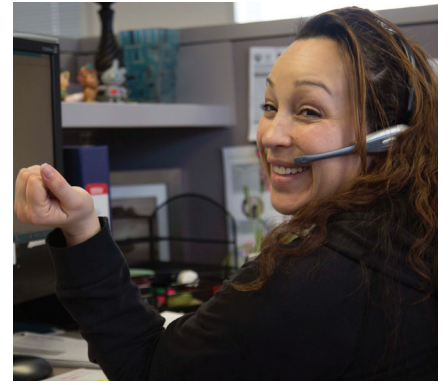




# Proposed Budget Equity Analysis

CAPITAL



Fiscal Year 2022-23

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## Budget Equity Tool Summary and Instructions

### Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

### Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.
6. All submissions must be made using the Budget Equity Tool Microsoft Form.
7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

## **PART A: Required for all Org Units with Personnel Costs – Fund 362-6065**

### ***Ensuring equitable access to programs and services: accommodations, translation and interpretation***

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of *vital* documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

(Questions 1-5 in the Budget Equity Tool Microsoft Form are specific to Department/Org information. As such, this word document, which is exclusively intended to support teams working collaboratively on draft responses, starts at Question 6.)

6) What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

7) What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

8) What percentage of your clients and/or communities you serve need translation/interpretation services?

- Refer to Capital Project Services program.

9) Do you have designated bilingual positions available to communicate with/serve the public?

- Refer to Capital Project Services program.

10) If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in?

- Refer to Capital Project Services program.

11) If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language.

- Refer to Capital Project Services program.

12) What *number* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

13) What *percentage* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

## **Part B: Strongly encouraged for all Org Units with Personnel Costs**

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

### ***Strategy 1: Using data to make decisions that advance equity***

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services

14) What data on client utilization, quality, and outcomes did you use to develop your proposed budget?

- Also refer to Capital Project Services program. This fund delivers projects on major streets to improve road safety and capacity, including walking and biking. Our project budgets are built based on cost of design, right-of-way, and construction and include funding for open houses and community engagement. We have developed an Equity Framework for Community Engagement, an equity-focused mapping tool, and are developing more equity-focused criteria to help guide future funding allocations.

15) What data disaggregated by race/ethnicity/language did you consider?

- None for projects currently in the project delivery process. We have developed an Equity Framework and an equity-focused mapping tool, and are developing more equity-focused evaluation criteria for Community Engagement to help guide future funding allocations.

16) What racial inequities exist in access, quality, and outcomes of your services?

- None are known at this time. We have developed an Equity Framework for Community Engagement, an equity-focused mapping tool and are developing more equity-focused evaluation criteria to help guide future funding allocations.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential racial inequities in our communities.

17) How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

- Refer to Capital Project Services program. In addition, future MSTIP projects will be selected with the benefit of the MSTIP Equity Framework for Community Engagement, an equity-focused mapping tool and more equity-focused evaluation criteria.

### ***Strategy 2: Engaging impacted communities in decision-making***

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18) How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.)

- County budget town hall. We have developed an Equity Framework for Community Engagement, an equity-focused mapping tool, and are developing more equity-focused criteria to help guide future funding allocations.

19) What did the communities most impacted by inequities tell you about their priorities and unmet needs?

- Limited input from these communities tells us that we are not reaching and/or engaging with them effectively.

Community input, including recent CBO-led focus groups, included request for more sidewalks and pedestrian crossings, bike lanes, street lighting, and improved access to transit.

20) How did you incorporate that community feedback into your proposed budget?

- Refer to Administrative Services program for departmentwide equity-focused positions.

Community input informs project selection in each 5-year MSTIP funding cycle. We have developed an Equity Framework for Community Engagement, an equity-focused mapping tool, and are developing more equity-focused criteria to help guide future funding allocations.

### **Strategy 3: Improving equity in the quality of services: culturally specific services**

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21) How are you investing in culturally specific services?

- We have worked with Espousal Strategies to develop an Equity Framework for Community Engagement for MSTIP, an equity-focused mapping tool, and are developing more equity-focused criteria to help guide future funding allocations.

Hiring a department-wide community outreach coordinator and equity policy coordinator to work with our Communications Team and our divisions, will better position the department to develop and advance a strategy to reach and build relationships with historically excluded or marginalized communities. This should lead to more culturally-specific services being provided in the future.

22) Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

- Refer to Q 21.

23) What *dollar amount* of your Org Unit's budget is allocated for culturally specific services?

- Refer to Long Range Planning response.

24) What *percentage* of your Department's budget is allocated for culturally specific services?

- Refer to Long Range Planning response.

### **Strategy 4: Targeting resources**

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25) How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

- Refer to Q 21.

We will continue to focus more attention and effort on the consideration of equity in all of our ongoing work with the goal of improving outcomes for equity communities of concern.

Communications Team staff hopes to incorporate plain language updates and improve language access to project webpages and documents and facilitate translation and interpretation services.

Ensure consultants selected to design capital projects meet E&I goals as stated in their RFP response.

Use new Purchasing guidelines to assist COBID contractors to quote or bid on capital projects.

Participation in C2P2 (Construction Career Pathways Project) with Metro and other area jurisdictions should help improve workforce participation of women and Black, Indigenous, and people of color in transportation project construction.

26) Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

27) Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

## **Part C: Required for all Org Units with Personnel Costs**

### ***Process Evaluation***

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

- We realize that we have limited data and that few resources are directed specifically to equity priority communities. We learned that we can do more to engage the people that we serve so that everyone has access to our services and is able to understand the information we provide relating to our projects.

We look forward to applying the Equity Framework for Community Engagement and more equity-focused criteria as we work with the Washington County Coordinating Committee, Board of Commissioners and community members on the MSTIP '23-'28 program.



# Budget Equity Tool Summary and Instructions

## Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

## Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.
6. All submissions must be made using the Budget Equity Tool Microsoft Form.
7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

## **PART A: Required for all Org Units with Personnel Costs – Fund 368-6065**

### ***Ensuring equitable access to programs and services: accommodations, translation and interpretation***

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of *vital* documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

(Questions 1-5 in the Budget Equity Tool Microsoft Form are specific to Department/Org information. As such, this word document, which is exclusively intended to support teams working collaboratively on draft responses, starts at Question 6.)

6) What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

7) What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

8) What percentage of your clients and/or communities you serve need translation/interpretation services?

- Refer to Capital Project Services program.

9) Do you have designated bilingual positions available to communicate with/serve the public?

- Refer to Capital Project Services program.

10) If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in?

- Refer to Capital Project Services program.

11) If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language.

- Refer to Capital Project Services program.

12) What *number* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

13) What *percentage* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

## **Part B: Strongly encouraged for all Org Units with Personnel Costs**

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

### ***Strategy 1: Using data to make decisions that advance equity***

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services

14) What data on client utilization, quality, and outcomes did you use to develop your proposed budget?

- Also refer to Capital Project Services program. This fund delivers a variety of projects to improve road condition, safety and accessibility. These include walking and biking access to schools, medical buildings, and government facilities; road paving; and upgrading curbs ramps and traffic signals/crossings for improved accessibility for all community members. Our project budgets are built based on cost of design, right-of-way, and construction and include funding for open houses and community engagement.

15) What data disaggregated by race/ethnicity/language did you consider?

- None

16) What racial inequities exist in access, quality, and outcomes of your services?

- None are known at this time.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential racial inequities in our communities.

17) How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

- Refer to Capital Project Services program.

***Strategy 2: Engaging impacted communities in decision-making***

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18) How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.)

- County budget town hall.

19) What did the communities most impacted by inequities tell you about their priorities and unmet needs?

- Limited input from these communities tells us that we are not reaching and/or engaging with them effectively.

Community input often includes request for more sidewalks and pedestrian crossings, bike lanes, street lighting, and improved access to transit.

20) How did you incorporate that community feedback into your proposed budget?

- Refer to Administrative Services program for departmentwide equity-focused positions. Community feedback informs project selection.

***Strategy 3: Improving equity in the quality of services: culturally specific services***

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21) How are you investing in culturally specific services?

- Hiring a department-wide community outreach coordinator and equity policy coordinator to work with our Communications Team and our divisions, will better position the department to develop and advance a strategy to reach and build relationships with historically excluded or marginalized communities. This should lead to more culturally-specific services being provided in the future.

22) Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

- None at this time; please refer to Q 21.

23) What *dollar amount* of your Org Unit's budget is allocated for culturally specific services?

- None at this time; please refer to Q 21.

24) What *percentage* of your Department's budget is allocated for culturally specific services?

- None at this time; please refer to Q 21.

#### **Strategy 4: Targeting resources**

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25) How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

- Refer to Q 21.

We will continue to focus more attention and effort on the consideration of equity in all of our ongoing work with the goal of improving outcomes for equity communities of concern.

Communications Team staff hopes to incorporate plain language updates and improve language access to project webpages and documents and facilitate translation and interpretation services.

Ensure consultants selected to design capital projects meet E&I goals as stated in their RFP response.

Use new Purchasing guidelines to assist COBID contractors to quote or bid on capital projects.

Participation in C2P2 (Construction Career Pathways Project) with Metro and other area jurisdictions should help improve workforce participation of women and Black, Indigenous, and people of color in transportation project construction.

26) Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

27) Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

## **Part C: Required for all Org Units with Personnel Costs**

### ***Process Evaluation***

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

- We realize that we have limited data and that few resources are directed specifically to equity priority communities. We learned that we can do more to engage the people that we serve so that everyone has access to our services and is able to understand the information we provide relating to our projects.

# Budget Equity Tool Summary and Instructions

## Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

## Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.
6. All submissions must be made using the Budget Equity Tool Microsoft Form.
7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

## **PART A: Required for all Org Units with Personnel Costs – Fund 374-6065**

### ***Ensuring equitable access to programs and services: accommodations, translation and interpretation***

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of *vital* documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

(Questions 1-5 in the Budget Equity Tool Microsoft Form are specific to Department/Org information. As such, this word document, which is exclusively intended to support teams working collaboratively on draft responses, starts at Question 6.)

6) What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

7) What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- Translation and interpretation costs are rolled into the project expenditures where they are included in Public Notices and in costs for Open Houses and community outreach events as a professional service.

8) What percentage of your clients and/or communities you serve need translation/interpretation services?

- Refer to Capital Project Services program.

9) Do you have designated bilingual positions available to communicate with/serve the public?

- Refer to Capital Project Services program.

10) If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in?

- Refer to Capital Project Services program.

11) If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language.

- Refer to Capital Project Services program.



12) What *number* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

13) What *percentage* of your staff receive a bilingual pay differential?

- Refer to Capital Project Services program.

## **Part B: Strongly encouraged for all Org Units with Personnel Costs**

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

### ***Strategy 1: Using data to make decisions that advance equity***

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services

14) What data on client utilization, quality, and outcomes did you use to develop your proposed budget?

- Also refer to Capital Project Services program. This fund delivers projects identified in the Transportation System Plan that improve roadway system capacity. Projects are recommended by cities and the county and approved by the Washington County Coordinating Committee. Our project budgets are built based on cost of design, right-of-way, and construction and include funding for open houses and community engagement.

15) What data disaggregated by race/ethnicity/language did you consider?

- None

16) What racial inequities exist in access, quality, and outcomes of your services?

- None known at this time.

As additional 2020 Census data is available; we will do more community demographic analysis to look for potential racial inequities in our communities.

17) How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

- Refer to Capital Project Services program.

### ***Strategy 2: Engaging impacted communities in decision-making***

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18) How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.)

- County budget town hall.

19) What did the communities most impacted by inequities tell you about their priorities and unmet needs?

- Limited input from these communities tells us that we are not reaching and/or engaging with them effectively.

Community input often includes request for more sidewalks and pedestrian crossings, bike lanes, street lighting, and improved access to transit.

20) How did you incorporate that community feedback into your proposed budget?

- Refer to Administrative Services program for departmentwide equity-focused positions.

Community feedback informs project selection.

### ***Strategy 3: Improving equity in the quality of services: culturally specific services***

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21) How are you investing in culturally specific services?

- Hiring a department-wide community outreach coordinator and equity policy coordinator to work with our Communications Team and our divisions, will better position the department to develop and advance a strategy to reach and build relationships with historically excluded or marginalized communities. This should lead to more culturally-specific services being provided in the future.

22) Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

- None at this time; please refer to Q 21.

23) What *dollar amount* of your Org Unit's budget is allocated for culturally specific services?

- None at this time; please refer to Q 21.

24) What *percentage* of your Department's budget is allocated for culturally specific services?

- None at this time; please refer to Q 21.

#### ***Strategy 4: Targeting resources***

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25) How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

- Refer to Q 21.

We will continue to focus more attention and effort on the consideration of equity in all of our ongoing work with the goal of improving outcomes for equity communities of concern.

Communications Team staff hopes to incorporate plain language updates and improve language access to project webpages and documents and facilitate translation and interpretation services.

Ensure consultants selected to design capital projects meet E&I goals as stated in their RFP response.

Use new Purchasing guidelines to assist COBID contractors to quote or bid on capital projects.

Participation in C2P2 (Construction Career Pathways Project) with Metro and other area jurisdictions should help improve workforce participation of women and Black, Indigenous, and people of color in transportation project construction.

26) Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

27) Beyond direct service delivery, what *percent* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - Trainings and professional development costs are allocated under the 168-6050 Capital Project Services Operating Fund.

## **Part C: Required for all Org Units with Personnel Costs**

### ***Process Evaluation***

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

- We realize that we have limited data and that few resources are directed specifically to equity priority communities. We learned that we can do more to engage the people that we serve so that everyone has access to our services and is able to understand the information we provide relating to our projects.

# Budget Equity Tool Summary and Instructions

## Budget Equity Tool Strategies and Questions

The Washington County's FY 22-23 Budget Equity Tool is a set of several equity-focused strategies and questions used to drive informed and targeted decision-making about the allocation of government resources. Specifically, it is comprised of five (5) strategy areas and associating questions that build equity into County budgeting. The Budget Equity Tool is organized into three (3) parts; Part A, Part B, and Part C. Part A of the Budget Equity Tool is specific to Civil Rights compliance and has to do with access and accommodations. Part B addresses data, community engagement, quality of services, and targeted resources. Part C includes process evaluation questions.

## Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
3. We recommend Department Directors, budget analysts, and others who play a lead role in developing budget proposals complete the tool. Additionally, we suggest that Departments work with imbedded resources such as Equity Leadership Council committee members, LEAP Committee members, dedicated equity and community engagements staff, etc.
4. Please attend one of the scheduled Budget Equity Tool trainings or participate in a recorded one, and utilize the Office of Equity, Inclusion, and Community Engagement (OEICE) for support.
5. Internally facing Org Units and Departments that do not provide direct services to community should respond to questions using staff demographic and other internal data and with the understanding that employees are their clients and/or community. A "not applicable" response and justification will be accepted where there is no supportive data.
6. All submissions must be made using the Budget Equity Tool Microsoft Form.
7. Concise answers are encouraged. Please keep answers to no longer than 400 words in length.

## **PART A: Required for all Org Units with Personnel Costs – Fund 376-6065**

### ***Ensuring equitable access to programs and services: accommodations, translation and interpretation***

Our communities are entitled to equitable access to our County programs and services, and we must eliminate barriers that prevent or obstruct their access. Many of our community members have physical disabilities and/or speak languages other than English. Per Civil Rights Law, we are required to offer reasonable accommodations, translation and interpretation services at no charge to the client.

Departments should ensure that public documents, policies, plans, meetings, and hearings are readily accessible to the public, which includes proactive translation of *vital* documents into languages spoken by over 1,000 or 5% (whichever is less) of current/potential clients with limited English proficiency, and ensuring interpretation services are available to clients and the public (at service desks, service phone lines, open houses, public meetings, etc.).

(Questions 1-5 in the Budget Equity Tool Microsoft Form are specific to Department/Org information. As such, this word document, which is exclusively intended to support teams working collaboratively on draft responses, starts at Question 6.)

6) What *dollar amount* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- This program has access to the LUT Administrative Services translation and interpretation services contract.

7) What *percent* of your budget is your Org Unit allocating for accommodations, translation and interpretation?

- This program has access to the LUT Administrative Services translation and interpretation services contract.

8) What percentage of your clients and/or communities you serve need translation/interpretation services?

- Refer to Administrative Services program.

9) Do you have designated bilingual positions available to communicate with/serve the public?

- Refer to Administrative Services program.

10) If you answered "yes" to Question #9 regarding designated bilingual positions, how many do you have and what positions are they in?

- Refer to Administrative Services program.

11) If you answered "yes" to Question #9 regarding designated bilingual positions, what languages are they in? Please specify number of positions per language.

- Refer to Administrative Services program.

12) What *number* of your staff receive a bilingual pay differential?

- Refer to Administrative Services program.

13) What *percentage* of your staff receive a bilingual pay differential?

- Refer to Administrative Services program.

## **Part B: Strongly encouraged for all Org Units with Personnel Costs**

All Org Units with personnel costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.

### ***Strategy 1: Using data to make decisions that advance equity***

Several County Departments collect client demographic data on utilization of several programs and services. Some Departments can analyze census or other community level data to inform community needs and inequities that exist at a community level. This data as well as service quality and outcomes data should be used to inform how we allocate our resources to close the equity gaps in our County programs and services

14) What data on client utilization, quality, and outcomes did you use to develop your proposed budget?

- None. This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

15) What data disaggregated by race/ethnicity/language did you consider?

- None. This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

16) What racial inequities exist in access, quality, and outcomes of your services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

17) How did consideration of this data drive your allocation of resources to address identified racial equity gaps in access, quality, and outcomes?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

## ***Strategy 2: Engaging impacted communities in decision-making***

Engaging communities most likely to be adversely impacted by a decision in the actual decision-making process is one of the cornerstones of good governance. Community can share important information about lived experiences, access issues, as well as unmet needs. This critical information should inform budget decision-making.

18) How did you engage Black, Indigenous, Latina/o/x, immigrant and refugee communities in the development of your proposed budget? (Notes from the County townhall in December are a resource for diverse community input in budget development and refinement.)

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

19) What did the communities most impacted by inequities tell you about their priorities and unmet needs?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

20) How did you incorporate that community feedback into your proposed budget?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

## ***Strategy 3: Improving equity in the quality of services: culturally specific services***

Equity ensures that each community can expect the highest possible level of access, quality of service, and outcomes. Culturally specific services delivered by culturally specific organizations is one way to assure high quality access, service and outcomes. These organizations are typically best equipped to offer trusted, affirming and tailored services to diverse communities.

21) How are you investing in culturally specific services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

22) Which community-based organizations are you contracting with for the design/delivery of culturally specific services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

23) What *dollar amount* of your Org Unit's budget is allocated for culturally specific services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.



24) What *percentage* of your Department's budget is allocated for culturally specific services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

#### ***Strategy 4: Targeting resources***

Input from impacted communities, existing data, and information about accessibility and quality of programs and services is collected and analyzed so that resources may be targeted to advance equity. Given what you have heard from community and analyzed in the client utilization data:

25) How will you target resources in your proposed budget to improve outcomes for Black, Indigenous, Latina/o/x, immigrant and refugee communities experiencing inequities in access and quality of services?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

26) Beyond direct service delivery, what *dollar amount* of your budget is allocated to culturally specific and equity-focused professional services (i.e. compensation for community engagement, leadership development, professional development, staff training, facilitation, strategic planning, policy analysis, recruitment, mentoring, etc.)?

- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

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- N/A - This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

### **Part C: Required for all Org Units with Personnel Costs**

#### ***Process Evaluation***

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

- N/A. This fund is used for SDC/TDT Fee collection. Funds are transferred and allocated under Fund 215-0685 North Bethany County Service District.

# Budget Equity Tool Summary and Instructions

## Budget Equity Tool Strategies and Questions

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## Budget Equity Tool Instructions

1. All Org Units with Personnel Costs are required to complete Part A and Part C of the Budget Equity Tool.
2. All Org Units with Personnel Costs are strongly encouraged to complete Part B of the Budget Equity Tool. If an Org Unit determines it cannot complete any questions in Part B, it will need to provide a justification as to **why not by email, as soon as possible**, with its Department Director, OEICE and its Assistant County Administrator. If an Org Unit determines it cannot complete some (but not all) questions in Part B, please provide a "not applicable" response to the question(s) you are unable to answer and a justification as to why not in the text boxes below. Your feedback helps us learn and adjust the process going forward.
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## **PART A: Required for all Org Units with Personnel Costs – Fund 378-6065**

### ***Ensuring equitable access to programs and services: accommodations, translation and interpretation***

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## **Part B: Strongly encouraged for all Org Units with Personnel Costs**

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### **Part C: Required for all Org Units with Personnel Costs**

#### **Process Evaluation**

28) What part of the Budget Equity Tool did your Org Unit complete?

- Part A and Part B

29) What did your Department/Org Unit accomplish by using this tool and what did you learn about equity in the budget process?

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