

RESOLUTION 2014-066  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH  
THE POUDBRE VALLEY HEALTH SYSTEMS FOUNDATION  
FOR DELIVERY OF VIDA SANA PROJECT PROGRAMMING

WHEREAS, the Coalition for Activity and Nutrition to Defeat Obesity (CANDO) through Poudre Valley Health System Foundation (PVHSF) as fiscal administrator, has received a grant from the Colorado Department of Public Health and Environment Office of Health Equities to fund the Vida Sana program; and

WHEREAS, the City of Fort Collins Recreation Department has received a Vida Sana program sub-grant from PVHSF to eliminate racial and ethnic disparities among Latino/Hispanic community members regarding access to healthy lifestyle counseling and programs; and

WHEREAS, the grant totals \$71,720, and will fund salaries for a program coordinator, two program staff and exercise coaches, who will engage participants through the City's Northside Aztlan Community Center; and

WHEREAS, additional grant monies will fund supplies, operating costs and free admission passes to the National Association of Counsel for Children Conference by program participants; and

WHEREAS, in order to receive the grant funds, the City must enter into a grant agreement with PVHSF and CANDO; and

WHEREAS, the City is authorized to enter into intergovernmental agreements, including grant agreements, to provide any function, service or facility, under Article II, Section 16 of the Charter for the City of Fort Collins and Section 29-1-203, C.R.S.; and

WHEREAS, the Grant Agreement, a copy of which is on file in the office of the City Clerk and available for public inspection, requires the City to offer specific programming through June 30, 2015; to make certain reports for the Colorado Department of Public Health and Environment; and commit to developing and evolving appropriate programming for members of the target populations; and

WHEREAS, City staff recommends the City Council approve the Grant Agreement as described herein.

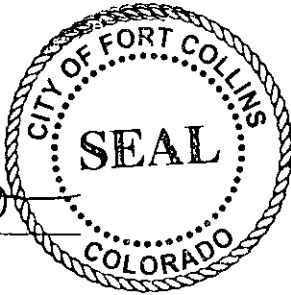
NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL FOR THE CITY OF FORT COLLINS, that the City Manager is hereby authorized to enter into the Grant Agreement with the Poudre Valley Health Systems Foundation obligating the City to use \$71,720 in sub-grant proceeds for the development of culturally congruent exercise programming to eliminate racial and ethnic disparities among Latino/Hispanic community members regarding access to healthy lifestyle counseling and programs through the Northside Aztlan Community Center, in substantially the form of agreement attached hereto as Exhibit "A" and is on file in the office of

the City Clerk , and that the terms of the Grant Agreement are approved together with such other terms and conditions as the City Manager, in consultation with the City Attorney, determines to be necessary and appropriate to protect the interests of the City.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 19th day of August, A.D. 2014.

ATTEST:

Wanda Nelson  
City Clerk



Karen Weikensat  
Mayor



## Memorandum of Understanding

This Memorandum of Understanding ("MOU") is effective as of July 1, 2014 ("Effective Date") by and between Poudre Valley Health System Foundation (d/b/a PVH & MCR Foundation) as the fiscal administrator and The City of Fort Collins Recreation Department.

CanDo is a program coordinated by the University of Colorado Health's Community Health Improvement Department. PVHS is the fiscal agent who administers all grants for CanDo. CanDo has received a grant from the Colorado Department of Health and Environment's (CDPHE) Office of Health Equities to fund the Vida Sana project for a twelve month contract beginning July 1, 2014 and concluding June 30, 2015. This MOU sets out the terms and conditions of how the grant money will be used by The City of Fort Collins Recreation Department. See Appendix A for detailed budget information and Appendix B for detailed grant implementation responsibilities.

The City of Fort Collins Recreation Department and PVHSF agree to the following:

### Grant Request and Distribution of Funds:

1. PVHSF, through CanDo, has been awarded a grant from CDPHE for culturally congruent exercise programming through Northside Aztlan Community Center as part of the Vida Sana Grant.
2. PVHSF, through CanDo, agrees to disburse the amount approved by CDPHE in monthly reimbursable payments.
  - a) Based on the proposed budget of June 2014, the anticipated disbursement of funds from PVHSF to the City of Fort Collins Recreation Department will be made as follows:
    - \$37,100 for salaries to support program coordinator, 2 program staff, and exercise coaches.
    - \$27,000 for supplies, operating costs and free passes for admission to NACC by participants.
    - Indirect rate is based on what is expended; amount is budgeted as \$7,620 but not guaranteed to be paid as exact equivalent.
  - b) PVHSF has informed subcontractor and CDPHE of anticipated budget revisions when PVHSF receives a federally negotiated indirect rate in 2014. Adjustments to program and administrative costs will be made.
  - c) The City of Fort Collins Recreation Department will submit invoices for the month's prior expenditures to the UCH Healthy Equity Coordinator by the 15th of each month. The Health Equity Coordinator will review all invoices and submit them to the PVH & MCR Foundation accounting staff for payment.
  - d) CDPHE subcontractors must be able to show the cost basis of indirect rate, either through a federally approved rate or methodology for calculating cost basis of indirect rate.

- e) If subcontractor mentions Vida Sana programming in written materials, website etc., they must reference that it is a component of Vida Sana/CanDo /University of Colorado Health and reference the funding source: Colorado Department of Public Health and Environment, Office of Health Equity.
- f) All books and records related to the grant must be maintained by the subcontractors for a period of three years after the date of final payment, unless a shorter period is otherwise authorized in writing.

**Responsibilities of The City of Fort Collins Recreation Department:**

The City of Fort Collin Recreation Department, through the Northside Aztlan Community Center (NACC), will provide access to culturally relevant physical activity component to this project. They will work with Community members served by the promotoras (and others) to expand existing programs and create new opportunities based on participant feedback. NACC will track members' participation, progress and outcomes of the increased access to physical activity opportunities. Moreover, NACC, as a trusted and reputable location for members of the target population, will serve as a site for additional program/classes generated by promotoras and their neighborhoods and will lead efforts to add in-neighborhood programs for year three of this proposal. NACC staff will also assist with connecting Vida Sana participants to other facets of community efforts currently underway to address health equity such as the ACHIEVE project, Bike and Pedestrian Education Coalition, etc.

**Position Responsibilities:**

- 1) 0.5FTE Bilingual Program Coordinator will be responsible for coordinating NACC's involvement in this project including, but not limited to,
  - a. Meeting regularly with UCH's Health Equity Coordinator to collaborate about the implementation of the Vida Sana project
  - b. Attending monthly Vida Sana coalition meetings and engaging members in the project
  - c. Meeting with promotoras, families, and current class participants to assess desires for new programs and develop and implement them
  - d. Develop and maintain a tracking tool to measure all required elements of physical activity among participants outlined in this project.
  - e. Overseeing the program staff and exercise coaches and meeting regularly to ensure the program is being implemented comprehensively
  - f. Successfully market new and existing exercise programs offered at NACC through the Vida Sana program
  - g. Develop an implementation and evaluation plan for the distribution of the 26,000 free passes
  - h. Assist with reporting requirements and evaluation of program
  - i. Ensure invoices/accounts payables are submitted by the deadline noted above to PVH & MCR Foundation accounting staff for payment
- 2) Program staff (combined total of 14 hours/week) will:
  - a. Work with program coordinator to facilitate new and existing programs at NACC for youth and adults
  - b. Assist with tracking participants' attendance, progress, etc.
  - c. Meet with promotoras and program coordinator to troubleshoot and develop new program concepts based on participant feedback
  - d. Provide necessary information to program coordinator for reports, evaluation, etc.
- 3) Exercise coaches will:

- a. Provide bilingual exercise consulting to clients referred through medical providers, promotoras or other partner agencies. Exercise consulting must be based on American College of Sports Medicine guidelines.
  - b. Implement a tracking tool to monitor clients' progress in attaining physical activity goals
- 4) Group Fitness/Futsal instructor will:
- a. Work with program coordinator to facilitate programs at NACC involving growth of group weight training and group activities such as futsal
  - b. Provide bilingual exercise consulting to clients referred through medical providers, promotoras or other partner agencies. Exercise consulting must be based on American College of Sports Medicine guidelines.
  - c. Implement a tracking tool to monitor clients' progress in attaining physical activity goals

**Termination:**

1. In the event that due to factors outside the coordinating agency or PVH & MCR Foundation's control, funding is not available from CDPHE under which CanDo and PVHSF are funding the subcontracted amount, this MOU will terminate immediately.
2. In the event that the City of Fort Collins Recreation Department materially breaches this MOU, then this MOU will immediately terminate.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the day and year written on page one hereof.

CITY OF FORT COLLINS

By: 

By: \_\_\_\_\_

Name: Grace Taylor

Name: \_\_\_\_\_

Title: Senior Director  
Physician Relations & Community Outreach  
University of Colorado Health

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PVH & MCR FOUNDATION

By: 

Name: Erica Siemers

Title: Senior Director

Date: 6/20/14

**Appendix A  
Proposed 2014-15 Budget**

<b>Expense Category</b>	<b>CDPHE OHD funding provided to City of Fort Collins Recreation Department</b>	<b>CDPHE OHD funding kept with PVHSE</b>	<b>Details</b>	<b>Totals</b>
0.5 FTE Bilingual Program Coordinator at NACC (20 hours/week at \$20/hour for 52 weeks)	\$20,800		Office space provided by City of Ft Collins Rec. Department	
			<b>Total:</b>	<b>\$20,800</b>
Two bilingual program staff to facilitate physical activity programs at NACC (combined total of 14 hours/week at \$10/hour for 52 weeks)	\$7,280			
			<b>Total:</b>	<b>\$7,280</b>
Group Fitness/Futsal Instructor Work with program coordinator to facilitate programs at NACC involving growth of group weight training and group activities such as futsal. (251 total hours at \$20 per hour)	\$5,020			
			<b>Total:</b>	<b>\$5,020</b>
200 visits with bilingual exercise coaches (100 people at 2 visits/person) at \$20/visit	\$4,000		To increase participation in personal physical fitness improvements	
			<b>Total:</b>	<b>\$4,000</b>
Client services and supplies	\$1,000		To market and promote new PA programs to community members	
			<b>Total:</b>	<b>\$1,000</b>
			<b>Total Program Expenses</b>	<b>\$38,100</b>

Indirect operating costs			Total indirect	\$7,620
			Subtotal	\$45,720
26,000 admission passes for new clients to NACC	\$26,000		To increase participation in culturally relevant physical activity programs by new participants	
			Total:	\$26,000
			Total Subcontracted Amount	\$71,720

Appendix B

Objective #	1
Goal Name	Implement Physical Activity (PA) programs and increase by 2 the number of culturally congruent nutrition programs provided in N. Fort Collins for Hispanic/Latinos, youth and adults by June 30, 2015, at Northside Azilan Community Center (NACC).
Activities	<ol style="list-style-type: none"> <li>1) Utilize promotora surveys to address gaps in nutrition education and awareness.</li> <li>2) Market programs among promotoras, coalition members, service providers, schools, etc. with culturally relevant and responsive materials and methods.</li> <li>3) Maintain and build a network of culturally competent health practitioners and providers that participate in a referral and warm hand off system to address cancer, cardiovascular disease and diabetes prevention in Hispanic/Latinos.</li> <li>4) Refer participants to nutrition programs and classes, including hands on nutrition as provided by SNAP-Ed and the Colorado State University Kendall Nutrition Center in N. Fort Collins.</li> <li>5) Quarterly hands-on cooking classes for families. Class will focus on affordable, healthy culturally relative meals and follow up with satisfaction survey</li> <li>6) Administer pre/post assessment tool to monitor change in PA levels among participants.</li> <li>7) Quarterly weight training classes for women. Class will provide self-guided fitness.</li> </ol>
Objective #	2
Goal name	Increase number of Hispanic/Latino community members accessing physical activity programming facilitated by NACC