

WE WILL CHICAGO

Summary of Process for Research Team and Advisory
Committee membership

July 2021






Background on the Application Process

In 2020, the City of Chicago Department of Planning and Development (DPD), initiated We Will Chicago, a 3-year citywide planning process through a series of community conversations with over 250 Chicagoans. Informed by this outreach, DPD and its consultants developed a policy and process for ensuring the participation of individuals and community-based organizations in the official structure for the We Will Chicago citywide plan.

In 2021, DPD and the Mayor's Office conducted an open application process to identify individual volunteers and funded community partners to have formal roles on the seven Research Teams and Advisory Committee for We Will. Community Partners are community-based organizations who would be funded by the City (\$15,000) to actively participate in the Teams as well as host 1-2 virtual or in-person community events to engage residents in the process.

Staff adapted the open application process from other similar City efforts, including the Department of Housing's Inclusionary Housing Task Force and the City's Mayoral Advisory Council on Equity.

The open application process was crafted to promote transparency and inclusion by allowing any resident of Chicago to apply to have a formal role in the process. Involvement in formal roles on the Advisory Committee and Research Teams is just one core strategy among many for overall community engagement and public comment to ensure Chicagoans have an opportunity to shape the plan and its recommendations.





Governance Structure and Call for Applicants

In May 2021, the City initiated an open call for volunteers and community partners to participate in the Advisory Committee and seven Research Teams

MAYORAL, ALDERMANIC & COMMISSION REVIEWS

Mayoral Briefings, Quarterly aldermanic updates, 1st & 4th Quarter Plan Commission presentations

ADVISORY COMMITTEE

Residents, Philanthropic, Civic, Private Sector and Community representatives, along with City staff

INTERAGENCY STEERING COMMITTEE

Mayor's Office staff from BEND, Policy, Equity, Engagement, Department & Agency staff

7

Research Teams

Residents, civic orgs, private sector, CBOs, coalitions, educators, students, advocates, city staff and more

25

Community Partners

Community-based organizations representing specific constituencies and/or geographic areas

7

Artist & Organizer Partners

DCASE led Artist teams paired with organizers focused in different geographies

wewillchicago.com

Interactive planning website for activities, inputs and large public conversations



Background on the Application Process

The open application process was announced at a public launch event on April 29, 2021, with an application period lasting between May 10, 2021 and June 3, 2021.


Applications were made available in both English and Spanish, and the City of Chicago's We Will Chicago planning team hosted two virtual application Q&A events to answer questions about the application and planning process.

The following channels were leveraged to promote the application process:

- Department of Planning & Development, Department of Public Health and "Our 77" citywide email listserv & social media including DPD's Facebook, LinkedIn, Instagram, and Twitter.
- Aldermanic outreach (IGA email 5.17.21 and DPD reminder email 5.26.21)
- Networks of city departments and Sister agencies through the We Will Chicago Interagency Committee
- We Will Chicago webpage
- Metropolitan Planning Council (nonprofit) newsletter and website

Among others

Applications Received:

- **324** Volunteer applications
 - **173** Community Partner applications
- 



A cross-sector application Review Team was assembled from the nonprofit and private sector, city departments and consultants

Active Transportation Alliance
Advocate Healthcare
Center for Neighborhood Technology
Chicago Community Trust
Chicago Metropolitan Agency for Planning
Chicago United for Equity
City of Chicago Department of Housing
City of Chicago Department of Planning and Development
City of Chicago Department of Public Health
City of Chicago Department of Transportation
City of Chicago Mayor's Office
City of Chicago Mayor's Office for People with Disabilities
Commission on Human Rights
Consortium to Lower Obesity in Chicago Children
Cook County
DePaul University (Chaddick Institute)
Elevated Chicago

Illinois Green Alliance
Lamar Johnson
LaVant Consulting
Leo Burnett
Loyola University
Muse Community + Design
Pierce Family Foundation
Public Narrative
Roosevelt University
Rudd Consulting
School of the Art Institute of Chicago
Truth, Racial Healing, and Transformation –
Greater Chicago
University of Illinois Chicago






Criteria for Application Review

- Individual Applicants: Reviewers evaluated an applicant's proven ability to actively contribute to research team needs; and to make related, positive contributions to the formation of a citywide plan.
- Community Partner Applicants: Reviewers evaluated an applicant's proven ability to advocate for the interests of the people it represents; to actively contribute to research team needs; to host community meetings; and to make related, positive contributions to the formation of a citywide plan.





Instructions Provided to Reviewers

- Review all of the answers including the demographics that the organization serves and the contents of the letters of support.
 - This process should center a wide array of voices / perspectives to inform the citywide plan and complement ongoing community engagement initiatives.
 - We want community partners and volunteers to represent broad geographies and/or groups of people, such as youth, seniors, Black Indigenous or People of Color (BIPOC), low-income individuals, LGBTQIA individuals, immigrants, refugees, people with disabilities, homeless individuals, previously incarcerated, and people with limited English proficiency.
 - The quantity of support materials (ex. letters of support for Community Partners) should not reflect negatively for your reviews.
- 



Reviewer Scoring Rubric Questions

Criteria: Did the applicant provide...	Notes for reviewers
A thorough, completed application?	<i>1- some questions incomplete or partially completed (not including optional questions);</i> <i>5- all questions completed and answered in detail</i>

Criteria: Did the applicant provide...	Notes for reviewers
A clear, compelling link between the applicant's experience and their interest in the citywide plan	<i>1- no link made between the applicant's experience and their interest in the citywide plan;</i> <i>3- some link made between the applicant's experience and their interest in the citywide plan;</i> <i>5- strong link made between the applicant's experience and their interest in the citywide plan</i>





Reviewer Scoring Rubric Questions

Criteria: Did the applicant provide...	Notes for reviewers
Relevance of the applicant's personal passion/organizational mission to the work of the specific Research Team or Advisory Committee	<i>Please respond on scale of 1 to 5</i>
Criteria: Did the applicant provide...	Notes for reviewers
Evidence of applicant's connectedness to community and their potential to engage with that community	<i>Please respond on scale of 1 to 5</i>





Reviewer Scoring Rubric Questions

Criteria: Did the applicant provide...	Notes for reviewers
Relevance of the applicant's experience for the work of the citywide plan (ex. lived experience, research, community outreach, issue expertise)	<i>Please respond on scale of 1 to 5</i>
Criteria: Did the applicant provide...	Notes for reviewers
Evidence of the applicant's compelling, positive community impact and leadership	<i>Please respond on scale of 1 to 5</i>
If you have additional thoughts, please share them here.	<i>Please add a brief narrative response here</i>




Application Review Goals & Assignments

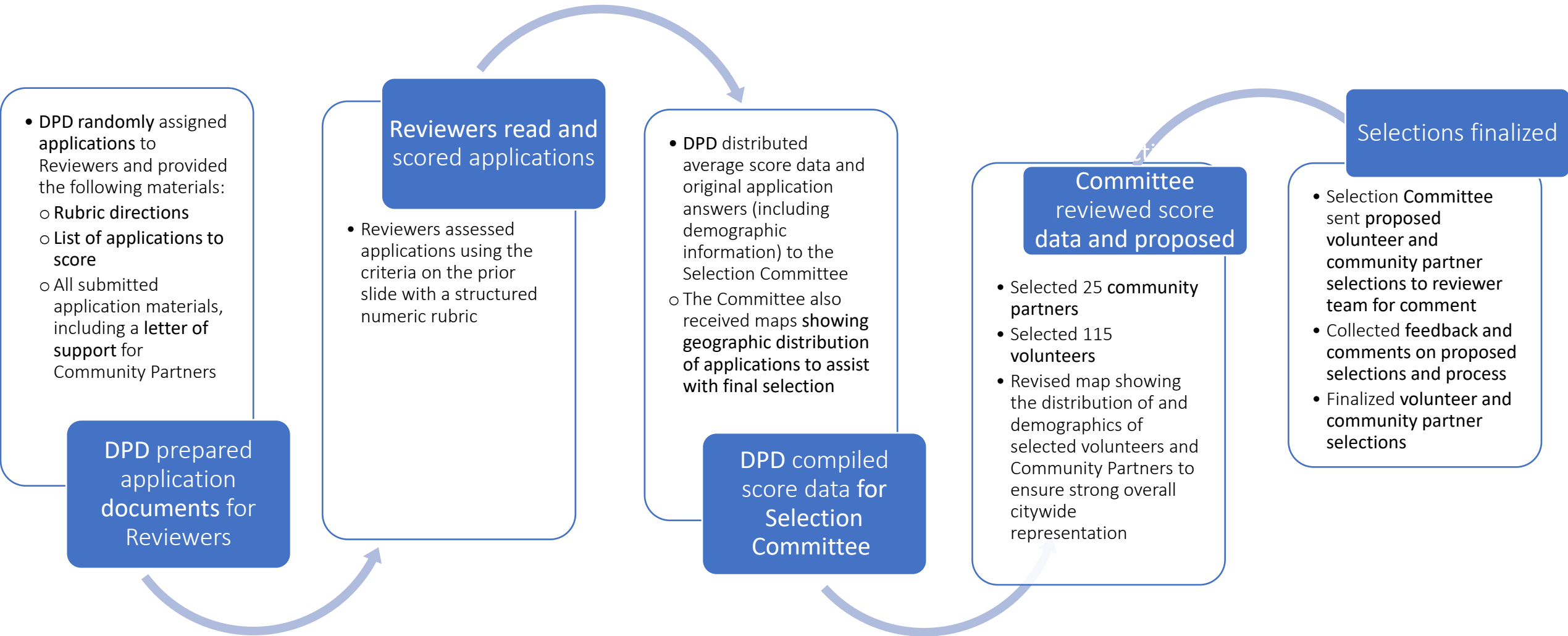
Application Review Process Goals

- Each application was read by three reviewers with about 1,500 total reviews
- Each application was reviewed by one External Reviewer and two representatives from either the City or the consultant team
- An anti-bias training was included as part of an orientation for all application Reviewers

Review Assignments

- Applications were randomly assigned to Reviewers, with a process for declarations of Conflicts of Interest and abstentions from any assignments (if applicable)
 - External Reviewers were assigned 20 applications each
- 

Application Review Process





Selection Process

1. A Selection Team was formed consisting of two Mayor's Office staff, two DPD staff and two nonprofit/CBO Advisory Committee co-chairs.
2. DPD prepared two spreadsheets for **each** Pillar (7) and the Advisory Committee for the Selection Team to review in making final decisions.
 - a. Community Partner applications listed in descending order by total score (90 points max)
 - b. Volunteer applications listed in descending order by total score (90 points max)
 - c. Maps created showing distribution of applications by zip code
 - d. Charts created with demographic data of applicants
3. Selection Team weighed several variables in deliberations for final selections. Decisions were made by consensus of all:
 - a. Score
 - b. Representation (Demographics)
 - c. Diversity of perspectives/interests, and personal, volunteer or professional experiences
 - d. Annual budget for Community Partners (< \$2M and <\$1M for partners funded by Chicago Community Trust)
 - e. Geography



Selection Process Outcomes



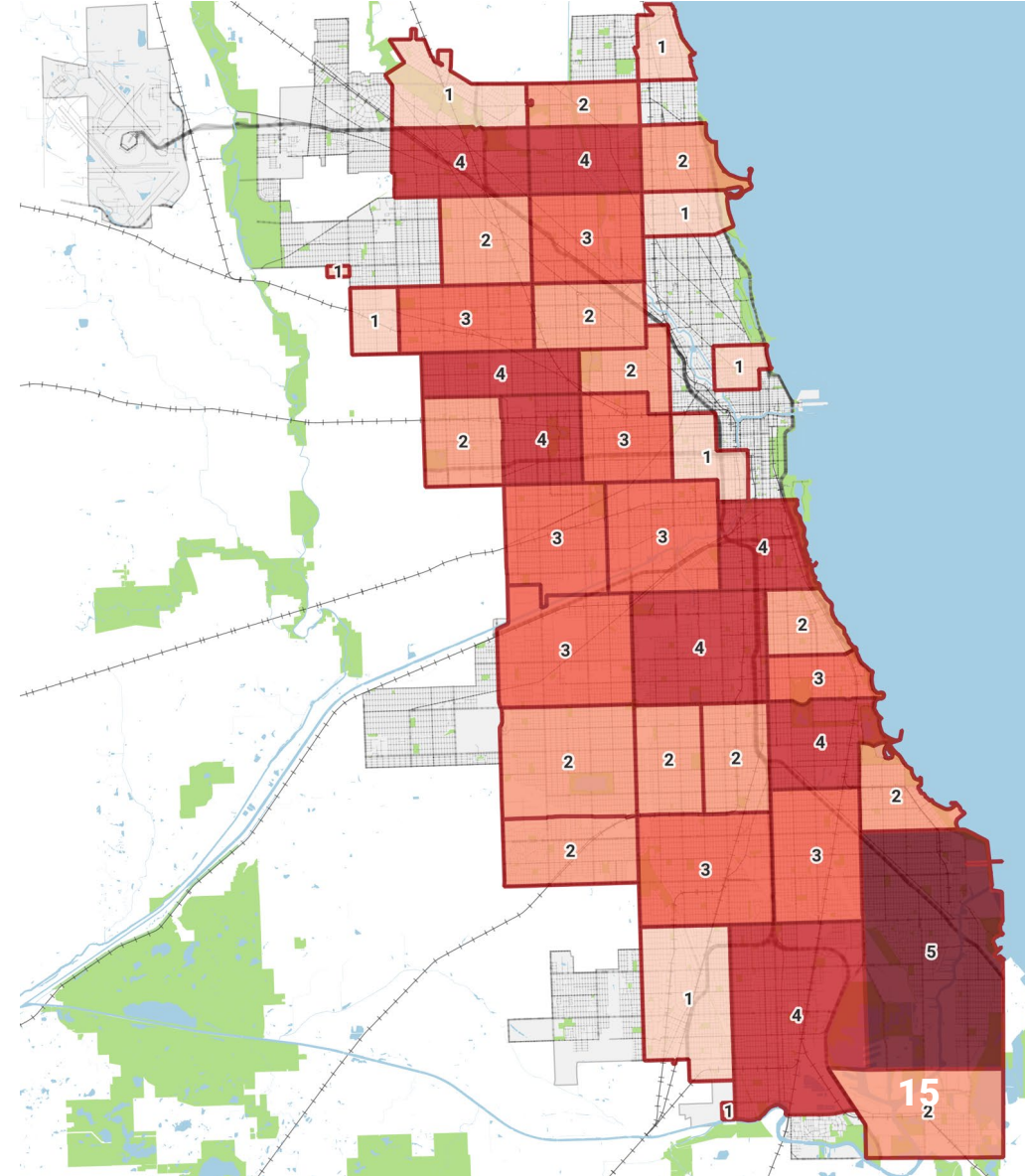


SELECTED COMMUNITY PARTNERS + ARTISTS

COMMUNITY PARTNER / ARTIST-ORGANIZER PAIR AREA

*Self report by zip code + Community Areas
8 Community Partners reported "Citywide" Service Areas*

- **25 Community Partners** (178 Applicants)
*15 City Stipends
10 Chicago Community Trust Stipends*
- **7 Artist – Organizer Pairs** (One per pillar)
 - Selected by Honey Pot Performance through a different process





SELECTED VOLUNTEERS (Research Teams + Advisory)

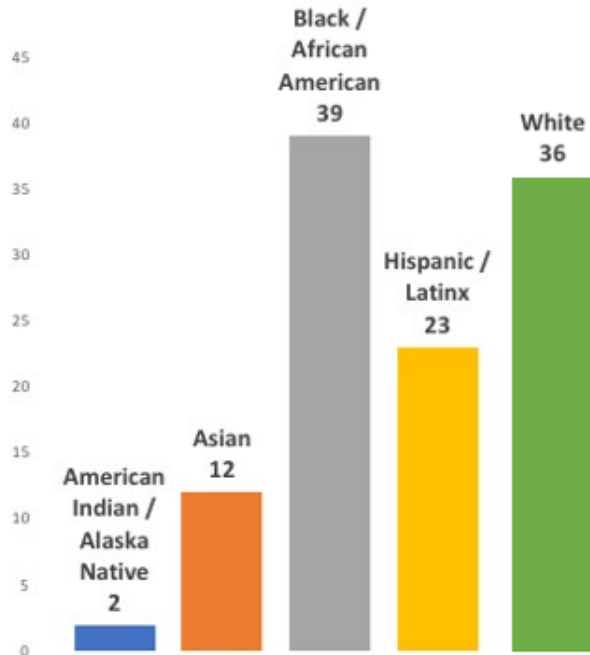
VOLUNTEER LOCATION

Self report by zip code

5 volunteers reported "Citywide" Service Areas

- 115 Volunteers (323 Applicants)

VOLUNTEER ETHNICITY / RACE



VOLUNTEER GENDER

