTQIA2S+ communities, and continue to invest in achieving equitable access and outcomes for systemically excluded and institutionally oppressed Portlanders.

The requested budget maintains service levels that are vital to achieving equitable outcomes in City-wide efforts including housing, community safety, public participation, recreation, hiring, retention, planning, sustainability, transportation, utilities, language access, and compliance with Civil Rights Title VI and ADA Title II federal mandates.

Respectfully submitted,

Commissioner Dan Ryan

Director Lisa Watson

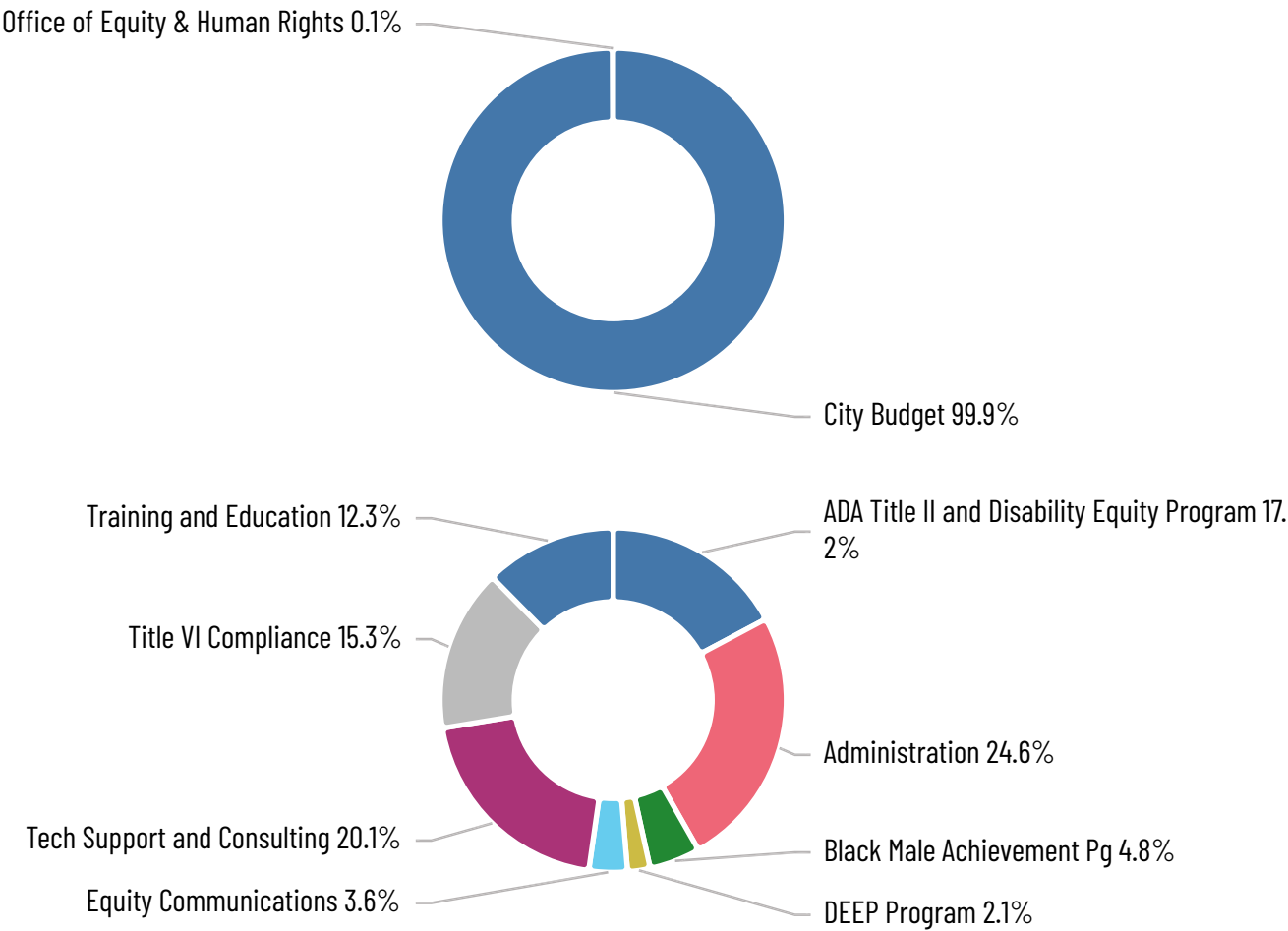


Office of Equity & Human Rights

Community Development Service Area

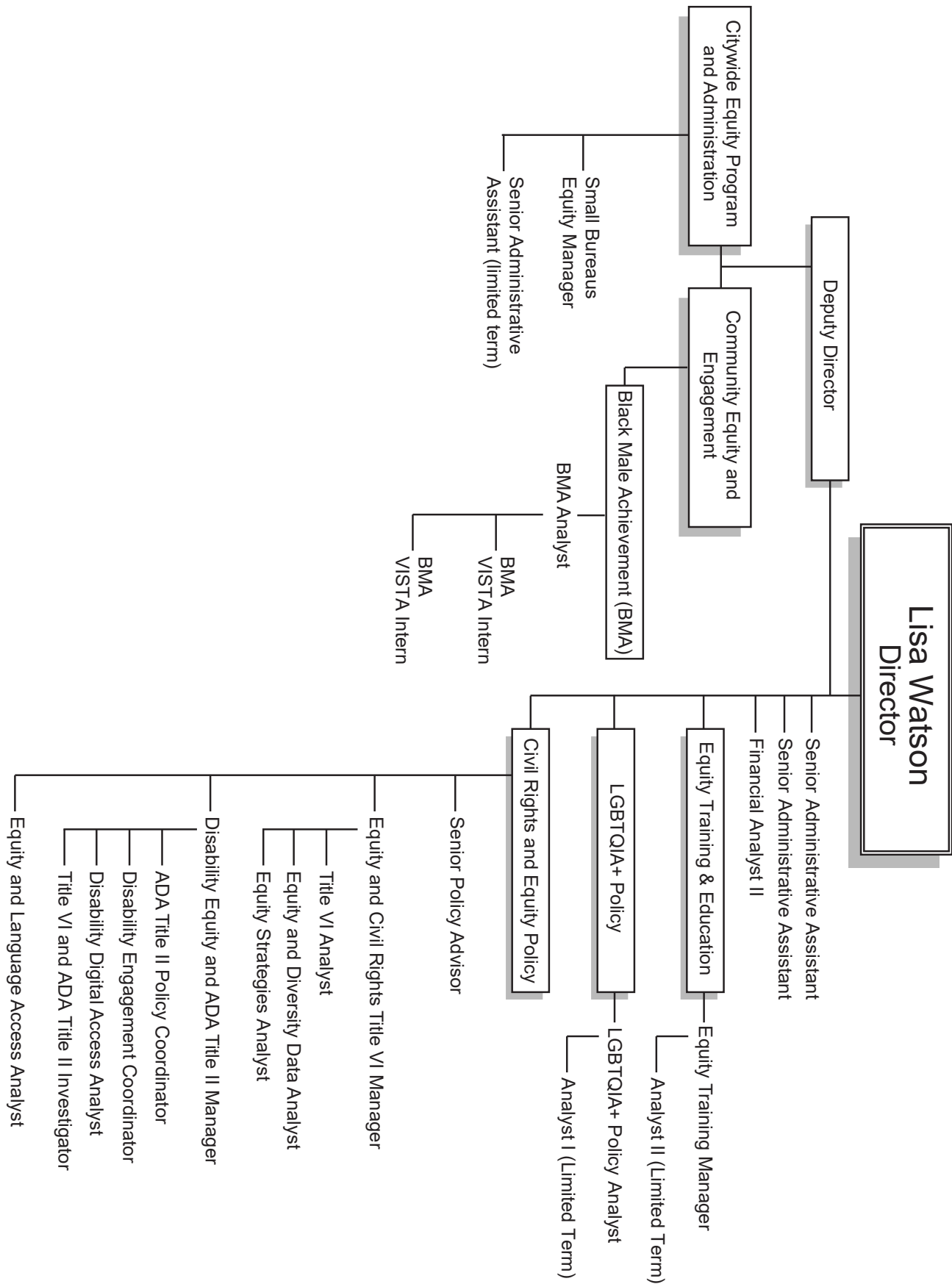
Dan Ryan, Commissioner-in-Charge

Lisa Watson, Director



Bureau Overview

Requirements	Revised FY 2022-23	Requested Total FY 2023-24	Change from Prior Year	Percent Change
Operating	\$4,645,374	\$3,646,180	\$(999,194)	(22)%
Capital				
Total	\$4,645,374	\$3,646,180	\$(999,194)	(22)%
Authorized Positions	21.00	18.00	(3.00)	(14.29)%



## Bureau Summary

### Bureau Mission

The Office of Equity and Human Rights sets the equity vision and goals for the City of Portland. We provide leadership and accountability by guiding and educating staff and analyzing and creating policies, practices, and procedures that dismantle barriers for systemically excluded and institutionally oppressed Portland communities. While race, disability, and LGBTQIA2S+ communities are centered in our work, we believe that individuals may experience multiple forms of oppression and discrimination, so for this reason we approach equity with an intersectional analysis.

### Bureau Overview

The Office of Equity and Human Rights was born from a community vision and created in September 2011 by City Council. Our staff provides education, comprehensive analyses, and high-level advisement to City Council, City staff, the City Attorney's Office, and other City Leadership on complex City-wide or bureau-specific issues that have important compliance, equity, organizational, or community implications.

The office has 10 program areas carried out by 23 employees. The programs are Administration and Support, Diverse Empowered Employees of Portland (DEEP), Equity Training and Education, Equity Policy and Practice Consulting, Civil Rights Title VI and Equity, Language Access, Americans with Disabilities Act (ADA) Title II and Disability Equity, Equity Communications, LGBTQIA2S+ Policy, and Black Male Achievement.

### Base Budget Adjustments

The most significant adjustments at the Office of Equity is associated with personnel costs, which increased as a result of staff reallocations to better align budget with workload. For example, the Office has never had a dedicated Financial Analyst on staff, so the Communications Manager position have been transitioned to a Financial Analyst II role to provide vital budget, performance, and operational support while the Deputy Director is now divided among Administration, Communications, and Policy Consultation programs.

# Office of Equity & Human Rights

Community Development Service Area

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
<b>OUTCOME</b>					
Percentage of ADA Title II Transition Plan barriers removed by City bureaus each year	NA	0%	NA	0%	NA
Percentage of City management that are employees of color	22%	26%	0%	26%	30%
Percentage of City workforce that are employees of color	24%	25%	0%	28%	30%
<b>OUTPUT</b>					
Number of HRC advisements, consultations, or technical assistance provided to City bureaus and elected officials offices	NA	NA	NA	0	NA
Number of participants who engaged in BMA sponsored/hosted activities or programs	NA	0	100	100	500
<b>WORKLOAD</b>					
# of Equity 101 training sessions offered annually	20	39	40	40	60
Number of bureau consultations regarding the Language Access Program	55	158	120	155	120
Number of bureau consultations regarding Title II / Title VI	86	378	225	345	480
Number of City employees who received equity trainings annually	397	1,049	500	600	5,682
Number of requests by City bureaus or elected officials for equity consultation or technical assistance	70	500	150	0	200
Number of requests to PCOD for advice, consultation, or technical assistance by City bureaus or elected officials	NA	NA	NA	0	NA

# Office of Equity & Human Rights

Community Development Service Area

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested No DP FY 2023-24	Requested Total FY 2023-24
<b>Resources</b>					
<b>External Revenues</b>					
Charges for Services	764	0	5,000	0	0
Intergovernmental	0	0	119,096	148,582	148,582
<b>External Revenues Total</b>	<b>764</b>	<b>0</b>	<b>124,096</b>	<b>148,582</b>	<b>148,582</b>
<b>Internal Revenues</b>					
General Fund Discretionary	860,631	1,407,539	2,457,159	1,364,653	1,364,653
General Fund Overhead	1,101,964	1,520,847	2,059,514	2,124,834	2,124,834
Interagency Revenue	88,593	63,806	4,605	0	0
<b>Internal Revenues Total</b>	<b>2,051,188</b>	<b>2,992,192</b>	<b>4,521,278</b>	<b>3,489,487</b>	<b>3,489,487</b>
Beginning Fund Balance	0	0	0	0	0
<b>Resources Total</b>	<b>2,051,952</b>	<b>2,992,192</b>	<b>4,645,374</b>	<b>3,638,069</b>	<b>3,638,069</b>
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	1,712,909	2,459,919	3,210,077	2,964,786	2,964,786
External Materials and Services	74,070	247,951	1,140,147	379,865	379,865
Internal Materials and Services	264,973	276,821	295,150	301,529	301,529
<b>Bureau Expenditures Total</b>	<b>2,051,952</b>	<b>2,984,692</b>	<b>4,645,374</b>	<b>3,646,180</b>	<b>3,646,180</b>
<b>Fund Expenditures</b>					
Fund Transfers - Expense	0	7,500	0	0	0
<b>Fund Expenditures Total</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ending Fund Balance	0	0	0	0	0
<b>Requirements Total</b>	<b>2,051,952</b>	<b>2,992,192</b>	<b>4,645,374</b>	<b>3,646,180</b>	<b>3,646,180</b>
<b>Programs</b>					
ADA Title II and Disability Equity Program	251,181	186,096	992,466	626,652	626,652
Administration	664,347	1,615,617	627,914	897,305	897,305
Black Male Achievement Pg	131,289	55,347	176,394	173,887	173,887
Citywide Equity Council	—	4	—	—	—
DEEP Program	31,473	65,019	397,565	76,870	76,870
Disability Commission	22,183	570	—	—	—
Equity Communications	45,685	170,309	138,339	130,794	130,794
Human Rights Commission	8,744	157	—	—	—
New Portlander Program	—	1	—	—	—
Tech Support & Consulting	503,475	411,403	1,213,978	734,149	734,149
Title VI Compliance	164,784	266,348	593,183	556,676	556,676
Training & Education	228,791	213,820	505,535	449,847	449,847
<b>Total Programs</b>	<b>2,051,952</b>	<b>2,984,692</b>	<b>4,645,374</b>	<b>3,646,180</b>	<b>3,646,180</b>



# Office of Equity & Human Rights

Community Development Service Area

Class	Title	Salary Range		Revised FY 2022-23		Requested No DP FY 2023-24		Requested Total FY 2023-24	
		Min	Max	No.	Amount	No.	Amount	No.	Amount
30003003	Administrative Specialist II	48,277	107,325	2.00	154,231	2.00	146,276	2.00	146,276
30003006	Analyst I	53,290	118,437	4.00	243,912	4.00	328,547	4.00	328,547
30003007	Analyst II	63,336	126,311	2.00	425,349	2.00	184,069	2.00	184,069
30003008	Analyst III	69,805	151,438	6.00	567,697	6.00	704,447	6.00	704,447
30003027	Coordinator I - NE	48,277	107,325	1.00	94,515	1.00	76,388	1.00	76,388
30003028	Coordinator II	53,290	118,437	0.00	92,456	0.00	0	0.00	0
30003034	Deputy Director I	91,728	182,549	1.00	115,565	1.00	136,115	1.00	136,115
30003037	Director I	111,696	227,584	1.00	159,152	1.00	160,680	1.00	160,680
30003055	Financial Analyst II	63,336	126,311	1.00	0	1.00	99,528	1.00	99,528
	Total Full-Time Positions			18.00	1,852,877	18.00	1,836,050	18.00	1,836,050
30003003	Administrative Specialist II	48,277	107,325	1.00	72,748	0.00	0	0.00	0
30003006	Analyst I	53,290	118,437	1.00	0	0.00	0	0.00	0
30003007	Analyst II	63,336	126,311	1.00	278,865	0.00	0	0.00	0
30003008	Analyst III	69,805	151,438	0.00	103,522	0.00	0	0.00	0
	Total Limited Term Positions			3.00	455,135	0.00	0	0.00	0
Grand Total				21.00	2,308,012	18.00	1,836,050	18.00	1,836,050

# Office of Equity & Human Rights

Community Development Service Area

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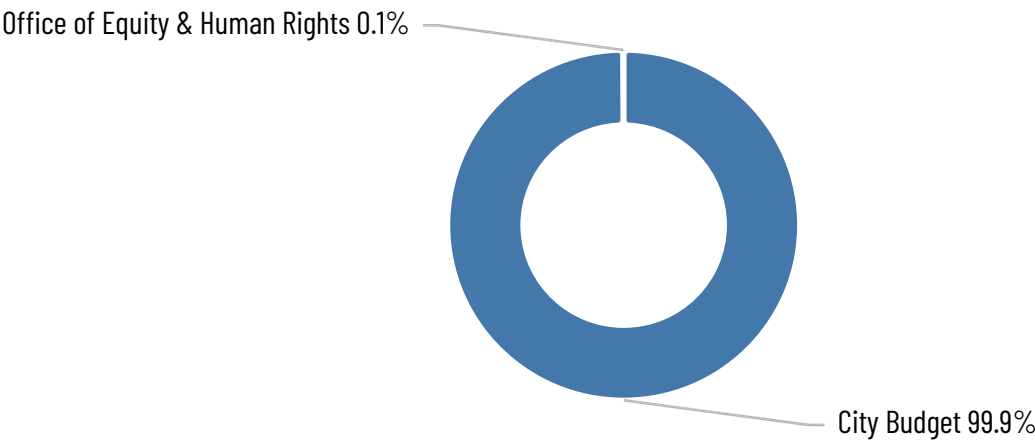
Office of Equity & Human Rights

Community Development Service Area

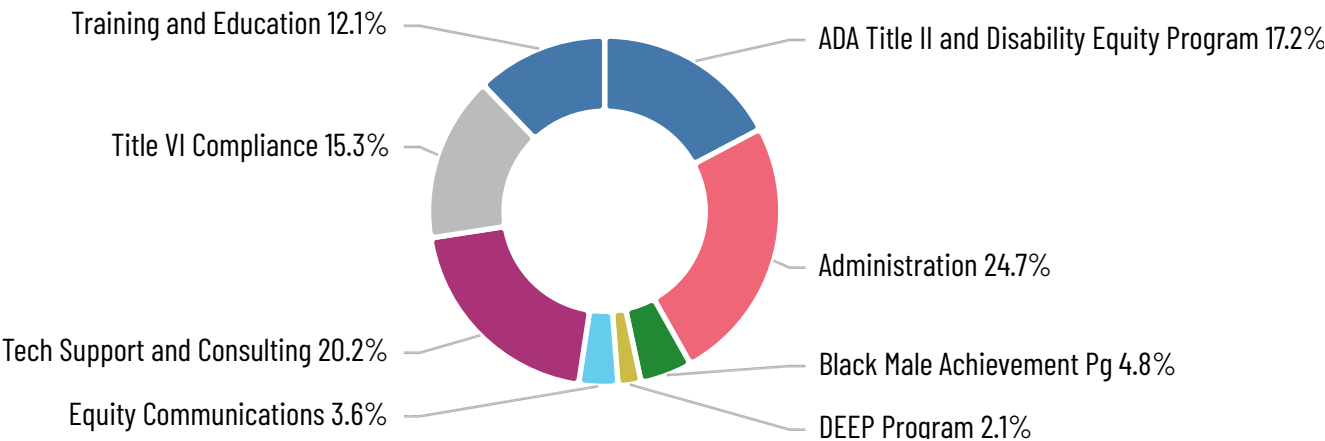
Dan Ryan, Commissioner-in-Charge

Lisa Watson, Director

Percent of City Budget Graph



Bureau Programs



Bureau Overview

Requirements	Revised FY 2022-23	Requested with DP FY 2023-24	Change from Prior Year	Percent Change
Operating	\$4,645,374	\$3,638,069	\$(1,007,305)	\$(22)%
Capital				
Total	\$4,645,374	\$3,638,069	\$(1,007,305)	\$(22)%
Authorized Positions	21.00	18.00	(3.00)	(14.29)%

## ADA Title II and Disability Equity Program

### Program Description & Goals

The ADA Title II and Disability Equity division of the Office of Equity and Human Rights exists to ensure the City is compliant with ADA Title II and to move beyond compliance by eliminating institutional, physical, and social barriers facing people with disabilities living in the City of Portland. The goal is to establish and evaluate ADA Title II compliance of City events, budget allocations, plans, policies, programs, and services. Also, to educate and move bureaus to higher awareness and knowledge about disability equity issues and concerns.

### Explanation of Services

People with disabilities comprise roughly 21% of Portland's population. Since 1991, federal law has obligated the City to provide equitable access to programs, services, and activities to people with disabilities. The City has been successfully sued several times for not meeting its legal obligation to people with disabilities. In 2016 an audit report found the Office of Equity's ADA Title II work lacking in resources and content. Over the last few years, Office of Equity the disability work at the Office of Equity has shifted to rework and reestablish ADA Title II policy and Admin Rule that clearly defines the City's legal obligation to create an inclusive institution.

The primary service of this division is to create and establish a strong foundation of ADA Title II compliance at the City. This is achieved through developing policy, providing training and consultation to bureaus and evaluation progress through audits, most notably The ADA Title Transition Plan and The ADA Title II Self Evaluation. The division also seeks to move beyond a compliance foundation, once established, to work in partnership with the disability community to eliminate institutional ableism and social stigmatization, through opportunities to represent disability needs and issues to City planners and decision makers.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
Percentage of ADA Title II Transition Plan barriers removed by City bureaus each year	NA	0%	NA	0%	NA
Number of bureau consultations regarding Title II / Title VI	86	378	225	345	480

### Equity Impacts

People with disabilities represent 21% of the Portland population, yet only represent 3% of the employees of the City of Portland. This means many people who work on City programs, events, services, and policies do not represent the disability community and often are not aware of how government impacts people with disabilities. The lack of representation leads to disability priorities and concerns being an afterthought or disregarded completely. People with disabilities experience many barriers when interacting with government from physical access to discrimination based on stigmas and discriminatory beliefs held by the dominant culture.

# Office of Equity & Human Rights

Community Development Service Area

## Changes to Program

Over the last fiscal year, the program has grown, with the successful hire of the Disability Data Analyst and will also add a shared, 1 FTE limited term ADA Title II/Civil Rights Title VI Investigator. Other program positions include ADA Title II Disability Equity Manager, ADA Title II Policy Analyst, and Disability Digital Access Coordinator. The inclusion of the Disability Data Analyst allowed us to create a much needed report on disability data in Portland. The initial Project was in Civic Life but through complications they were unable to clean and synthesize the data into a report. The Disability Division of The Office of Equity was able to take the data and create a report and rubric for use by bureaus. The program also received funding to start the self-evaluation process. Due to procurement complications the consultant has yet to be hired. This will require a continuation of funds into the next fiscal year. Finally, the disability policy analyst staff person took a position with Portland Parks and Recreation. We, in turn, recruited Sue Minder who identifies as both a person of color and someone who is blind. She will be taking the lead on ADA requests and intersectional approaches to disability and race.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	208,031	146,299	560,670	544,318	544,318
External Materials and Services	0	1,551	368,000	18,000	18,000
Internal Materials and Services	43,150	38,246	63,796	64,334	64,334
<b>Bureau Expenditures Total</b>	251,181	186,096	992,466	626,652	626,652
<b>Requirements Total</b>	251,181	186,096	992,466	626,652	626,652
<b>FTE</b>	2.10	2.85	0.80	3.90	3.90

## Administration and Support

### Program Description & Goals

This program provides strategic support and direction for bureau staff, executive-level assistance to the director and executive team, support to the senior policy team and program area staff, and administration of general bureau business operations.

The Administration and Support program supports the Citywide goal of effective and efficient management and governance of City resources, including personnel management, budget, and non-financial resources.

### Explanation of Services

The Administration and Support Program is a necessity to ensure the director and staff receive assistance to perform their duties. It provides administration and operations services to all programs in the Office of Equity and Human Rights (Office of Equity). The Administration and Support program supports the Citywide goal of effective and efficient management and governance of City resources including personnel management, budget, financial transactions, and non-financial resources. This program supports community engagement by collaborating with the City’s Advisory Boards and Commissions, and communities at large.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
There are no performance measures associated with this program	NA	NA	NA	NA	NA

### Equity Impacts

The Administration program provides resources and logistics support to ensure employees and communities have access to City services. Without the support of the program, the Office of Equity would not be able to fully perform its duties of setting the City’s equity policy and vision.

### Changes to Program

The largest increase is associated with personnel costs, which increased as a result of staff reallocations to better align budget with workload. The Communications Manager position was transitioned to a Financial Analyst II role to provide vital budget, accounting, and procurement support. Until now, the Office has never had a dedicated Financial Analyst on staff. The Deputy Director’s role is now divided among Administration, Communications, and Policy Consultation programs.

# Office of Equity & Human Rights

Community Development Service Area

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	546,871	1,362,133	543,680	792,337	792,337
External Materials and Services	57,531	198,981	42,794	42,794	42,794
Internal Materials and Services	59,944	54,503	41,440	62,174	62,174
<b>Bureau Expenditures Total</b>	<b>664,347</b>	<b>1,615,617</b>	<b>627,914</b>	<b>897,305</b>	<b>897,305</b>
<b>Fund Expenditures</b>					
Fund Transfers - Expense	0	7,500	0	0	0
<b>Fund Expenditures Total</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Requirements Total</b>	<b>664,347</b>	<b>1,623,117</b>	<b>627,914</b>	<b>897,305</b>	<b>897,305</b>
<b>FTE</b>	<b>9.50</b>	<b>2.50</b>	<b>15.00</b>	<b>3.49</b>	<b>3.49</b>



## **Black Male Achievement Program**

### **Program Description & Goals**

The Black Male Achievement (BMA) Program addresses disparities for Black men and boys in education, employment, criminal justice, and community and family stability. The BMA initiative in Portland was initially established as a program of the National League of Cities and coordinated by the Mayor's Office, then established as a program area in Office of Equity in December 2014. The program leads a collective of community members and organizations to create access and opportunity to career pathways, self-determination, mental and physical health, and policy change.

The BMA Program will continue to act as a convener, facilitator, policy guide, and collective voice to obtain data, push for policy change, increase program scale, and exert influence to create awareness and change for the betterment of Black men and boys.

### **Explanation of Services**

The Black Male Achievement Program is needed because young Black men and boys experience some of the worst outcomes of any demographic across education, employment, the justice system, and family stability. The City of Portland maintains many institutions and systems that have direct control or influence over those domains. As such, the City works through the collective impact framework of BMA to convene, facilitate, guide policy, gather and track collective voice, and exert influence for the purpose of improving life outcomes for young Black men and boys. BMA consists of primarily programmatic and policy efforts guided by a Steering Committee and carried out through four subcommittees for education, employment, justice system, and family stability.

The subcommittee for Justice System focuses on prevention, harm mitigation, fine/fee forgiveness, and expungement. Many inroads to change in policy and programs have been made through this focus, including the removal of the Gang Designation Directive (a Portland Police Bureau program), Word is Bond Access, and Law Enforcement Assisted Diversion (LEAD).

The subcommittee for Family Stability focuses on literacy, Black Father's Voice, and Trauma Informed Family. BMA's involvement and focus on this domain has led to the Black Men and Boys Healing Summit, which was presented in October 2018, and the Child Support Policy Paper, a policy brief that gathers the collective voice of Black fathers.

The subcommittee for Education focuses on reading above grade level, zero classroom exclusion, and resources for community-based organizations. This committee has allocated approximately up to \$4,000 per year in grants to community-based organizations with a focus on improving education outcomes for Black boys. This subcommittee continues to be active in policy work related to the school to prison pipeline.

The BMA Program also manages the Summer Youth Experience, a summer internship for young Black men and boys, ages 16 – 24, that aims to increase successful completion of internships, build long-term mentorship relationships that will increase their career success, and provide access to spaces of power and skills to advocate for their community in those spaces.

## Office of Equity & Human Rights

Community Development Service Area

Additionally, BMA aims to build and maintain strong pipelines into the trades by supporting Portland Opportunities for Industrialization Center's creation of a pre-apprenticeship program and other emerging programs with promising initial outcomes.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
Number of participants who engaged in BMA sponsored/hosted activities or programs	NA	0	100	100	500

## Equity Impacts

Participation is the primary metric BMA is currently tracking for BMA outputs and outcomes. The BMA Steering Committee is working to identify broader metrics to track that will provide in-depth analysis of improvements in education, employment, the justice system, and family stability for Black men and boys.

## Changes to Program

The personnel budget decreased slightly due to a vacant position, and internal materials and services increased slightly based on personnel allocation changes across the bureau. External materials and services stay constant with current year adopted budget.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	115,709	45,698	94,126	91,515	91,515
External Materials and Services	0	0	70,000	70,000	70,000
Internal Materials and Services	15,580	9,649	12,268	12,372	12,372
<b>Bureau Expenditures Total</b>	<b>131,289</b>	<b>55,347</b>	<b>176,394</b>	<b>173,887</b>	<b>173,887</b>
<b>Requirements Total</b>	<b>131,289</b>	<b>55,347</b>	<b>176,394</b>	<b>173,887</b>	<b>173,887</b>
<b>FTE</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

## **Civil Rights Title VI and Equity**

### **Program Description & Goals**

The Office of Equity provides an equity framework, policies, consulting, and equity tools to collaboratively lead and assist bureaus with meeting the City's racial equity and disability goals and strategies, bureau-specific Racial Equity Plan goals, and Civil Rights obligations. The Civil Rights Title VI and Racial Equity Division works to ensure the City complies with Title VI of the Civil Rights Act and to move the City to eliminating disparities and barriers facing communities of color in Portland and advance racial equity, racial justice, and community well-being through government (as defined by those most negatively and systemically affected). The goal is to establish and evaluate Civil Rights Title VI compliance of City public investments, plans, policies, programs, activities, and services and to move and support bureaus in advancing equitable services and outcomes. The program develops and supports strategic City-wide actions, initiatives, plans, systems, and operational tools to promote, advance, and evaluate equitable public decision-making, investments, policies, services, impacts, and outcomes. This program provides high-level planning, policy, and program assistance, working closely with equity managers, senior leadership, and elected officials.

### **Explanation of Services**

The Office of Equity is charged with addressing institutional barriers to equitable access to and benefits of City government for communities of color, people living with disabilities, and other historically underserved, oppressed and systemically marginalized communities. Since 1964, federal law has obligated the City to ensure nondiscrimination in its programs, services, activities, and impacts. Title VI of the Civil Rights Act of 1964 states that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, or national origin. As a federal recipient, and affirmed through City code and policies, the City is institutionally responsible for and committed to the intent, obligation, objectives, and provisions of Civil Rights Title VI, Environmental and Social Justice (EO 12898), Language Access (EO 13166), Advancing Equity and Support for Underserved Communities through Government (EO 13985), and other related statutes, regulations, and intersecting initiatives—to address and prevent disparities (disparate treatment or impact); achieve equitable community services, impacts, and outcomes; and work for justice in our governance.

In support of the Office of Equity's mission and our obligations, the primary service of this program is to create and establish a strong foundation of Civil Rights Title VI compliance, Language Access, and racial justice. This is achieved through developing and institutionalizing citywide policy, plans, tools, best practices, and guidance; providing training, consultation, and analysis; and evaluating city progress through a robust accountability, data, and performance management approach. The Civil Rights Title VI and Equity program helps to establish and articulate City Equity and Title VI vision, goals, objectives, and desired community outcomes. The program manages functional areas of Civil Rights Title VI administration, operationalizes equity practices and tools citywide, and creates systems to track data, results, and outcomes traceable to those practices. The work of this team is dynamic and collaborative, and the team provides a range of support from high-level advisement to technical assistance and collaboration on citywide initiatives.

## Office of Equity & Human Rights

Community Development Service Area

The program collaborates with the City's Equity Managers and Practitioners, planning and policy staff, performance management staff, data governance staff, City's Advisory Boards and Commissions, jurisdictional partners, and community partners. Examples of program work, consulting, and technical assistance include the following: Updated Racial Equity Planning guidance, support, and performance management, Citywide Community Equity Outcomes and Indicators/Metrics planning, Anti-Displacement Action Plan and Equitable Communities Investment Framework co-development, Racial Equity Toolkit development, Equity Toolkit for COVID-19 Relief and Recovery development, Citywide Performance Management alignment, work with Citywide Data Governance and Open Data, Recommitment to Civil Rights Title VI and ADA Title II resolution (ADM-18.32) adoption by Council, Title VI complaint process (ADM-18.02) adoption, bureau Title VI reporting framework, planning for the application of RBA tool to both racial equity plans and Title VI plans, and consulting on bureau and citywide policy, program, and service development. As part of the ARPA Delivery Team and Data and Equity Strategies Team, staff from the program support compliance in delivery and support project teams by providing guidance and strategies to center equity in delivery and collaboratively implement the Team's new framework for performance and data management of Rescue Plan projects (which ensures we meet federal reporting requirements, are transparent and accountable to Portland communities, comply with civil rights obligations, and make progress toward equity outcomes).

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
Number of bureau consultations regarding the Language Access Program	55	158	120	155	120
Number of bureau consultations regarding Title II / Title VI	86	378	225	345	480

## Equity Impacts

Since its founding on the land of displaced Indigenous peoples, the City of Portland has been a place of separation, exclusion, and vastly different opportunity for different groups of people, often based on the color of their skin. Stark racial disparities are still reflected in housing, employment, safety, and health outcomes for different communities. Entrenched disparities in our laws and public policies, and in our public and private institutions, have often denied equal opportunity, services, and benefits to individuals and communities. As converging economic, health, and climate crises continue to expose and exacerbate inequities and disparities, it cannot be denied that one's economic, physical, and social well-being are still often determined by one's race or ethnic identity.

To embody our core values, embed fairness in decision-making, and advance equity in our policies and services, we need a systemic approach and standards built on best practices, collectively shared, evaluated and institutionalized. A robust Civil Rights and Equity program strategy will benefit communities of color and other historically underserved, systemically marginalized, excluded and oppressed communities. Unified planning provides City employees with shared, articulated outcomes and a detailed pathway forward that evolves to changing conditions. Performance management systems reinforce transparency and accountability, providing the public and decision-makers with information to make progress, improve, and evaluate compliance.

City Council, bureaus, and city staff are more knowledgeable, skilled, and equipped to take actions to meet Civil Rights Title IV federal and state requirements and goals. City Council, bureaus, and employees progressively apply data-driven and collaborative approaches, align efforts with community, and use racial equity tools to plan, design, and evaluate City public policies, programs, services, and projects toward closing disparities and achieving equitable outcomes in communities of color and for people with disabilities. In-depth analysis, consulting, and partnership supports bureaus in their equity work and provides an avenue to honor and uplift bureau work. A robust Title VI and Equity program ensures that City or staff eliminate or minimize disparities in services, resources, or access in their work to support diverse Portland communities, including people with disabilities, older people, racial and ethnic communities, immigrants, refugees, and people who are LGBTQIA2S+, while also working toward longer term solutions.

## Changes to Program

Personnel in the program increased due to staff reclassifications, reallocation to align budget with workload, and better align programmatic work within the Office. The Program will acquire 0.5 FTE of a shared 1 FTE limited term ADA Title II/Civil Rights Title VI Investigator, managed by the ADA Title II Disability Equity Manager. The Equity Strategies Analyst II, partially funded through the American Rescue Plan Local Fiscal Recovery Funds, moved at the end of last fiscal year to the Equity and Title VI Program from Equity Policy and Practice Consulting, increasing personnel costs of the program and realigning equity and civil rights planning and strategy work under one team. We recently hired and new staff started in January 2023. Staff in the ongoing Equity Data Analyst II and Civil Rights Title VI Analyst I positions moved on to other roles, both in and external to the City. Those positions are currently vacant, and we will continue with the hiring process to fill these needed positions. The remaining cost increases are related to the reclassification, reallocation, and the addition of the limited term position. External materials and services increased by \$2,000 due to a transfer from Administration and Support program. Internal Materials and Services costs increased proportionately to personnel cost increases.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	134,176	239,483	521,884	484,915	484,915
External Materials and Services	0	46	16,500	16,500	16,500
Internal Materials and Services	30,608	26,819	54,799	55,261	55,261
<b>Bureau Expenditures Total</b>	<b>164,784</b>	<b>266,348</b>	<b>593,183</b>	<b>556,676</b>	<b>556,676</b>
<b>Requirements Total</b>	<b>164,784</b>	<b>266,348</b>	<b>593,183</b>	<b>556,676</b>	<b>556,676</b>
<b>FTE</b>	<b>1.45</b>	<b>2.15</b>	<b>1.35</b>	<b>3.35</b>	<b>3.35</b>

## **Diverse Empowered Employees of Portland (DEEP)**

### **Program Description & Goals**

The Diverse and Empowered Employees of Portland (DEEP) is a volunteer committee dedicated to serving all City employees by creating opportunities for networking, professional development, and partnering with employees to create inclusive and supportive cohorts. The goal of DEEP is to be a resource to City employees and work with Office of Equity and Human Rights and City Bureaus to create a welcoming workplace where cultural connections are celebrated, and employees are supported. DEEP also assists with diversity and cultural events, serves as interview panel resources, and works with employees and the City on retention and recruitment strategies. The Office of Equity and Human Rights guides DEEP with equity, budget guidance, and financial management.

### **Explanation of Services**

DEEP and the Employee Groups work together to provide cultural connection, diversity and understanding, and explore professional development opportunities for underrepresented employee groups. They are a diverse group of City employees who have come together around the protected classes and other historical barriers. They equitably support all folks from different races, backgrounds, ages, sexual orientations, genders, length of time employed at the City, religions, and abilities. They are committed to creating an inclusive environment that leads with equity and diversity in sponsored events and initiatives for both the community and City employees. For events and initiatives, they consider how to provide accessible service, such as translation, ADA requirements, or procuring services from minority vendors or historically underserved neighborhood businesses and organizations.

DEEP oversees ten Employee Resource Groups: 1) City African American Network (CAAN), 2) Filipino American City Employees (FACE), 3) Latinx PDX, 4) LGBTQ & Friends, 5) Women's Empowerment, 6) PDXCityMamas, 7) Hapa, Asian, and Pacific Islanders (HAPI), 8) Slavic Empowerment Team (SET), 9) Veterans Empowerment Team (VET) and 10) Indigenous PDX.

Employee Resource Groups serve as a networking resource, help employees to resolve work challenges, provide opportunities for growth and professional development, and assist the City with creating a welcoming environment that assists recruitment and retention. They organize events, trainings, speakers' panels, and specific cultural events during the year, as well as during specific designated cultural months (e.g., Black History Month Women's History Month, and Asian American History Month). Most events are open to the public, which creates a connection to the City of Portland as a community partner and an employer of choice.

DEEP, the Employee Resource Group Leaders, and key City stakeholders, such as BHR, work together to provide support to employees, as well as providing recommended resources such as the Employee Assistance Program (EAP) and training opportunities that supervisors may not deem job-related but increase morale and professional development.

DEEP plans and implements events throughout the year that educate employees and the public on various topics related to diversity, inclusion, and equity. This includes hiring specific speakers to speak about racism, LGBTQIA2S+ issues, disability awareness, gender equality, and developing leadership opportunities.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
There are no performance measures associated with this program	NA	NA	NA	NA	NA

## Equity Impacts

DEEP's programs benefit City employees and the community. DEEP programs extend to a wide range of diverse ways in which employees personally identify. DEEP benefits employees and communities of color, veterans and families of veterans, working parents, women, LGBTQ people, immigrants, and refugees.

DEEP enhances the work of the Office of Equity and Human Rights by adding additional peer support and opportunities for employees to engage in multiple Affinity Groups. Employees in the affinity groups feel acknowledged, empowered, connected, and a sense of belonging in the City government.

## Changes to Program

The DEEP Program will decrease its budget due to an error in fund placement. Approved one-time General Fund funding of \$230,000 intended for the Office's LGBTQIA2S+ policy work and Black Reparations Study was erroneously placed in the DEEP budget in FY 2022-23.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	12,183	18,150	31,584	8,880	8,880
External Materials and Services	16,227	45,585	365,000	67,000	67,000
Internal Materials and Services	3,064	1,285	981	990	990
<b>Bureau Expenditures Total</b>	<b>31,473</b>	<b>65,019</b>	<b>397,565</b>	<b>76,870</b>	<b>76,870</b>
<b>Requirements Total</b>	<b>31,473</b>	<b>65,019</b>	<b>397,565</b>	<b>76,870</b>	<b>76,870</b>
<b>FTE</b>	<b>0.15</b>	<b>0.10</b>	<b>0.10</b>	<b>0.06</b>	<b>0.06</b>

Equity Communications

Program Description & Goals

The Equity Communications component of the Office of Equity and Human Rights promotes the equity work of the office and City to the community and internally within City government; acts as Public Information Officer (bureau spokesperson); supports bureaus and elected officials with communications strategy development; processes public records and media requests; organizes public participation events; produces informational resources and reports, videos, and other materials about the Office of Equity; and co-develops and facilitates Citywide equity training.

Equity Communications creates Office of Equity reports to Council and multi-media material for the Office’s work, coordinates community events, and engages community with public events and social media.

Explanation of Services

In the 2018 Office of Equity and Human Rights Strategic Planning Stakeholder Engagement Report, stakeholders stated a need for improved community connection and stronger coordination between the office and bureaus. Participants also stated a need the Office of Equity to better communicate and implement its priorities.

The Deputy Director serves as the Equity Communications Manager and allows the Office and the City to gather equity-centered input from Portlanders and strategically share a credible, consistent stream of equity messaging and updates to City staff and community. Effective outreach and public participation measures will result in a greater understanding of equity among external and internal audiences and help inform and support Citywide equity policies.

A successful equity program in the City can be measured by how communities of color and people with disabilities experience improvement in workforce diversity, services, and contracting opportunities. Gathering input from historically and currently oppressed communities and sharing information with external and internal audiences will help the City institutionalize the concept of equity.

Table with 6 columns: Performance, Actuals FY 2020-21, Actuals FY 2021-22, Target FY 2022-23, Target FY 2023-24, Strategic Target. Row 1: There are no performance measures associated with this program, NA, NA, NA, NA, NA.

Equity Impacts

Communities of color, people with disabilities, and other systemically excluded and institutionally oppressed communities have not had a prominent voice in City government. The creation of a clear communication plan through the Office of Equity with consistent interaction with communities can change the public perception or opinion about the City’s equity initiatives and performances. Credible and consistent equity communications to City leaders and staff play a vital role in the office’s equity training and education efforts, leading to a more equitable City culture.



## Changes to Program

Personnel costs decrease due to personnel reallocations that better match the budget with workload. The largest change reallocates a vacant Analyst II (formerly Analyst I) to the Equity Policy and Practice program offer (approximately \$120,000). Various other reallocations and reclassifications result in the remaining decrease. Internal materials and service costs decrease proportionate to personnel cost decreases.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	32,407	80,497	124,571	116,922	116,922
External Materials and Services	0	0	1,500	1,500	1,500
Internal Materials and Services	13,278	89,812	12,268	12,372	12,372
<b>Bureau Expenditures Total</b>	<b>45,685</b>	<b>170,309</b>	<b>138,339</b>	<b>130,794</b>	<b>130,794</b>
<b>Requirements Total</b>	<b>45,685</b>	<b>170,309</b>	<b>138,339</b>	<b>130,794</b>	<b>130,794</b>
<b>FTE</b>	<b>0.70</b>	<b>1.85</b>	<b>0.85</b>	<b>0.75</b>	<b>0.75</b>

## Equity Policy and Practice Consulting

### Program Description & Goals

The Office of Equity and Human Rights (Office of Equity) provides consulting, technical assistance, and equity tools to assist bureaus with meeting the City's racial equity and disability goals and strategies. This program provides high-level policy and program assistance, working closely with equity managers, senior leadership, and elected officials.

### Explanation of Services

The Office of Equity and Human Rights is charged with addressing institutional barriers to equitable access to and benefits of City government for communities of color and people living with disabilities.

In support of the Office of Equity's mission, The Equity Policy and Practice Consulting Program provides comprehensive services to bureaus, consulting on developing and implementing equity strategies, tools, and best practices. In addition, applying a racial and disability equity framework, Results Based Accountability (RBA) practices, and communication and conflict resolution skills advances bureaus toward achieving their goals to assure equitable City government practices. The Equity Policy and Practice Consulting Program provides support ranging from policy guidance to facilitation support and technical assistance to numerous Citywide strategic initiatives.

Some examples of groups to which the program has provided this technical support include the City Budget Office, Office of Government Relations, Community Opportunities and Enhancements Program (COEP), the Portland Committee on Community Engaged Policing (PCCEP), and the Smart Cities Initiative on the City's privacy and information protection principles. The technical support also consists of guiding new Citywide initiatives and visioning such as the Budget Equity Assessment Tool, Citywide Performance Management, the SuccessFactors Employee Performance Review system, Risk Prevention Policy Review, Citywide Long-Range Facilities Planning, Citywide Leadership Development Training for Managers and Supervisors, Workplace Equity Strategies Development, and the application of the Results-Based Accountability tool to the racial equity plans. This program also supports the liaison to GARE, the national professional government jurisdiction organization, and supports the liaison to external partners such as Metro, Port of Portland, Multnomah County, and national jurisdictions.

Since the COVID-19 pandemic hit the United States, the Equity Policy and Practice Consulting Program has provided support and technical assistance by the playing the role of Equity Officer to the City of Portland's Emergency Coordination Center (ECC). The Equity Officer role included: the review and guidance on the ECC Action Plans and Objectives, the integration of a new SMARTER framework to assess goals and objectives; SMARTER goals are specific, measurable, achievable, relevant, time bond, equitable, and rewarding; help recruit equity managers and practitioners for the various sections of the ECC; lead the development of an Equity Toolkit for COVID-19 Community Relief and Recovery; recommend adoption of the Toolkit by City Council; provide training to ECC leaders on the racial equity-centered RBA. The program helped integrate key principles to the ECC Action Plans and Objectives.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
Percentage of City management that are employees of color	22%	26%	0%	26%	30%
Percentage of City workforce that are employees of color	24%	25%	0%	28%	30%

## Equity Impacts

A robust technical support and consulting program strategy will benefit communities of color people with disabilities, LGBTQIA2S+ communities, and other institutionally oppressed and systemically excluded communities. City employees are more skilled at using available tools and accessing assistance when needed for making decisions that impact those in systemically excluded communities, giving them a more prominent presence in City government. Credible and consistent equity support to City leaders and staff plays a vital role in the Office of Equity's mission and goals, leading to a more equitable City culture. Additionally, a robust technical support and equity consulting program ensures that City leaders, staff, and emergency management staff eliminate or minimize disparities in services, resources, or access in their work to support diverse Portland communities, including people with disabilities, older people, racial and ethnic communities, immigrants, refugees, people who are LGBTQIA2S+, and veterans during emergencies, while also working toward longer term solutions.

## Changes to Program

Staff realignment and reallocations have increased costs in the program offer. Two LGBTQIA2S+ Policy Analysts, Small Bureaus Equity Manager, and portions of the Senior Policy Advisor's and Deputy Director's roles fall under this program.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	435,605	387,741	1,047,945	610,688	610,688
External Materials and Services	0	0	88,333	61,602	61,602
Internal Materials and Services	67,869	23,662	77,700	61,859	61,859
<b>Bureau Expenditures Total</b>	<b>503,475</b>	<b>411,403</b>	<b>1,213,978</b>	<b>734,149</b>	<b>734,149</b>
<b>Requirements Total</b>	<b>503,475</b>	<b>411,403</b>	<b>1,213,978</b>	<b>734,149</b>	<b>734,149</b>
<b>FTE</b>	<b>3.55</b>	<b>7.45</b>	<b>1.55</b>	<b>3.75</b>	<b>3.75</b>

## Equity Training and Education

### Program Description & Goals

The Equity Training and Education program designs and delivers training to City staff on equity concepts and implementation methodologies, centering on race and disability. Participants cultivate equity mindsets by learning to recognize the impact of systemic oppression and institutional barriers on just distribution of resources while developing strategies to remove barriers to equity in City policies, programs, and practices.

### Explanation of Services

The mission of the Office of Equity and Human Rights is to provide education, guidance, and technical support to City staff and elected officials, leading to recognition and removal of systemic barriers to fair and just distribution of City resources, access, and opportunity, starting with issues of race and disability. This program focuses on the following trainings:

- 1) **Racial Equity 101:** The Training and Education Program facilitates a 3.5-hour mandatory training for City staff and elected officials. This training focuses on understanding the principles of racial equity, systemic racism, and implicit bias. The purpose is to provide City staff with the skills and tools necessary to implement a racial equity analysis on policies, practices, programs, and services. Upon request and trainers' availability, Office of Equity staff also offers Racial Equity 101 to community organizations.
- 2) **Tribal Governance, Sovereignty and Relations:** The Office of Equity is developing a 2-hour training for City staff and elected officials on tribal nations' history, governance, and relations. The purpose of this training is to amplify native voices, their contributions and needs. City employees will learn skills to implement an indigenous analysis in policies, programs, and practices. The Office of Equity is engaging and partnering with tribal nation leaders and community to guide us through the completion of this training. This includes collaboration and planning with the City of Portland's Tribal Relations Director, Portland State University Institute for Tribal Government, and the Oregon Department of Education.
- 3) **Building a Culture of Belonging by Addressing Acts of Othering Training:** The Bureau of Human Resources and the Office of Equity co-developed this curriculum for executive leaders and elected officials. This training builds communication skills, tools, and accountability systems to address acts of othering, also known as microaggressions.
- 4) **The Office of Equity Disability Program and Training and Education Program** are partnering to co-develop a Citywide Disability 101 training. It will address the concepts of intersectionality, ableism, and anti-Black racism. It will also provide tools and guidance on conducting disability equity analysis in programs, policies, and services. This work on the training did not continue because of the loss of the Disability Coordinator; however, with the recent hire the project will resume this year.
- 5) **The Office of Equity and Human Rights** is partnering with Western States Center to develop a curriculum on understanding and responding to White Nationalist movements and bigoted groups.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
# of Equity 101 training sessions offered annually	20	39	40	40	60
Number of City employees who received equity trainings annually	397	1,049	500	600	5,682

## Equity Impacts

A robust equity training and education program strategy will benefit communities of color, people with disabilities, and LGBTQIA2S+ communities. City employees will be equipped with equity tools and frameworks while making decisions that impact those in oppressed communities, giving them a more prominent presence in City government.

Credible and consistent equity training and education to City leaders and staff plays a vital role in the Office of Equity's mission and goals, leading to a more equitable City culture.

## Changes to Program

This program is hiring a limited-one-year-term, full-time Training Analyst with funding approved in the FY 2022-23 Budget. Personnel costs increase due to position reclassifications and decrease due to a reallocation of personnel to better align budget with actual workload. There are several minor personnel shifts that result in a small overall change in budget (increase of approximately \$30,000) and larger change in FTE because the FTE allocated to the program are higher paid than those reallocated to other programs. Internal materials and services costs decrease proportional to the personnel changes.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	198,472	179,600	285,617	315,211	315,211
External Materials and Services	312	1,788	188,020	94,358	94,358
Internal Materials and Services	30,008	32,432	31,898	32,167	32,167
<b>Bureau Expenditures Total</b>	<b>228,791</b>	<b>213,820</b>	<b>505,535</b>	<b>441,736</b>	<b>441,736</b>
<b>Requirements Total</b>	<b>228,791</b>	<b>213,820</b>	<b>505,535</b>	<b>441,736</b>	<b>441,736</b>
<b>FTE</b>	<b>1.80</b>	<b>3.35</b>	<b>0.60</b>	<b>1.95</b>	<b>1.95</b>

Human Rights Commission

Program Description & Goals

The Human Rights Commission (HRC) works to eliminate discrimination and bigotry to strengthen intergroup relationships and to foster greater understanding, inclusion, and justice for those who live, work, study, worship, travel, and play in the City of Portland. In doing so, the Commission is guided by the principles embodied in the United Nations' Universal Declaration of Human Rights.

The Human Rights Commission is an all-volunteer advisory body comprised of Human Rights Commissioners appointed by City Council. The Human Rights Commission advises City Council and City bureaus on applying a human rights framework to policy and advises on promoting and protecting human rights in the City of Portland.

Explanation of Services

The Human Rights Commission (HRC) lends its expertise to City policy processes by using a human rights framework analysis on existing policy and on policy development in city government. The HRC human rights framework policy analysis is conducted through collaboration with City leadership and City Council policy advisors. Community stakeholders also play a significant role in informing the Commission's analysis and recommendations. The HRC commissioners additionally conduct their own research to inform their recommendations, with additional research and resources provided by staff. The HRC uses its purview to advise city leadership on human rights issues that impact Portland's community members.

The HRC engages with internal and external stakeholders to promote, educate on, and advocate for human rights in the City of Portland. Through proactive engagement with stakeholders, the HRC can connect community voice to City government. The outcomes of said engagement with internal and external stakeholders are important to increase awareness of human rights issues affecting Portlanders, affect policy change through the application of a human rights framework, and continue to serve as a City advisory body the public can rely on to voice their human rights concerns.

Table with 6 columns: Performance, Actuals FY 2020-21, Actuals FY 2021-22, Target FY 2022-23, Target FY 2023-24, Strategic Target. Row 1: Number of HRC advisements, consultations, or technical assistance provided to City bureaus and elected officials offices, NA, NA, NA, 0, NA.

Equity Impacts

The Human Rights Commission centers its policy recommendations on achieving equitable outcomes for Portland's most historically and currently oppressed community members. Through the HRC's engagement with city government, City Council members and bureau leadership and management are increasing in awareness and knowledge about universal human rights principles. Additionally, City officials are progressively applying a human rights framework to policies, programs, and processes to assess the

benefits and burdens policy outcomes may have on systemically oppressed populations. Improving access to city government for Portland's most historically and currently oppressed communities is an important outcome of the Commission's advisory role to City Council and City bureaus. Through the HRC's policy analysis, the potential impacts of the originating policy are assessed, and recommendations are given based on improving the living conditions for oppressed communities as well as for dominant groups in Portland.

## Changes to Program

Staff time and funding was reallocated from this program in FY 2021-22 to address other critical work. In the process of restructuring the program and staffing, we will examine the role the Office of Equity and Human Rights plays in collaboration with the Human Rights Commission. This reallocation will continue in the FY 2023-2024.

## Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	7,723	157	0	0	0
Internal Materials and Services	1,021	0	0	0	0
<b>Bureau Expenditures Total</b>	8,744	157	0	0	0
<b>Requirements Total</b>	8,744	157	0	0	0

## Portland Commission on Disability

### Program Description & Goals

The mission of Portland Commission on Disability (PCOD) is to guide the City in ensuring that it is a more universally accessible city. The commission seeks accessibility in the built environment, employment, livability, and health and outreach. The program was moved in FY 2020-21 to the Office of Community and Civic Life.

Performance	Actuals FY 2020-21	Actuals FY 2021-22	Target FY 2022-23	Target FY 2023-24	Strategic Target
Number of requests to PCOD for advice, consultation, or technical assistance by City bureaus or elected officials	NA	NA	NA	0	NA

### Equity Impacts

The program tracked all accommodations for the Portland Commission on Disability in compliance with ADA Title II. The PCOD previously provided advice and recommendations on Citywide disability policy and programs and will function as a new taskforce. The taskforce will be charged with providing support and recommendations for disability equity in Citywide policy, practice, and procedure.

### Changes to Program

The Commission has been moved to Civic Life.

### Program Budget

	Actuals FY 2020-21	Actuals FY 2021-22	Revised FY 2022-23	Requested Base FY 2023-24	Requested with DP FY 2023-24
<b>Requirements</b>					
<b>Bureau Expenditures</b>					
Personnel Services	21,733	157	0	0	0
Internal Materials and Services	450	413	0	0	0
<b>Bureau Expenditures Total</b>	22,183	570	0	0	0
<b>Requirements Total</b>	22,183	570	0	0	0



# BUDGET EQUITY ASSESSMENT TOOL

BUREAU/OFFICE/DEPARTMENT: Office of Equity and Human Rights (Office of Equity)

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## INTRODUCTION

The FY 2023-24 budget development process continues to utilize the City's Program Offer framework where there is intended to be a clear and concise description of bureau budgeted programs at the 6-digit functional area level. The template includes both general guiding questions to help bureaus use an equity lens when writing program descriptions, as well as a dedicated section to provide equity information specific to that program. Bureaus will also be expected to identify benefits and/or burdens in submitted decision packages for Council consideration.

The Budget Equity Tool will continue to serve as a guide for more robust equity analysis. In your responses below, please consider the Bureau's Requested Budget as a whole.

## SECTION 1: BUREAU OPERATIONS

1. How does the Requested Budget advance the achievement of equity goals as outlined in the bureau's Racial Equity Plan?
  - a. In what ways does the Requested Budget benefit Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities?
  - b. In what ways does the Requested Budget negatively impact Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities?
    - The 2023-2024 requested budget maintains a focus on Citywide accountability and compliance with Civil Rights Title VI and ADA Title II, and Language Access. Going above compliance regarding these federal laws will help the City remove barriers for Black and Indigenous, immigrant and refugee, people of color, and people with disabilities communities.

Our goals include:

- Continued City-wide work on shepherding bureaus through the revised Racial Equity Plan process.
- Continued aggressive hiring process to ensure all budgeted positions are filled and our capacity is increased to move equity work forward.
- A City Ordinance proposal to Council to establish a City-wide standard for use of 311 to intake, refer, and track ADA Title II and Civil Rights Title VI requests and complaints.
- Continued development of City-wide community equity outcomes and indicators – and building out a related data-sharing tool - to articulate long-term goals, map plans and performance, and provide information about significant community conditions, city impact, and progress on equity.

2. How has the bureau engaged with communities in the budget request to identify the priorities, particularly with Indigenous people, Black people, people of color, immigrants and refugees, multilingual, multicultural, and people with disabilities. How are these priorities reflected in this Proposed Budget?
  - Informed by Portland's immigrant and multilingual community, the Language Access Program Manager creates policy and procedures, provides policy recommendations, civil rights guidance, and consultation to City Council, Council policy advisors, bureau Equity Managers, bureau Directors, bureau equity staff, City communications teams, and other City staff, on the City government's institutional responsibilities of racial and language justice, according to Civil Rights Title VI and Executive Order 13166.
  - Due to the COVID-19 pandemic and staff turnover/transition in Fiscal Year 2022-23, the Bureau Advisory Committee is in hiatus and is a high priority to re-organize this year.
  - The reclassification of the Communications Manager position to Financial Analyst allows the Office to have a dedicated coordinator of a new Bureau Advisory Committee to inform not only the bureau budget process, but also provide overall community interest and concerns.
  
3. 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?
  - The base budget does not support an ongoing Civil Rights Title VI and ADA Title II investigator position. City-wide compliance with Civil Rights Title VI and ADA Title II is in urgent need of improvement. Failure to comply will not only cause harm to community members but will also expose the City to lawsuits. Meeting and exceeding compliance requirements of these federal laws will have a profound effect on removing systemic barriers for people of color, immigrants, refugees, and people with disabilities.
  - The base budget does not support an ongoing Equity Strategies Analyst position. In addition to shepherding Racial Equity Planning, ongoing performance management, bureau support, and coordination between complimentary citywide planning and performance efforts is an ongoing need for comprehensive accountability. Our ability to track, measure, and report progress fills a gap in needed Title VI compliance data; allows us to more effectively develop or uplift best practices to operationalize equity and assist the City and bureaus; and provides more accessible information to decision-makers.
  - The base budget does not fully support necessary resources and capacity for Civil Rights Title VI Plan development.
  - Many of our positions are classified lower than similar equity roles in other bureaus. Inequitable pay classification is a burden on staff morale, has increased turnover in our bureau, and often creates conflict among staff City-wide.

4. Have you made significant realignments or changes to the bureau's budget? If so, how/do these changes impact the community? Is this different for Indigenous people, Black people, immigrants and refugees, people of color, and/or people with disabilities?
  - There are no significant realignments or changes to the Office of Equity's base budget for Fiscal Year 2023-24.
5. If applicable, how is funding being prioritized to meet obligations related to Title II of the Americans with Disabilities Act and the bureau's Transition Plan barrier removal schedule?
  - The ADA Title II and Disability Equity Division provides guidance and supports bureaus with Transition Plan barrier removal.
  - The ADA Title II and Disability Equity Division is in the process of hiring a consultant to lead the City in a federally mandated Self Evaluation process.
  - The Civil Rights Title VI and the ADA Title II programs are hiring a limited-term Analyst to support and train City staff on Civil Rights and ADA Title II investigations processes.
6. 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?
  - Much of the Office's budget is focused on Civil Rights Title VI, Language Access, and ADA Title II work. The goals of our programs are to assure and actively demonstrate that the City provides inclusive, accessible, meaningful participation and engagement for all; fosters, provides, and promotes equitable benefits of government; identifies and prevents discrimination, including disparate and adverse impacts; and ensures and is accountable to equitable impacts, treatment, and nondiscrimination in City decision making in its public policies, plans, programs, services, and activities.
  - The ADA Title II and Disability Equity Division is in the process of hiring a consultant to lead the City in a federally mandated Self Evaluation process.
  - The Civil Rights Title VI and the ADA Title II programs are hiring a limited-term Analyst to support and train City staff on Civil Rights and ADA Title II investigations processes.
7. Please take a look at the City of Portland's workforce demographic dashboard as provided by the Bureau of Human Resources: [Public Human Resources Analytics Dashboard - September 2022 | City of Portland Public Analytics Dashboards | The City](#)

[of Portland, Oregon \(portlandoregon.gov\)](http://portlandoregon.gov). 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?

- The Requested Budget supports an ongoing partnership with the Bureau of Human Resources to update and refresh the workforce demographic dashboard. Our budget also supports professional development for employees of color, immigrants, and people with disabilities within our workforce.
8. If the bureau has capital assets, how does the Requested Budget take into consideration intergenerational equity (ensuring that those who are currently benefiting from the service are paying for its upkeep versus placing the financial burden on future generations)?
- The Office of Equity has no capital assets.
9. If applicable, how does the bureau's budget create contracting opportunities for disadvantaged, minority, women, and emerging small businesses (D/M/W/ESB)?
- While the Office of Equity does not manage many contracts, the Results-Based Accountability™ contract is currently issued to a woman-owned business.
  - Additional contract opportunities always rely on D/M/W/ESB outreach first.
10. If the bureau has dedicated equity staff, such as an Equity Manager, how were they involved in developing the bureau's Requested Budget?
- Staff responsible for specific programs as well as bureau leadership provide input and resources to complete the information for the Requested Budget.

## **SECTION TWO: EQUITABLE ENGAGEMENT AND ACCESS**

11. How does this budget build capacity within the bureau to engage with and include communities most impacted by inequities?  
(e.g., improved leadership for outreach and engagement coordinators, public information or relations officers, advisory committees, commissions, targeted community meetings, stakeholder groups, increased engagement, etc.)
- The reclassification of the Communications Manager position to Financial Analyst allows the Office to have a dedicated coordinator of a new Bureau Advisory Committee to inform not only the bureau budget process, but also overall community interest and concerns. Communications duties have shifted to the Deputy Director. We will also continue to use our leadership experience, collected data, and lessons learned from community engagement to guide the City to more equitable outcomes.

12. How does this budget build capacity and power in communities most impacted by inequities?

(e.g., leadership development for communities and guidance from communities, etc.)

- The budget includes an increased focus on City-wide accountability and compliance with Civil Rights Title VI and ADA Title II, and Language Access. Going above compliance regarding these federal laws will help the City remove barriers for Black, Indigenous, immigrant and refugee, people of color, and people with disabilities communities.

13. 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)

What additional disaggregated demographic data will the bureau collect, track, and evaluate to assess equity impacts in community moving forward, and inform future budget decisions?

- This year, with the guidance of our first-ever, dedicated Financial Analyst, we will improve our Performance Measure process and criteria. Data collected from each program helps us track program access and service outcomes. The Office has begun documenting qualitative data on the outcomes of equity technical support and consulting activities. These qualitative data include the policies, programs, resources, as well as equity impacts on communities to ensure service gaps are identified and addressed. The Office will continue disaggregating demographic data on bureau workforce demographics, the Citywide workforce and management demographics, and training participants demographics.
- Work of the Equity Strategies Analyst, cumulative mapping of bureau Equity Plans, and ongoing performance management will provide us with data to assess equity impacts, equity service, and equity progress at a City-wide and high level.
- Continued development of City-wide community equity outcomes and indicators – and building out a related data-sharing tool – to articulate long-term goals, map plans and performance, and provide information about significant community conditions, city impact, and progress on equity.
- The Disability Equity and ADA Title II Division, along with partners, developed the Disability Equity and Engagement report which presents findings from the 2021 Disability Equity and Engagement Survey. The report introduces the array of disparate socioeconomic, physical, and social barriers experienced by disabled people living in Portland, and can be used to inform decisions and investments by the City and provided to help evaluate and assess equity impacts in the community, for all bureaus, moving forward.
- Through joint efforts with 311 to collect and track civil rights/ADA complaint and requests, we will have additional compliance data to help hold the office of equity and other bureaus accountable and inform compliance actions.

Jeff Selby

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Name of Staff Contact

Lisa Watson

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Name of Bureau Director

1/26/2023

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Date

## Office of Equity & Human Rights

		Primary to Bureau's Core	Secondary to Bureau's Core	
Program Offer Name	Legally Required?	Mission?	Mission?	Notes
Black Male Achievement Pg			X	

		Primary to Bureau's Core	Secondary to Bureau's Core	
Program Offer Name	Legally Required?	Mission?	Mission?	Notes
Administration	X	X		
DEEP Program	X	X		Res. 36523

		Primary to Bureau's Core	Secondary to Bureau's Core	
Program Offer Name	Legally Required?	Mission?	Mission?	Notes
ADA Title II and Disability Equity Program	X	X		
Title VI Compliance	X	X		

		Primary to Bureau's Core	Secondary to Bureau's Core	
Program Offer Name	Legally Required?	Mission?	Mission?	Notes
ADA Title II and Disability Equity Program	X	X		Admin Rule 18.20, 18.21, 18.32, ADA Act 1990
Administration	X	X		<a href="#">City Code Chapter 3.128 Office of Equity and Human Rights</a>
Black Male Achievement Pg			X	
DEEP Program	X	X		Res. 36523
Disability Commission	X		X	<a href="#">Administrative Rule 18.21 City of Portland Americans with Disabilities Act Title II Non-discrimination Policy</a>
Equity Communications		X		
Human Rights Commission	X		X	<a href="#">Portland City Code Title 23 Civil Rights   Portland.gov</a>
Tech Support & Consulting	X	X		<a href="#">City Code Title 23 Civil Rights   Portland.gov</a>
Title VI Compliance	X	X		Title VI of the Civil Rights Act of 1964
Training & Education	X	X		Portland City Code Title 23 Civil Rights   Portland.gov