

CONTRACTOR SCOPE OF WORK

CONTRACTOR	Illinois Public Health Institute (IPHI)
CONTRACTING AGENCY	Chicago Department of Public Health (CDPH)
PROJECT NAME	Project Coordination Supports and Analysis Supports for Chicago's Cumulative Impact Assessment (CIA) project
TIMELINE	August 2022 - June 2023
BUDGET	~ \$250,000, depending on what types of sub-contracts and qualitative research are determined necessary

ABOUT ILLINOIS PUBLIC HEALTH INSTITUTE (IPHI)

IPHI is a Chicago-based nonprofit organization whose mission is to mobilize and catalyze partnerships and lead action to improve public health systems to maximize health, health equity and quality of life for people and communities.



OVERVIEW OF WORK

IPHI has been contracted by CDPH to provide supports for project coordination and analysis for Chicago's CIA during three phases of work: Scope, Assess/Design, and Report.

IPHI will be a partner in the project management team and working groups. IPHI will report to CDPH and the CIA project management and accountability structures (Environmental Equity Working Group- EEWG), with CDPH's Health Equity in All Policies team supervising IPHI's work. As such, IPHI's scope and activities will be responsive to the co-designed structure and work plan developed by these project partners. IPHI's supports for project coordination and analysis will serve to advance the overall engagement goals for the CIA:

- Environmental Equity Working Group (EEWG) co-designs the CIA for Chicago and is involved in all decision-making throughout the process.
- CDPH listens to, reflects on, and learns from community engagements in order to inform actionable plans for the CIA.

SUPPORT PROJECT LOGISTICS & COORDINATION

AUG. 2022 – JUNE 2023

- Attend coordination meetings with CDPH and other partners. Partner with CDPH and other partners on follow-up logistics and coordination.
- Draft communications materials as needed.
- Attend weekly CIA Project Management Team meetings.
- Manage and process payments for compensation to community-based project partners, based on the approach/amount determined between EEWG and CDPH.

BACKGROUND RESEARCH & LANDSCAPE ANALYSIS

AUG. – NOV. 2022

- Support CDPH with landscape analysis of other jurisdictions' engagement strategies – via document review and key informant interviews.
- Work with CDPH to integrate resources shared by EEWG and other environmental justice experts into the landscape analyses.
- Review draft reports and work together with CDPH to finalize reports and summarize material for presentation to EEWG and working groups.

ANALYSIS OF EXISTING COMMUNITY INPUT

JULY – SEPT. 2022

- Advise and provide analytic support to CDPH and EEWG for qualitative analysis of existing community input as identified by EEWG members.
- Work with CDPH and EEWG to identify: (a) recommendations and key findings from existing input that should be incorporated in the CIA process and (b) gaps in existing input that informs what additional input should be gathered directly in the CIA process.
- Support CDPH to work with EEWG, Tetra Tech, and other project partners to ensure integration of community data with other data sources/indicators within each phase and component of the CIA process.

DATA & METHODS WORKING GROUP

NOV. 2022 – MAY 2023

- Support co-chairs from CDPH and EEWG.
- Work with CDPH and EEWG and other project partners to scope assessment, develop methods and recommend data sources.
- Support CDPH to work with EEWG, Tetra Tech, and other project partners to ensure integration of community data with other data sources/indicators within each phase and component of the CIA process.

COMMUNICATIONS & ENGAGEMENT WORKING GROUP

NOV. 2022 – MAY 2023

- Support co-chairs from CDPH and EEWG.
- Co-design activities including any engagement workshops.
- Coordinate meeting logistics, keep notes, and track follow-up actions from the working group meetings.
- As applicable, engage (and subcontract) with meeting facilitators.
- Determine with working group members the overall approach and work plan for documenting the CIA process, and execute upon tasks/roles for IPHI.
- Support CDPH to work with EEWG, Tetra Tech, and other project partners to ensure integration of community data with other data sources/indicators within each phase and component of the CIA process.

ENGAGEMENT STRATEGIES & GATHERING QUALITATIVE COMMUNITY DATA

DEC. 2022 – MAY 2023

- Work with CDPH to support execution of engagement strategies as determined by the Communications & Engagement Working Group.
- Tasks and activities may include: developing agendas and materials for in person and virtual sessions, keeping and synthesizing notes, and having a system for sharing meeting materials and notes with project partners.
- Support CDPH to work with EEWG, Tetra Tech, and other project partners to ensure integration of community data with other data sources/indicators within each phase and component of the CIA process.

ANALYSIS & REPORTING, FROM ENGAGEMENT & QUALITATIVE DATA

ONGOING

- Lead development of the qualitative data analysis framework with CDPH, EEWG, and other project partners.
- As applicable, engage (and sub-contract) with qualitative research experts.
- Partner with all three working groups (Data & Methods, Communications & Engagement, and Policy) to integrate findings and recommendations, and to identify the best methods and approaches to support authentic engagement of communities most impacted and burdened by environmental inequities as part of ongoing cumulative impact assessment work.

PROCESS EVALUATION & CAPACITY BUILDING

ONGOING

- Document learnings through process evaluation.
- Create materials and tools for the CDPH HEIAP team to use in capacity building across departments and/or application in future projects.