

Feedback Synthesis Worksheet



Use this worksheet to organize, categorize, and interpret the input you receive from community engagement activities. This tool helps you identify common themes, concerns, ideas, and opportunities—and connect them directly to climate action strategies.

1. Engagement Activity Details

Engagement Type:

- | | |
|--|--|
| ☐ Public Workshop | ☐ Listening Session |
| ☐ Survey / Poll | ☐ Stakeholder Meeting |
| ☐ Online Engagement (map, idea board, etc.) | ☐ Community Event |
| ☐ Other: _____ | |

Date: _____

Facilitator / Lead: _____

Audience(s): _____

Total Participants: _____

Notes on Who Participated (neighborhoods, demographics, groups):

Feedback Synthesis Worksheet



2. Key Themes Identified

List the major themes that emerged. Themes could relate to concerns, values, opportunities, or needs.

Theme	Description / Details	Frequency Mentioned	Notes

3. Specific Feedback & Ideas Captured

Track comments, concerns, or suggestions from participants.

Category	Participant Feedback / Direct Quote	Source (event, survey, etc.)	Potential Action Area
Strengths / What's Working Well			
Challenges / Barriers			
Opportunities / Ideas			
Equity-Related Input			

Feedback Synthesis Worksheet



Neighborhood-Specific Feedback			

4. Alignment with Climate Strategies

Map the feedback to potential mitigation or resilience strategies.

Feedback Item or Theme	Related Sector	Potential Strategy	Notes on Fit / Opportunity
	Transportation		
	Buildings		
	Energy		
	Waste		
	Land Use		
	Resilience		

Feedback Synthesis Worksheet



5. Equity Considerations

Capture insights related to frontline communities, access, and burdens.

What equity issues were raised?

Which communities may benefit most from action?

Which communities may face burdens or need additional support?

6. Prioritized Recommendations from Community Feedback

Identify the 3–6 most important community-informed priorities.

Feedback Synthesis Worksheet



7. Follow-Up Actions

Outline next steps for incorporating this feedback into the planning process.

- Who needs to review this synthesis?
- What changes or additions will be made to draft strategies?
- What feedback will be communicated back to the community?
- Next Engagement Touchpoint (if any):