

A Checklist for Meaningful and Equitable Community Engagement



Effective community engagement programs need to be designed to be both meaningful and equitable. To gauge the effectiveness of your community engagement strategies, use the checklists below as a reference.

MEANINGFUL ENGAGEMENT

- We're asking the community for feedback on aspects of the project they can actually influence.
- There are messages in place to assess if we're reaching the right audiences and plans to shift our outreach as needed during the engagement phase.
- Changes to the project plan have been identified and made based on community feedback.
- We've told the community how we've adjusted our plans based on their input.
- Municipal decision-makers have been given a summary of the community engagement we've done, including how that input has shaped the final product.

EQUITABLE ENGAGEMENT

- There are multiple ways for community members to give feedback without attending community meetings.
- People can give feedback and get information from the project team even if they don't have an internet connection i.e. feedback via text or voicemail.
- There is a strategy for reaching community members who do not usually participate in conversations about development in this community i.e. renters, students, etc.
- We know which languages are spoken in this neighborhood based on city-given or Census information and have translated all materials accordingly.
- We've contacted community leaders and civic organizations to get the word out about the opportunity to give feedback on the project.
- We are responding to community member feedback as we receive it, thanking them for participating, asking follow-up questions, and addressing their concerns.
- The community is getting updates about the project every 30-45 days from our team.

To download the full guide, *How to Create a Meaningful and Equitable Community Engagement Strategy*, [click here](#).