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 www.nrpa.org

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), dated May 21, 2019 (Effective Date), is made between the National Recreation and Park Association (NRPA) (Grantor), a Virginia-based not-for-profit 501(c)3 with a mailing address of 22377 Belmont Ridge Road, Ashburn, Virginia, 20148, City of Newport Parks and Recreation, a provider of park, recreation, and community services in Newport, Oregon (Grantee).

1. Purpose

The purpose of this MOU is to confirm approval of the terms governing the acceptance and use of Seven Thousand Dollars (\$7,000) made available to the Grantee identified above for the implementation of the Evidence-Based Physical Activity Referral Pilot, in partnership with Samaritan Health Services. This pilot is intended to test the effectiveness of an electronic health record (EHR) system of referrals to increase participant engagement in evidence-based physical activity programs offered through local parks and recreation.

This grant opportunity is the result of a partnership between NRPA and the Centers for Disease Control and Prevention (CDC) (supported by the Funding Opportunity Announcement (FOA) Number: DP16-1606) in efforts to establish a permanent system of referrals that increases the number of participants engaging in evidence-based physical activity programs offered through local parks and recreation.

Having been selected as a recipient of funding through this program, Grantee is required to accept the terms contained within this MOU to receive funding as a grant recipient.

2. Project Funding

Within 30 days upon execution of this MOU, NRPA will provide payment in the form of a check which will be distributed to Grantee as follows:

Organization	Payment Amount
Newport Parks and Recreation (60+ Activity Center)	\$7,000
Total	\$7,000

3. Project Timeline

Project activities should be completed no later than December 31, 2019.

4. Grant Requirements for Organizations:

Health System

- A. Collaborate with NRPA and Patt Panzer Associates in the development and execution of a query protocol to identify at least 600 patients to be referred to the evidence-based physical activity program offering through the park and recreation agency.
- B. Collaborate with park and recreation agency, NRPA and Patt Panzer Associates in the development of communication materials for patients identified through the query process.
- C. Develop a plan for patient follow-up and program reporting activities.
- D. Participate in monthly conference calls and webinars, as needed.

- E. Facilitate a presentation at NRPA's 2019 conference in Baltimore, MD.
- F. Track grant use expenditures (see *section 11: Audit and 12: Required Disclosures*).
- G. Provide a report after each query execution including (but not limited to) the following metrics where applicable:
 - a. Number of patients identified
 - b. Number of providers involved in patient identification list review
 - c. Number of patients referred
 - d. Forms of communications used to refer patients
 - e. Number of patients that received follow-up communications
 - f. Classification of individuals completing patient follow-up (health coach, etc.)
 - g. Number of individuals completing patient follow-up
 - h. Forms of patient follow-up (phone, patient portal, etc.)
 - i. Referral patient demographics

Parks and Recreation:

- A. Collaborate with health system, NRPA and Patt Panzer Associates in the development of communication materials for patients identified through the query process.
- B. Implement 1 or more of the available evidence-based physical activity programs (Walk With Ease, Active Living Day, Fit & Strong!) at your local park and recreation agency and reach at least 50 participants through this referral process.
- H. Allocate a portion of grant funds toward purchasing participant materials.
- I. Participate in monthly conference calls and webinars, as needed.
- J. Facilitate a presentation at NRPA's 2019 conference in Baltimore, MD.
- K. Track grant use expenditures (see *section 11: Audit and 12: Required Disclosures*).
- L. Submit semi-annual reports to NRPA due March and October of each year that include the following information (a template will be furnished by NRPA):
 - a. Total number of unique participants per program
 - b. Number of referred patients attending at least 1 program class
 - c. Number of referred patients completing a program session
 - d. Number of people exposed to marketing materials
 - e. Program description – dates, times, locations, and frequency of the class
 - f. Instructor Information
 - g. Success stories and photos from the participants

5. Site Visit

NRPA, Patt Panzer Associates and RTI International may, at its expense, monitor and conduct an evaluation of operations under the Grant, through the facilitation of a site visit to observe the Grantees' project procedures and operations and to discuss the project with the Grantees' key personnel. Grantees are expected to participate in site visit planning, facilitation, and evaluation activities including but not limited to key personnel interviews, and group discussions.

6. Promotion

NRPA and the CDC may use the Grantees' names, photos, and/or information in connection with the program for promotional or other purposes, in any and all media, without limitation and without further payment, notification, or permission, except where prohibited by law. Whenever possible, recognition should also be provided to "National Recreation and Park Association". Grantees shall provide NRPA an opportunity to review any statement, message or

use of NRPA logo related to this grant in advance of its release to the public. In addition, use of the CDC's logo is NOT permitted without the express, written consent of the CDC.

7. Limits of Liability

Neither NRPA nor the CDC nor any of its respective parents, subsidiaries, affiliates, officers, directors or employees shall be liable to Grantees and/or its affiliates for any liability of any kind relating to or arising out of participation in this program hereunder.

8. Confidentiality

During the term of this MOU, the parties may learn certain confidential information of each other. For purposes of this MOU, confidential information means the confidential and proprietary information, not generally known by non-party personnel, used by the disclosing party and which is proprietary to the disclosing party, and includes, without limitation, the disclosing party's trade secret or proprietary personnel, financial, marketing and business information, including strategic, operations and other business plans or forecasts, and confidential information provided by the disclosing party regarding its employees, customers, vendors, sponsors and other contractors. Confidential information shall not be disclosed to non-party personnel.

9. Term

The term of this MOU will commence on the Effective Date and shall continue until December 31, 2019.

10. Use of Grant Funds

The Grantees shall use the full amount of the grant for the purposes set forth in Section 2. Unless otherwise agreed in writing by the Grantor, the Grantees shall return any portion of the grant and the income earned thereon that is not expended for such purposes.

The Grantees agree not to use any portion of the grant or any income derived from the grant for the following:

- A. To carry on propaganda or otherwise attempt to influence legislation within the meaning of Section 4945(d)(1) of the Code;
- B. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Code;
- C. To provide a grant to an individual for travel, study, or similar purpose within the meaning of Section 4945(g) of the Code, without prior written approval of Grantor. Payments of salaries, other compensation, or expense reimbursement to employees of the Grantees within the scope of their employment do not constitute "grants" for these purposes and are not subject to these restrictions;
- D. Except as expressly authorized in the Grant Description, to provide a grant to any other organization without prior written approval of the Grantor; or
- E. To promote or engage in criminal acts of violence, terrorism, hate crimes, the destruction of any state, or discrimination on the basis of race, national origin, religion, military and veteran status, disability, sex, age, or sexual orientation, or support of any entity that engages in these activities.
- F. To travel to NRPA's Annual Conference or any other conference travel, without prior written approval of Grantor.

All unspent or uncommitted grant funds shall be invested in highly liquid investments (such as an interest-bearing bank account) with the primary objective being preserving the grant funds availability for the project. Any interest or other income generated by the grant funds must be applied to the purposes described in the Grant Description.

11. Audit

NRPA has the right to audit the grantees' financial records relating to this MOU. Grantees should maintain their financial receipts and must make the records available at any time as requested by NRPA. If as a result of an audit, NRPA determines that funds were not spent in accordance with the purposes of this grant, the grantees may be required to return any funds not substantiated. If NRPA determines that grant funds were used for fraudulent purposes, the grantees may be barred from participation in any further programs.

12. Required Disclosures

Grantees must disclose, in a timely manner in writing to NRPA and the U.S. Department of Health and Human Services Office of the Inspector General (HHS OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this grant award. Disclosures must be sent in writing to NRPA and to the HHS OIG at the following addresses:

National Recreation and Park Association

Kellie May, MTA

Director of Health and Wellness

22377 Belmont Ridge Road

Ashburn, VA 20148

Telephone: (703) 858.2176

Email: kmay@nrpa.org (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services

Office of the Inspector General

ATTN: Mandatory Grant Disclosures, Intake Coordinator

330 Independence Avenue, SW

Cohen Building, Room 5527

Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

13. Termination

Any party may terminate this MOU at any time effective upon receipt of written notice by the other party of failure to perform. The non-performing party shall have sixty (60) days to cure its obligation. If the non-performing party fails to satisfactorily cure its obligation within this time this MOU will be terminated.

No party shall be liable to the other by reason of termination of this MOU for compensation, reimbursement or damages for any loss of prospective profits on anticipated sales or for expenditures, investments, leases or other commitments relating to the business or goodwill of any of the parties, notwithstanding any law to the contrary. No termination of this MOU shall release the obligation to pay any sums due to the terminating party which accrued prior to such termination.

These parties have caused this MOU to be signed by their duly authorized representatives as of the date set forth below.

These parties have caused this MOU to be signed by their duly authorized representatives as of the date set forth below.

**NATIONAL RECREATION AND
PARK ASSOCIATION**

By: *Kellie May*
Printed Name: Kellie May
Title: VP Programs
Date: 06/03/2019

**NEWPORT PARKS AND
RECREATION**

By: _____
Printed Name: _____
Title: _____
Date: _____
EIN: _____

SAMARITAN HEALTH SERVICES


By: *Barbara Crony*
Printed Name: Barbara Crony
Title: VP Research & Education
Date: May 30, 2019
EIN: 93.0951989

These parties have caused this MOU to be signed by their duly authorized representatives as of the date set forth below.

**NATIONAL RECREATION AND
PARK ASSOCIATION**

By: _____
Printed Name: _____
Title: _____
Date: _____

**NEWPORT PARKS AND
RECREATION**

By: 
Printed Name: Spencer R. Nebel
Title: City Manager
Date: 06-04-19
EIN: 93-6002222

SAMARITAN HEALTH SERVICES

By: _____
Printed Name: _____
Title: _____
Date: _____
EIN: _____

Implementation of a Community Integrated Health Demonstration Project: 2018 Call for Applications

Purpose

In efforts to improve linkages between traditional healthcare organizations and parks and recreation working to improve access to programs and services for adults with arthritis and other chronic conditions through the implementation of a community integrated health strategy, the National Recreation and Park Association (NRPA), with support from the Centers for Disease Control and Prevention (CDC), is requesting applications to demonstrate the feasibility, effectiveness and scalability of a referral process through the use of an electronic health record (EHR) query. This referral process aims to identify patients with arthritis and refer them to arthritis-appropriate evidence-based interventions (AAEBIs) offered through local parks and recreation.

Currently, there are two parks and recreation and healthcare organization partnerships implementing this referral process. This request for applications aims to engage additional parks and recreation and healthcare organization partnerships in the development and implementation of a referral process that will not only increase the awareness of and participation in community-based programs available for adults with arthritis and other chronic conditions, but also increase the sustainable supports for these programs in communities and the overall body of knowledge regarding effective and scalable community integrated health strategies across the country.

Background

Healthcare entities and community-based organizations (CBOs) such as parks and recreation share common goals of improving the health of the communities they serve. Over the past decade, there has been an increase in the use of **community integrated health strategies- effort to strengthen the**

Application Deadline

Friday, November 16, 2018
11:59 p.m. ET

Apply Online

Key Materials

[Frequently Asked Questions \(FAQs\)](#)

[Evidence-Based Program Assessment Tool](#)

Key Contacts

Lesha Spencer-Brown, MPH,

CPH, *Program Manager*

Patt Panzer, MD, MPH,

Healthcare Consultant

HealthyAginginParks@nrpa.org

Website- [Healthy Aging in Parks](#)

relationships between traditional healthcare and community-based organizations to improve access to programs and services that help individuals improve their quality of life. These strategies have created more sustainable and effective linkages to community-based programs and services by: (1) building on complementary skills and expertise within the community to fill gaps in needed programs and services, (2) coordinating and improving access to community-based preventive and chronic care services, and (3) increasing the overall impact on health outcomes and the quality of life of the people served. The development and implementation of sustainable and effective referral processes is one successful community integrated health strategy that has been utilized to connect people to community-based programs and services and improve the health of communities across the country.

According to the CDC, [arthritis is a leading cause of disability and affects nearly one in four \(54 million\) Americans, majority of which are 45 years and older.](#) Arthritis encompasses more than 100 diseases and conditions which affect the joints, the most common form being osteoarthritis. Arthritis causes pain, stiffness, swelling and aching of the joints, and affects nearly 50% of all adults with heart disease, diabetes and those who are obese. Research has shown that adults with arthritis can decrease their pain and improve their function by 40% by being physically active. Large scale efforts at the national, state and local levels have been ongoing to increase the participation in appropriate evidence-based strategies, however, one in three adults with arthritis are still inactive, only one in 10 have participated in an evidence-based strategy to improve their symptoms, and approximately 40% of adults with arthritis are still not receiving counseling for exercise. A recommended strategy to improve engagement of adults with arthritis in appropriate community-based programs is to establish partnerships and pathways through which healthcare providers can make connections to community-based programs.

Key Dates

Application release date: **Monday, September 24, 2018**

[Informational webinar](#): **Wednesday, October 10, 2018 (2:00 p.m. EDT)** – Learn more about this grant opportunity and hear from other park and recreation and healthcare partnerships currently implementing the referral process.

Deadline for applications: **Friday, November 16, 2018**

Applicant finalists notified and request for interviews: **Friday, November 30, 2018**

Interviews: **Between December 6-14, 2018**

Grant award notifications and kick-off call: **January 2018**

Demonstration projects initiated: **February 2018**

Eligibility

Applicants must meet all of the following eligibility requirements:

- Local park and recreation agencies (county/municipal, tribal, special park district, etc.) with an established partnership with a healthcare organization. Current collaboration on a referral process is not required. **Each application is required to have a letter of support from the partnering healthcare organization describing the nature of the partnership and support for the implementation of this referral process.**
- Local park and recreation agencies **currently** implementing one or more of the CDC-recommended AAEBIs (Walk With Ease, Active Living Every Day, Fit & Strong!) described below. *To be currently implementing a program, agencies must have implemented one or more programs within the past 12 months with the intention of offering at least one program in the coming 12 months.*
- Healthcare organizations serving adults with arthritis, including those 45 years and older.

Note: The park and recreation agency is expected to be the lead applicant for this application, and applicants may only consist of one (1) park and recreation agency and one (1) healthcare organization.

Selection Criteria

Applicants will be evaluated and selected based on how well they are able to:

- Demonstrate capacity to successfully develop and implement the referral process.
- Demonstrate how this referral process will enhance current efforts to engage adults with arthritis and other chronic conditions.

Additionally:

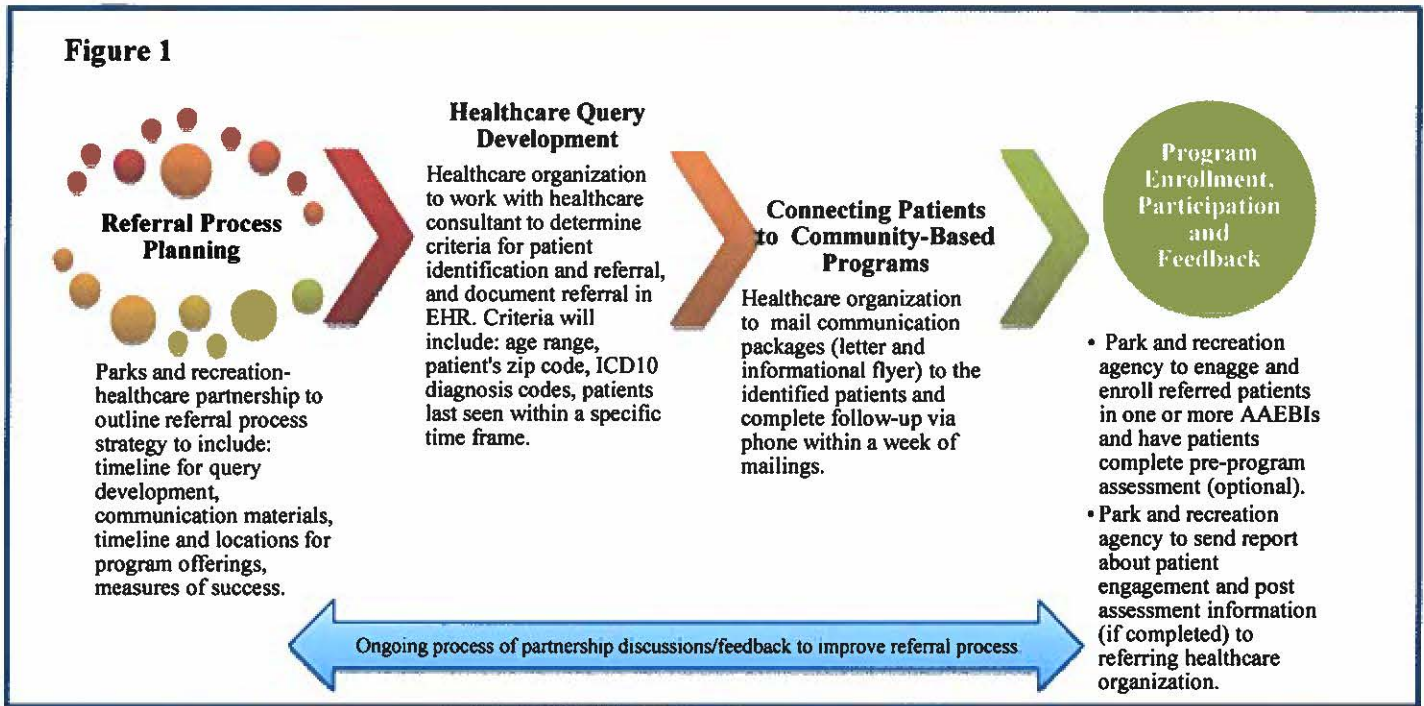
- Healthcare organizations must demonstrate ability to identify and refer at least 300 patients.
- Park and recreation agencies demonstrated ability to accommodate enrollment of at least 100 referred patients.

Description of the Referral Process

Below is a description of the electronic health record (EHR) referral process to be developed and implemented. Awardees will be asked to complete two (2) rounds of the referral process within the grant period.

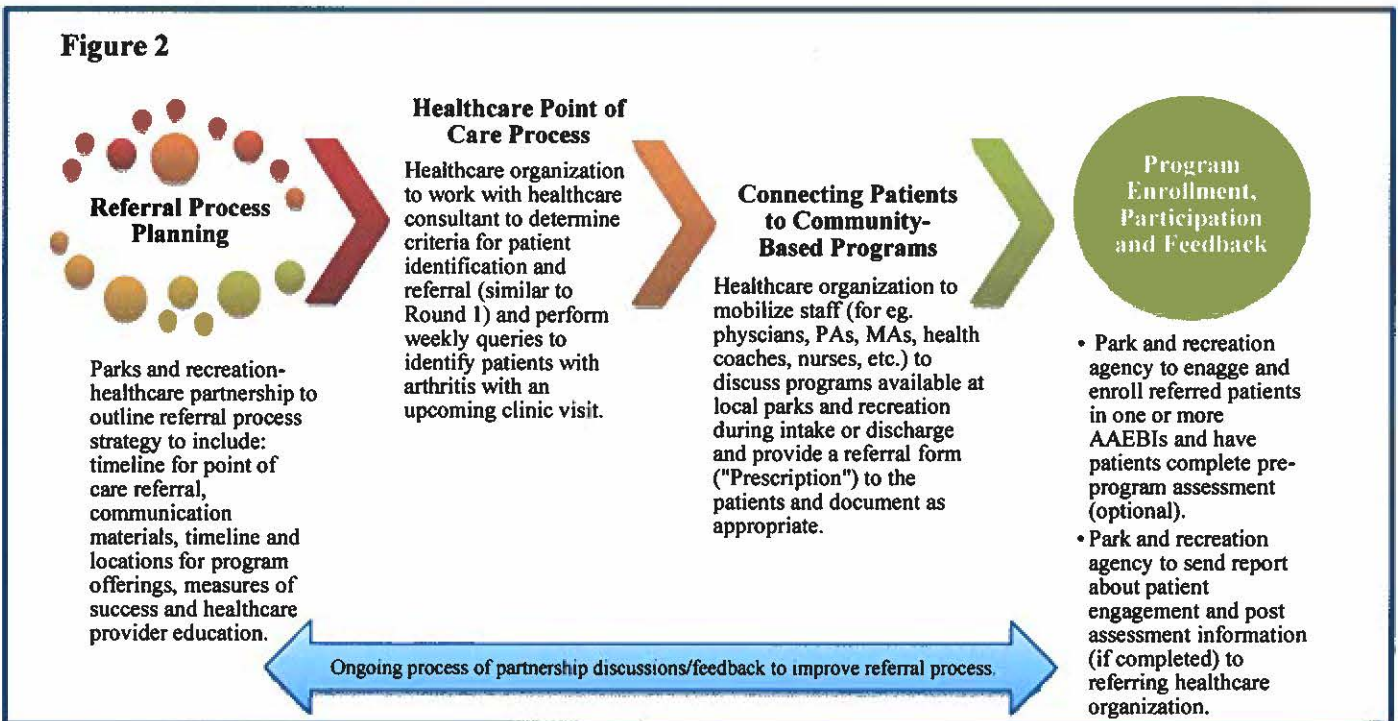
Round 1- Complete the referral process as described in Figure 1 below.

Figure 1



Round 2- Complete a second iteration of the referral process as executed in round 1 OR develop a *point of care referral process* similar to the process outlined in Figure 2 below that would align with the healthcare organization's workflow.

Figure 2



Description of Arthritis-Appropriate Evidence-Based Interventions (AAEBIs)

The programs briefly described below are CDC-recommended evidence-based physical activity programs designed for people with arthritis to improve their arthritis symptoms by engaging in physical activity. For more details on the programs, please see the Evidence-Based Program Assessment Tool key material listed on page 1.

- [Walk With Ease \(WWE\)](#): 6-week low-impact, structured walking program. Classes are 1-hour, three times per week, and includes a participant manual. Participants learn how to safely and comfortably engage in physical activity.
- [Active Living Every Day \(ALED\)](#): 12-week behavior-change program for sedentary adults. Classes are 1-hour, once per week and includes a participant manual. This program teaches sedentary adults the skills necessary to overcome barriers to physical activity.
- [Fit & Strong! \(F&S!\)](#): 8 or 12-week program that combines physical activity with health education for adults with lower extremity pain and mobility issues. Classes meet two to three times for 1.5-hour per week and includes a participant manual and exercise equipment such as ankle weights and resistance bands.

Demonstration Project Timeline

The demonstration projects will be initiated in February 2019 and conclude November 2019. Applicants will also be asked to participate in project evaluation activities towards the end of the project period, where NRPA staff and consultants will learn more about the experiences developing and implementing the referral process.

Awards

A total of three (3) applicants will be selected for funding. Each partnership will be provided with funding up to \$15,000.

Awardees will be asked to submit a budget proposal after award selection. Funds can be used to support staff time for both park and recreation and partnering healthcare organization (limited to 20% of grant amount), AAEBI trainings and participant materials, marketing materials, postage, etc. Funds may not be used to cover expenses related to meals and travel.

How To Apply

Applications must be submitted via this [application link](#). Emailed applications or applications submitted after the deadline (November 16, 2018) will not be accepted. **Only one (1) application is to be submitted per partnership.**

For a list of Frequently Asked Questions (FAQs), please see the FAQs key material listed on page 1. For all inquiries related to this grant application, please send an email to HealthyAginginParks@nrpa.org with the subject line- “2018 Community Health Integrated Demonstration Project RFA Inquiry”.

Following is the list of questions to be completed by both the park and recreation agency and the healthcare organization.

Application questions:

A. Applicant Eligibility Verification

1. Is your organization a local park and recreation agency currently implementing one or more of the following programs- Walk With Ease, Fit & Strong!, Active Living Every Day?
 Yes
 No

2. Does your agency have an established partnership with a healthcare organization? If yes, please provide a letter of support from the healthcare organization.
 Yes
 No

2a. Please upload a letter of support from your partnering healthcare organization describing the nature of the partnership and support for the implementation of this referral process.

B. Applicant Information- Park and Recreation Agency

Name of local park and recreation agency
Contact's full name
Title/Role
Address
Phone
Email
Agency website

C. Applicant Information- Healthcare organization

Name of Healthcare organization
Contact's full name
Title/Role
Address
Phone
Email
Healthcare organization website

D. Service Area Demographics- Park and Recreation Agency

- Population size
- Rural/urban/suburban
- Population race/ethnicity percentages
- Percentage of population regarded as low-income

E. Service Area- Healthcare Organization

- Patient population size
- Percentage of patients with arthritis
- Percentage of low-income patients served
- Size of organization, including number of providers and facilities

F. Description of Partnership

- a. Please describe the nature of your parks and recreation and healthcare partnership?
In your response please describe:
 - i. How long your organizations have been partners
 - ii. How the partnership came to be established
 - iii. Current objectives or goals of the partnership and any initiatives being implemented
 - iv. Long-term vision for the partnership
 - v. Partnership funding- whether or not the partnership is funded and by whom. (word limit- 500) _____
- b. Please describe how implementation of this demonstration project aligns with the priorities of your partnership? (word limit: 100) _____

G. Description of Agency

- a. Which of the following programs are you currently implementing? Please select all that apply. *To be currently implementing a program, agencies must have implemented one or more programs within the past 12 months with the intention of offering at least one program in the coming 12 months.*
 - Active Living Every Day
 - Fit & Strong!
 - Walk With Ease
- b. Please describe your agency's capacity to implement the program(s) selected above? (word limit: 300)
Please include in your response:
 - i. How many people are currently trained to lead the programs. Please list instructors per program if your agency is implementing more than one.
 - ii. How many locations/community centers offer the program(s).
 - iii. How often is the program offered? (for example, 2x/yr).
- c. Please describe your experience implementing the program(s) selected above? (word limit- 300)
Please include in your response:

- i. Your target audience for the program, if any.
 - ii. Number of participants that have been reached since the initial offering of the program(s)?
 - iii. Major successes- for example, partnership building.
 - iv. Major challenges- for example, weather, transportation, participant recruitment and retention.
- d. Please describe how your agency is currently sustaining the delivery of the program(s). For example, including program in agency's programming portfolio, associating a cost with enrollment, etc. (word limit- 100) _____
- e. Have you received any referrals to your program(s)?
- Yes
 - No
 - Unsure
- e2. If yes, please describe how referrals are currently being made (informal flyer, fax, etc.) and from what organizations (word limit:100). _____
- f. Do you have relationships with insurance carriers (for example, Humana, Cigna) or fitness program vendors (for example, SilverSneakers) in your community?
- Yes
 - No
 - Unsure
- f2. If yes, please describe these relationships in further details. For example, how long your agency has had these partnerships, goal of the partnerships, etc. (word limit: 200)

- g. Please describe anticipated challenges to implementing this referral process and what resources would be needed to overcome those challenges? (word limit- 100) _____

H. Description of Healthcare Organization

- a. Please describe your organization's experience with community-based organizations. (word limit: 250) _____
- b. Please describe how involvement in this project aligns with your organization's strategic priorities? (word limit: 100) _____
- c. Does your organization currently refer patients to the community-based programs (for example, Diabetes Prevention Program, Walk With Ease, EnhanceFitness, A Matter of Balance, etc.)?
 - Yes
 - No
 - Unsure