BUDGET EQUITY TOOL WORKSHEET

Multnomah County's budget tells the story of how we serve our community while addressing the pervasive disparities we see across our community.

This worksheet follows the FY28 Budget Equity Tool used to walk through writing a program offer using an equity lens. The expectation is all departments involve their equity leaders in this process.

What are the general details of the Program Offer?

THREE KEY FOCUS AREAS

1. Focusing on process and practices at the program level This could include using data to assess disparities for client populations, meaningful engagement/client feedback for quality improvement, and targeted culturally responsive strategies and programmatic design.

Consider the following questions	Responses
How have you applied the Equity and Empowerment Lens?	
What is the program goal (short/long term)?	
What does this program do (what are the operations of this program)?	
Identify the unmet needs that this program seeks to serve -- What data supports this? What disparities are the program designed to address?	
Where is the program located? Do program participants typically reside in certain areas of the County?	
How do people access this program? What is the intake process? Are there eligibility requirements? If so, what are they?	
Have there been any major changes or are there anticipated changes?	
How does this program engage with or specifically reach populations most disparately impacted by the challenges this program addresses?	
How have clients/consumers/those in our care influenced the programmatic design?	

2. Data and Key Performance Indicators (KPIs)
Divisions are expected to have outcome statements, which will be measured using Key Performance Indicators (KPIs). While the outcome statements and KPIs may not be demographically focused, we want to use disaggregated data to see how service populations are doing with respect to the indicators.

Consider the following questions with respect to the program offer	**Responses**
What adjustments/additions could be made to how outcome statements are measured to help us make more informed decisions about our effectiveness regarding equity, inclusion and fairness?	
What data do you use to analyze any disparities for your service population?	
How can your data be broken down by demographics such as income, age, unmet needs, geography, language access, disability access, housing status, or service use?	
Are there gaps in data collection and how could they be resolved?	
What does the disaggregated data reveal about how equitably your services are being delivered?	

3. Department level
Departmental budgets explain how our organization is working to address specific issues and experiences in our community. Multnomah County has consistently asked departments, in their departmental transmittal letters, and department and division narratives, to incorporate and describe the ways that their departmental budgets reflect our organizational commitment to advancing equity.

Consider the following questions with respect to the program offer	**Response(s)**
What was your department's decision process? Who was involved? How was equity considered?	
How was your Equity Manager involved in the budget process? How was your departmental Equity Team and/or Community Budget Advisory Committee involved in the process?	
If reductions are proposed, who will bear the burden of a proposed spending reduction or program cut? What are the demographics of participants and staff directly impacted by a budget reduction?	
If proposing increased funding or new funding, how did you determine how to spend any additional funding? Is increased funding being allocated to target disparities?	

If General Fund resources are significantly reallocated, how did you make that determination? What are the impacts of the reallocation on services, program output measures, and division key performance indicators? How were equity principles considered in the reallocation?	