



# PLAN FOR LESSONS LEARNED ASSESSMENT

CUMULATIVE IMPACT ASSESSMENT



# BACKGROUND AND PURPOSE

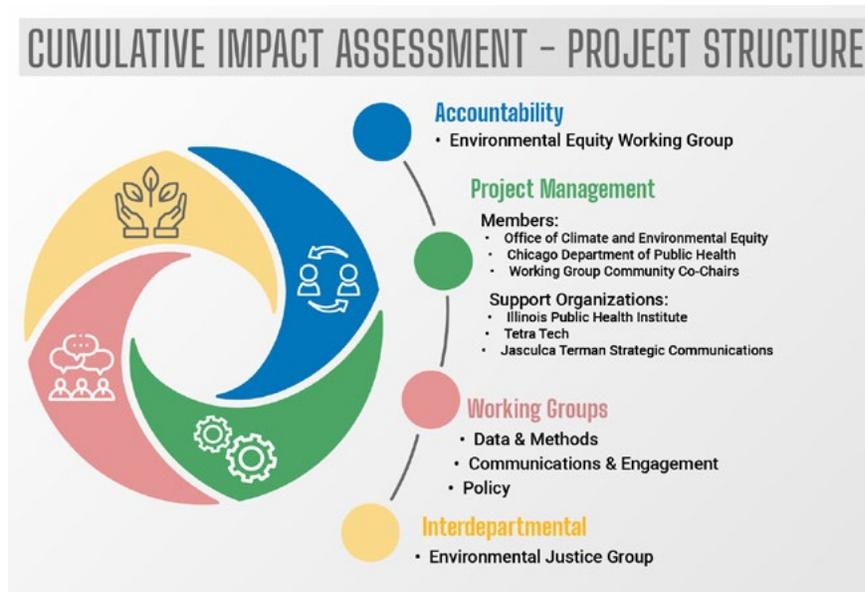
The Chicago Cumulative Impact Assessment (CIA) process was co-designed, co-developed, and co-led with frontline community leaders, building upon a long history of environmental justice activism and community power in Chicago. This process fosters ownership and engagement, leading to more inclusive and successful outcomes for the community. As part of the CIA, the Communications & Engagement Working Group (CEWG) is leading a **Lessons Learned Assessment** to document experiences and assess the success of centering community voices of those who have been most impacted by environmental injustices throughout the project.

This document describes the plan and process for the Lessons Learned Assessment for the CIA, which will be published in the Fall of 2023. The Lessons Learned Assessment team includes Illinois Public Health Institute (IPHI), UIC School of Public Health, representatives from the Chicago Department of Public Health (CDPH), and community co-chairs from the project management team and working groups.

The **Purpose of the Lessons Learned Assessment** is to:

- Document the Cumulative Impact Assessment (CIA) process
- Assess the extent to which the CIA accomplishes the work laid out in deliverables
- Assess the extent to which the CIA process operates according to the agreed-upon values and principles (*Table 2*)
- Identify actionable ways to improve the process and apply lessons learned toward implementation of cumulative impacts initiatives in Chicago

The Lessons Learned Assessment team developed the purpose in collaboration with the CEWG during working group meetings. The Lessons Learned Assessment team has been participating and observing across the project structure and throughout the three phases of Cumulative Impact Assessment work (Figure 1). The Lessons Learned Assessment takes place between October 2022-October 2023, with a report to be released in Fall 2023. The team worked to design and collect data for the Lessons Learned Assessment in partnership with the CEWG throughout the “Assess” phase of the Cumulative Impact Assessment. **The foundational documents for the Lessons Learned Assessment framework** are the **CIA project values** (Figure 2) and Healthy Chicago 2025 Guiding Principles along with **working group charters** and **community agreements**. Those documents provide the values, co-governance structures, and deliverables that are the framework for assessing lessons learned. All of the documents were co-led and co-developed between city leaders (CDPH and OCEE) and community environmental justice leaders within the Cumulative Impact Assessment process.

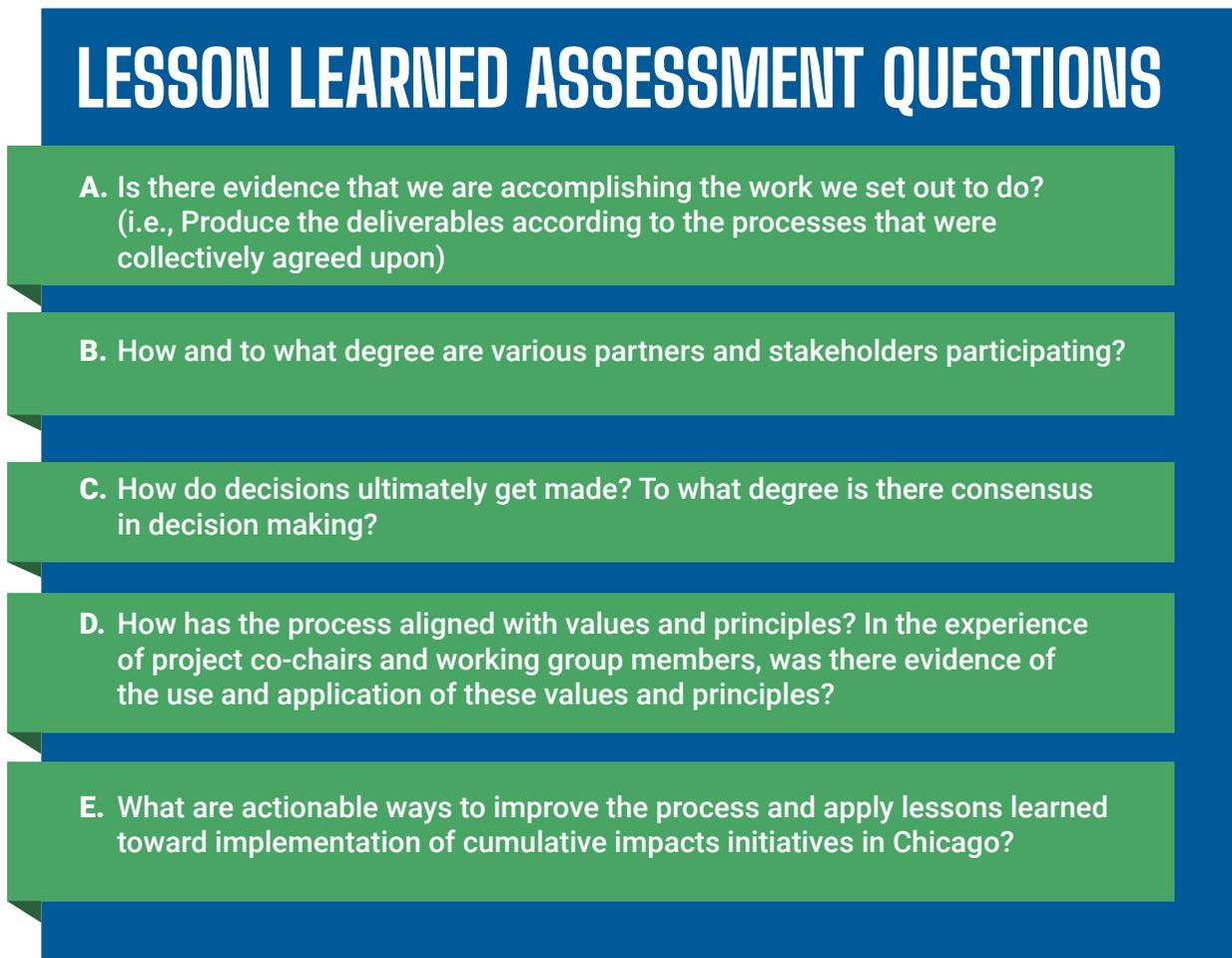


**Figure 1.** Cumulative Impact Assessment Project Structure and Phases of Work



**Figure 2.** Cumulative Impact Assessment Values

In order to ensure a co-designed Lessons Learned Assessment, IPHI and UIC shared guiding questions around CEWG involvement to determine their availability and capacity for designing the plan. The working group members determined that it was best to reflect, provide feedback, refine, and work collaboratively on draft concepts. Therefore, IPHI and UIC brought draft concepts and draft documents to the project management team and CEWG at all phases of the Lessons Learned Assessment. The Lessons Learned Assessment team provides working group members with two channels for feedback at each stage: (1) within discussion in meetings and/or (2) edits and comments in online documents. The Lessons Learned Assessment Questions, co-developed between UIC, IPHI, and the CEWG are presented in *Figure 3*:



**Figure 3:** Lessons Learned Assessment Questions

The Lessons Learned Assessment team will use a mixed-methods approach to the assessment focused on document review, short feedback surveys, interviews and dialogues, and observational note-taking at community engagement sessions.

# CUMULATIVE IMPACT ASSESSMENT

Data sources for the Lessons Learned Assessment include:

- Project management and workgroup documents – agendas, slide decks, notes, and debriefs
- Meeting slides and notes from the Environmental Equity Working Group (EEWG)’s Land Use Subgroup related to the Cumulative Impact Assessment
- Workgroup charters, including additions to community agreements specific to working groups
- Project management framework (MOCHA framework) and roles
- Deliverables produced
- Surveys of co-chairs and working group members
- Observational notes from community events
- Debrief notes between government and community partners following community events

As shown in *Table 1*, the Lessons Learned Assessment team will use multiple data sources to address each question.

**Table 1: Data Sources for Lessons Learned Assessment**

Question	Available Data Sources
<p><b>Is there evidence that we are accomplishing the work we set out to do? (i.e., Produce the deliverables that were collectively agreed upon)</b></p>	<ul style="list-style-type: none"> <li>• Deliverables produced</li> <li>• MOCHA project management framework</li> </ul>
<p><b>How and to what degree are various partners and stakeholders participating?</b></p>	<ul style="list-style-type: none"> <li>• Meeting documents (agenda, slide decks, meeting notes)</li> <li>• Observational notes from community events</li> <li>• Surveys</li> </ul>
<p><b>How do decisions ultimately get made? To what degree is there consensus in decision making?</b></p>	<ul style="list-style-type: none"> <li>• Meeting documents (agenda, slide decks, meeting notes)</li> <li>• Surveys</li> </ul>
<p><b>How has the process aligned with specific values and principles?</b></p>	<ul style="list-style-type: none"> <li>• Meeting documents (agenda, slide decks, meeting notes)</li> <li>• Observational notes from community events</li> <li>• Surveys</li> <li>• Interviews and dialogues</li> </ul>
<p><b>What are actionable ways to improve the process and apply lessons learned toward implementation of cumulative impacts initiatives in Chicago?</b></p>	<p>To answer this question, we will have to analyze all data for the questions above and develop recommendations</p>

## CUMULATIVE IMPACT ASSESSMENT

In order to assess this values-driven process, an important step is to define what values and principles look like in operation. Those definitions are then enhanced and clarified throughout the lessons learned assessment process. For a robust lessons learned assessment, we are assessing how the process operates with respect to both the CIA project values from the Environmental Equity Working Group and additional principles from Healthy Chicago 2025. *Table 2* is a preliminary set of definitions that the Lessons Learned Assessment team is using for data analysis. The CEWG and Lessons Learned Assessment team are also developing examples of what those values look like in operation, based on observation and document review, and those examples will be included in the assessment report.

**Table 2. Defining Values in Operation**

CIA Project Values	Definition of Value
<b>Antiracism</b>	Actively challenge and redress racist systems through processes, policies, and strategies. (Environmental Equity Working Group)
<b>Equity-Focused</b>	Consider who benefits and who is burdened by proposed solutions and how issues may disproportionately burden communities. (Environmental Equity Working Group)
<b>First Voice</b>	The ability of individuals or communities to express their condition in their own voice. Nothing about us without us: No policy should be decided without the direct participation of the members of the group being affected. (Environmental Equity Working Group)
<b>Accountability &amp; Transparency</b>	Practice mutual accountability and transparency by sharing data, information, and resources, and taking responsibility. (Environmental Equity Working Group)
Additional Principles for Lessons Learned Assessment	
<b>Asset-based</b>	We highlight community strengths and culture as we tell our stories. (Healthy Chicago 2025)
<b>Capital Building</b>	We promote community wealth affordability and belonging. (Healthy Chicago 2025)
<b>Community-led</b>	We make sure that community members, including youth, have power in decision-making. (Healthy Chicago 2025)
<b>Trauma-informed</b>	We recognize that trauma affects individuals, communities, organizations, and systems and we support resilience and healing. (Healthy Chicago 2025)

### NEXT STEPS

---

Throughout Summer and Fall 2023, the Lessons Learned Assessment team is analyzing the data sources listed in Table 1. The team is coding and analyzing qualitative data using Dedoose software in order to categorize the lessons into themes and assess their impact on current and future projects. The key findings and recommendations will be developed in collaboration with CEWG and co-chairs of all working groups. Key findings and recommendations will also be shared with the Environmental Equity Working Group (EEWG) for feedback to ensure the successful integration of all data sources and insights of this project and process. The Lessons Learned Assessment report will be completed and shared out in Fall 2023, and the team will work to develop different products to communicate lessons learned including a case study and briefs or infographics, based on community co-chairs' and project partners' guidance for packaging and communicating key findings and recommendations.