

RESOLUTION 2017-074  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT  
AGREEMENT WITH THE POUUDRE VALLEY HEALTH SYSTEMS  
FOUNDATION FOR DELIVERY OF VIDA SANA PROJECT PROGRAMMING

WHEREAS, Poudre Valley Health System (PVHS), through its Community Health Improvement Department, 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 the Poudre Valley Health System Foundation (PVHSF) as fiscal administrator for the PHVS grant award, to address health disparities among Hispanic/Latino, white, aging, disabled and low-income community members regarding access to healthy lifestyle counseling and programs; and

WHEREAS, the grant totals \$18,451.00, and will fund the cost of a program site coordinator who will engage participants through the City's Northside Aztlan Community Center and certain program operating and administration costs; and

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

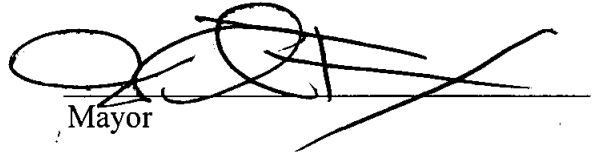
WHEREAS, the Grant Agreement, attached hereto as Exhibit "A", requires the City to offer specific programming through June 30, 2018; to make certain reports for the Colorado Department of Public Health and Environment; and commit to developing and evolving appropriate programming for members of the target populations; and

WHEREAS, the City previously entered into agreements with PVHSF to fund Vida Sana programming at the Northside Aztlan Community Center in 2013, 2014, 2015 and 2016; and

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

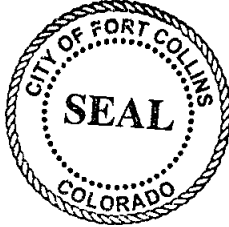
NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL FOR THE CITY OF FORT COLLINS, that the City Manager is hereby authorized to enter into the Grant Agreement with the Poudre Valley Health Systems, through Poudre Valley Health Systems Foundation as fiscal administrator, in substantially the form of agreement attached hereto as Exhibit "A", 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 15th day of August, A.D. 2017.

  
Mayor

ATTEST:

  
Interim City Clerk



## Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is effective as of July 1, 2017 (“Effective Date”) by and between Poudre Valley Health Care, Inc. d/b/a Poudre Valley Health System (“PVHS”), Poudre Valley Health System Foundation d/b/a PVH & MCR Foundation (the “Foundation”) as fiscal agent, and The City of Fort Collins Recreation Department (the “City”).

Vida Sana is a community coalition administered by PVHS through its Community Health Improvement Department, to address health disparities among Hispanic/Latino, white, aging, disabled and low-socio economic status community members in Loveland and Fort Collins. As fiscal agent, the Foundation administers grants for Community Health Improvement.

The Foundation received a grant from the Colorado Department of Public Health and Environment’s (CDPHE) Office of Health Equities to fund Vida Sana for a twelve month period beginning July 1, 2017 and concluding June 30, 2018. The grant funds will be used, in part, to fund programming provided by the City. This MOU sets out the terms and conditions of how the grant money will be used by the City. See Appendix A for detailed grant implementation responsibilities and Appendix B for detailed budget information.

The City, PVHS, and the Foundation agree to the following:

### **Grant Request and Distribution of Funds:**

1. The Foundation was awarded a grant from CDPHE to fund a Vida Sana initiative to provide culturally congruent exercise programming through the City’s Northside Aztlan Community Center (the “Program”).
2. On behalf of Vida Sana, the Foundation shall disburse grant funds to the City each month, as approved by CDPHE, to reimburse the City for allowable expenses associated with the Program, as more fully described herein.
  - a) Based on the proposed budget of June 2017, the anticipated disbursement of funds from the Foundation to the City will be made as follows:
    - \$12,955.80 – for salary to support program coordinator. (See Appendix B – Section One)
    - \$5,495 – for operating costs, administration of venue, and costs for participation of group-based scheduled exercise programs at Northside by participants. (See Appendix B – Section Two)
  - b) On or before the 15th day of each month, the City will submit an invoice for the previous month’s expenditures to the Vida Sana Health Equity Coordinator. The City shall be responsible for calculating rate of pay, FICA and worker’s compensation based on the amount budgeted. The Health Equity Coordinator will review all invoices and submit them to the Foundation for payment.
  - c) Publications, presentations, or public events resulting from Amendment 35 CCPD Grants Program funding must include an acknowledgment of grant support and a disclaimer. Funding for this event/project/program was provided (in part) by Amendment 35 Cancer, Cardiovascular, and Pulmonary Disease Program (CCPD) funding. The views expressed do not necessarily reflect the official policies of, nor does the mention of imply endorsement by, the Colorado Department of Public Health and Environment.

- d) All books and records related to the grant must be maintained by the City for a period of six years after the date of final payment, unless a shorter period is otherwise authorized in writing, and made available to PVHS.

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

The City, through the Northside Aztlan Community Center, will provide access to the culturally relevant physical activity component of this Program. The City will work with Vida Sana community members served by the Vida Sana promotora to assist with expanding existing programs and creating new opportunities based on participant feedback. Northside will track Vida Sana Discount Pass Holders' enrollments and participation as well as the progress and outcomes of the increased access to physical activity opportunities. Northside Aztlan Community Center will serve as a site for additional programs and classes generated by promotoras to address the needs of Vida Sana neighborhoods. Northside staff will assist with connecting Vida Sana participants with other health equity programs in progress through Vida Sana in the community.

The City shall maintain during the term of this MOU all applicable insurance policies in the kinds and minimum amounts stated below:

1. Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of City's employees acting within the course and scope of their employment.
2. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
  - a. \$1,000,000 each occurrence;
  - b. \$1,000,000 general aggregate;
  - c. \$1,000,000 products and completed operations aggregate; and
  - d. \$50,000 any one fire.
3. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the City shall immediately obtain additional insurance to restore the full aggregate limit and furnish to PVHS a certificate or other document showing compliance with this provision.
4. Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
5. The State of Colorado shall be named as an additional insured on the Commercial General Liability policy. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the City, PVHS, or the State of Colorado.
6. The insurance shall include provisions preventing cancellation or non-renewal without at least thirty (30) calendar days prior written notice to PVHS by certified mail.
7. City will require all insurance policies in any way related to the contract and secured and maintained by the City to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
8. City shall provide certificates showing insurance coverage required by this contract to PVHS by the effective date of the contract. No later than fifteen (15) calendar days prior to the expiration date of any such coverage, the City shall deliver to PVHS certificates of insurance evidencing renewals thereof. At any time during the term of this contract, PVHS may request in writing, and the City shall thereupon within ten (10) calendar days supply to PVHS, evidence of compliance with the provisions of this section.
9. City shall provide such other insurance as may be required by law, or in a specific solicitation.

**Position Responsibilities:**

- 1) Program Site Coordinator will be responsible for coordinating Northside Aztlan Community Center's involvement in this Program including, but not limited to,
  - a. Implement pre-approved programs and services based on budget availability.

- b. Meeting regularly with the Health Equity Coordinator to facilitate the implementation of the Program.
- c. Attending monthly Vida Sana coalition meetings and engaging members in the Program.
- d. Meeting with promotoras, families, and current class participants to document and assess desires for new programs and subsequently develop, implement and track their success.
- e. Developing and maintaining a tracking tool used to record measures of all required outcomes associated with physical activity among participants outlined in this Program.
- f. Assisting with the oversight of the Northside's Program staff and exercise coaches by meeting regularly to ensure implementation of a comprehensive program.
- g. Assisting with the promotion and marketing of existing and possible new exercise programs & classes offered by Northside through the Program.
- h. Developing and documenting an implementation and evaluation plan for the distribution of the group-based scheduled exercise programs at Northside by participants.
- i. Collecting & assessing data for reporting requirements and implementation of program evaluation activities.
- j. Completing and submitting all program invoices in a timely manner to the Foundation.

**Termination:**

1. In the event that due to factors outside the control of PVHS and the Foundation, grant funds are not available from CDPHE to support the Program as outlined herein, this MOU will terminate immediately.
2. In the event that the City materially breaches this MOU, 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.

**POUDRE VALLEY HEALTH SYSTEM**

**CITY OF FORT COLLINS**

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

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

Name: Grace Taylor

Name: Darin A. Atteberry

Title: Senior Director  
Physician Relations & Community Outreach

Title: City Manager

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

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

**PVH & MCR FOUNDATION**

**ATTEST:**

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

\_\_\_\_\_  
City Clerk's Office

Name: Erica Siemers

APPROVED AS TO FORM:

Title: Senior Director

\_\_\_\_\_  
Assistant City Attorney

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

**Appendix A  
Grant Implementation**

<b>Objective:</b>	No later than the expiration date of this Contract, increase access to patient health navigation, health education and opportunities for health related programming to the target population in the service area of Fort Collins, Colorado
<b>Goal:</b>	Reduce the risks for cardiovascular disease, diabetes, cancer, cardiopulmonary disease and obesity, and increase health education for African American, Asian American/Pacific Islander, Native American/American Indian, Hispanic/Latino Aging, Lesbian, Gay, Bisexual, Transgender and Low Socio-Economic Status individuals in northern Colorado.
<b>Primary Activity 1</b>	The Primary Contractor shall provide congruent physical activity programs in conjunction with the City of Fort Collins Northside Aztlan Community Center for the target population.
<b>Sub Activity 1</b>	<ol style="list-style-type: none"> <li>1. Northside Aztlan Community Center shall distribute 4,200 free registrations for the Fort Collins physical activity programs to healthcare providers, non-profit agencies, Community Health Workers/Promotoras in the Fort Collins area.</li> <li>2. Northside Aztlan Community Center shall track the number of free registrations distributed and utilized by participants.</li> <li>3. Northside Aztlan Community Center shall implement community desired recreation services and classes, based on feedback surveys, focus groups and individual participant feedback as measured through bi-annual assessments with participants in Fort Collins programs, documenting increased activity level and perception and relevance of the program.</li> </ol>
<b>Sub Activity 2</b>	<ol style="list-style-type: none"> <li>1. The City of Fort Collins Northside Aztlan Community Center (subcontractor) shall provide Vida Sana Discount Passes to approved applicants who have an income at 250% of the poverty line or below.</li> </ol>

**Appendix B  
2017-18 Budget Allotted for Reimbursement**

<b>Expense Category</b>	<b>CDPHE OHE funding provided to City of Fort Collins Recreation Department</b>	<b>CDPHE OHE funding kept with PVHSF</b>	<b>Details</b>	<b>Funding Totals</b>
<b>Program Site Coordinator</b>				
Program Site Coordinator 15hrs/wk. @ \$15.00/hr. x 52 wks. = \$11,700.00  FICA 7.65% + Workers Comp 3.07% = 10.72% 10.72% adds \$1,255.80 to salary of \$11,700.00  $\$15.00 \times 10.72\% = \$1.61 = \$16.61$ $\$16.61 \times 780 \text{ hours} = \$12,955.80$  $\$11,700.00 + \$1,255.80 = \$12,955.80$  The Vida Sana Site Coordinator will provide support to the contractual Statement of Work by assisting with oversight to the integration of culturally appropriate physical activity group-based scheduled programming at Northside Aztlan Community Center. This support will assist in fulfilling all the "Work Plan" categories in the 2017-2018 Statement of Work for Fort	$\$15.00/\text{hr.}$ (16.61/hr. including FICA & Workers Comp. $= \$12,955.80$ )		$\$15.00/\text{hr.}$ (\$16.61hr. including FICA & Workers Comp. at 780hrs total)	<b>\$12,955.80</b>

Collins based intended populations.				
			<b>Category Total:</b>	<b>\$12,955.80</b>

**Appendix B - Section Two  
2015-16 Budget Allotted for Reimbursement**

<b>Expense Category</b>	<b>CDPHE OHD funding provided to City of Fort Collins Recreation Department</b>	<b>CDPHE OHD funding kept with PVHSF</b>	<b>Details</b>	<b>Funding Totals</b>
<b>Program Enrollment &amp; Participation</b>				
Base quantity of 4,200 Community Center "Vida Sana Discount Passes" will be provided to approved intended populations described within the Vida Sana project which meet application approval in order to provide access to culturally congruent group-based physical activity programming. These programs will assist to decrease risk factors related to chronic diseases as stated in the Work Plan Goal of the 2017-2018 Statement of Work. Vida Sana Discount Pass Holders will have access to free group-based scheduled programming registration. Registration value = \$1.00/person/group-based scheduled class. Registration and class participation will be tracked internally through Northside Aztlan Community Center providing monthly registration & participation counts that will be then invoiced to grantee by contractor for registration & participation reimbursement.	\$4,200			\$4,200
<b>Program Operating Costs &amp; Administration</b>				
Rental operational services and administration of venue.	\$1,295			\$1,295
<b>TOTAL PROGRAM PARTICIPATION &amp; PROGRAM OPERATING COSTS:</b>			<b>Category Total:</b>	<b>\$5,495</b>

<b>TOTAL SUBCONTRACTED FUNDING:</b>			<b>Total Subcontracted Amount</b>	<b>\$18,450.80</b>
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