|  |  |
| --- | --- |
| **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? (Q.1)**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. |
| **Constraints to Equity:** 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? (Q.2)**BFM**: Header Tab | Needs to expand to have information about how insufficient. | Generally, states impact of insufficient base budget. | 1) Clearly states impact of insufficient funds in base budget; 2) Identifies dollar amount associated; 3) states the impact on staff; 4) states on communities. |
| **Impact of Change:** 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?(Q.6)**BFM**: Header Tab | Needs to expand to have information about changes and impacts of the changes. | Generally, states change(s) and impacts of the change(s). | 1) Clearly states changes; 2) clearly identifies the impacts in general; 3) Specifically states the impacts (positive or negative) on Black people, Indigenous people, people of color, immigrants and refugees, people with disabilities. |
| **Equity Managers:** If the bureau has dedicated equity staff, such as an Equity Manager, how were they involved in developing the bureau’s Requested Budget? (Q. 10)**BFM**: Engagement | Needs to include or expand to have information about how Equity Managers participated in the budget request. | Generally, states the participation of Equity Managers in the budget request. | 1) Clearly states the participation of Equity Managers; 2) includes tools developed and/or provided by Equity managers; 3) includes processes organized/led/guided by Equity managers. |
| **Community Priorities:**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 Requested Budget? (Q.12)**BFM**: Engagement | Needs to expand to have community priorities, how priorities were collected and reflected in the proposed budget.  | Includes community priorities, how priorities were collected and reflected in the proposed budget. | 1) Includes community priorities; 2) engagement is inclusive; 3) Goals to meet community priorities are clear and realistic; 4) includes budget allocation for community priorities. |
| **Community Engagement:** How does this budget build the bureau’s capacity to engage with and include communities most impacted by inequities? (e.g., improved leadership opportunities, advisory committees, commissions, targeted community meetings, stakeholder groups, increased engagement, etc.) (Q. 13)**BFM**: Engagement | Needs to expand to have information about how the bureau builds internal capacities to engage with the communities most impacted by inequities. | Generally, states how the bureau builds internal capacities to engage with communities most impacted by inequities. | 1) Clearly states how the bureau builds internal capacities to engage with communities most impacted by inequities; 2) Specifies the staff capacities to engage the communities; 3) States the different structures and processes used to engage the communities; 3) Provides goals and strategies for increased engagement with communities. |
| **Community Empowerment:** 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.) (Q. 14)**BFM**: Engagement | Needs to expand to have information about how the bureau builds capacity and power in communities most impacted by inequities | Generally, states how the bureau builds capacity and power in communities most impacted by inequities. | 1) Clearly states how the bureau allocates resources to build capacity and power in communities most impacted by inequities; 2) Specifies the demographics of the communities; 3) Provides the structures and processes used to build capacity and power in communities most impacted by inequities. |
| **Transition Plan:** 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? (Q.8)**BFM**: Engagement | Needs to expand to have information about how bureau prioritized ADA Title II Transition Plan | Generally, states bureau’s prioritization of ADA Title II Transition Plan. | 1) Clearly states bureau’s priorities for ADA Title Transition Plan; 2) Includes specific areas of barrier removal; 3) Specifies additional accessibility goals; 4) Includes strategies or steps to achieve the accessibility goals. |
| **Accommodation Fund:** 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 (Q.11)

**BFM**: Engagement | Needs to expand to have information about how the bureau will meet accommodations requirements | Generally, states how the bureau will allocate resources to provide accommodations. | 1) Clearly states bureau’s allocation for accommodations; 2) Includes goals for translation, interpretation, video captioning; 3) Specifies funding for translation of essential documents into safe harbor language; 4) Includes accommodations goals for multilingual and multicultural communities. |
| **Future Generations:** 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? (Q 7)**BFM**: Engagement | Needs to expand to have information about how capital assets will not create financial burden for future generations | Generally, states how capital projects will not create burdens for future generations.  | 1) Clearly states how capital assets will not create financial burden for future generations; 2) Specifies how current beneficiaries of capital projects will pay for the upkeep of the projects. 3) includes how the capital assets will prevent collateral consequences for future generations.  |
| **Workforce Equity:** 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? (Q.3)**BFM**: Engagement | Needs to expand to have information about how the budget supports the bureau’s workforce equity goals. | Generally, states how the budget supports the bureau’s workforce equity goals, particularly for Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities.  | 1) Clearly states how the budget supports closing workforce disparities, if any, for Indigenous people, Black people, immigrants and refugees, people of color, and people with disabilities; 2) Specifies goals (hiring, retention, and inclusion) to achieve the workforce equity.  |
| **Contracting Equity:** If applicable, how does the bureau’s budget create contracting opportunities for disadvantaged, minority, women, and emerging small businesses (D/ M/W/ESB)? (Q.9)**BFM**: Engagement | Needs to expand to have information about how the bureau creates contracting opportunity for D/M/W/ESB. | Generally, states how the bureau creates contracting opportunities for D/M/W/ESB. | 1) Clearly states the amount or extent of contracting opportunities for D/M/W/ESB; 2) Specifies goals and steps to creating the opportunities. |
| **Performance Data:** 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? Q4**BFM**: Engagement- want to move to Performance Measures Tab | Needs to expand the bureau’s use of quantitative and qualitative data on access and service outcomes for communities | Generally, states the types of bureau’s qualitative and quantitative data on program access and service outcomes for different populations along with data sources. | 1) Clearly states the types of data; 2) specifies the types of data on contracting; 3) Includes data on community engagement; 4) Includes disaggregated demographic data on program access and service outcomes; 5) includes qualitative and quantitative data; 6) Includes data sources. |