

Memo

Date: November 30th, 2022
To: Metro Council and Committee on Racial Equity (CORE)
From: Raahi Reddy, DEI Program Manager
Subject: Strategic Plan to Advance Racial Equity, Diversity and Inclusion – Progress report

General overview

Adopted in June 2016, the Strategic Plan to Advance Racial Equity, Diversity and Inclusion is a major building block in Metro's goal to advance equity in the Portland metro region. The plan set forth a clear agency-wide direction and outlined specific actions to advance the work forward over its five-year horizon. The actions outlined in the original plan are foundational and may require additional resources to fully reach the plan's objectives and goals.

Metro has completed year five of the Strategic Plan implementation. This report provides a status update on active actions in this reporting period, January 1, 2021 – June 30, 2022. Actions identified as completed in previous years are considered inactive and are not included in this report. The chart below provides a summary of completed actions for each reporting period.

Highlights

Metro's Committee on Racial Equity, along with the Diversity, Equity and Inclusion Program, have selected the following highlights among the multitude of work done towards advancing DEI at Metro in the last 18 months.

On specific actions:

- By advancing the Strategic Plan's actions over the last five years, Metro has increased and strengthened its reputation within the community. This is the result of successful relationship building with community-based organizations, community engagement, and efforts to utilize community feedback in a meaningful way. This has increased trust and signals to other agencies that they can do the same. CORE recommends Metro create and share data on engagement best practices with regional partners and increase engagement with smaller groups/organizations.
- Metro's Water Safety Program proves that Metro is able to employ a variety of methods to reach communities of color with cultural specific materials and technology. CORE encourages Metro to use the Water Safety Program as a model to expand culturally specific service delivery.
- Success on actions regarding youth engagement through internships and programming has suffered during the pandemic. CORE recommends reviving the focus on opportunities for youth as Metro recovers and in-person activities resume.
- Continuing to engage with immigrant communities and deepen relationships is also a priority especially in recruitment/employment processes.
- Acknowledgement must be made for the long-time effort to bring mandatory DEI training to all supervisors. While CORE celebrates this success, we also need more information on the methods and tools that will be used to measure comprehension and implementation of the DEI competencies.

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- Recruitment and retention are vital to the continued success of the Strategic Plan. To this end, CORE recommends incorporating the agency-wide equity core competencies into all job descriptions and recruitment postings. The committee would also like more information on what actions are taken if employees choose not to use the core competencies in their day-to-day work.

General:

- In addition to the Strategic Plan actions below, Metro has advanced the Reimagining Policing Project. Since 2020 the Project has engaged dozens of Metro staff in training regarding the history and impacts of the criminal justice system, conducted an assessment of Metro's touchpoints with policing, security and incarceration, and developed Metro's Vision for Justice and Belonging which Metro Council adopted in June of 2022. Agency-wide and department-specific action plans are nearing completion.
- CORE looks forward to seeing data-focused metrics and detailed qualitative information in future Strategic Plan reports. The committee anticipates these improvements as a result of the implementation of the racial equity framework and the results-based accountability trainings.
- CORE encourages Metro to continue utilizing its role as a regional convenor and its investment strategies to support partner jurisdictions in advancing racial equity strategies including equity metrics.
- Metro continues its work of improving its internal processes to reduce the barriers COBID firms face in accessing contracting opportunities. Through direct engagement with contractors Metro has identified small business training and policy change needs which resulted in updates to the Equity in Contracting program. CORE recommends Metro continue to find innovative ways to reduce barriers and increase equity within contracting.

The status of each action item is shared in the following section of this memo.

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Status of actions

Goal A – *Metro convenes and supports regional partners to advance racial equity*

Action title	Status	More information
In partnership with the community, develop and pilot regional public engagement forums to connect Community - based organizations to resources, engagement opportunities, contracting opportunities and staff at Metro and other public agencies across the region.	In progress.	Resourcing community-based organizations (CBOs) for engagement and contracting opportunities has become standard practice across Metro. Departments like WPES, Parks & Nature, and Planning, Research and Development have contracted a variety of BIPOC-led CBOs to support meaningful engagement and advise on policy & program development.
Use existing committees and additional new opportunities to convene and work collaboratively with regional partners to advance equity related to public engagement, affordable housing, welcoming and inclusive parks and venues, safe transportation, equitable solid waste system and economic opportunity for communities of color through local government contracts and projects.	In progress.	This action item has become a standard practice across the agency. Some recent examples here: The Regional Collaborative Committee was established to support the implementation of Construction Career Pathways across the region and at Metro for the first round Parks Bond projects. Metro is in the process of establishing the Project Advisory Committee as part of the Regional Workforce Equity Agreement. The Supportive Housing Services program has established the Tri-County Advisory Body, and the Regional Transportation Plan update process is continuing to engage partners to advance transportation equity.
Convene regional partners to discuss solutions to increase the participation of local MWESB in government contracts.	In progress.	Communication with the COBID office has continued with frequent COBID certification status updates at OAME (Oregon Association of Minority Entrepreneurs). Procurement Services and the COBID office are in discussion about offering "Meet and Certify" events in Multnomah, Washington and Clackamas counties in partnership with other smaller jurisdictions. However, the main issue is lack of State funding for this program.

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		<p>Within the Construction Careers Pathways Program, staff worked in collaboration with Multnomah County to host an online Small Business Open House in March '22 to engage with MWESB certified contractors. In February '22, a Regional Workforce Equity Agreement Listening Session was held to engage with MWESB certified contractors and contractor associations regarding the Regional Workforce Equity Agreement (RWEA). Participants learned of RWEA goals and provided feedback for areas of concern.</p>
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Goal B – *Metro meaningfully engages communities of color*

Action title	Status	More information
<p>Create a system to better coordinate engagement with communities of color across Metro departments. This system should include the maintaining of a record of community-based organizations' involvement with Metro to support relationship continuity.</p>	<p>In progress.</p>	<p>No movement has occurred since 2020 when DEI and Communications staff compiled a comprehensive list of partners, grantees, and grantee applicants for the purpose of better coordinating relationship management and outreach in 2020 to support organizations during the pandemic.</p>
<p>Work with communities to co-create community-specific public engagement plans that work to develop long-term community relationships, as opposed to episodic engagement.</p>	<p>In progress.</p>	<p>This action item has become a more standard practice across the agency. Some recent examples here: the development and ongoing implementation of the Civic Engagement Capacity Building grant program will support long-term, trusted relationship building between Metro and community-based organizations as well as the Black, Indigenous and communities of color they serve. The program's first round of grantees was announced in June '21 and have recently received their second-year disbursement of the three-year grant cycle. Multiple contracts with BIPOC-led CBOs are being finalized for the Regional Transportation Plan 2023 update to support co-created community engagement with BIPOC communities.</p>

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		WPES has similar long-term, co-created engagement plans.
Metro departments set aside resources for contracting and partnering with CBOs or community groups for engagement. Results are included in quarterly management reports.	In progress.	This work continues at the department and project level. The upcoming Regional Transportation Plan work will include resources for community engagement. Upcoming Budget Equity Tool implementation will measure resource allocation for community engagement, replacing quarterly management reports.
Identify and propose ways to improve youth engagement and youth involvement in Metro decision-making.	In progress.	There are several opportunities that are helping improve youth engagement. These include the Civic Engagement and Capacity Building grant in the DEI program which funded Next Up's and East County Rising Community Project's, both are youth focused leadership programs with work currently underway.
Identify and propose the creation of new opportunities within public engagement activities for emerging and established community leaders to work with decision makers to help drive plan, policy and program outcomes.	In progress.	This has become standard practice for major initiatives. Some of those include, but are not limited to: <ul style="list-style-type: none"> • Parks Bond implementation • RTP 2023 update • WPES Transfer station siting • RWP implementation • SHS implementation • Expo DOS
Develop and apply criteria to consistently partner and invest in existing community leadership programs that have greatest benefit to community.	In progress.	The Civic Engagement Capacity Building grant program has funded multiple BIPOC leadership development programs in the region including Next Up's youth focused leadership program, Unite Oregon's expanded their climate justice leadership council, and East County Rising Community Projects' Rising Fellows program. The Regional Transportation Plan process is also contracting for BIPOC-led community engagement that provides leadership opportunities for BIPOC community members.
Create mechanisms to involve the community in the implementation and evaluation of the Strategic Plan.	In progress.	CORE members were part of the 2022 Results Based Accountability workshop series which has set the foundation for the assessment of the 2016 SPARED1 which will be completed in spring 2023.

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<p>Utilize the racial equity analysis and decision support tool on four pilot projects representing each of Metro's four lines of business.</p>	<p>Complete</p>	<p>In winter 2021 Metro adopted the racial equity framework to support analysis and decision-making agency wide. The framework is being utilized by various departments and on several major projects including, but not limited to: Regional Household Travel Survey, Regional Transportation Plan, Tualatin Valley Highway, Transportation Bond Measure, Willamette Cove, Metro’s Green Building Policy Initiative.</p>
<p>Develop equity performance measures to include in Metro's By the Numbers performance measurement program.</p>	<p>In progress.</p>	<p>Efforts to create and implement equity metrics across the agency for use in the budget development process were started in 2021 in response to the Equity Metrics Budget Note. Efforts to refine and deepen equity evaluation continued with the Results Based Accountability cohort in 2022 and will continue as part of the Impact Evaluation program into 2023.</p>
<p>Provide training and support to Metro departments on the Racial Equity Analysis and Decision-Support Tool to most effectively meet specific departmental portfolio.</p>	<p>Complete</p>	<p>DEI staff have provided two comprehensive training sessions on the Racial Equity Framework. Sessions were held on 6/29-30/2021 and 5/12/22. More than 150 staff participated in these trainings. This training will be offered every year to Metro employees.</p> <p>On 10/20/22 more than 60 Metro Project Managers received a training on the Racial Equity Framework.</p>
<p>With the direct support of the DEI program, expand the pilot for utilizing the racial equity analysis and decision support tool within each department.</p>	<p>In progress.</p>	<p>The racial equity framework was used for the FY 22/23 budget process. DEI and FRS staff will build on that success and further refine the process and utilization of the framework during the FY 23/24 budget development process.</p>
<p>Identify barriers and propose solutions to increase participation of communities of color in Metro engagement opportunities. Such barriers may include: public meeting times, lack of food and childcare, and location of meetings.</p>	<p>In progress.</p>	<p>In 2021-22, Metro began to resume its normal public engagement practices, using online platforms and tools. The pandemic provided our engagement staff an opportunity to reimagine how to increase access and reduce the barriers of participation of our most underserved and hardest to reach community members. Metro piloted new online meeting tools like live translation during online meetings and used digital white boards to simulate in-person brainstorming sessions. Concurrently, Metro’s engagement efforts to reach the broader community were refined by the deployment of targeted digital strategies using engagement tools like Survey 123 and MetroQuest.</p>

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<p>Identify and propose the creation of new opportunities within public engagement activities for decision-makers to receive direct community input and to meaningfully consider and discuss what they've heard.</p>	<p>In progress.</p>	<p>This has become more of a standard operating practice for Metro's engagement efforts. Some recent examples where community input was used to meaningfully consider key decisions in 2021-22 included: The Expo Development Opportunity Study and Support Housing Services implementation.</p>
<p>Create financially supported volunteer seats on advisory boards and committees for youth of color, community members, and community-based organization representatives.</p>	<p>In progress.</p>	<p>The Transportation Policy Alternatives Committee has been added to the three previously reported committees that provide stipends for volunteer seats for community members and community-based organization representatives. It is anticipated that the Public Engagement Review Committee will follow soon.</p>
<p>Conduct user testing to inform improvements to the accessibility and usability of digital tools for communities of color to get involved. Invest in outreach and promotion strategies to raise awareness of individual opportunities and online tools.</p>	<p>In progress.</p>	<p>As part of this ongoing effort to invest in outreach and promotion strategies, in June 2022, an RFP was issued to help conduct user testing of Metro's digital tools and online resources with the disability community. A new section of oregonmetro.gov was published to provide a range of information on accessibility at Metro, including how the public can request an accommodation or make a complaint.</p> <p>To ensure strategic guidance for future efforts to increase access for the disabilities community, funding was approved for an ADA coordinator and a new community advisory body that will provide input on upcoming projects and programs, including digital tools.</p>
<p>Create a framework to track and measure equity actions and investments across the agency.</p>	<p>In progress.</p>	<p>The Results Based Accountability workshop series created the foundation for shared evaluative approaches to measuring investments and other equity actions across the agency and will finalize future-looking standard metrics in 2023.</p>

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Goal C – *Metro hires, trains and promotes a racially diverse workforce*

Action title	Status	More information
Staff and management from every department are actively involved in the implementation of the Strategic Plan and DAP through a clear and representative process.	Completed.	<p>June '21 DEI staff launched the Racial Equity Leaders Table to consistently convene leaders and staff who are responsible for designing, coordinating, and organizing racial equity plans and activities leading to systems change that dismantles institutional racism at Metro. This group meets every month.</p> <p>Several departments lack representation and coordination support for department specific racial equity plans including Planning and Development.</p>
Create opportunities for staff across the entire organizational structure to discuss how to improve the organizational equity structures at Metro.	In progress.	<p>DEI convened the first meeting of the agency-wide Racial Equity Leadership Team (comprised of equity practitioners across the agency including reps from ERGS) in April '21. The team meets monthly. Employee Resource Groups also increasingly advise leadership on a variety of workplace and equity issues, through regular meetings and Budget Equity and Reimagining Policing town halls.</p>
Adopt policy that Metro management positions must attend required DEI related trainings.	Completed.	<p>DEI related training has become required for Metro managers. Supervisor Essentials has two tracks of training. Tier 1 launched in Jan '21 and has been attended by 146 managers. Tier 2 followed with a launch in Fall '22 with 44 managers completing the course.</p>
Develop an internal and external communication strategy to convey Metro's leadership commitment to diversity, equity and inclusion.	In progress.	<p>Since the reporting year, there has been consistent communication to employees about DEI learning opportunities, cultural awareness months, and additional storytelling of BIPOC employees and Metro's commitment to DEI. There has also been an overall increase in organized communication and focus on reaching front line workers and broadcasting content more widely from the COO and other Metro leadership.</p> <p>In the coming year, a communication plan will guide external efforts. Metro Together newsletter will continue to include DEI content along with other agency news, providing a more streamlined communication experience for Metro employees.</p>

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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

Action title	Status	More information
Provide support and training for hiring managers to assess job requirements, create accessible job announcements and understand the value of diverse hiring.	In progress.	The ongoing Supervisor Essentials Program includes a module on equitable recruitment and hiring. There is a need to increase offerings to expand practices.
Identify and propose ways to connect existing community leadership programs with career opportunities at Metro.	In progress.	This has not yet become standard practice, though there are some examples where partners are engaged in recruitment. Additional capacity needs to be applied to make this successful.
Reassess Metro values to ensure diversity, equity and inclusion are equally recognized as guiding principles.	In progress.	In 2021 the Office of the COO developed the Strategic Vision which centered Racial Justice alongside shared prosperity and climate justice as Metro’s three guiding priorities.
Incorporate equity discussions into all Metro advisory committees to ensure that these bodies uphold the same commitment to equity.	In progress	Metro piloted DEI trainings for our advisory committees in 2019, including JPACT and MPAC. And in 2021, Parks & Nature’s Equity Advisory Committee participated in several workshops on disability justice, but no further work has been done to systemize training opportunities for Metro advisory committees.
Identify and propose new opportunities for staff across Metro to develop and deepen relationships in formal and informal settings.	In progress.	The ERGs continue to meet consistently with agency-wide town halls, info sessions, and other activities occurring more often now. The Employee Engagement Leaders Table also continued their work, Oregon Zoo and Parks & Nature hosted a summer staff series.
Identify and propose new ways to increase accessibility of DEI trainings for venue staff and temporary/seasonal/part-time/graveyard staff.	In progress.	Required and mandatory training launched fall '22, requiring all employees to take up to 4 hrs. of DEI training. Promotion for upcoming trainings, as well as employee work schedules are considered when DEI trainings are offered. To remove barriers for training participation for front line and variable hour staff, the Oregon Convention Center’s leadership secured access and training for usage of computer tablets.

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		Investment was made by HR to provide 100+ online trainings, accessible and available on-demand to all Metro employees.
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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

Action title	Status	More information
Identify and propose a variety of new learning methods and trainings to reach all regular status staff.	In progress.	<p>Metro leadership approved of a set of required learning hours for all employees in 2022.</p> <p>It is becoming more of a standard practice to center those unable to participate in training opportunities in the promotion of and in the development of training curriculum. Contracts with vendors such as the Open Sesame platform and DEI trainers, offer a variety of ways to engage, learn, and increase DEI competencies.</p>
Diversify hiring committees by department including considering gender, age and cultural group. Include community members where appropriate.	In progress.	<p>Recruiters have begun working with Hiring Managers to encourage selecting hiring committee members outside of their dept. to increase diverse representation.</p> <p>In the coming year, HR will develop an Interview Panel Guide and an Interview Panelist Training. Once completed, panelists will be required to attend the training to be placed on an approved panelist list. HR will track the demographics of the list to ensure it is inclusive, diverse and representative. HR is also working to formalize a stipend process for community members that participate/provide expertise on interview panels.</p>
Create agency-wide policies regarding intern diversity and compensation.	In progress.	<p>An update to Metro’s agency wide Intern policy is still needed. Currently, the WPES internship program is a three-year paid internship program for underrepresented youth ages 17-20. This program provides professional development and amplifies voices of young people of color to inform Metro’s decision-making. In total, Metro had 17 paid interns and 5 unpaid interns during this reporting period.</p>
Further the job market preparation of interns by providing skill building opportunities	In progress.	<p>Metro has moved toward an intern model in which participants are responsible for specific bodies of work or projects. Projects are skill-based and communicated during the recruitment process.</p>

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Expand hiring interview format option for increased cultural sensitivity	In progress.	HR is continuing to work on the development of standard operating procedures related to the interview process. As part of the hiring and interview formats and in partnership with DEI, HR will be developing a needs assessment survey for hiring managers with the results scheduled to be reviewed in Spring '23. Work also continues in providing education to managers regarding the candidate experience to increase cultural competency and inclusivity.
Identify and propose new opportunities for potential applicants to learn more about job positions.	In progress.	Pilot programs have launched in the DEI Program, Parks & Nature and WPES. Information sessions are offered within recruitments with contact information listed for candidates to utilize. Work with the COO continues to implement strategies for marketing the agency for the purpose of recruitment.
Identify and propose ways to increase pathways for Metro staff to gain skills for career advancement.	In progress.	The Required Learning Program launched providing equitable access to learning and development with a focus on removing barriers for front line and variable hour employees to participate in opportunities to gain new skills to increase career advancement. The self-driven trainings will allow greater accessibility to staff. HR will use the system's analytics to evaluate and update the program.
Communicate job announcements using culturally specific languages, channels and organizations.	In progress.	HR staff connections to culturally specific CBOs has led to greater access to posting to job boards within communities of color. HR continues to grow their email distribution list which now includes 200 contacts. Candidates applying to Metro, now have a wider range of options to indicate how they learned of the open position. Learning from candidates will assist HR in their future recruitment strategies.
Partner with and invest in local communities of color and CBOs to attract more diverse applicant pools.	In progress.	Work continues in expanding agency knowledge of and relationships with CBOs led by communities of color and those predominantly serving communities of color. This allows HR to update their contact list of CBOs and the appropriate staff at those CBOs. A weekly job posting distribution list currently includes 200 contacts.
Department leadership work with DEI program staff to determine how equity, diversity and inclusion can be	In progress.	In 2022, HR, DEI and COO office, partnered with Drawbridge Innovations to conduct a series of focus groups with staff to inform the revamp of Metro's Performance Review Process. The project team completed phase 1 of the project – which

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<p>addressed as part of staff’s work duties.</p>		<p>helped to identify a set of behaviors that reinforce Metro’s values of equity and inclusion and can help guide in the expectations for how staff engages with one another, and with the public.</p> <p>In 2022, a set of DEI Core Competencies were developed in partnership with HR, Racial Equity Leaders and DEI staff. These identified competencies will help provide a road map for employees to increase their capacity to do DEI work.</p>
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Goal C – Metro hires, trains and promotes a racially diverse workforce – continued

<i>Action title</i>	<i>Status</i>	<i>More information</i>
<p>Develop a succession plan for all levels in the organization.</p>	<p>Not started.</p>	<p>This work will not begin unless significant investments are made to increase capacity to conceptualize, develop, and implement this program.</p>
<p>Create a pilot professional mentorship program to cultivate front-line staff of color for leadership positions.</p>	<p>Not started.</p>	<p>HR will not be able to begin this on an agencywide level unless significant investments are made to increase capacity to conceptualize, develop, and implement this program.</p>
<p>Determine diversity, equity and inclusion criteria so that they can be clearly incorporated as part of the performance management review (PACe) for all staff.</p>	<p>In Progress.</p>	<p>This project started in 2022 with a consultant onboarded to add capacity for this work. Roundtable listening sessions have occurred with the ERGs roundtables and internal stakeholders.</p>

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Goal D – *Metro creates safe and welcoming services, programs and destinations*

Action title	Status	More information
Communicate program and service announcements using culturally specific language and channels (e.g. tribal newspapers and Russian radio stations)	In progress.	<p>Work in this area is occurring within departments however, there is not a consistent or standard approach to achieve this action across all agency communications for program service announcements, nor consistent funding for translation or culturally specific outreach.</p> <p>A few projects that conducted outreach in other languages using culturally specific channels during the reporting year include:</p> <ul style="list-style-type: none"> • The WPES water safety program utilized many routes to distribute their important message including radio ads and an electronic water safety flyer that was created in five languages and were delivered to 99 schools in seven different K-12 school districts. These efforts were expected to reach 25,000 family members. • Portland’5’s programming advertisements in multiple languages. <p>Specific to Metro’s regional planning functions, a refresh of the Limited English Proficiency (LEP) plan was completed in March of 2022. The LEP plan includes elements to ensure that individuals with limited English proficiency have access to the planning process and other published information.</p>
Use newly standardized demographic questions across the agency and establish methods for disaggregating results for agency-wide public engagement efforts.	In progress.	<p>Standard demographic questions were developed in 2019 and updated in ‘21 with compressive gender identity questions and are now widely used. Standard methods for disaggregating community engagement results have not been developed but there continues to be consensus on the need for a central agency-wide repository of community engagement information.</p>
Identify and propose ways to increase community cultural events held at all Metro properties.	In progress.	<p>Cultural events led by departments have occurred at several Metro properties including the Oregon Zoo and the Expo Center. During the 2022 summer season, the Zoo hosted several Zoo Nights featuring bands like Jujuba (Afrobeat, Juju</p>

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		music) and Melao de Cuba (Salsa fusion). As of Fall '22, the Metro Regional Office began a limited reopening with an opportunity for events to be scheduled as part of Metro programming.
<p>Identify and propose new opportunities for communities of color to learn about Metro programs and services.</p>	<p>In progress.</p>	<p>This has become more a standard operating practice.</p> <p>For example, during the summer of 2022, Parks & Nature Communications placed culturally specific water safety ads, developed a water safety landing page on the Metro website that is available in five languages and purchased water safety ads on Oregon's largest Spanish language radio station. Radio and digital ads were also purchased on Oregon Public Radio, electronic water safety flyers were created in five languages and were delivered to 99 schools in seven different K-12 school districts. Their efforts were expected to reach 25,000 family members. A Water Safety Communications Toolkit was also made available in both English and Spanish, for CBO partners to use to distribute water safety messaging to their communities.</p> <p>These efforts were led by staff of color to address the disproportionately higher risk of drowning for communities of color due to our history of racism and desegregation creating inequitable access to water.</p>

Goal D – Metro creates safe and welcoming services, programs and destinations - continued

Action title	Status	More information
<p>Recognize the connection of Metro destinations to specific communities of color and visibly acknowledge how these connections are foundational to guiding Metro's work.</p>	<p>In progress.</p>	<p>A variety of work has been done towards this action, including displays created through the OCC renovation, Parks and Nature's presentations on the historic context of water for the Black community, and the work historians have been doing to understand the land being considered for new transfer stations. Metro continues to formalize and invest in relationships with Indigenous community members and tribal governments.</p> <p>Regarding the Expo Center's redevelopment and significance as a cultural and historical site: in June '22 Metro began the Request for Expressions</p>

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		of Interest process for principle-driven development concepts for publicly owned sites that complement existing use, repurpose, or replace the center and bring in additional funding for necessary site improvements. Proposals were due October '22 and the first review phase is scheduled for completion in January 2023.
Reassess the guidelines for availability and usage of Metro properties for community-based organizations and create awareness of those guidelines among communities of color.	In progress.	Metro properties began re-opening fully this year with the MRC announcing a limited reopening in Fall '22. As agency departments and properties continue to recover from COVID 19 budget cuts, planning for a post-pandemic economy opens up new opportunities for sharing space with community-based organizations.
With the direct support of the DEI program, expand the pilot for developing a specific plan of action to advance equity within the programs, services, plans, and policies of each department within 18 months.	In progress.	The Oregon Convention Center and HR have completed their plans. Due to department/staff structural changes within Metro, Communications, Housing, and the Research Center will need to adjust their plans-in-progress.

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Goal E – *Metro’s resource allocation advances racial equity*

Action title	Status	More information
Require project managers to attend procurement training on developing RFPs.	In progress.	Procurement Services started planning for equity in contracting training in June 2022 with a roll-out for FY22-23.
Develop and implement agency-wide equity criteria for grants, investments, and sponsorships to increase impact and investment consistency.	In progress.	Work is happening among grant managers to standardize equity-criteria and utilize best practices to improve racial equity outcomes and improve accessibility. No staff member or department is formally coordinating this work, however.
Research and choose method to identify the contracting needs for firms in the region. These preparations include the identification of financial resources and coordination with jurisdictional partners, Metro’s attorney, and procurement office.	In progress.	In spring of 2022 Metro Procurement Services conducted a survey of the contracting and technical assistance needs. Small business were encouraged to participate via Metro's small business distribution list, regular outreach work with small business chambers and support organizations. The survey was also published on BidLocker. As a result, staff learned about small business training and policy change needs which led to changes in the Equity in Contracting program. In June '22 staff started planning for small business trainings for FY22-23 in response to the survey. Metro staff will continue to survey the small business community on a regular basis. A helpful tool to reach out to regional small businesses would be a customer relations management tool.
If applicable, establish a process that requires an explanation as to why a COBID contractor was not utilized.	On hold.	FRS currently does not have staff resources to follow up on this content. Recommendation is to eventually establish contract management positions at Metro to follow through with data collection for COBID firms.
Increase Metro staff participation in professional networking opportunities for communities of color.	In progress.	Networking opportunities have recently begun transitioning back to in-person events. In November 2022, twenty-two Metro staff and committee members, representing nine departments and one committee, are expected to attend the in-person Government Alliance on Racial Equity conference in November 2022.

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<p>Involve the COBID contractors in the development of RFPs and grants to increase accessibility, as long as they do not bid.</p>	<p>On hold.</p>	<p>This work has not yet started as it requires more planning and collaborating with contractors about their time availability and time commitment as well as resources to compensate contractors. Small businesses tend to be overwhelmed with multiple requests to participate at different public agencies. The recommendation is for the City of Portland to share their Minority Evaluator Program with other agencies rather than each agency creating their own.</p>
<p>Develop and implement a budget tool to assist in making resource allocation decisions, including discretionary budget allocation, investments, contracts, grants and sponsorships using a racial equity lens.</p>	<p>In progress.</p>	<p>The racial equity framework is intended to support budget and resource allocation processes and launched during the FY 22/23 budget process. Implementation of the framework for the FY 23/24 process will build on our previous work.</p>
<p>Increase intentional outreach to communities and community-based organizations regarding contracting opportunities, working through business partners.</p>	<p>In progress.</p>	<p>Procurement staff has continued to offer monthly 1:1 office hours and training for COBID certified firms interested in working with Metro and to encourage non-certified firms to pursue certification with the State of Oregon. Procurement Service's outreach program has fully been resumed as of early summer 2022 and is actively participating in all networking events offered by small business chambers and other support organizations. In addition, procurement staff in partnership with Metro program departments, has held several virtual meet & greet events during which small businesses can introduce themselves and present their services to project managers.</p>
<p>Conduct user testing to improve access to and awareness of digital tools to communicate all financial opportunities at Metro to communities of color.</p>	<p>In progress.</p>	<p>During this reporting period, FRS provided 1:1 office hours to share opportunities with minority contractor organizations as well as hosted open-houses. Research was also completed to inform process improvement investments that are expected in the near future.</p>

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