

Sample Scope of Work Template for Public Health Services in Health Action Plan

Template Purpose:

The public health professional role in the health action plan process should be filled by a partner with expertise in public or community health. They may include consultants, faculty or graduate students of university public health programs, local health department staff, public health institutes and/or community-based public health organizations. The scope of work should be adapted to the needs of the developer in completing the Health Action Plan and Implementation Plan. The scope of work may include collecting and analyzing public health data on the community, engaging community stakeholders, developing the health action plan, finding evidence-based strategies to incorporate into building design and operations to positively impact health, and developing and executing the implementation and monitoring plan. Below you will find a sample scope of work for the public health professional engaged by an affordable housing development organization participating in the health action plan process. Discussions and customizations of the below are encouraged to ensure that the contracted scope of work meets the needs and abilities of all involved parties.

Background:

In an effort to improve the health and well-being of the residents living in [Project Name], [Organization Name], in partnership with Enterprise Community Partners, will be performing a Health Action Plan as part of the planning and design phase of development. The Health Action Plan is an innovative process to intentionally integrate resident health needs into the design and development of affordable housing. The process involves:

- A commitment by the developer to embed health into the project life cycle, including the design, construction, and operation of the development.
- A partnership with a public health professional with expertise in public health and/or community health to assist with the data collection, community engagement, and implementation and monitoring plans.
- The collection and analysis of community health data to learn the health needs of potential residents.
- Engagement with community stakeholders to help prioritize health needs and to receive input on strategies for addressing these needs.
- Identifying design and intervention strategies that can be implemented within the project's design, construction, or operations to address the prioritized community health needs.
- Selecting strategies that will be implemented and identifying how they will be implemented.
- Monitoring the impact of these strategies on resident health.

Qualification of Public Health Professional:

[Name of public health professional], the public health professional, has subject matter expertise in public health and building science concepts related to health and a working knowledge of the affordable housing industry and development process. The public health professional provided examples of project success when applying their subject matter expertise to the affordable housing industry and

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documented processes for evaluation of their own work. Additionally, the public health professional has sound judgment and a track record of conscientious and timely communication with clients.

Scope of Work

For [Name of Project], [Name of public health professional] will:

- Participate in 3-4 planning meetings with [Name of Developer].
 - 1st meeting: Discuss development details, target community, timeline, engagement process, and existing partnerships.
 - 2nd meeting: Discuss public health data identified and work out framing for stakeholder/resident engagement.
 - 3rd meeting: Analyze results of public health data in combination with local stakeholder engagement and develop strategies for impact.
 - 4th meeting: Review and refine the health action plan matrix, implementation plan, and monitoring strategies.
- Collect and analyze publicly available health data to identify the health needs of those who will be impacted by the planned housing development or rehabilitation.
- Facilitate local stakeholder and resident engagement to prioritize the health needs identified through data collection and to gather qualitative data on the way community members would like the housing development to address their health needs.
- Assist development team in identifying evidence-based design, operational, programmatic, or technology solutions to address prioritized resident health factors.
 - Advise development team on how to prioritize resident health by recommending materials, methods, and appropriate technologies that align with project scope and budget.
 - Assist development team in identifying local partners to work with in the health solution strategies to address resident health needs.
- Develop a monitoring and evaluation plan to measure the impact of the design, programmatic, and technology solutions that will be used to address resident health. The plan must consider the organizational capacity of the development and operations team. Enterprise will provide assistance through tools created in collaboration with Success Measures.
- Prepare final written documentation of engagement, results, and process based on criterion [1.2b](#) in the [Enterprise Green Communities Criteria](#) and outlined in the [Health Action Plan template](#). This includes:
 - A completed [Health Action Plan Matrix](#) that includes a description of:
 - Key health issues identified by the HAP process
 - Potential interventions that could be a part of the construction, operations, or programming of the development that could protect and promote the health issues identified
 - Which interventions were selected, the rationale for selecting/not selecting an intervention, and details on how the intervention will be implemented.

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- A written description of how engaging public health professionals and community stakeholders informed the list of key health issues.
- A list of public health and community health stakeholders involved.