

Tips for Inclusive Planning

These are some tips and suggestions for inclusive engagement with key stakeholders (people most impacted by a new project or program), informed by the Ride Now project. For more information on Ride Now, see our [webpage](#) and [summary on inclusive planning](#). For more best practices on inclusive planning, see the [Inclusive Planning Toolkit](#) prepared by the King County Mobility Coalition.

- 1. Include people who will benefit from a new program in the development stages.**
 - a. Invite people to join the project team or convene a steering committee of key stakeholders.
 - b. Recruiting via applications is one option, but also consider starting with a core group of known stakeholders and asking them to identify other potential participants from their existing networks and communities.
 - c. Include participants in all stages of program development—design, planning, implementation, and evaluation—not just a single phase in the middle.
- 2. Compensate participants for their time, input, and for sharing from their lived experiences.**
 - a. Meaningful compensation may look different to different participants, so find out if an hourly rate, monthly stipend, or lump sum payments work best.
- 3. Establish project co-leads wherever possible, especially if one can be an agency staff member and the other can be a community stakeholder.**
 - a. Co-leadership spreads the load of project management, which can reduce burnout, increase resilience, and result in more creative thinking.
 - b. Co-leadership between “internal” and “external” partners also helps build trust, especially with people who are skeptical of government attempts at inclusive planning.
- 4. Spend time getting to know one another and building trust.**
 - a. At regular meetings, open with a check-in question that allows people to share more about themselves.
 - b. If meetings are primarily virtual, try to (safely) host occasional in-person gatherings to allow for more relationship-building.
- 5. Give participants enough context to make informed decisions, and then give them power to make or influence decisions.**
 - a. Start new engagement efforts by sharing information, defining terms, and reviewing available data. Make sure people understand the purpose of the project and what decisions remain open.
 - b. Spend each meeting or engagement meaningfully discussing a key decision that needs to be made—for example, prioritizing objectives, determining program parameters (like where should ride vouchers work, at what times, and how much of the trip cost should they cover), and deciding how to spend the project budget.
 - c. Allow participants to take on entire components of the project, to the extent they are interested in doing so—for example, via participant-led subcommittees.
- 6. Ask for feedback regularly, share that feedback with participants so they know what their peers have shared, and incorporate the feedback into future meetings and engagements.**
 - a. Brief, anonymous post-meeting surveys are a useful tool for requesting regular feedback.
 - b. It’s also important for participants to have open lines of communication with the project co-leads, where they can raise their concerns and trust that they will be heard.

