



## EQUITY TOOL

Equity is fair and just access to opportunity for all.

### What is the Equity Tool?

The Equity Tool is a set of questions that helps a person view a decision from an equity perspective. It is a tool that helps our practices, projects and programs reduce inequities and improve success for all groups in the region.

### How to Use the Equity Tool

Use the Equity Tool as a discussion guide and planning resource. The Equity Tool should be used early and often—for project planning, implementation and evaluation. The tool can also be used to facilitate a discussion with staff from other departments, transit customers and/or community members.

Use each consideration point as a basis for conversation, and use the below questions for a more in-depth discussion. Record answers in the notes area and share as appropriate.

### Additional Resources

- [Everyday Equity page on MetNet](#)
- [Government Alliance on Racial Equity Toolkit](#)
- Metro Transit's Community Outreach and Engagement Team
- [Thrive Lens](#)

For more information about Everyday Equity, contact Allison Bell at 612-349-7672 or [Allison.bell@metrotransit.org](mailto:Allison.bell@metrotransit.org)

## Questions for Discussion

### Step 1: get on the same page

What is the proposal?  
What are the desired results and outcomes?

Notes:

## Step 2: identify potential impact

How will this policy, program or decision affect existing disparities?

1. Who are the communities impacted by the policy, program or decision? How were they identified?
2. What do the data tell us about disparities in these communities?
  - a. Race
  - b. Ethnicity
  - c. Income
  - d. Ability
3. How have historical decisions that have impacted these communities been considered in this policy, program or decision? Historically, what resources have been invested in these communities compared to others?
4. Who benefits from this proposal? Who is left out?
5. Are there adverse impacts or unintended consequences of this project? If so, what are they?

Notes:

### Step 3: engage community

How have you engaged the community to co-develop the policy, program or decision and co-define equitable outcomes?

6. In what ways are you building relationships with the identified communities? Who are you partnering with?
7. In what ways did these relationships influence the policy, program or decision?
8. How does your work create inclusive spaces that allow communities to collaborate on the development of the policy, program or decision?
9. Do communities have access to all the information and tools they would need to more fully participate as a partner on the policy, program or decision?
10. How has your engagement with communities affected by your policy, program or decision helped co-define equity in the outcomes of your work?

Notes:

## Step 4: plan for equitable outcomes

What are your strategies for advancing equity through this policy, program or decision?

11. Identify potential inequities. What are your strategies for advancing equity?
  - a. Race
  - b. Ethnicity
  - c. Income
  - d. Ability
12. How does advancing equity help achieve one or more of our agency goals?
  - Increase Mobility and Access to Opportunity
  - Maximize Operational Efficiency, Safety and Financial Integrity
  - Improve the Customer Experience
  - Support Sustainable, Prosperous and Equitable Communities
  - Develop a Healthy, Resilient and Effective Workforce
13. What is your plan for implementation?
14. How will you ensure accountability?
15. How will you communicate and evaluate results?
16. Will you use this tool to evaluate the policy, program or decision in 1-2 years?

Notes: