RACIAL EQUITY PLAN

Furthering the Citywide Racial Equity Goals and Strategies

For the Period July 1, 2016 to June 30, 2021

Bureau: Development Services Director: Paul Scarlett Plan Development Lead(s): Dora Perry, Peter Maris

<u>Bureau Equity Guiding Statement:</u> The Bureau of Development Services uses an integrated approach to eliminate all forms of disparity, leading with race, so everyone can achieve their full potential.

CITYWIDE STRATEGIES:

- 1. Build organizational capacity.
- 2. Implement a racial equity lens.
- 3. Be data driven.
- 4. Operate with urgency and
- 5. Partner with other institutions and communities.



Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions*		Bureau Performance Measures					Lead Staff	f Oversight	Due Date
			Year 1	Year 2	Year 3	Year 4	Year 5	Tool			
BDS is a regional and national leader in	I.) BDS's leadership and organizational	Priority Strategy: Leadership demonstrates support and ensures systems are in place to hold managers accountable for a culture that upholds racial equity, diversity and inclusion.									
governments' efforts to eliminate institutional and structural racism. and structural racism. commitment bureau infras embraces and racial equity operating pri achieve instit transformation. Outcome: BD equity plan is supported by managers and future implement purchase and future implement purchase.	commitment supports a bureau infrastructure that	BDS 5-Year Racial Equity Plan is reviewed and approved annually by Senior Management.	Plan approved and published annually	Plan approved and published annually	Plan approved and published annually	Plan approved and published annually	Plan approved and published annually	Racial Equity Plan annual report (REP)	Dora Perry	Paul Scarlett/ Senior Management	July 1, annually
	embraces and advances racial equity as a core operating principle to achieve institutional transformation. Outcome: BDS racial equity plan is well supported by top managers and makes future implementation of equity initiatives straightforward and	Senior management and section managers participate fully in attending required racial equity, diversity and inclusion training.	100% of managers trained	100% of managers trained	100% of managers trained	100% of managers trained	100% of managers trained	Manager performance review	Senior Management	Dora Perry	Jan 1, annually
		Senior management integrate diversity, racial equity and inclusion language into the bureau's Mission, Goals, Vision (MGV), values and all pertinent documents.	Language created, MGVs adopted by Senior Management			MGVs and 100% of section work plans updated	of section work	Plan annual	Equity staff	Dora Perry	Year One, July 1, 2017
		Section managers authorize adequate staff liaisons to support achievement of benchmarks and goals in the Racial Equity Plan.	80% work groups assigned 2 equity liaisons	groups assigned	100% of work groups assigned 2 equity liaisons			_	Section Managers	Senior Management	Year One, July 1, 2017
		5. Section Managers dedicate specified hours and adjust workload for all employees to support implementation of racial equity initiatives.	Minimum 2 hrs./mo. allotted to equity, etc.	Minimum 2 hrs./mo. allotted to equity, etc.	Minimum 2 hrs./mo. allotted to equity, etc.	Minimum 2 hrs./mo. allotted to equity, etc.	Minimum 2 hrs./mo. allotted to equity, etc.	Manager performance review.		Senior Management	Jan 1,
	seamless.	6. BEC members are trained and empowered to take action as leaders on racial equity work in the bureau.	90% BEC members trained to facilitate	90% BEC members trained to facilitate	90% BEC members trained to facilitate	90% BEC members trained to facilitate	Evaluate and refine BEC structure and services	Racial Equity Plan annual report (REP)	Equity Staff	BEC Exec	July 1,
		7. Train section managers on Racial Equity and Budget Equity Tools.	75% of managers trained	95% of managers trained	95% of managers trained	95% of managers trained	95% of managers trained	Racial Equity	Elshad	Dora Perry	July 1,
		8. The BEC, policy team, and finance teams work with community partners and leadership to apply a racial equity tool to the bureau's base budget and at least 4 major policies or programs. Prioritize with community help.	Pilot use of RET on 2 major policies or programs.	· ·	posted online of 4 major policies or programs analyzed.	posted online of 4 major policies or programs analyzed.	•	Bureau website, (& REP)	Equity Staff	Dora Perry	July 1, annually

Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions		Bureau	ı Performance N	l easures		Evaluation	Lead Staff	Oversight	Due Date	
			Year 1	Year 2	Year 3	Year 4	Year 5	Tool				
Racial equity and inclusion is an integral	II.) BDS staff understands how their work is connected to the broader racial equity vision of the Bureau's strategic plan and report they have the skills and space to address racial inequities through the Bureau's work. Outcome: Staff understand and support	Priority Strategy: Facilitate dialogues and foundational training (Equity in Motion, Intergroup dialog, Caucus groups, Learning C	(Equity in Motion, Intergroup dialog, Caucus groups, Learning Circles, Anti-racist curriculum, Staff meeting prompts., etc.)									
component of the Bureau's identity and culture.		Provide equity and anti-racism trainings at varying levels of engagement and awareness.	minimum 4 trainings complete	minimum 4 trainings complete	minimum 3 trainings complete	minimum 2 trainings complete	minimum 2 trainings complete	Racial Equity Plan annual report (REP)	Equity Staff	Dora Perry	July 1,	
		Section Managers fully participate in racial equity training with support of Bureau leadership.	95% trained	95% trained	95% trained	95% trained	95% trained	Annual Training report	Dora Perry	Paul Scarlett	Jan 1,	
		3. Train managers to integrate racial equity goals, objectives into work plans.	75% mangers		100% managers		100% managers	Racial Equity	Equity Staff	Dora Perry	July 1,	
		Review section work plans annually for racial equity objectives and progress.	25% of work	75% developed		100% of work	100% of work	Racial Equity Plan annual		Dora Perry	July 1,	
	racial equity best pracitces.	5. Develop Racial Equity Reporting Tool (RERT) to share equity best practices bureau wide.	Draft RERT	Populate, refine and collaborate with other brueaus		Compile and publish best practices	Compile and publish best practices	Racial Equity Plan annual report (REP)	Equity Staff	Dora Perry	July 1,	
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions		Bureau	ı Performance N	leasures		- Copera (IIII)	Lead Staff	Oversight	Due Dat	
End disparities in city	III. BDS has a racially	Priority Strategy: Hiring and workforce development practices a	Year 1 re fully aligned	Year 2 with the racial of	Year 3 equity and inclu	Year 4 sion principles.	Year 5					
government hiring and promotions.	diverse and inclusive workforce in an environment that uses an racial equity framework to address systemic	Track required racial equity trainings in annual performance review.	100% of Equity trainings recorded in performance reviews	100% of Equity trainings recorded in performance reviews	100% of Equity trainings recorded in performance reviews	100% of Equity trainings recorded in performance reviews	100% of Equity trainings recorded in performance reviews	Manager performance review	Section Managers	Senior Managers	Jan 1,	
	barriers Outcome: People of color are hired and can equally advance their careers	Racial equity competencies are reflected in all job descriptions.	25% of all descriptions reviewed and updated	50% of all descriptions reviewed and updated	75% of all descriptions reviewed and updated	100% of all descriptions reviewed and updated	100% of all descriptions reviewed and updated.	AAP Report	Section Managers & Equity Staff	Dora Perry	semi-annu Jan 1 and July 1	
	within the bureau.	Analyze and track hiring and application workflows, and language barriers for persons of color.	50% of workflows analyzed	100% of workflows analyzed	100% of workflows analyzed	100% of workflows analyzed	100% of workflows analyzed	AAP Report	TWD staff	Greg Wolley	semi-annua Jan 1 and July 1	
		4. Track and monitor number of staff of color hired and promoted.	100% tracked and publish	100% tracked and publish	100% tracked and publish	100% tracked and publish	100% tracked and publish		BOFS Staff	Dora Perry	semi-annu Jan 1 and July 1	
		5. Track and monitor staff of color with professional development plans.	50% staff of	75% staff of	85% staff of color have plans	85% staff of	85% staff of		Adrienne Edwards	Greg Wolley	semi-annua Jan 1 and July 1	

6. Supervisors trained to conduct reviews with an racial equity interview. Interview. Foundation and review relevant racial equity interview questions. Control of the properties of the pr												
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Long-term Goal Five Year Bureau Objective Strategies and Bureau Actions Bureau Performance Measures Year 1 Year 2 Year 3 Year 4 Year 5 V. Improve accountability and the overall contracting government contracting government Year 1 Year 2 Year 3 Year 4 Year 5 Annually publish bureau procurement bureau procurement pr				mechanism for	25% BDS	60% BDS	80% BDS	80% BDS	360 review. &	Division		TBD,
Create greater opportunities in City government contracting overnment contracting environment contracting overnment contracting over				data collection	services	services	services	services	REP	Managers	Dora Perry	annually
Create greater opportunities in City government contracting overnment contracting environment contracting overnment contracting over					Bureau	Performance M	easures		Evaluation			
Create greater opportunities in City government contracting overnment contracting overnm	Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions		Dureau	renonnance w	casures			Lead Staff	Oversight	Due Date
opportunities in City government contracting environment contracting environme				Year 1	Year 2	Year 3	Year 4	Year 5	1001			
opportunities in City government contracting environment contracting environme	Create greater	V. Improve accountability										
government contracting contracting environment contracting environment procurement procure		•	contracting data by race.	Annually publish	Annually publish	Annually publish	Annually publish	Annually publish				
government contracting contracting environment procurement procure	1			7 -				* *				
1 DDC (A4' '1'	government contracting	_					procurement					July 1,
		at BDS for Minorities,		data	data	data	data			Equity Staff	Dora Perry	-

						200					
	Women and Emerging Small Business.	2. Set a clear goal to utilize MWESB contractors.									
	Sman business.				50% of contracts						No.
	Outcome: NAWESD		over \$5,000 have MWESB	over \$5,000 have MWESB	over \$5,000 have MWESB	over \$5,000 have MWESB	MWESB participation	Budget Annual			Annually,
	Outcome: MWESB		participation	participation	participation	participation	and satisfaction	II THE SECRETARY OF THE	Budget Staff	Elshad Hajiyev	STEEDOS NOO GO TITAL EST.
	Contractors are treated	3. Track, disaggregate and analyze data on Portland metro	participation					перет	- augustan	2	
	fairly and can easily	contractors of color (data from State) for business registration									
	access information and	and contracts.	Annually publish	Annually publish	Annually publish	Annually publish	Annually publish	Racial Equity			
	permits.		contractors of	contractors of	contractors of	contractors of	contractors of	Plan annual		Deborah	July 1,
			color data	color data	color data	color data	color data	report (REP)	Budget Staff	Sievert-Morris	annually
Long-term Goal	Five Year Bureau Objective	Strategies and Bureau Actions		Bureau	Performance N			Evaluation Tool	Lead Staff	Oversight	Due Dat
			A CONTRACTOR OF THE PARTY OF TH	Year 2	Year 3	Year 4	Year 5	1001	Carlo de la carlo		
Strengthen outreach	VI. Increase access and	Priority Strategy: Normalize and operationalize community invol	vement using re	epresentation a	nd data.						
	community engagement	Design and launch outreach program targeting all	Adopt finalized	ALC: UNKNOWN		HOTELE BOOK				STATE	
or communities of	with communities of color		outreach plan.	Achieve 70%	Achieve 90%	Achieve 100%	Review and	PIES Work			
color and immigrant	to fully infuse equity into		Hire dedicated	outreach plan	outreach plan	outreach plan	update outreach	TO SECURE A SECURITAR A SECURE A SECURITAR A SECURE A SEC		Ross Caron	TBD,
and refugee	decision making and form	Deliver Info Sessions in underserved communities.	outreach staff	goals	goals	goals	plan	review	PIES Staff	Dora Perry	annually
communities	partnerships between	2. Denver and Sessions at underserved communities.		4 Info sessions	4 Info sessions	4 Info sessions	4 Info sessions				semi-annua
	community partners,		n/a	annually	annually	annually	annually	AAP Report	TWD Staff	Greg Wolley	July 1
	equity advocates and	3. Consistently distribute PIAC best practices on engagement		6 monthly	C m a malali.	Caranthi	Carachhl				HAMMEN
	BDS	with communities of color and committee minute highlights to all staff.		updates.	6 monthly updates.	6 monthly updates.	6 monthly updates.	PIES Work		BARTON IN	
	Outcome: Communities of		Identify staff	Annual publish	Annual publish	Annual publish	Annual publish	plan annual			TBD,
			liaison to PIAC	PIAC practices	PIAC practices	PIAC practices	PIAC practices	review	PIES Staff	Ross Caron	annually
	color are represented and	4. Commission goals and mission statements use racial equity,	Inclusionary	100%	100%	100%	100%	DELY E			
	needs are visible to BDS.	diversity, and inclusion language.	language	commissions	commissions	commissions	commissions	Racial Equity			12.0
£i.			developed and	use approved	use approved	use approved	use approved	Plan annual	Commission	1	July 1,
			adopted	language	language	language	language	report (REP)	Coordinator	Equity Staff	annually
		5. Require underrepresented communities of color participation on Commissions and advisory groups.		- SE- PRE P.							
			30% of boards/	50% of boards/	70% of boards/	80% of boards/	100% of boards/				
			The second second second second	commission	commission	The state of the s	commission				
8				have 25%	have 25%		and the second second second	Racial Equity			
A.			representatives of color	representatives of color	representatives of color	representatives of color	representatives of color	A CONTRACTOR OF THE PARTY OF TH	Commission Coordinator	Equity Staff	July 1, annually
		6. Revive the small business liaison program/position, with an						-port (itt)	- Jording (of	-quity Juni	umuany
				75% employees				PIES Work			
			The state of the s		minority owned		minority owned				TBD,
uran Director has reviewed an	d approved the plan and arrest at the		implementation	small businesses	small businesses	small businesses	small businesses	review	Ross Caron	Paul Scarlett	annually
areau Director has reviewed and	approves the plan and supports the	implementation over the coming five years:									
irector's Signature:	44	Date:									
X / Caro		10/27/2016									
1- Marie		10/2//2010									

Paul L. Scarlett