

Congratulations. Sentara Healthcare/Optima Health/Virginia Premier [hereinafter referred to as Sentara] has awarded \$65,000 funding to support the The Hampton Health Equity Initiative initiative.

This Letter of Agreement sets forth the terms and conditions of the award and the manner in which it will be administered. Please review the following carefully and let us know if you have any questions or concerns. We want our partnership to be a strong and open one, so it's important to us that you understand the terms of the award – most of which are required by law.

ORGANIZATION: City of Hampton

PROJECT DESCRIPTION: The Hampton Health Equity Initiative

Intended outcomes will be to increase Hamptons vaccination numbers in minority communities, provided crisis intervention and preventative emergency management, access mental health awareness and healthier food options, and gain input from a social disparities study through services funded through the grant.

PROJECT OBJECTIVES:

Intention	Value Type	Objective	From:	To:
Complete	Process	Identify obstacles and barriers that hinder the reduction of infectious rates.		
Complete	Process	Provide health and safety education through onsite community resource days and activities.		
Complete	Process	Provide resources and tools for proper sanitation, ventilations, and emergency management.		

PAYMENT PROCESS:

The payment process for this award will be as follows:

- **Total Amount:** \$65,000
- **Installment Amount:** \$65,000
- **Number of Installments:** 1

TAX-EXEMPT STATUS:

All documents and other information City of Hampton has provided to Sentara as part of the award application process have been true, complete and correct.

City of Hampton represents that it is a nonprofit organization duly organized, validly existing and in good standing under the laws of . City of Hampton further represents that it is a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code, and that it is qualified as a public charity as defined in Section 509(a)(1) or (2) of the Code. City of Hampton agrees to notify Sentara immediately of any changes in its tax status. City of Hampton remains in good standing with all relevant federal and state organizations.

USE OF SENTARA FUNDS:

The funds will be used exclusively to pay for the project description listed above. **Any modifications of the original proposal must be communicated to and approved by the Sentara Cares Team prior to use of funds. Any portion of the sponsorship not spent for this purpose exclusively will be returned. Sentara has the right to request that any portion of the award unexpended at the completion of the project shall be returned.**

City of Hampton may not expend any award funds for any lobbying or political activity (as defined by the IRS), any grants to individuals, or any non-charitable purposes. City of Hampton acknowledge that it is familiar with the U.S. laws and rules prohibiting support (financial or otherwise) of persons and organizations associated with terrorism, and agrees to use reasonable efforts to ensure that it does not support or promote violence, terrorist activity or related training, or money laundering.

SUBGRANTS:

City of Hampton is responsible for ensuring that any and all subgrantees use the award funds in a manner consistent with the terms and conditions of this letter and the project objectives. City of Hampton agrees to require each subgrantee to submit to City of Hampton interim reports and a final report describing the progress made on the project and how the subgrantee expended the subgrant funds. City of Hampton also agrees to verify that the subgrantee spends the funds only for the charitable purposes of the project, and if not, to take the necessary steps to recover misspent funds and prevent similar problems from occurring in the future.

REPORTING REQUIREMENTS:

City of Hampton is required to keep a record of all receipts and expenditures relating to this award and to make its books and records available to Sentara at reasonable times, as mutually agreed. City of Hampton agrees to report on the progress of this project and the expenditure of grant funds on the cycle listed below. The reports should describe City of Hampton's progress in achieving the purposes of the project and include a detailed accounting of the uses or expenditure of all award funds. City of Hampton is required to keep the financial records with respect to this award, along with copies of any reports submitted to Sentara, for at least four years following the year in which all award funds are fully expended.

Failure to complete all progress reports will result in an incomplete sponsorship process and the non-compliant organization may not be considered for future funding.

Report Type	Report Due Date
Letter of Agreement	Oct-14-2021
Interim Report	Apr-15-2022
Interim Report	Jul-15-2022
Interim Report	Oct-15-2022
Final Report	Jan-15-2023

PUBLIC RELATIONS & COMMUNICATIONS:

Sentara provides its grantees with a photo-ready logo and instructions for communications. City of Hampton agrees to use these materials to cite Sentara for its support wherever possible. City of Hampton shall also provide Sentara with the opportunity to participate in any public ceremonies or special events highlighting the initiative. During the term of the project, Sentara may contact City of Hampton to request a site visit at a mutually agreeable time. Further, City of Hampton agrees to cooperate fully with any requests by Sentara to participate in or to provide pictures, photo opportunities, or written materials for public relations purposes. Copies of any proposed published materials mentioning the initiative shall be provided to Sentara prior to release for Sentara's review and approval.

RIGHT TO MODIFY OR REVOKE:

Sentara reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any award funds if, in Sentara's sole discretion, such action is necessary:

- because City of Hampton has not fully complied with the terms and conditions of this letter or any statement City of Hampton made in this letter is false;
- to protect the purpose and objectives of the grant or any other charitable activities of Sentara;

- to comply with the requirements of any law or regulation applicable to City of Hampton, Sentara, or this grant award; or
- the IRS revokes City of Hampton tax-exempt status.

NO REQUIREMENT TO REFER:

Nothing in this letter contemplates or requires the referral of any patient by City of Hampton to Sentara or any affiliate of Sentara. This letter is not intended to influence the judgment of any provider in choosing the medical treatment of such provider's patients. Sentara and City of Hampton hereby support each provider's right to select the medical facility or facilities appropriate for the proper care and treatment of such provider's patients and the medical facility or facilities of the patient's choice.

DISCLOSURES OF INTEREST:

Prior to execution of this letter, and at any point City of Hampton's initial disclosure submission changes during the term of this letter, City of Hampton shall disclose to Sentara: i) the existence and details of any ownership, investment or compensation interest or arrangement (including employment) between City of Hampton and any physician (or any of physician's immediate family members); and ii) whether City of Hampton, through its employees or agents, refers, recommends, or arranges for patients to receive federally reimbursable health care services from Sentara or its affiliates. If requested by Sentara, City of Hampton shall provide such information as Sentara may reasonably request to determine whether any such arrangements would place Sentara or its affiliates at risk of any violation of law or be in conflict with its corporate compliance standards. Sentara may exercise its right to discontinue the grant award if City of Hampton pursues or engages in conduct that constitutes a conflict of interest or that materially interferes with, or is reasonably anticipated to materially interfere with, Sentara's performance under this letter.

GRANTEE REPRESENTATIONS:

City of Hampton is not currently excluded, debarred, or otherwise ineligible to participate in any of the federal health care programs nor is it currently under investigation or otherwise aware of any circumstances which may result in it being excluded from participation in any federal health care program.

EXTRAORDINARY CIRCUMSTANCES:

In the event that City of Hampton fails to perform or to comply with the terms of this letter, Sentara reserves the right to terminate this agreement and request a refund of unused funding.

LIMIT OF COMMITMENT:

Unless otherwise stipulated in writing, this funding is provided with the understanding that Sentara has no obligation to provide other or additional support to City of Hampton beyond the amount indicated above. If you have any questions about any portion of this letter, please contact us at SentaraCares@sentara.com.

Again, congratulations on this exciting opportunity, and we wish you much success with your initiative.

On behalf of City of Hampton, I am authorized to agree to all terms and conditions set forth in this Letter of Agreement.

Mary Bunting, City Manager	
Print Name	Position
Signature	Date



**SENTARA HEALTHCARE
ACCOUNTS PAYABLE
SUPPLIER VERIFICATION FORM**

ALL FIELDS MUST BE COMPLETED OR FORM WILL BE RETURNED

Date: _____

Sentara Point of Contact Name: Angel Barnhill
(This is the Sentara employee you are doing business with.) _____
757-455-7976

Sentara Point of Contact Phone Number: _____

Supplier Name: _____

Supplier Contact Name (for all communications concerning invoice discrepancies):

Contact Email Address: _____

Contact Phone Number: _____

Contact Fax Number: _____

Remit To Address: _____

Are you interested in signing up for electronic invoicing? _____

Select your preferred payment method based on the below:

- Credit Card – Net 20 terms _____
- ACH Direct Deposit – Net 30 terms _____
- Check – Net 45 terms _____

We will need a completed W-9 and Supplier Verification form submitted to the Accounts Payable department before we can process your invoices for payment.

As soon as your company's information is received, your invoices will be processed (if there are no discrepancies) for the next available payment cycle or per your payment terms.

Thank you in advance for your cooperation.

SENTARA COMMUNITY HEALTH & WELLNESS PARTNERSHIP

GRANT AND SPONSORSHIP PARTNER GUIDE



SentaraCares.com



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ABOUT US: SENTARA COMMUNITY HEALTH & WELLNESS PARTNERSHIP

Sentara inspires, empowers, and supports our community through its Sentara Community Health & Wellness Partnership.

Sentara is focused on living its mission — to improve health every day. In addition to providing world-class care, Sentara provides significant support to address Social Determinants of Health for individuals and quality of life for the overall community. The National Institute of Health describes Social Determinants of Health as conditions in the places where people live, learn, work, and play that affect a wide range of health and quality of life risks and outcomes.

The Sentara Community Health & Wellness Partnership prioritizes its focus on addressing longstanding health disparities in our communities by helping people secure affordable housing; obtain skilled, higher-paying careers; reduce food insecurity; and manage behavioral health-related issues.

Sentara Community Health & Wellness Partnership Focus Areas:

- **Housing:** Sentara supports local and regional affordable housing initiatives to help address health disparities.
- **Skilled Careers:** Sentara educates and trains people to qualify for skilled jobs and leverages community partners to assist and provide services that promote stability.
- **Food Security:** Sentara supports community partners in helping a growing number of people with health disparities secure regular food sources.
- **Behavioral Health:** Sentara provides greater access and wrap around support services to better serve those in the community (or populations) affected by health disparities, behavioral health issues, and related illnesses.

BECOMING A PARTNER

GRANT PROGRAMS

Programs related to one or more of our focus areas with measurable outputs/outcomes that create a positive impact on a defined population in our service locations.

How to Apply:

- Submit a Letter of Intent (LOI) [via online application](#)
- If LOI is approved, an invitation to apply for a grant will be sent via email

Important Dates:

- March 31 – Applications due for programs/projects beginning in July (fiscal year)
 - September 30 - Applications due for programs/projects beginning in January (calendar year)
-

SPONSORSHIP

Activities that improve the quality of life enjoyed by residents in our communities through support of cultural programs, recreational features, and community events that focus on diversity, health equity, or enriching educational programs.

How to Apply:

- Apply for Sponsorship [via online application](#)

Important Dates:

- Applications must be submitted at least 60 days in advance of the event



ANNOUNCING A GRANT OR SPONSORSHIP

WE LOOK FORWARD TO PARTNERING WITH YOU

We are pleased to partner with you toward a shared vision. This guide is designed to help you announce a grant or sponsorship from Sentara Community Health & Wellness Partnership to your organization. In this guide you will find the following:

- Tips and guidance on how to share a grant or sponsorship award from Sentara Community Health & Wellness Partnership
- Social media use and mentions
- Guidance on proper use of logos

Questions?

SentaraCares@sentara.com

Media inquiries: news@sentara.com

Marketing and promotion: marketing@sentara.com



TIPS FOR ANNOUNCING A GRANT

Please use these guidelines as you develop communication regarding your Sentara Community Health & Wellness Partnership grant.

Your news release should include:

- The Sentara | Optima Health | Virginia Premier logo. The logos are included as attachments to this document.
- A quote from your organization's leadership.
- Clear language about the shared outcomes.
- The Sentara Healthcare boilerplate copy.
- Share your news release with Sentara before sharing it with the public by emailing it to news@sentara.com.

TIPS FOR SPONSORSHIP RECIPIENTS

Please use the following guidelines and tips as you develop collateral and other materials for your Sentara Community Health & Wellness Partnership supported event.

Your collateral should include:

- The Sentara | Optima Health | Virginia Premier logo. These logos are included as attachments to this document.
- Follow the logo usage and guidelines in this document.
- Please share any documents that include our logo with Sentara marketing staff at marketing@sentara.com.
- If sponsorship logos are hyperlinked on your website, please direct our logo to Sentara.com.

ENGAGING WITH SENTARA ON SOCIAL MEDIA

We encourage you to share the news of your Sentara Community Health & Wellness Partnership grant or sponsorship on social media. It is a best practice to include a photo or video as well. We have provided sample social media posts below, for your convenience.

Please be sure to use #SentaraCares with all of your posts mentioning the grant or sponsorship. We will be sure to amplify your content where we can by liking, sharing or engaging with your post.

Channel/Platform	Sample Post	Asset
Facebook	We are grateful for the support of the Sentara Community Health & Wellness Partnership grant to reach our shared goal of [insert anticipated outcomes]. #SentaraCares [link to news release]	[image of your choice]
Instagram	We are grateful for the support of the Sentara Community Health & Wellness Partnership grant to reach our shared goal of [insert anticipated outcomes]. #SentaraCares	[image of your choice]
Twitter	We are happy to share we have received a grant from Sentara Community Health & Wellness Partnership. #SentaraCares [link to news release]	[image of your choice]
LinkedIn	We are excited to continue our efforts toward [insert shared outcome] with a grant from the Sentara Community Health & Wellness Partnership. #SentaraCares [link to news release]	[image of your choice]

LOGO GUIDELINES

- The logo is the visual mark for Sentara. It is comprised of the logo mark (icon) and the logo type. These two parts should remain intact at all times. There are both vertical and horizontal logo options provided in the color options shown. The Sentara logo yellow should never be used in any other elements.
- The logo should have adequate space between it and nearby elements on the page. The space around the logo will vary by size of the layout. The minimum space around the logo is equal to the letter "T" from the logo.
- When recognizing your Sentara Community Health & Wellness Partnership grant or sponsorship, please use the Sentara | Optima | Virginia Premier logo in one of the provided lockups. These should never be altered. There are both vertical and horizontal options provided in color shown here.

An all white and all black version of the logo is also available in this toolkit should they be needed.

HORIZONTAL LOGO - PREFERRED LOGO TO USE



OptimaHealth 

 VirginiaPremier.

VERTICAL LOGO - USE IF HORIZONTAL DOESN'T WORK IN THE SPACE



Optima 
Health

 Virginia
Premier.

Questions?

SentaraCares@sentara.com

Media inquiries: news@sentara.com

Marketing and promotion: marketing@sentara.com

Follow Us

