

**From:** Lee, Kenna@CDPH <Kenna.Lee@cdph.ca.gov>  
**Sent:** Thursday, September 4, 2025 4:07 PM  
**To:** Lee, Kenna@CDPH <Kenna.Lee@cdph.ca.gov>  
**Subject:** Good news! RE: update on CHA/CHIP pilot contracting

## EXTERNAL

Hi LHJ partners,

We are thrilled to be announcing that we will be offering contracts to all eight counties that expressed interest in piloting our CHA/CHIP guidance for \$30,000!

1. County of Colusa Public Health
2. Marin County Health and Human Services
3. County of Monterey Health Department
4. Riverside County Department of Public Health
5. County of San Diego Health and Human Services, Public Health Services Administration
6. San Mateo County Health
7. Sonoma County Department of Health Services
8. Yolo County Health and Human Services Agency

### Important notes:

- Our internal process for producing multiple contracts necessitates use of one standard scope of work (SOW), attached here.
- Our next step will be to submit a budget from each of you. A deliverables-based budget is acceptable. I am attaching two templates in different formats.

We are so excited to have this opportunity to work more closely with you.

Please reach out with any questions,

Kenna

**Kenna Lee, RN, PHN**

*Pronouns: she/her/hers* ([What's this?](#))

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## CHA/CHIP Climate Integration Pilot SOW

### Scope of Work:

#### *Brief description:*

[Contracting LHJ] will review and utilize the Climate Integration Spectrum Tool, Companion Guide, and Worksheet provided by CDPH for pre-planning, planning and/or implementing, their Community Health Assessment and Community Health Improvement Plan.

[Contracting LHJ] will provide feedback about the utility of the tool and recommendations for improvement to CDPH.

#### *Detailed Activities:*

| TASK   | DESCRIPTION   | DELIVERABLES                                    | DEADLINE          |
|--|---|---|-------------------|
| Document review and commentary                     |   |   |                   |
| 1.1 Initial review of Spectrum and Companion Guide | <p>At least one member of LHJ CHA/CHIP team reviews Spectrum Tool (“Tool”) and Companion Guide (“Guide”) and</p> <ol style="list-style-type: none"><li>1. notes areas where documents are unclear, confusing, or do not accurately reflect CHA/CHIP processes within LHJ,</li><li>2. comments on general useability of format and content of documents, and</li><li>3. points out the most relevant and useful elements of the Tool and Guide.</li></ol> <p><i>CDPH responsibilities: Provide Climate Integration Spectrum Tool and Companion Guide</i></p> | Annotated Tool and Guide documents              | February 28, 2026 |
| Pilot of use                                       |   |   |                   |
| 2.1 Worksheet completion                           | <p>At least one member of the CHA/CHIP team completes the Worksheet, using the tool and guidance for reference.</p> <p><i>CDPH responsibilities: Provide Worksheet</i></p>  | Completed Worksheet                             | March 2026        |
| 2.2 Internal LHJ worksheet review                  | <p>The full LHJ CHA/CHIP team meets to review Worksheet (using Tool and Guide for reference) and prioritize the</p>   | Meeting notes explaining prioritization process | April 2026        |

|   |   |   |                                      |
|---|---|---|--------------------------------------|
|   | top 3-6 most viable near-term local strategies.   | Completed Worksheet with 3-6 top near-term strategies highlighted   |                                      |
| 2.3 External partner engagement         | CHA/CHIP team engages at least three (3) previous CHA/CHIP community and interagency partners for feedback on identified strategies. CHA/CHIP team solicits feedback on strategies from at least two (2) new community or interagency partners. | Document detailing feedback received from partners on prioritized strategies  | May 2026                             |
| 2.4 LHJ process review                  | CHA/CHIP team provides explanation of chosen strategies and reasoning, as well as feedback on whether these strategies would have arisen without the Tool, Guide, and Worksheet.  | Written 1-2 page summary of internal process and feedback   | June 1, 2026                         |
| 2.5 Identify areas for improvement      | CHA/CHIP team reviews Worksheet and makes suggestions for making Worksheet more applicable to LHJ process.  | Written recommendations for improvements to and/or guidance needed for Worksheet                                    | June 15, 2026                        |
| Communication with CDPH                 |   |   |                                      |
| 3.1 Kick-off meeting                    | Attend initial hour-long meeting with CDPH to ensure mutual understanding of project goals and details.<br><br><i>CDPH responsibilities: Provide availability and participate in initial meeting</i>  | Meeting   | Within 2 weeks of contract execution |
| 3.2 Progress check-ins                  | Provide monthly update on progress and respond to any questions or concerns from CDPH.  | Emails or meetings  | February - May, 2026                 |
| 3.3 Project summary and recommendations | Provide verbal and written project report-out.<br><br><i>CDPH responsibilities: Provide availability and participate in initial meeting</i>   | Hour-long meeting and written report (approximately 1-2 pages) with recommendations for developing further guidance | June 30, 2026                        |

## DELIVERABLE-BASED BUDGET

| Item # | Deliverable Description | Amount | Scheduled Delivery Date |
|--------|-------------------------|--------|-------------------------|
| 1.     |                         |        |                         |
| 2.     |                         |        |                         |
| 3.     |                         |        |                         |
| 4.     |                         |        |                         |
| 5.     |                         |        |                         |
| 6.     |                         |        |                         |
| 7.     |                         |        |                         |
| 8.     |                         |        |                         |
| 9.     |                         |        |                         |
| 10.    |                         |        |                         |
| 11.    |                         |        |                         |

|     |              |  |  |
|-----|--------------|--|--|
| 12. |              |  |  |
| 13. |              |  |  |
| 14. |              |  |  |
| 15. |              |  |  |
|     | <b>TOTAL</b> |  |  |