UC Davis & SJV CHIP Collaboration Agreement

1. Purpose of the collaboration *(agreed to 9/23/09)*
In collaboration with the SJV CHIP, the UC Davis Environmental Justice Project (EJP) and the UC Davis Center for Regional Change (CRC) will create a series of maps, reports and policy briefs with the following goals:
- Help document and support knowledge held by environmental justice communities in forms that can influence environmental policy.
- Build capacity of SJV CHIP member to use maps and data for advocacy.
- Support SJV CHIP in their advocacy for a cumulative health impacts policy for the San Joaquin Valley Air Pollution Control District.

2. Guiding Principles *(defined by SJV CHIP on 4/09/09)*
UC Davis will adhere to the following guidelines for academic collaboration established by SJV CHIP:
- Any new funding and resources sought by academics who seek to work on Valley environmental justice issues need to be disclosed to, approved by, and non-competing with Valley EJ groups (i.e. CVAQ EJ Committee and CCEJN) and include these communities when possible.
- UC Davis EJP and CRC will actively assist SJV CHIP to increase its capacity through funding prospecting and which may or may not include the university as a funded partner. This will be a reciprocating relationship with SJV CHIP committing to the same activities and actions in support of UC Davis EJP and CRC.
- Act as a bridge with funders and resources when possible.
- Value communities speaking for themselves.
- When possible, funding should be awarded to community group partners; academics can then act as a subcontractor.
- Agree to a confidentiality and full disclosure clause (what they propose to fundraise for, non-competition).
- Allow the community partners final product review, especially if they have been mentioned in the report or study.
- Appropriately compensate groups and individuals for advisory roles.
- Whenever possible, increase the capacity of existing community groups, rather than replicating or replacing their work when it comes to community engagement and community trainings (i.e. train the trainers).
- Academics may be invited to give advice at SJV CHIP meetings, but they will not be given a decision-making role.
- If academics are offering grant writing assistance, SJV CHIP members will make the final review and submittal.

3. Roles and Responsibilities *(agreed to 9/23/09)*
This collaboration recognizes that roles and responsibilities differ among UC Davis staff and SJV CHIP members, based on principles of equity, empowerment, capacity building, and collective ownership of the results.
- **UC Davis staff** (Jonathan London, Director of the Center for Regional Change; Ganlin Huang, Mapping lab coordinator; Tara Zagofsky, researcher/facilitator) will:
  - Create a series of maps, reports and policy briefs as informed by the needs of SJV CHIP.
  - Perform data analysis with policy relevant conclusions.
  - Facilitate the following workshops for SJV CHIP members:
    - Workshop #1: Design mapping project (July 2009).
    - Workshop #2: Review draft results, ground truth data, choose in-depth case studies (Oct-Nov 2009).
    - Workshop #3: Participatory action research (Jan-March 2010) (optional workshop).
    - Workshop #4: Advocacy – how to use maps and briefs to affect policy (April-June 2010).

- **SJV CHIP Mapping Subcommittee members** (Debbie Reyes, Rey Leon, Kevin Hamilton) will:
  - Participate in bi-weekly conference calls with UC Davis staff to provide guidance and feedback on the UC Davis research process.
  - Communicate results of meetings with UC Davis with the larger SJV CHIP committee and gather additional feedback.
  - Email additional feedback on draft maps and reports.
- **SJV CHIP members** will:
  - Share relevant information with UC Davis staff in a timely manner.
  - Give input to UC Davis staff on mapping project during planning meetings, conference calls, SJV CHIP mapping workshops and via email as needed.
  - Participate in the mapping workshops with UC Davis.
  - Work with Fresno Metro Ministry to organize 3 additional local, community mapping workshops to build community education and awareness and collect relevant data for the research (January-March).
- **Fresno Metro Ministry** (Contact: Sarah Sharpe) will serve as fiscal agent and coordinator for SJV CHIP that will coordinate the mapping workshops, and be reimbursed up to $5,300 (through March 2010) by UC Davis to:
  - Lead the planning and organizing of 3-4 mapping and capacity-building workshops with SJV CHIP. This involves arranging and paying for workshop location, food, translation, childcare, AV, and workshop materials as well as administering travel reimbursements for participants and handling outreach and registration.
  - Lead in the planning of organizing of 3 local/ place-based community mapping workshops. This involves arranging and paying for workshop location, food, translation, childcare, AV, and workshop materials as well as administering travel reimbursements for participants and handling outreach and registration.

4. Decision-Making Process *(agreed to 9/23/09)*
The decision-making process in this project aims to encourage the participation and empowerment of all SJV CHIP members and UC Davis staff, be transparent, open and clear, provide opportunities for exchanges of learning in order to support the responsibilities of each person/s listed above.
- **Overall research goals and strategies**: SJV CHIP members, in consultation with UC Davis staff, will decide.
- **Decisions related to topics of maps and reports**: SJV Mapping Subcommittee members will provide initial input and decide together with UC Davis staff. Decisions will be shared with SJV CHIP members at workshops and planning meetings to request additional guidance.
- **Decisions related to the management of the research and administration of the project**: UC Davis will make decisions about the analysis of data and the accuracy of representation of data analysis in maps and reports. Final production of maps and reports will be done in close consultation with SJV CHIP to ensure that the products are both academically legitimate and supportive of SJV CHIP strategy.
- **Process for Decisions:** The decision-making process will strive first for consensus and then will use simple majority votes. (As per the "collaboration guidelines" above, UC Davis does not have a formal vote in the CHIP strategy.)

5. Ownership of Data and Sharing results *(agreed to 9/23/09)*
- Based upon the project's guiding principles, UC Davis and SJV CHIP share ownership of all data and final products and have access to the original research data.
- Usage of the data will be in accordance with the project goals and will adhere to all requirements of the Institutional Review Board at UC Davis.
- Data can be used by both SJV CHIP and UC Davis for a range of products including maps, reports, policy briefs, and peer reviewed-journal articles.
- Written products will be developed through a collaborative process between SJV CHIP and UC Davis. Both parties will inform each other of publishing intentions, solicit (opt-in) participation, and offer opportunities for review and comment.

- The project will encourage joint publications, but on publications by one party, the text will credit the other, but will also contain a disclaimer that the analysis is of the authors, and does not necessarily reflect the opinions of the other party.

5. 1. Policy for Sharing Maps Made with Data from the Community-Level Workshops *(agreed to 10/26/10)*
About: These maps include maps of pollution sources in West Fresno, Shafter, Wasco, and Arvin (and future maps in Kettleman City and Methini Tract).
Policy:
- SJV CHIP is the owner of these maps. This means these maps belong to member organizations and not individuals.
- SJV CHIP has full decision-making power regarding how to distribute these maps.
- These maps have a disclaimer stating they were produced by UCD and any advocacy positions are the work of CHIP and do not reflect a position by UC Davis.
- When using these maps for advocacy, SJV CHIP members will also be clear with their audience any advocacy positions presented from SJV CHIP do not reflect a position by UC Davis.
- Maps include a note stating they are not to be reproduced or distributed without permission from SJV CHIP.
- Once finalized, Ganlin will send Sarah 8 DVDs with copies of all maps for steering committee member organizations.
- SJV CHIP gave Jonathan, Tara, and Ganlin (NOT any UCD affiliate) permission to use these maps for educational purposes without the need to check-in each time.
- For other persons, purposes, and in order to share these maps, requests will have to be made to SJV CHIP. Contact person is Mike Wells at Fresno Metro Ministry.

5. 2. Policy for Sharing Maps Made with Publically Available Data Sets *(agreed to 10/26/10)*
About: These maps include maps on socially vulnerability index, TRI, and health indicators. These maps were created through a collaborative process between UCD and SJV CHIP using only publically available data and resources from UCD.
Policy:
- CRC is the owner of these maps and will make them available for public access through UCD Center for Regional Change's website.
- Maps include an acknowledgement that they grew out of a collaborative process with SJV CHIP.
- SJV CHIP members agree to help UCD CRC track use of maps by emailing Jonathan, Tara, & Ganlin regarding use/sharing of these maps. In the future, UCD hopes to have an online tracking system.

6. Term of this Agreement
While the specific roles and responsibilities outlined in this document will vary by project, the remaining points of collaboration (purpose, guiding principles, decision making process, ownership of data and sharing of results) will stand in perpetuity unless either UC Davis and/or SJV CHIP gives notification of cancellation.