

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: B 38-15

Department Source: Public Health & Human Services

To: City Council

From: City Manager & Staff

Council Meeting Date: 2/2/2015

Re: Missouri Department of Health and Senior Services

Healthy Eating Active Living in Local Communities Contract Amendment #01

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Healthy Eating Active Living in Local Communities Contract Amendment #01

Supporting documentation includes: None

Executive Summary

An ordinance authorizing the City Manager to sign Amendment #01 to the Healthy Eating Active Living in Local Communities contract between the City of Columbia and the Missouri Department of Health and Senior Services. Amendment #01 increases the contract by \$60,000. The total contract amount shall not exceed \$100,000 for the period of October 1, 2014 through September 30, 2015.

Discussion

This contract will allow Public Health and Human Services (PHHS) to implement evidence-based approaches for local environmental and system changes to increase healthy eating and physical activity. The original contract included projects to focusing on Missouri Live Well Restaurants, Missouri MOve Smart Early Childhood Education facilities, adding a bus shelter, and improving community gardens in the project area.

The funding with this amendment supports three additional projects: Breastfeeding Friendly Worksites, Stock Healthy Shop Healthy, and an Urban Agriculture feasibility study. PHHS plans to partner with Columbia Public Schools to develop a lactation policy and create lactation rooms in CPS buildings. Stock Healthy Shop Healthy is a program developed by MU Extension to increase access to healthy foods. PHHS plans to target rural areas on Boone County for this project. Finally PHHS will conduct a feasibility study of urban land to determine promising sites for urban agriculture.

Council's approval of this amendment enables further investment in public health and further implementation of the Community Health Improvement Plan.

Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Health, Social Services and Affordable Housing

Strategic Plan Impact: Health, Safety and Wellbeing

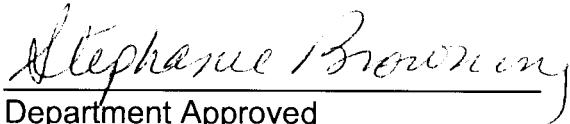
Comprehensive Plan Impact: Not Applicable

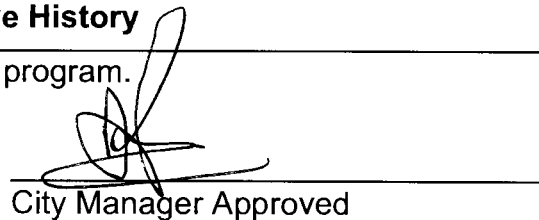
Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

Legislative History

This is a new contract and the first year of this new program.


Department Approved


City Manager Approved

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 38-15

AN ORDINANCE

authorizing Amendment No. 1 to the program services contract with the Missouri Department of Health and Senior Services for the Healthy Eating Active Living in Local Communities program; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute Amendment No. 1 to the program services contract with the Missouri Department of Health and Senior Services for the Healthy Eating Active Living in Local Communities program for the period of October 1, 2014 through September 30, 2015. The form and content of the program services contract shall be substantially in the same form as set forth in "Exhibit A" attached hereto. Any actions taken by or on behalf of the City in connection with such program services contract prior to the date of this ordinance are hereby approved and ratified.

SECTION 2. The sum of \$60,000.00 is hereby appropriated from Account No. 110-3030-462.01-00 GHEALV in the following amounts to the following accounts:

\$320.00	Office Supplies	Account No. 110-3030-531.12-10 GHEALV
\$9,000.00	Medical Supplies	Account No. 110-3030-531.13-91 GHEALV
\$14,390.00	Miscellaneous Supplies	Account No. 110-3030-531.13-95 GHEALV
\$17,250.00	Furniture	Account No. 110-3030-531.18-10 GHEALV
\$1,700.00	Travel	Account No. 110-3030-531.20-10 GHEALV
\$1,700.00	Registration & Tuition	Account No. 110-3030-531.20-40 GHEALV
\$2,000.00	Publishing & Advertising	Account No. 110-3030-531.43-10 GHEALV
\$600.00	Monthly Car Allowance	Account No. 110-3030-531.48-40 GHEALV
\$13,040.00	Misc. Contractual	Account No. 110-3030-531.49-90 GHEALV

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2015.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 110-3030-462.01-00 GHEALV to cover the above appropriation.

Director of Finance

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

PROGRAM SERVICES CONTRACT

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

To the extent that this contract involves the use, in whole or in part, of federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A as attached hereto and incorporated by reference as if fully set forth herein.

Tracking # 41123	Contract Title: HEALTHY EATING ACTIVE LIVING IN LOCAL COMMUNITIES	
Contract Start: 10/1/2014	Contract End: 9/30/2015	Questions/Please Contact: PROCUREMENT UNIT @ (573)751-6471
Contract #: AOC15380128		Amend #: 01

PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED

NAME OF ENTITY/INDIVIDUAL (Contractor) COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT	
DOING BUSINESS AS (DBA) NAME	
MAILING ADDRESS 1005 WEST WORLEY P O BOX 6015	
CITY, STATE, and ZIP CODE COLUMBIA MO 65205-6015	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
TAXPAYER ID NUMBER (TIN) 436000810	DUNS NUMBER 071989024
CONTRACTOR'S AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE	DATE

AMENDMENT #01 TO Contract # AOC15380128

CONTRACT TITLE: **Healthy Eating Active Living in Local Communities**

CONTRACT PERIOD: **October 1, 2014 through September 30, 2015**

1. The Department of Health and Senior Services hereby increases the above referenced contract by \$60,000.00. The total available funding is \$100,000; therefore Section 1.1 is hereby deleted in its entirety and replaced with revised Section 1.1 as follows:
 - 1.1 The contract amount shall not exceed \$100,000 for the period of October 1, 2014 through September 30, 2015.
2. Add the following to section 3.0 Definitions:
 - 3.4 Small Food Retail Venue – Small food retail venues are food stores that have limited physical space and, typically, a limited selection of foods. Different communities will have different names for these stores, including corner stores, convenience stores, town groceries, gas stations, dollar stores and neighborhood stores. Restaurants are not considered small food retail venue for the purpose of this contract.
3. Add the following to section 4.0 Deliverables and Outcomes:
 - 4.8 The Contractor shall implement activities designed to increase access to healthy foods in at least two small food retail venues in their service area.
 - 4.8.1 The Contractor shall receive training and technical assistance from the University of Missouri Extension to assist implementation of their small food retail project.
 - 4.8.2 The Contractor shall utilize the Stock Healthy, Shop Healthy program materials, which can be found here: <http://extension.missouri.edu/stockhealthy/home.aspx>. Any changes must be approved through University of Missouri Extension TA providers (Extension TA provider) or the Department.
 - 4.8.3 The Contractor shall identify at least 5 community stakeholders to form a network of partners that will assist with implementation of this project.
 - 4.8.3.1 The Contractor is encouraged to include youth as members of their community network.
 - 4.8.4 The Contractor shall work with the Extension TA provider to identify potential retail venues to include.
 - 4.8.5 The Contractor shall participate in evaluation of their small food retail venue project using the evaluation tools provided and as led by the Extension TA provider.

4.8.6 The Contractor shall conduct activities within their service community to increase awareness about the availability of healthy foods in small retail venues and to increase the knowledge and skills of potential customers for utilizing healthy foods.

4. Delete Section 6.4 in its entirety and replace with revised Section 6.4 as follows:

6.4 Administrative costs billed to the Department shall not exceed the amount stated in Attachment E and are limited to 8% of the direct contract cost billed. Administrative costs are those associated with the management and oversight of an organization's activities. The Contractor is not required to submit supporting documentation to the Department.

5. Delete Attachment C and Attachment E in their entirety and replace with revised Attachment C and Attachment E attached hereto and incorporated by reference as if fully set forth herein.

All other terms, conditions and provisions of the contract shall remain the same and apply hereto.



**DHSS Healthy Eating and Active Living in Local Communities Program
REVISED-Columbia/Boone County**

Overall Program Goals

1. Increase access to healthy foods
2. Increase access to safe places to be physically active

1. Key Contact for Project

Name: Columbia/Boone County Public Health and Human Services (Michelle Riefe)
Phone: 573-874-6331
Email: meriefe@gocolumbiamo.com

2. Local Partners

Local health-related coalition that will be involved with implementing strategies: Healthy Lifestyles Action Team will be the guiding coalition for the implementation of the grant. The coalition will be working with other groups such as the North Central Neighborhood Association and The District.

3. Strategies

Use the table below to identify HE/AL strategies that will be addressed. Include a SMART objective and brief list of activities for each one. Please note that both nutrition and physical activity strategies must be addressed. If you would like to use a different strategy than those listed, please provide a rationale for its use.

Recommended Strategies**Nutrition Strategies**

1. Increase the number of employers recognized as a Missouri Breastfeeding Friendly Worksite.
2. Increase the number of small retail venues that offer healthy foods.
3. Increase the number of Missouri Live Well Restaurants.
4. Increase the number of community gardens/amount of produce distributed from the garden.
5. Increase the number of public places (city buildings and parks) that have adopted and implemented nutrition standards for vending/concessions on government property—using Eat Smart in Parks where appropriate.
6. Stock Healthy, Shop Healthy implemented in Local Store

Physical Activity Strategies

1. Increase the number of shared use agreements and use of these facilities.
2. Increase the number of Livable Streets policies.
3. Increase the number of worksites promoting physical activities.
4. Increase the number of early childhood education (ECE) facilities that are recognized as Missouri MOV Smart Centers.

List the Strategy Selected	List a SMART Objective and Proposed Activities for each strategy.	Baseline Measure Please provide the baseline for the performance indicator for each strategy selected, if



**DHSS Healthy Eating and Active Living in Local Communities Program
REVISED-Columbia/Boone County**

		known. If not known, proposed activities must include identification of baseline.
Strategy One: Increase the number of early childhood education (ECE) facilities that are recognized as Missouri MOve Smart Centers.	SMART Objective: Increase the number of early childhood education (ECE) facilities that are recognized as Missouri MOve Smart Centers by 5 by September 1, 2015.	Baseline: 0 recognized MOve Smart ECE facilities
	Proposed Activities: <ol style="list-style-type: none"> 1. Work with Nora Stewart and Mary Lee Johnston Learning Center to purchase necessary equipment to become MOve Smart ECE facilities. 2. Recruit 3 additional ECE facilities 3. Assist ECE facilities in application process and provide funding for supplies and training (if desired) 4. Evaluate using surveys 	
Strategy Two: Increase the number of Missouri Live Well Restaurants.	SMART Objective: Increase the number of Missouri Live Well Restaurants by 10 by September 1, 2015.	Baseline: 0 recognized Live Well Restaurants
	Proposed Activities: <ol style="list-style-type: none"> 1. Assemble the necessary resources (including purchase nutrition analysis software). 2. Outreach to local restaurant and provide application assistance 3. Evaluate restaurant eligibility for those who apply 4. Notify restaurants of Live Well status 5. Conduct promotion activities to make the public aware of healthy menu options 6. Evaluate using surveys 	
Strategy Three: Increase the number of community gardens/amount of produce distributed from the garden.	SMART Objective: Increase the amount of produce distributed from the Circus-Lyons garden by 10% by September 1, 2015.	Baseline: unknown
	Proposed Activities: <ol style="list-style-type: none"> 1. Establish baseline 2. Work with the community garden coalition to build sustainable water system to garden 3. Evaluate using surveys 	
Strategy Four: Increase the amount of people using the new bus route.	SMART Objective: Increase the amount of people using the new bus stop shelter by 10% by September 1, 2015.	Baseline: unknown
	Proposed Activities: <ol style="list-style-type: none"> 1. Establish baseline 2. Work with the North Central Neighborhood Association to determine best location for a bus shelter. 3. Partner with transit to purchase bus shelter 4. Evaluate bus stop shelter usage 	
Strategy Five Increase the number of employers	SMART Objective: Increase the number of employers recognized as a Missouri Breastfeeding Friendly Worksite by 1 by September 1, 2015.	Baseline: 0
	Proposed Activities: <ol style="list-style-type: none"> 1. Have strategic planning meeting with Columbia Public Schools staff 	



**DHSS Healthy Eating and Active Living in Local Communities Program
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recognized as a Missouri Breastfeeding Friendly Worksite.	<ol style="list-style-type: none"> 2. Conduct survey of staff and/or administrators 3. Propose and adopt lactation policy for CPS school district (all 30 buildings) 4. Identify locations for lactation rooms in each building 5. Create lactation rooms 6. Provide recognition for CPS 	
Strategy Six Increase the number of small retail venues that offer healthy foods.	SMART Objective: Increase the number of stock healthy shop health retailers by 1 by September 1, 2015.	Baseline: 0
	Proposed Activities: <ol style="list-style-type: none"> 1. Evaluate possible sites. 2. Meet with store owners to determine their interest 3. Create a committee in the community to drive the process 4. Solicit help from local grocery stores 5. Identify areas for improvement within the grocery store 6. Work with stores to address these areas 7. Evaluate 	
Strategy Seven Increase the number of community gardens/amount of produce distributed from the garden.	SMART Objective: Create at least 1 new community garden on public land in Columbia by September 30, 2015.	Baseline: 0
	Proposed Activities: <ol style="list-style-type: none"> 1. Conduct a feasibility study on the expansion of urban agriculture on public lands in Columbia. 2. Create interest in urban agriculture through community outreach activities (i.e. mailings, town hall meetings, advertising, etc.) 3. Identify places for community gardens and edible landscaping. 4. Create community garden on public land 5. Plant edible landscaping. 	

4. Community Assessment

Has your community completed an assessment of the healthy eating and active living environment? (For example Community Healthy Living Index (CHLI)) If yes, which one? Please provide a copy of the results to Pat Simmons at pat.simmons@health.mo.gov, if possible. Boone County has completed a comprehensive community health assessment which can be found here:

<http://www.gocolumbiamo.com/Health/PublicHealthandHumanServicesPublications.php>

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES-Healthy Eating/Active Living Project
REVISED- Columbia/Boone County Budget

Items	Total Requested	Project Total
A. Personnel		
Coordinator		\$16,000
Health Promotion Supervisor		
Other staff salary: *		
Senior Planner	\$0	\$3,500
Health Educator		\$21,000
WIC Supervisor		\$8,000
B. Travel		
Itemize:		
-Monthly mileage reimbursement	\$1,840	\$240
-Travel for ECE facility staff to attend trainings	\$560	\$400
-Travel for staff to attend Stock Healthy Shop Healthy Training		
C. Coalition Recruitment		
Itemize:		
Printing for meeting materials	\$600	\$600
D. Supplies/ Equipment **		
Itemize:		
ECE facilities	\$10,000	\$11,000
Live Well Restaurants	\$10,960	\$11,800
Bus stop shelter	\$8,000	\$8,000
Water supply for community garden	\$7,000	\$7,000
Supplies/furniture for lactation rooms	\$30,640	\$30,640
Stock Health Shop Healthy	\$10,000	\$10,000
E. Contracted Services* (subcontracting)		
Itemize:		
Center for Urban Agricultural	\$8,000	\$ 8,000
Agency to build the Community garden	\$5,040	\$ 5,040
F. Other **		
Itemize:	\$0	\$0
G. Administrative Cost (8%)		
	\$7,360	\$7,360
TOTAL		
Not to exceed total contract amount	\$100,000	\$148,500

* Please attach justification on separate sheet.

** Please attach justification for items over \$1,500

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES-Healthy Eating/Active Living Project
REVISED- Columbia/Boone County Budget

Budget Justification

Personnel: All of the personnel expenses are being provided in-kind.

Coordinator: Health Promotion Supervisor (10 hours per week + benefits) = 16,000

Additional Staff: Senior Planner (2 hours per week + benefits) = 3,500

Health Educator (15 hours per week + benefits) = 21,000

WIC Supervisor (5 hours per week + benefits) = 8,000

Travel: Travel cost include monthly auto reimbursement for PHHS to reimburse for mileage used while driving to ECE facilities, restaurants, community garden meetings, Stock Healthy Shop Healthy sites and meetings, Feasibility study sites and meetings, breastfeeding friendly sites and meetings, and North Central Neighborhood Association meetings.

Monthly auto reimbursement (\$153.33 per month x 12 months) = \$ 1,840

Mileage reimbursement is requested for ECE facility staff members to attend trainings if desired as part of the MOve Smart Missouri requirements. In addition, mileage reimbursement is requested for "Stock Healthy Shop Healthy" training or any other training relevant to the contract.

Mileage reimbursement (\$40 per training x 10 ECE staff trained) + (\$40 per training x 2 staff x 2 trainings) = \$ 560

Supplies and Equipment: ECE facilities require approximately \$2,000 in active play equipment per site. See the following attachment for an example equipment estimate for a ECE facility.

ECE Facilities = (\$2,000 for active play equipment x 5 sites) = \$10,000

Live Well Restaurants requires printing costs, food analysis software, and advertisement costs.

Printing for menus, table tents, and posters = (500 x 10 restaurants) = \$ 5,000

Food analysis software = \$960

Advertisement costs = \$5,000 (includes Facebook ads and radio ads)

Bus stop shelter cost include the cost of purchasing the physical structure. The estimate is provided by the City of Columbia transit department.

Bus stop shelter = \$8,000

The water supply expenses for the community garden include the cost of either connecting the garden to the city water line or creating a sustainable rain water system. This estimate is based on previous water supply/community garden projects.

Water line/rain water system = 7,000

The Breastfeeding Friendly worksites would include the creation of 30 lactation rooms (one in each of the Columbia Public School buildings). The rooms include a refrigerator for milk storage, a brochure rack for lactation information, a comfortable rocking chair, a small table, a lamp, and a multiuser breast pump.

Lactation room equipment = (30 rooms x \$1,000) = \$30,000

Stock Healthy Shop Healthy costs will include the cost of purchasing any necessary equipment or shelving, food tasting, advertising, a consultant, and the printing of surveys.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES-Healthy Eating/Active Living Project
REVISED- Columbia/Boone County Budget

Stock Healthy Shop Health = (\$1,000 for food tasting/miscellaneous + \$5,000 for shelving and equipment + 2,000 for consultant + 1,500 for advertising + 500 for printing) = \$10,000

PHHS plans to subcontract with the Center for Urban Agricultural to conduct a feasibility study on public lands to determine possible locations for urban agricultural including community garden, urban farms, edible landscaping etc. Center for Urban Agricultural will also create community engagement through community meetings and publicity.

Subcontract = Feasibility study (Center for Urban Agricultural) = \$8,000

PHHS plans to subcontract with an agency to create at least one community garden. Agencies will apply for the subcontract funds and PHHS will determine who receives the funding with the help of the healthy lifestyles action team. Agencies can also apply to create plant edible landscaping.

Subcontract = creating a new garden (Community Garden Coalition) = \$5,040



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICE
CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) is supplemental information the Department is required to provide the Contractor when issuing a contract or amendment that will be funded by federal sources. The document identifies the total amount of funding and the federal funding source(s) expected to be used over the life of this contract. For the specific amount for a contract period, refer to the contract and/or applicable amendments. If the funding information is not available at the time the contract is issued or the information below changes, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

Tracking # 41123	State: 0% \$0.00	Federal: 100% \$100,000.00
Contract Title: HEALTHY EATING ACTIVE LIVING IN LOCAL COMMUNITIES		
Contract Start: 10/1/2014	Contract End: 9/30/2015	Amend#: 01
Contract #: AOC15380128		
Vendor Name: COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT		

Federal Award Year: 2014

DHSS #: 14PHS2

Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION

CFDA: 93.758 **CFDA Name:** PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)

Federal Award Name: PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT

Federal Award: 2B01OT009030-14

Research and Development: N **Subject to A-133 Requirements:** Y

Federal Award Year: 2015

DHSS #: 15PHS

Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION

CFDA: 93.758 **CFDA Name:** PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)

Federal Award Name: PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT

Federal Award: *

Research and Development: N **Subject to A-133 Requirements:** Y

* The Department will provide this information when it becomes available.