

MEMORANDUM OF UNDERSTANDING FOR THE COMMUNITY ORGANIZING PART OF COMMUNITY ACTION AGAINST ASTHMA

1-22-01

This is a Memorandum of Understanding between the University of Michigan School of Public Health, Detroiters's Working for Environmental Justice (DWEJ), the Detroit Hispanic Development Corporation (DHDC) and Warren Conner Development Coalition (WCDC). For the purposes of this Memorandum, these agencies will be called "host agencies." This Memorandum of Understanding sets forth the working relationship of these organizations including their roles and responsibilities as a part of their involvement in the community organizing part of Community Action Against Asthma, hereafter called CAAA.

Philosophy/Principles: Throughout the term of this partnership, these partner organizations agree to abide by the philosophy and principles spelled out in the Detroit Community Academic Urban Research Center's "Community-Based Public Health Research Principles" adopted on July 24, 1996, agreed upon by the Community Action Against Asthma Steering Committee on December 16, 1998, and listed here:

1. Community-based research projects need to be consistent with the overall objectives of the Detroit Community-Academic Urban Research Center (URC.) These objectives include an emphasis on the local relevance of public health problems and an examination of the social, economic, and cultural conditions that influence health status and the ways in which these affect life-style, behavior, and community decision-making.
2. The purpose of community-based research projects is to enhance our understanding of issues affecting the community and to develop, implement and evaluate, as appropriate, plans of action that will address those issues in ways that benefit the community.
3. Community-based research projects are designed in ways which enhance the capacity of the community-based participants in the process.
4. Representatives of community-based organizations, public health agencies, health care organizations, and educational institutions are involved as appropriate in all major phases of the research process, e.g., defining the problem, developing the data collection plan, gathering data, using the results, interpreting, sharing and disseminating the results, and developing, implementing and evaluating plans of action to address the issues identified by the research.
5. Community-based research is conducted in a way that strengthens collaboration among community-based organizations, public health agencies, health care organizations, and educational institutions.
6. Community-based research projects produce, interpret and disseminate the findings to community members in clear language respectful to the community and in ways which will be useful for developing plans that will benefit the community.
7. Community-based research projects are conducted according to the norms of partnership: mutual respect; recognition of the knowledge, expertise, and resource capacities of the participants in the process; and open communication.
8. Community-based research projects follow the policies set forth by the sponsoring organization regarding ownership of the data and output of the research (policies to be shared with participants in advance). Any publications resulting from the research will acknowledge the contribution of participants, who will be consulted with prior to submission of materials and, as appropriate, will be

invited to collaborate as co-authors. In addition, following the rules of confidentiality of data and the procedures referred to below (Item #9), participants will jointly agree on who has access to the research data and where the data will be physically located.

9. Community-based research projects adhere to the human subjects review process standards and procedures as set forth by the sponsoring organization; for example, for the University of Michigan these procedures are found in the Report of the national commission for the Protection of Human Subjects of Biomedical and Behavioral Research, entitled "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" (the "Belmont Report").

Adapted from Schulz, AJ, Israel, BA, Selig, S, and Bayer, I. 1997. Development and Implementation of Principles for Community-Based Research in Public Health. Journal of Community Practice.

Program Objectives to be Accomplished: The following are specific aims and objectives as stated in the grant as it was funded. CONEH refers to the community organizing activities of CAAA.

Specific Aim 1: To identify, prioritize and translate the relevant findings of the current CAAA data collection activities, together with proposed, additional CONEH data collection activities, to guide the implementation and evaluation of an expanded, community-wide intervention.

Objective 1: To identify specific sources of particulate matter (PM) and their association with childhood asthma severity.

Objective 2: To identify and prioritize the relevant findings of the CAAA project to guide the CONEH.

Objective 3: To translate the priority areas selected into intervention action plans to guide the CONEH.

Specific Aim 2: To conduct and evaluate a multi-level community-based intervention in order to reduce exposure to physical environmental and psychosocial environmental stressors associated with asthma severity and exacerbations, and to strengthen protective factors (e.g., social support, community capacity) that may modify the effects of these stressors.

Objective 1: To identify and engage existing community-based organizations, groups, institutions and agencies in an Inter-Organizational Network to address identified priorities.

Objective 2: To reduce identified physical environmental and psychosocial environmental stressors through community organizing intervention activities.

Objective 3: To strengthen neighborhood protective factors, such as social support and community capacity, through community organizing intervention activities.

Objective 4: To increase the capacity of organizations involved in the I.N. to work collectively to reduce physical and psychosocial environmental health hazards and strengthen protective factors associated with asthma.

Specific Aim 3: To examine whether the conducted multi-level, community-based intervention enhances the effect of an intensive household intervention on the health and well being of children with asthma and their caregivers.

Specific Aim 4: To increase community awareness and knowledge of factors associated with the environment and asthma through the dissemination of research findings to community residents in ways that are understandable and beneficial to the community.

Dates for this Memorandum of Understanding: The grant project period is from 9-18-2000 to 7-31-2005. This memorandum is intended to cover the entire grant period.

Responsibilities of the University of Michigan, School of Public Health:

1. Actively support the CAAA partnership.
2. Participate in the CAAA partnership through membership in the Steering Committee. Communicate with the Steering Committee members regarding administrative and programmatic issues related to the community organizing project in Detroit.
3. Provide overall program oversight.
4. Collect data, conduct preliminary analyses of existing and new data, and provide feedback to all partners and to staff as appropriate.
5. Provide financial and programmatic reports to the funder, NIEHS (National Institute of Environmental Health Sciences).
6. Serve as a point of contact with NIEHS.
7. Assist in the staff hiring process.
8. Develop and conduct an orientation to the project for partners and staff.
9. Work with the community organizers and administrative assistant in planning and conducting community forums.
10. Provide co-supervision of community organizing staff with each of the host organizations.
11. Serve as the fiduciary agent for this project. Pay the bills, dispense funds (see “Financial Arrangement” for more details).
12. Assist in providing resources and technical assistance in activities supporting the design and implementation of assessment, data collection, and evaluation systems.
13. Assist in the dissemination of results to the community.
14. Ensure that there is ongoing communication between the host organizations and the University of Michigan by sharing information regularly and frequently.

Responsibilities of Detroiters Working for Environmental Justice:

1. Actively support the CAAA partnership.
2. Participate in the CAAA partnership through membership in the Steering Committee. Communicate with the Steering Committee members regarding administrative and programmatic issues related to the community organizing project in Detroit.
3. Develop and conduct an orientation to DWEJ for all community organizing staff.
4. Provide co-supervision of Environmental Policy/Community Organizer and the Administrative Assistant with the University of Michigan School of Public Health.
5. Provide office space for staff assigned to DWEJ.
6. Facilitate communication and linkages between DWEJ and other community organizations and groups.
7. Provide 10% of a staff person’s time to serve as the “Host Agency Liaison.” The responsibilities of this person will include:
 - Participating in the hiring of the community organizing staff using a process to be approved by the CAAA Steering Committee;
 - Participating in an orientation to the overall community organizing project;
 - Providing an orientation and integration of the Environmental Policy/Community Organizer and the Administrative Assistant to the organization;
 - Providing co-supervision of the Environmental Policy/Community Organizer and the Administrative Assistant. This would include day-to-day supervision to ensure attendance and adherence to the agency’s policies, and oversight and assistance in his or her conduct of day to day job responsibilities as per the job descriptions.
8. Assist in providing resources and technical assistance in activities supporting the design and implementation of assessment, data collection, and evaluation systems.
9. Meet deadlines to ensure that the reporting process for the grant is a timely one.
10. Participate in the process of analyzing and translating the data collected to guide the efforts of the community organizers.

11. At all times, assure that the community organizers are carrying out their responsibility to focus on the community, with the goal of seeking ongoing, continuous input from the community.
12. Assist in the dissemination of results to the community.
13. Ensure that there is ongoing communication between the host organizations and the University of Michigan by sharing information regularly and frequently.
14. Provide necessary training on an ongoing basis to community organizing staff and Administrative Assistant.

Responsibilities of Detroit Hispanic Development Corporation:

1. Actively support the CAAA partnership.
2. Participate in the CAAA partnership through membership in the Steering Committee. Communicate with the Steering Committee members regarding administrative and programmatic issues related to the community organizing project in Detroit.
3. Develop and conduct an orientation to DHDC for all community organizing staff.
4. Provide co-supervision of Neighborhood Community Organizer housed in DHDC with the University of Michigan School of Public Health.
5. Provide office space for staff assigned to DHDC.
6. Facilitate communication and linkages between DHDC and other community organizations and groups.
7. Provide 10% of a staff person's time to serve as the "Host Agency Liaison." The responsibilities of this person will include:
 - Participating in the hiring of the community organizing staff using a process to be approved by the CAAA Steering Committee;
 - Participating in an orientation to the overall community organizing project;
 - Providing an orientation and integration of Neighborhood Community Organizer to the organization;
 - Providing co-supervision of the Neighborhood Community Organizer. This would include day-to-day supervision to ensure attendance and adherence to the agency's policies, and oversight and assistance in his or her conduct of day to day job responsibilities as per the job descriptions.
8. Assist in providing resources and technical assistance in activities supporting the design and implementation of assessment, data collection, and evaluation systems.
9. Meet deadlines to ensure that the reporting process for the grant is a timely one.
10. Participate in the process of analyzing and translating the data collected to guide the efforts of the community organizers.
11. At all times, assure that the community organizers are carrying out their responsibility to focus on the community, with the goal of seeking ongoing, continuous input from the community.
12. Assist in the dissemination of results to the community.
13. Ensure that there is ongoing communication between the host organization by sharing information regularly and frequently.
14. Provide necessary training on an ongoing basis to community organizing staff.

Responsibilities of Warren Conner Development Coalition:

1. Actively support the CAAA partnership.
2. Participate in the CAAA partnership through membership in the Steering Committee. Communicate with the Steering Committee members regarding administrative and programmatic issues related to the community organizing project in Detroit.
3. Develop and conduct an orientation to WCDC for all community organizing staff.
4. Provide co-supervision of Neighborhood Community Organizer housed at WCDC with the University of Michigan School of Public Health.
5. Provide office space for staff assigned to WCDC.
6. Facilitate communication and linkages between WCDC and other community organizations and groups.

7. Provide 10% of a staff person's time to serve as the "Host Agency Liaison." The responsibilities of this person will include:
 - Participating in the hiring of the community organizing staff using a process to be approved by the CAAA Steering Committee;
 - Participating in an orientation to the overall community organizing project;
 - Providing an orientation and integration of Neighborhood Community Organizer to the organization;
 - Providing co-supervision of the Neighborhood Community Organizer. This would include day-to-day supervision to ensure attendance and adherence to the agency's policies, and oversight and assistance in his or her conduct of day to day job responsibilities as per the job descriptions.
8. Assist in providing resources and technical assistance in activities supporting the design and implementation of assessment, data collection, and evaluation systems.
9. Meet deadlines to ensure that the reporting process for the grant is a timely one.
10. Participate in the process of analyzing and translating the data collected to guide the efforts of the community organizers.
11. At all times, assure that the community organizers are carrying out their responsibility to focus on the community, with the goal of seeking ongoing, continuous input from the community.
12. Assist in the dissemination of results to the community.
13. Ensure that there is ongoing communication between the host organization by sharing information regularly and frequently.
14. Provide necessary training on an ongoing basis to community organizing staff.

Financial Arrangements:

Each of the community partners involved in the Community Organizing part of CAAA: DWEJ, DHDC, and WCDC will receive funds from The University of Michigan, School of Public Health for services rendered as host agencies, as a part of this agreement. For year one, each agency will received \$13,000. There will be a slight increase each year (e.g., \$13,200 for year two, \$13,408 for year three). These funds are for community field costs, which include:

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| Liaison – 10% x 3 locations | \$15,000 |
| Facilities Rental x 3 locations | 9,000 |
| Community Organizing Activities x 3 locations | 11,100 |
| Field Ofc. Supplies | 1,200 |
| Copying, printing | 900 |
| Telephone | 1,200 |
| Postage, express mail | 600 |

Total Community Field Costs \$39,000 divided by three = \$13,000 each

To obtain the funding, after staff is hired, each agency will submit an invoice for the first six months of the first year, or \$6,500. An invoice for the second six months will be submitted five months later. It will take approximately one month from the time the University of Michigan receives the invoice for it to be processed and for the agencies to receive the funding. Agencies do not need to keep a detailed track of the expenditures as a part of this agreement.

The University of Michigan School of Public Health will also provide a computer at a cost of no more than \$2500 for each of the four staff persons hired.

Memorandum of Understanding Amendments:

The agreement shall be renewed annually by the signatories.

Termination of Memorandum of Understanding:

This agreement may be terminated by either party provided not less than thirty days (30) written notice of intent to terminate is given and an opportunity for prior consultation is provided.

In the event of termination, accounts shall be reconciled as of the date of termination.

Signatures:

This Memorandum of Understanding is entered into on _____(date)

(signatures)

_____ (for the University of Michigan, School of Public Health)

_____ (for Detroiters Working for Environmental Justice)

_____ (for Detroit Hispanic Development Corporation)

_____ (for Warren Conner Development Coalition)