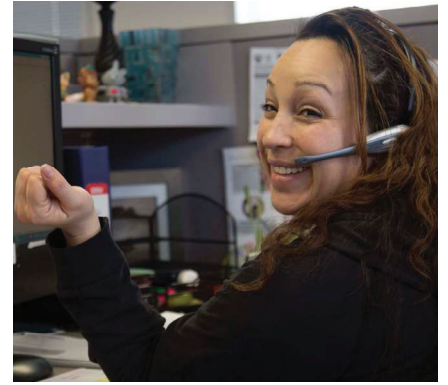




Proposed Budget Equity Analysis

LAND USE &
TRANSPORTATION



Fiscal Year 2022-23

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Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 100-6010

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?

- Professional Services - budgeted up to \$10,500 for translation, interpretation, and accommodation in accordance with County and Department LEAP policies/procedures and to meet goals of the Equity Framework for Outreach.

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

- Less than 1 percent.

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

- Data collected through planning study online open house surveys did not yield enough diversity in the sample to provide an accurate estimate. The vast majority of respondents selected "white" and spoke English as their main language. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

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

- No. On-call translation and interpretation services are available as needed.

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

- N/A

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

- N/A

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

- 0

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

- 0%

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?

- Client utilization, quality and outcomes data is limited and not currently used to develop the budget. Proposed planning projects, recurring workload tasks and community input are the primary factors in developing the proposed budget.

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?

- Data collected through planning study online open house surveys did not yield enough diversity in the sample. The vast majority of respondents selected "white" and spoke English as their primary language. While not directly racial, we believe language access remains a potential barrier. Translation and interpretation services are provided when requested.

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?

- We increased our funding allocation for language assistance.

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 and recent CBO-led focus groups for transportation planning and middle housing.

Staff also regularly attends Citizen Participation Organization (CPO) meetings and organizes open houses to reach out to various community or special-interest groups about proposed ordinances, future plans related to land development and roads, etc.

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.

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

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

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?

- Currently working with consultant Espousal Strategies and a community-based organization to help us engage historically excluded communities in MSTIP and Middle Housing planning efforts and help build relationships in more communities of equity concern.

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?

- Currently working with Espousal Strategies (consultant) and Centro Cultural (community-based organization) on outreach efforts for MSTIP and Middle Housing. Also refer to Q 21.

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

- The effort spreads over FY 21-22 and FY 22-23, but we have allocated more than \$230,000 for community engagement and equity consultation for MSTIP and Middle Housing planning efforts. All consultants on this effort are DBE firms. Community-based organization Centro Cultural is part of this team. A portion of this funding is available to compensate community members for their participation in this effort.

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

- About 1%. 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.

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.)?

- Refer to Q 21 and Q 23.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$2,000 specifically for staff EDI training and development opportunities. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

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.)?

- Refer to Q 26. Less than 1 percent.

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 discovered opportunities to improve data collection and analysis, and to think more strategically about how we can engage effectively with equity priority committees in more of our work.

Respondent



37

Linda Yeoh Elder



00:04

Time to complete



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.

Departmental and Organizational Unit Information

1. Name: *

2. Role / Position Title: *

3. What is your Department? *

4. What is your Division? *

5. What is your Organizational Unit? *

PART A: Required for all Org Units with Personnel Costs

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.).

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

\$2020

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

0.8%

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

Less than 0.5%

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

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

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

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

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

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

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Part B:**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? *

We don't currently collect this data.

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

N/A

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

N/A

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

We currently don't collect this data but do understand and acknowledge that there are racial equity gaps out there.

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, Asian and Pacific Islander, and 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. We are a field office of the State Water Resources Department.

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

N/A. We have not had any complaints or concerns from the public we serve.

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

We would like to contribute to the design of pamphlets and translating services to the county services so that the diverse community in Washington County will have a better understanding of all our services.

Part B:

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

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

N/A

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

N/A

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

N/A

Part B:

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, Asian and Pacific Islander, and immigrant and refugee communities experiencing inequities in access and quality of services? *

N/A

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

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

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
- Part A and some of Part B
- 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? *

It calls attention to racial equity and how we can come together as a county to try and resolve this issue, be it monetary or staff training.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

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To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

Budget Equity Tool Summary and Instructions

Budget Equity Tool Strategies and Questions

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Budget Equity Tool Instructions

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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.
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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 168-6030

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?

- \$4,000 is budgeted for advertising, public notices and related professional services that is available to be used for translation and interpretation as needed.

Costs for traffic signal and pedestrian push-button retrofits for compliance with Americans with Disabilities Act (ADA) compliance vary each year depending on actual materials, labor and contracting costs.

Locations are prioritized by request (coordination with the Commission for the Blind), and projects in conjunction with ADA ramps, and paving.

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

- Less than 1 percent for translation and interpretation. Costs and relative percentage allocation for traffic signal and pedestrian push-button retrofits for compliance with Americans with Disabilities Act (ADA) compliance vary each year depending on actual materials, labor and contracting costs.

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

- We do not have accurate information on this need. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

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

- No. On-call translation and interpretation services are available as needed.

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

- N/A

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

- N/A

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

- 0

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

- 0%

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?

- Client utilization data (requests for service) is available and used to plan future budgets. Quality and outcomes data is limited and not currently used to develop the budget. Community-driven requests for service, past expenditures, meeting statutory/federal obligations, and equipment lifecycle are the primary factors in developing the proposed budget.

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?

- While not directly racial, we believe language access remains a potential barrier to accessing our services, as well as knowing who to call for what service. Translation and interpretation services are provided when requested.

Neighborhood Streets Program: Traffic calming requests and safety campaigns are community-initiated and led. There are likely individual and community socio-economic factors in both time and resources that affect participation rates in these programs.

As additional 2020 Census data is available; we will do more community demographic analysis to look for potential 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?

- We anticipate spending more on language assistance and making it easier for people to reach the county when they need our services.

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 requests for more sidewalks and pedestrian crossings, bike lanes, street lighting and improved access to transit; and concerns about parking and speeding.

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 budget priorities as well as actual spending of funds earmarked to complete service requests throughout the year.

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.

All members of our communities use the transportation system. Improving language access to our services, maintaining our signal systems and quickly addressing service requests from community members hopefully improves outcomes for all users.

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

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

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.)?

- Refer to Q 21.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$3,500 specifically for staff equity training and development opportunities. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

While not limited to BIPOC participants, we employ up to 4 interns through the OSU CECOP program which gives opportunities to students for work experience.

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.)?

- Refer to Q 26. Less than 1 percent.

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?

- This has helped us to think critically about how equity factors into our budget development. We realize that we collect and 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 awareness of, and access to our services. We were able to set some short-term and longer-term goals to make improvements on how we think strategically to connect with our equity priority communities.

One of the primary ways we can get better data is to collect more demographic information during requests for service and to make reaching the County to access services easier through translation.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 168-6040

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?

- One or more staff members are bilingual and are placed in service when needed for immediate interpretation and translation needs. Contracted translation services are paid through Professional Services. In the last full budget year (FY 2020-21), this organizational unit spent less than \$500 on contracted translation and interpretation services.

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

- Less than 1 percent.

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

- We do not have accurate information on this need. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

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

- Yes. We have a Management Analyst I that works with our team on translations for the web and social media applications and can assist with interpretation as needed. On-call translation and interpretation services are also available as needed. The department proposes to hire a Community Outreach Specialist with preference for a bi-lingual person to provide additional language support across the department.

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

- 1 Management Analyst I and 1 Community Outreach Specialist (new position)

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

- Spanish - 1 (current); Proposed Community Outreach Specialist with preference for bilingual

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

- 2 FTE

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

- Less than 1%

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?

- Client utilization, quality and outcomes data is limited and not currently used to develop the budget. We propose to add a new department-wide Equity Policy coordinator to help assess opportunities to improve data collection and utilization for all LUT programs.

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?

- While not directly racial, we believe language access remains a potential barrier to accessing our public-facing services, as well as knowing who to call for what service. Translation and interpretation services are provided when requested.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential 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?

- We are funding and will be filling a newly-created department-wide Equity Policy Coordinator position and a newly-created department-wide Community Outreach Specialist position to improve the department's outreach and help us improve our efforts to identify and address inequities that may exist in our programs and services.

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.

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

- We are funding and will be filling a newly created department-wide Equity Policy Coordinator position and a newly-created department-wide Community Outreach Specialist position to improve the department's outreach and help us improve our efforts to identify and address inequities that may exist in our programs and services.

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 key department webpages and documents and facilitate translation and interpretation services for all divisions as part of LEAP implementation.

Use new Purchasing guidelines to assist COBID contractors to quote or bid on department projects or other service needs.

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.)?

- Refer to Q 21.

For FY 22-23, we have allocated \$25,000 for department-wide EDI consultant training, plus about \$1,700 for Administrative Services staff to attend equity-focused webinars, training events, etc.

Each program with personnel is also allocating funds for additional EDI-focused staff training opportunities. Staff time is provided across the department to participate in equity programs, committees, affinity groups, and training.

\$75,000 is allocated for a department strategic planning effort. Equity will be a key consideration in the strategic plan.

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.)?

- Refer to Q 26. Less than 1 percent.

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 discovered an opportunity to improve data collection about translation and interpretation needs and utilization at our public-facing front counters and in other programs and projects throughout the department. The exercise also allowed us to think more strategically about how we can connect with our equity priority communities.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 168-6045

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?

- Refer to Administrative Services program.

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?

- Refer to Administrative Services program.

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 Administrative 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.)

- Refer to Administrative Services program.

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

- Refer to Administrative Services program.

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

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

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?

- Refer to Administrative Services program.

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

- Refer to Administrative Services program.

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

- Refer to Administrative Services program.

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

- Refer to Administrative Services program.

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 Administrative Services program.

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 168-6040 Administrative Services program.

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 168-6040 Administrative Services program.

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?

- Refer to Administrative Services program.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

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It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 realized 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 improved access to our services and is able to understand the information we provide relating to our projects.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

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It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fairs across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 168-6060

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?

- Contracted translation and interpretation services are paid through Professional Services.

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

- Less than 1 percent.

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

- We do not have accurate information on this need. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

We work with community members providing Community Service who often require translation or interpretation services. One of our Community Service Monitors is bilingual and uses Spanish almost daily.

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

- Yes. A Community Services Program Monitor position has recently been designated as bi-lingual. On-call translation and interpretation services are also available as needed.

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

- 1 Community Service Program Monitor

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

- Spanish - 1

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

- 1 FTE

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

- Less than 1%

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?

- Client utilization data (requests for service) is used to plan future budgets. Quality and outcomes data is limited and not currently used to develop the budget. Transportation infrastructure is generally maintained using a condition-based approach. We prioritize our work based on the Board-adopted Road Maintenance Priority Matrix, which tends to give preference to more heavily-used roads which serve the greatest number of people.

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?

- While not directly racial, we believe language access remains a potential barrier to accessing our public-facing services, as well as knowing who to call for what service. Translation and interpretation services are provided when requested.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential 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?

- We anticipate spending more on language assistance and making it easier for people to reach the county when they need our services.

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 input informs budget priorities as well as actual spending of funds earmarked to complete service requests throughout the year.

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. We have focused on the Hispanic community during recent recruitments for public works positions (including work with Centro Cultural and placing ads on Spanish language radio), we have dual-language web sites (English and Spanish) for major initiatives, and we offer translation and interpretation services, when needed.

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.

All members of our communities use the transportation system. Improving language access to our services, maintaining our signal systems and quickly addressing service requests from community members hopefully improves outcomes for all users.

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

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

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.)?

- Refer to Q 21.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$8,200 for EDI-focused training and development. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

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.)?

- Refer to Q 26. Less than 1 percent.

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?

- This has helped us to think critically about how equity factors into our budget development. We realize that we collect and 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 awareness of, and access to our services. We were able to set some short-term and longer-term goals to make improvements on how we think strategically to connect with our equity priority communities.

One of the primary ways we can get better data is to collect more demographic information during requests for service and to make reaching the County to access services easier through translation.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 170-6030

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?

- Contracted translation and interpretation services are paid through Professional Services.

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

- Less than 1 percent.

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

- Refer to Engineering, Traffic and Survey program.

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

- Refer to Engineering, Traffic and Survey program.

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

- N/A

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

- N/A

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

- 0

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

- 0%

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 is not a community or client-facing program.

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?

- This is not a community or client-facing program.

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

- This is not a community or client-facing program. No changes are anticipated.

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?

- N/A

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

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

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 key webpages and documents and facilitate translation and interpretation services.

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.)?

- Refer to Q 21.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$300 for EDI-focused training. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

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.)?

- Refer to Q 26. Less than 1 percent.

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?

- This is not a community or client-facing program. No changes are anticipated.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 172-6020

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?

- Professional Services - budgeted up to \$6,000 for translation, interpretation and accommodation in accordance with County and Department LEAP policies/procedures and to meet goals of the Equity Framework for Outreach.

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

- Less than 1 percent.

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

- We do not have accurate information on this need. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

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

- No. On-call translation and interpretation services are available as needed.

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

- N/A

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

- N/A

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

- 0

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

- 0%

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?

- Client utilization data (number of land use applications, permits and customer contacts) is used to plan future budgets. Quality and outcomes data is limited and not currently used to develop the budget. Anticipated level of development and customer activity are the primary factors in developing the proposed budget.

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?

- While not directly racial, we believe language access remains a potential barrier to accessing our public-facing services, as well as knowing who to call for what service. Translation and interpretation services are provided when requested.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential 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?

- We anticipate spending more on language assistance and making it easier for people to reach the county when they need our services.

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.

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

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

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 key webpages and documents and facilitate translation and interpretation services.

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.)?

- Refer to Q 21.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$1,200 for EDI-focused training. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

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.)?

- Refer to Q 26. Less than 1 percent.

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?

- Identified opportunities to improve accommodations and language support for customers.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fairs across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 174-6020

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?

- Professional Services - budgeted up to \$1,000 for translation, interpretation and accommodation in accordance with County and Department LEAP policies/procedures and to meet goals of the Equity Framework for Outreach.

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

- Less than 1 percent.

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

- We do not have accurate information on this need. Based on demographic profiles of our county (nearly 25% report speaking a language other than English at home), we are certain that there are members of equity priority communities that may be in need of translation/interpretation that we are not currently reaching or serving.

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

- Yes, a member of our Building Permit Technician team is a bi-lingual resource for our workgroup. On-call translation and interpretation services are also available as needed.

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

- 1 Senior Permit Technician

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

- Spanish - 1

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

- 1 FTE

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

- Less than 1%

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?

- Client utilization data (number of permits, inspections and customer contacts) is used to plan future budgets. Quality and outcomes data is limited and not currently used to develop the budget. Anticipated level of development and customer activity are the primary factors in developing the proposed budget.

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?

- While not directly racial, we believe language access remains a potential barrier to accessing our public-facing services, as well as knowing who to call for what service. Translation and interpretation services are provided when requested.

As additional 2020 Census data is available, we will do more community demographic analysis to look for potential 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?

- We anticipate spending more on language assistance and making it easier for people to reach the county when they need our services.

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.

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

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

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 key webpages and documents and facilitate translation and interpretation services.

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.)?

- Refer to Q 21.

In addition to a department-wide EDI-focused training allocation, for FY 22-23 we are allocating about \$3,600 for EDI-focused training. Staff time is provided to participate in equity programs, committees, affinity groups, and training.

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.)?

- Refer to Q 26. Less than 1 percent.

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?

- Identified opportunities to improve accommodations and language support for customers.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

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It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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.
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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.
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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 209-6070

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 allocates \$96,000 for door-to-door transit services to accommodate access to TriMet and essential services for older adults, persons with disabilities and low income communities. The program also budgets for translation services in the marketing budget and planning budget without specific allocations.

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

- This fund does not have a specific percent for translation and accommodation services though planning, marketing and door to door services are about 10% of the budget and the primary purpose of this program is to provide transit resources to those who are underserved--low income, older adults, physically challenged persons and prioritize services in equity areas. The contract service provider provides translated information to customers needing/requesting it.

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

- The contractor that provides public transportation services on behalf of the county, Ride Connection Inc., may have data on this based on information from drivers and onboard surveys.

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

- Our contractor, Ride Connection Inc., provides language support services.

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

- Dependent on contract service provider.

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

- Dependent on contract service provider.

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

- Dependent on contract service provider.

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

- Dependent on contract service provider.

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?

- The primary purpose of this program is to provide transit services to those who are underserved-- including people experiencing low incomes, older adults, and people living with disabilities--with a focus on equity areas of concern. Our contractor collects data on transit utilization and onboard rider surveys to evaluate the quality of transit services provided. Approximately 30% of transit riders are older adults or people living with disabilities.

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

- The STIF program relies on equity factors developed by TriMet to assist in developing transit investment priorities. The primary purpose of this program is to provide transit services to those who are underserved--including people experiencing low income, older adults and people living with disabilities--to reduce service fragmentation and improve transit access, particularly in identified equity areas of concern.

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

- This program helps address racial inequities with its focus on improving access to transit with a focus on serving areas identified on the TriMet equity map.

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

- No significant changes are anticipated. This program helps address racial inequities with its focus on improving access to transit with a focus on serving areas identified on the TriMet equity map.

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.

To inform investment priorities, we consulted our transit advisory committee, who represent diverse populations and abilities, and conducted community outreach in Spanish and English.

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

- Community outreach identified needs for more information/awareness of transit services, improved access to transit, improved safety, bus stop amenities, better transit service coordination and additional services. This input has informed funding priorities and seeking grants.

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

- Transit investment priorities were informed by community outreach and priorities recommended by transit advisory committee.

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?

- The primary purpose of this program is to provide transit services to those who are underserved-- including people experiencing low incomes, older adults, and people living with disabilities--with a focus on equity areas of concern. Our contractor provides travel training in multiple languages to help address cultural and language barriers to transit access which supports services funded through STIF.

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

- Transit Advisory Committee members include representatives from Centro Cultural, older adults and persons with disability organizations and graduates of the county's civic leaders program. Outreach for this effort has also included community-based organizations.

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

- Difficult to assign a specific amount. \$25,000 is budgeted to continue marketing and building awareness of transit services, including to culturally specific populations. The entire budget is dedicated to planning and delivering services with a focus on equity areas.

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

- Difficult to assign a specific amount. \$25,000 is budgeted to continue marketing and building awareness of transit services, including to culturally specific populations. The entire budget is dedicated to planning and delivering services with a focus on equity areas.

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?

- Investments are prioritized to serve needs in low income communities, older adults, persons with disabilities and reduce service fragmentation based on input from our transit advisory committee, outreach and ongoing survey and ridership data and ongoing coordination with community based organizations

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.)?

- This is not part of our budget - however our contractor provides multi-language travel training to build skills/abilities for transit use by immigrant and other culturally specific populations which our program benefits from

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

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 the legislative intent of the STIF program and administrative rules are closely aligned with achieving County's equity goals and that we can do more to assess our performance in meeting these goals through the required state reporting system and collecting additional information from our contractor about language support requests and their ongoing travel training program. We recognize we have a great opportunity now as we reconvey our transit advisory committee and our engagement to establish investment priorities for FY 2023-25

Washington County Budget Equity Tool

FY22-23

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It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 212-6075

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?

- Client utilization data (number of proposed developments and customer contacts) is used to plan future budgets. Workload is determined by public submission of plans to build new developments.

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. MLIDs are established for new developments.

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

- No changes are anticipated. MLIDs are established for new developments.

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?

- N/A

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

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

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?

- Refer to Administrative Services program.

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 Administrative Services program.

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 168-6040 Administrative Services program.

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 168-6040 Administrative Services program.

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?

- Refer to Administrative Services program.

Washington County Budget Equity Tool

FY22-23

Our Commitment to Equity

Washington County made a historic commitment to equity with the passage of the equity, diversity, and inclusion resolution by the Washington County Board of Commissioners in February 2020. It is increasingly being embedded in our core values both strategically and operationally at the County Administrative Office and throughout the County.

Advancing equity in government involves an acknowledgement that institutional and structural factors created and continue to perpetuate inequities or differences in outcomes for different populations. Equity work examines and addresses the role historic and present-day governmental policies play in benefiting some groups and burdening others, most notably Black, Indigenous, Latina/o/x, immigrant and refugee communities. A review of history and data shows us that not all populations have experienced the same access, quality, or outcomes when it comes to government programs and services.

It is our collective responsibility and opportunity as public servants to ensure that we are governing and administering public resources so that all our communities can thrive. Washington County is committed to improving equity, diversity, and inclusion for all, with an intentional and explicit focus on race because it remains the primary predictor of how one fares across all socio-economic indicators of wellbeing. Inequities in housing, health and human services, education, public safety, and every area of government service are pervasive, especially for Black, Indigenous, Latina/o/x, immigrant and refugee communities.

To realize our equity goals, we need to modify our decision-making processes at Washington County, including our budget processes. Budgets are very important policy documents that reflect our priorities. Budgets have the power to either advance equity or further inequities.

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 216-6030

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 Engineering, Traffic and Survey organization unit 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 Engineering, Traffic and Survey organization unit translation and interpretation services contract.

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

- Refer to Engineering, Traffic and Survey program.

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

- No. On-call translation and interpretation services are available as needed.

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

- N/A

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

- N/A

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

- 0

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

- 0%

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?

- Client utilization data (number of surveys, plats and customer contacts) is used to plan future budgets. Quality and outcomes data is limited and not currently used to develop the budget. Anticipated level of development and customer activity are the primary factors in developing the proposed budget.

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.

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

- We anticipate spending more on language assistance and making it easier for people to reach the county when they need our services.

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.

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

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Strategy 4: Targeting resources

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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 key webpages and documents and facilitate translation and interpretation services.

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.)?

- Refer to Q 21.

In addition to a department-wide EDI- focused training allocation, for FY 22-23 we allocated \$340 for EDI-focused training. Staff time is provided to participate in equity programs, committees, affinity groups, and training

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

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?

- No changes are anticipated. This is not a community-facing program.