

Amendment I: Use of Carryover Funds
MEMORANDUM OF UNDERSTANDING – Evidence Based Physical Activity Referral Pilot

THIS AMENDMENT (“Amendment”) is made this February 8, 2021 (“Effective Date”) by and between the National Recreation and Park Association, (“NRPA”) and the City of Newport Parks and Recreation.

WHEREAS, NRPA and the CITY OF NEWPORT PARKS AND RECREATION entered into an MOU on January 30, 2020 (the “Agreement”) pursuant to the implementation of the Evidence-Based Physical Activity Referral Pilot: Exploration of Community Connect/Unite Us, in partnership with Samaritan Health Services.

Funding in the amount of **Sixty-Four Hundred Dollars (\$6,400)** was made available to Newport Parks and Recreation for the implementation of the **Evidence-Based Physical Activity Referral Pilot: Exploration of Community Connect/Unite Us** (“Project”). This referral project is intended to increase the current knowledge of strategies that foster clinical-community linkages, which supports a goal of DP 16-1606 to establish environmental supports for the delivery and sustainability of AAEBIs or other community-based programs.

WHEREAS, NRPA and the CITY OF NEWPORT PARKS AND RECREATION wish to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The term of the contract is extended for an additional six (6) months, and the end date of this contract is changed from March 31, 2021 to September 30, 2021 to complete the scope of work outlined in the original MOU.
2. NRPA is granting the City of Newport Parks and Recreation an additional Ten Thousand Dollars (\$10,000) to complete the scope of work outlined in the original MOU.
3. It may be necessary to make changes to the scope of work as a result of this extension. Any changes to the scope of work outlined in the original MOU dated January 30, 2020 must first be submitted in writing to NRPA and approved by both parties.
4. The City of Newport Parks and Recreation will continue to participate in monthly calls with NRPA and Samaritan Health Services and provide progress reports to NRPA as requested.
5. Upon full execution, this amendment shall be made a part of the MOU Agreement and shall be incorporated by reference therein. Except as provided herein, all other terms and conditions of the Agreement shall remain in full force and effect. In the event of any conflict between the Agreement and this Amendment, the terms of this Amendment shall govern and control.

Project Funding

NRPA will provide payment in the form of a check as follows:

| Organization | Payment Amount |
|--|---|
| Newport Parks and Recreation (60+ Activity Center) | \$10,000: Within 30 days of MOU execution |



Project Timeline

All project activities should be completed no later than September 30, 2021.

IN WITNESS WHEREOF, each of the parties hereto has caused this Amendment to be executed by its duly authorized representative.

CITY OF NEWPORT PARKS AND RECREATION

By: 

Printed Name: Spencer R. Nebel

Title: City Manager

Date: April 7, 2021

EIN:

NATIONAL RECREATION AND PARK ASSOCIATION

By: Kellie May

By: Kellie May, National Recreation and Park Association, Inc. 2021

Printed Name: Kellie May

Title: VP, Programs and Partnerships

Date: 02/16/21



22377 Belmont Ridge Road
Ashburn, VA 20148-4150
1.800.626.NRPA (6772)

P 703.858.0784
F 703.858.0794
www.nrpa.org

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), dated January 30, 2020 (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 Six Thousand Four Hundred Dollars (\$6,400) made available to the Grantee identified above for the implementation of the **Evidence-Based Physical Activity Referral Pilot: Exploration of Community Connect/Unite Us**, in partnership with Samaritan Health Services.

As part of a larger community integrated health collaboration between Samaritan Health Services and the Newport Parks and Recreation Department, an electronic referral process (that is, Unite Us platform) will be explored to determine its feasibility in establishing patient referrals from the healthcare setting to community-based organizations (CBOs), like parks and recreation. Currently such referrals are not feasible due to general limited interoperability of EHRs, and because most CBOs do not typically utilize healthcare-like EHRs. Via the electronic referral platform, CBOs like Newport 60+ Center will be able to directly receive HIPAA-compliant patient contact information to follow-up with the referred individuals and enroll them in an Arthritis Appropriate Evidence-based Interventions (AAEBIs) or other community-based programs. This project also leverages ongoing efforts by Samaritan Health Services in collaboration with the Oregon Health Authority's Sustainable Relationships for Community Health Grants to expand clinical-community linkages and referrals to chronic disease prevention and management programs.

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. The implementation and evaluation of this project will increase the current knowledge of strategies that foster clinical-community linkages, which supports a goal of DP16-1606 to establish environmental supports for the delivery and sustainability of AAEBIs or other community-based programs.

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

NRPA will provide payment in the form of a check as follows:

| Organization | Payment Amount |
|--|--|
| Newport Parks and Recreation (60+ Activity Center) | \$6,400: Within 30 days of MOU execution |

3. Project Timeline

Project activities should be completed no later than March 31, 2021.

4. Grant Requirements

A. Collaborate with Samaritan Health Services Regional Health Education Hub (RHEHub) to:

Phase I

- a. Explore RHEHub's EPIC and Community Connect/Unite Us referral process and participate in a site visit to a CBO that is currently using the Community Connect/Unite Us referral process
- b. Identify and determine which community-based programs offered will be included in the referral process, including program facilitators and locations
- c. Complete the Community Connect/Unite Us risk and benefit assessment for the 60+ Activity Center and the parks and recreation department
- d. Develop a plan for maintenance and operational management
- e. Identify resources for financial sustainability for the 60+ Activity Center
- f. Assess transportation limitations on accessibility

Phase II (if Phase I is feasible)

- g. Complete Community Connect/Unite Us training
- h. Define the 60+ Activity Center's programming and activate platform
- i. Develop referral process workflow
- j. Facilitate clinic staff education
- k. Develop referral process workflow and engage referrals

B. Participate in monthly conference calls and webinars, as needed.

C. Track grant use expenditures (see *section 11: Audit and 12: Required Disclosures*).

D. Continue to implement the Walk With Ease & Fit & Strong! Programs at your local park and recreation agency and reach at least 50 participants

E. Submit mid and final reports to NRPA that include the following information: (one combined report should be submitted)

- a. Overview of referral process
- b. Number of patients referred
- c. Forms of patient follow-up (phone, etc.)
- d. Total number of unique participants per program
- e. Number of referred patients attending at least 1 program class
- f. Number of referred patients completing a program session
- g. Program description – dates, times, locations, and frequency of the class
- h. Participant success stories and photos
- i. Successes, challenges and recommendations regarding Community Connect/Unite Us

5. Project Evaluation

NRPA and RTI International (Project Evaluator) may, at its expense, monitor and conduct an evaluation of operations under the Grant, through the facilitation of virtual interviews to better understand and document the Grantees' project procedures and operations. Grantees are expected to participate in the planning and

facilitation of the 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 March 31, 2021.

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.

NATIONAL RECREATION AND PARK ASSOCIATION

By:

Kellie May

Printed Name: Kellie May

Title: VP Programs and Partnerships

Date: 03/10/2020

NEWPORT PARKS AND RECREATION

By:

Margaret M. Hawker

Printed Name: MARGARET M. HAWKER

Title: Acting City Manager

Date: 3/13/2020

EIN: _____

| Organization | Role | Name | Email | Phone |
|------------------------------|---|--------------------|--------------------------------|--------------|
| Newport Parks and Recreation | Interim Director | Mayhew, Judy | J.Mayhew@NewportOregon.gov | |
| Nepwort 60+ Center | Supervisor | O'Callaghan, Peggy | p.ocallaghan@newportoregon.gov | 541-574-5459 |
| Nepwort 60+ Center | Volunteer | McCormack, Bryn | brynnyc@gmail.com | 917-881-6880 |
| Samaritan Health Services | Health Education Program Manager | Urrutia, Kacey | kurrutia@samhealth.org | 541-768-5602 |
| Samaritan Health Services | Regional Health Education Hub Coordinator | Sedlacek, Erin | esedlacek@samhealth.org | 541-768-7397 |
| Samartian Health Services | Clinic Operations Manager II | Snyder, Jennifer | jensnyder@samhealth.org | 541-765-3265 |

MRPA Electronic Referral Exploration Project 12.04.19 through Sept 2020

Language proposed for CDC by MRPA with SHS/60+ edits 12.12.19: As part of a larger community integrated health collaboration between Samaritan Health Services and the Newport Parks and Recreation Department, an electronic referral process (i.e. Unite Us platform <https://www.uniteus.com/platform/>) will be explored to determine its feasibility in establishing patient referrals from the healthcare setting to community-based organizations (CBOs), like parks and recreation. Currently such referrals are not feasible due to general limited interoperability of EHRs, and because most CBOs do not typically utilize healthcare-like EHRs. Via the electronic referral platform, CBOs like local park and recreation agencies (i.e. Newport 60+ Center) will be able to directly receive HIPAA-compliant patient contact information to follow-up with the referred individuals and enroll them in an Arthritis Appropriate Evidence-based Interventions (AAEBIs) or other community-based program. This project also leverages ongoing efforts by Samaritan Health Services in collaboration with the Oregon Health Authority's Sustainable Relationships for Community Health Grants to expand clinical-community linkages and referrals to chronic disease prevention and management programs. The implementation and evaluation of this project will increase the current knowledge of strategies that foster clinical-community linkages, which supports a goal of DP16-1606 to establish environmental supports for the delivery and sustainability of AAEBIs or other community-based programs.

Determinative Goals: By September 30th 2020, determine the feasibility of establishing an electronic referral process from identified clinic(s) in the Newport area to the Newport 60+ Center.

| Exploration/Feasibility Activities | | | | | Responsible | Lead | Timeline/Del. Status |
|---|---|--|--|--|-------------|-------------|----------------------|
| 1 | Develop and agree to scope of work, goal, activities, leads, budget, timeline. Send to Lesha. | | | | All | Erin | |
| 2 | Send CDC language MRPA, Lesha. | | | | All | Erin | 12/10/19 |
| 3 | Develop budget and send to MRPA, Lesha. (FTE Coordinator, Managers, Clinic Staff...) | | | | All | Kac/Peg/Jen | 12/18/19 |
| 4 | Determine SHS Newport area clinical commitment/plan for implementing Unite Us/Community C SHS | | | | SHS | | In proc |
| 5 | Determine which programs offered by 60+ to include in the referral process | | | | 60+ | Peggy | |
| 6 | Identify costs to train staff, additional instructors and locations for implementation | | | | 60+ | Peggy | |
| 7 | Assess options regarding impact of transportation limitations on accessibility | | | | 60+ | Peggy | |
| 8 | Explore RHEHub EPC and Community Connect /Unite Us referral processes | | | | SHS | | |
| 9 | Site visit to CBO currently using Unite Us referral process | | | | 60+ | Peggy | |
| 10 | Unite Us demo for City of Newport | | | | SHS/60+ | Rhonda | |
| 11 | Review Unite Us regarding risk/benefit assessment for The City of Newport | | | | 60+ | Peggy | |
| 12 | Develop a plan for maintenance and operational management for 60+ as a SHS community partner | | | | 60+ | Peggy | |
| 13 | Identify resources for financial sustainability for 60+ as a SHS community partnership | | | | 60+ | Peggy | |
| Implementation Activities (contingency phase II of the project, may need additional funding as determined in phase I) | | | | | | | |
| 1 | Obtain Community Connect/Unite Us licenses (if needed) | | | | SHS/60+ | | |
| 2 | Community Connect/Unite Us staff/volunteer training | | | | SHS/60+ | | |
| 3 | Workflow development | | | | SHS/60+ | | |
| 4 | 60+ programming defined in Community Connect/Unite Us and activated | | | | 60+ | | |
| 5 | RHEHub programming defined in Community Connect/Unite Us activated (via SRCH grant) | | | | SHS | | 1/7/20 |
| 6 | Clinic education on programming | | | | SHS/60+ | | |
| 7 | Process referrals | | | | SHS/60+ | | |
| Follow Up Activities | | | | | | | |
| 1 | Reporting | | | | | | |
| 2 | System maintenance | | | | | | |
| 3 | Financial sustainability: LOIs for evidence based programs | | | | | | |
| 4 | Develop initial list and meet with other CBOs to discuss potential for the project | | | | | | |
| 5 | Continue to share project updates with CBO prospective participants | | | | | | |

| Expenses | Description | Total (\$16,133.78) |
|---|---------------------------|---------------------|
| 60+ Center | | |
| Staff compensation for training, data collection, partner meetings, reporting, community education, facilitation, program development | 60+ EXPENSES | \$5,400.00 |
| | | |
| Travel Time, Promotion Materials, Mileage, Food, supplies, printing | 60+ EXPENSES | \$1,000.00 |
| | | |
| Sub-total | | \$6,400.00 |
| | | |
| SHS Newport Clinic(s) and SHS Health Ed Department | | |
| Provider and staff FTE compensation for referral training, manager meetings and reporting | Samaritan Health Services | \$ 1,320.00 |
| Coordination, facilitation, partner meetings, reporting, community education, referral exploration | Samaritan Health Services | \$ 6,913.78 |
| Travel Time, Promotion Materials, Mileage, Food, supplies, printing | Samaritan Health Services | \$ 1,500.00 |
| Total | | \$16,133.78 |

Grant Information Sheet

Send to Finance Department with your signed Grant Agreement.

City's Project Manager Information:

Department: P&R 60+ Center Project Manager: Peggy O'Callaghan

Tele/Fax: 541 514 5459 Email: pocallaghan@seaside.gov

Name of Grant: Evidence-Based Physical Activity Referral Pilot: Exploration of Community Connect/Unite US

Granting Agency and Program Name: National Recreation Parks Association (NRPA)

Grant program number: _____ Grant Type: Research - Feasibility Study
(Design, Construction, Research, Planning, etc.)

State Grant Funding Source: NRPA & CDC DP16-1606

Federal, Catalog of Federal Domestic Assistance (CFDA) number: _____

City Council Approval Date: _____ Grant Amount: \$ 6,400.00

City Match Required: - 0 - Reimbursement Percentage: _____

Grant Effective date: 1/30/2020 Estimated completion date: 3/31/2021

Agency/Grantor's project leader:

Name: Lisha Spencer Brown

Title: NRPA Senior Program Manager, MPH, CPH

Agency: National Recreation Parks Association

Email: lspencer@nrpa.org

Phone: 703 858 2199

Website: www.nrpa.org/Healthy-aging-in-Parks

GL Budget number: _____ Total Grant amount: \$ 6,400.00

Projects Funded:

Project Name: 60+ Referral Pilot w/ Semantics Project #: _____ Amount: _____

Project Name: _____ Project #: _____ Amount: _____

Project Name: _____ Project #: _____ Amount: _____

COMMENTS:



CITY OF NEWPORT
GRANT APPLICATION INFORMATION

Granting Agency: National Recreation and Parks Association ^{MOU}

Grant Application Due Date: _____

Amount of Grant, if Awarded: 10,000.00 Continuation of Pilot Project

City Match, if Any: - 0 -

City Contact: Michael Cavanaugh

Purpose of Grant: Implementation of the evidenced-based Physical Activity Referral Pilot. Exploration of Community Connect/LifeUs

NRPA Carry Over funds

Does Grant Require City Council Approval: To Apply ☐ To Accept ☐ Not

Date of City Council Approval, if Required: N/A

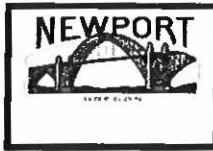
Does Grant Require City Manager Approval: To Apply ☐ To Accept ☒ ^{MOU}

Date of City Manager Approval, if Required: [Signature] 4-7-21

Department Head Approval: [Signature] 3-16-21
Signature

Date of Approval: _____

Attach a copy of the grant application.



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: MOU Amended - extended Date: 3/16/2021

Statement of Purpose: Implementation of the Evidence-based Physical Activity Referral Pilot. Exploration of Community Connect/units -

Department Head Signature: [Signature] 3-16-21

Remarks, if any: Continuation of Pilot "Use of Carry Over funds" from NRPA \$10,000.00

City Attorney Review and Signature: [Signature] Date: 4/09/2021

Other Signatures as Requested by the City Attorney: _____

Name/Position

Date: _____

Budget Confirmed:

| | | | | | | |
|-----------|-----|--------------------------|----|--------------------------|-----|-------------------------------------|
| Signature | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
|-----------|-----|--------------------------|----|--------------------------|-----|-------------------------------------|

Certificate of Insurance Attached:

| | | | | | |
|-----|--------------------------|----|--------------------------|-----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|--------------------------|-----|-------------------------------------|

City Council Approval Needed:

| | | | | |
|-----|--------------------------|----|-------------------------------------|-------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Date: _____ |
|-----|--------------------------|----|-------------------------------------|-------------|

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 04-07-21

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 4/20/21

Date posted on website: 4/21/21

Grant Information Sheet

Send to Finance Department with your signed grant agreement.

Department: P&R 60+ Activity Center City's Project Leader: Michael CavanaughName of Grant: EVIDENCED-BASED Physical Activity Referral PilotGranting agency and program name: Natl Recreation & Parks Association NRPA - Implementation of the evidenced-based referral pilot: Exploration of Community Connect UnitsType of grant (project, construction, research, etc): project

State's source of funding, if a state fund: _____

If federal, Catalog of Federal Domestic Assistance (CFDA) number: _____

Project start date: Amendment from 3/31/20
2/18/2021 Estimated completion date: 9/30/2021

Agency's project leader:

Name: Alison ColmanTitle: Director of HealthAgency: NRPAEmail: Acolman@NRPA.orgPhone: 703 858 2154Total grant amount: 10,000.00

Budget number: _____ Grant program number: _____

Comments:

