

## **Budgeting for Equity – FY 2023-2024**

### **Overview**

Budgeting is the annual decision-making process about resource allocation and, by extension, City priorities. The Budgeting for Equity (BfE) Worksheet is a general set of questions to guide departments in assessing the impact of budget requests on the advancement of equity and service levels to those most in need. As the coronavirus spiraled into a global pandemic, data confirmed that Black, Indigenous, Latin/o/a/x and other people of color bear an unequal burden. Centering questions of racial equity in budgeting will help our City take a meaningful step towards improving the conditions of well-being for the people most impacted by structural racism, the pandemic, and as the economy recovers.

The BfE worksheet is an important step to integrate explicit considerations of equity into decisions in developing department budget submittals. Departments are directed to intentionally embed equity as a strategy for the development of their budget proposal package and the planned use of existing resources for next year. Keep in mind that while we lead with race and it is the predominant predictor for inequity in outcomes, other factors such as income level, gender, sexual orientation, disabilities, residential zip code, and language ability can also contribute to disparities.

The process of engaging in equity analysis is a transferrable skill that can be applied to other areas of department service delivery. To deepen departmental understanding and the value provided from completing the BfE Worksheet, departments were provided the BfE Worksheet and received training from the Office of Racial Equity on its completion in October 2022. With this additional time and training, directions for completing the BfE Worksheet is similar to last year: departments are directed to analyze how specific proposals and resource allocation impedes or advances equity within a community-serving Core Service; Strategic Support CSA departments will select a Core Service of their choosing based on the budget proposals you are recommending for 2023-2024. Those departments that have built up their skillsets and have capacity are encouraged to complete a BE Worksheet for more than one Core Service. Additional training will be provided for next fiscal year to further improve departmental expertise and to help ensure that equity analysis is applied both deeply and broadly in the budget development process.

## The Framework

The worksheet integrates racial equity principles in the budgeting process.

Racial Equity Principles in Budgeting for Equity	
<p><b>1. Focus on impact: Consider how the chosen core service area proposal impacts the well-being of internal and/or resident historically marginalized racial groups.</b></p> <p><b>2. Establish Accountability:</b> Use performance measures to assess progress - how much, how well, and the extent to which anyone is better off.</p>	<p><b>3. Leverage City Data (links provided below):</b> <u>Disaggregate</u> and analyze existing data or gather evidence to support or guide your proposal package development. <i>Note: Qualitative data such as listening sessions, focus groups, trainings, etc. can also be leveraged. Qualitative data analyzed in conjunction with quantitative can provide a more in-depth analysis of impact.</i></p>

## Budgeting for Equity Tool Instructions

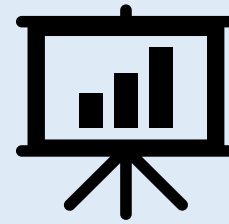
- Choose one core service area or community service core service to center the worksheet
- The chosen core service should meet the following criteria: (a) have general understanding about racially disaggregated data, (b) have access to data to support answering the worksheet questions, and (c) have at least one staff member that is familiar with racial equity principles
- Schedule time with the Office of Racial Equity ([OfficeofRacialEquity@sanjoseca.gov](mailto:OfficeofRacialEquity@sanjoseca.gov)) in answering this tool's questions and consultation
- Review demographic data and use disaggregated data by race, income, and other indicators to inform your decisions
- Be mindful of those who will benefit and those who will be burdened by your recommendations
- All submitted worksheets should reflect an understanding of impact on communities of color

## Tips:

- ❑ When looking at the data you have at your disposal, for each measure: take note of which demographics are doing well, and which are not doing so well.
- ❑ Engage in strategic thinking around what the root cause could be for some demographics not doing as well as others. Think about how budgetary recommendations made during this process can support improving the experiences of the identified demographics not doing as well.
- ❑ Focus on progress and not perfection. Any effort to understand which demographics are benefiting and being burdened by your choices and taking actions to improve is better than taking no action at all.

## Data Tools (Links)

- [San Jose Equity Atlas](#)
- [Demographic Explorer](#)
- [San Jose Neighborhood Demographics Map](#)
- [Language map](#)
- [Diversity in San Jose |](#)
- [Equity Priority Communities](#)



## Frequently Asked Questions

### **How should departments use this worksheet to develop its budget proposal?**

Notably, the worksheet not only provides decision-makers with information on how budget decisions will impact equity goals and advance racial equity within their department, but the tool is also intended to guide budget development for the chosen core service. In this sense, the process of using the worksheet is equally as valuable as the information it yields. Ultimately, departments should select a core service and use this worksheet to develop budget proposals related to the chosen core service.

### **How will this information be used? Who is the audience?**

This worksheet aims to consider how budget decisions impact different communities across the City and how these decisions can advance racial equity. This tool includes a series of prompts that are intended to increase the consideration of racial equity in the development of budget proposals for the chosen core service in addition to providing decision-makers with information on how marginalized communities will be impacted by budget decisions.

The information will be reviewed by the Office of Racial Equity and the Budget Office. All worksheet responses will be scored on an equity advancement assessment with the purposes *to support a quantitative approach to standard setting, clarify expectations, and serve as a resource to acknowledge successes, identify growth areas, and monitor year over year improvement.*

The scores will be used by the Budget Office in their budget approval process.

### **How will departments receive feedback on the worksheet?**

Departments may receive general feedback from the Office of Racial Equity as they engage in office hours to complete the worksheet. Staff capacity precludes a formal report from being prepared. The Office of Racial Equity will be available for additional consultations and department will have the opportunity for engagement during the process and afterward. Others can connect with the Director for feedback.

### **What if I don't have disaggregated data?**

The Office of Racial Equity is aware that many Departments and programs do not have access to program disaggregated data. If there is additional support needed to identify data or think creatively to answer the worksheet prompts, please schedule office hours with the Office of Racial Equity and they are happy to serve as a strategic thought partner.

## Budgeting for Equity Worksheet

**Department:** Click here to enter text.

**Department Contact:** Click or tap here to enter text.

**Reviewed/Approved by:** Click or tap here to enter text. (Director Signature)

**Date** Click or tap to enter a date.

### Equity Lens-Budgeting at a Glance

#### **Questions 1 & 2:**

- These questions provide an assessment of data that departments have at their disposal and asks how disaggregated data informed the proposal package.

#### **Questions 3-5:**

- These questions offer each department an opportunity to assess their specific budget development process for the chosen division and/or program and consider potential benefits to communities of color and low-income communities.

### ***Be Data Informed***

1. How does disaggregated data and any of the corresponding analysis inform the proposal package? What was the source and type of data used to analyze and develop the proposal package?

Click or tap here to enter text.

2. Moving forward, what disaggregated data will you collect and track to help understand how outcomes will affect people of color or other vulnerable communities?

Click or tap here to enter text.

### ***Assess Impact***

3. Is there a larger than average population of people of color and/or low-income communities in these areas? [Click or tap here to enter text.](#)
  
4. What do you believe are the root causes or factors creating any racial or social inequities identified in the data?  
[Click or tap here to enter text.](#)
  
5. What explicit steps will be taken in FY2023-2024 to focus existing resources to advance equity? (e.g. staffing allocation shifts for the purposes of advancing equity, diversity, and inclusion; equity groups or trainings that are happening in the Department; and/or programmatic commitments that are intended to reduce or eliminate disparities experienced by communities of color and low-income communities.)  
[Click or tap here to enter text.](#)