



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, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A which is attached hereto and is incorporated by reference as if fully set forth herein.

<b>Tracking #</b> 41123	<b>Contract Title:</b> HEALTHY EATING ACTIVE LIVING IN LOCAL COMMUNITIES	
<b>Contract Start:</b> 10/1/2014	<b>Contract End:</b> 9/30/2017	<b>Questions/Please Contact:</b> PROCUREMENT UNIT @ (573)751-6471
<b>Contract #:</b> AOC15380128		<b>Amend #:</b> 03

**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) *****0810	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

**Columbia/Boone County Health Department  
AMENDMENT #03 TO Contract #AOC15380128**

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

**CONTRACT PERIOD:     October 1, 2016 through September 30, 2017**

The Department of Health and Senior Services hereby exercises its option to renew the above referenced contract for the period of October 1, 2016 through September 30, 2017. The total funding available for the period shall be \$50,000.00.

In addition, the Department of Health and Senior Services hereby amends the contract as follows:

1.     Delete Section 1.1 in its entirety and replace with revised Section 1.1 as follows:
  - 1.1     The contract amount shall not exceed \$50,000.00 for the period of October 1, 2016 through September 30, 2017.
2.     Delete Section 5.1.1 in its entirety.
3.     Add Sections 6.7 through 6.7.2 as follows:
  - 6.7     The Contractor shall invoice and be reimbursed for actual and reasonable travel expenses either at the Contiguous US Per Diem Rates (CONUS) or the travel reimbursement rates set by the Contractor's internal policy, whichever is lower.
  - 6.7.1   The Contractor must have the prior written approval of the Department for any travel related expenses which may exceed the CONUS rates.
  - 6.7.2   The Contiguous US Per Diem Rates (CONUS) can be found by clicking on the link for "Per Diem Rates" at the following Internet address: <http://www.gsa.gov>.
4.     Add Section 7.12 as follows:
  - 7.12    Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the Contractor.
5.     Delete Section 12.2 in its entirety and replace with revised Section 12.2 as follows:
  - 12.2    The Contractor shall maintain strict confidentiality of all patient and client information or records supplied to it by the Department or that the Contractor creates as a result of contract activities. Unless disclosure is required by law, the Contractor shall not disclose the contents of such records to anyone other than the Department, the patient/client, or the patient's/client's parent or legal guardian.

The Contractor agrees it will assume liability for all disclosures of confidential information and breaches by the Contractor and/or the Contractor's subcontractors and employees. The Contractor agrees to comply with all applicable confidentiality and information security laws, including but not limited to sections 192.067 and 192.667, RSMo.

6. Add Section 13.3 as follows:

13.3 The Contractor shall understand and agree that the Department cannot save and hold harmless and/or indemnify the Contractor or employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor's employees related to the Contractor's performance under the contract.

7. Delete Section 17 in its entirety.

8. Delete Attachments C, E and G in their entirety and replace with revised Attachments C, E and G which are attached hereto and incorporated by reference as if fully set forth herein.

9. Delete Attachment H in its entirety.

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**

**County Name: Columbia/Boone County Public Health and Human Services**

**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: Michelle Shikles

Phone: 573-874-6331

Email: michelle.shikles@como.gov

**2. Local Partners**

Local health-related coalition that will be involved with implementing strategies: Healthy Lifestyles Action Team chose which recommended strategies would be best for Boone County, and they will be the guiding coalition for the implementation of the grant.

**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.

**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](mailto:pat.simmons@health.mo.gov), if possible. Yes, Boone County completed the MAPP process. All the following strategies are outlined in the Health Improvement Plan that resulted from the assessment process. The assessment and the health improvement plan can be found online at: <http://www.como.gov/health/about-us/publications/>

**Recommended Strategies**

**Nutrition Strategies**

- Increase the number of employers recognized as a Missouri Breastfeeding Friendly Worksite or Breastfeeding Friendly Child Care.
- Increase the number of small retail venues that offer healthy foods.
- ① Increase the number of Missouri Live Well Restaurants.
- ② Increase the number of community gardens/amount of produce distributed from the garden.
- 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.
- ③ Increase the number of early childhood education facilities that are recognized as Missouri Eat Smart Centers.
- Increase the number of “Farm to Institution” policies.



## DHSS Healthy Eating and Active Living in Local Communities Program

### Physical Activity Strategies

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

### Overarching Strategy:

- Increase the number of community collaborations using 12345 Fit-Tastic healthy lifestyles initiatives.

## DHSS Healthy Eating and Active Living in Local Communities Program

<b>List the Strategy Selected</b>	<b>List a SMART Objective and Proposed Activities for each strategy.</b>	<b>Baseline Measure</b> Please provide the baseline for the performance indicator.
<b>Strategy One:</b> Increase the number of small retail venues that offer healthy foods.	<b>SMART Objective:</b> Increase the number of stock healthy shop healthy retailers by 2 by September 1, 2017.  <b>Proposed Activities:</b> <ol style="list-style-type: none"> <li>1. Identify 5 potential stores to approach</li> <li>2. Visit potential stores</li> <li>3. Contact store owners</li> <li>4. Strengthen customer loyalty (poster board survey, suggestion box)</li> <li>5. Provide store support and in store activities (posters and signs, shelf talker)</li> <li>6. Promote store and marketing (radio, newspaper, social media, reusable bags)</li> <li>7. Shelf measurement (beginning, midpoint, final)</li> </ol>	<b>Baseline:</b> 3-5 3 recognized stores
<b>Strategy Two:</b> Increase the number of Missouri Live Well Restaurants.	<b>SMART Objective:</b> Increase the number of Missouri Live Well Restaurants by 10 by September 1, 2017  <b>Proposed Activities:</b> <ol style="list-style-type: none"> <li>1. Gather application packets, promotional items</li> <li>2. Send out introductory letters explaining the Live Well program</li> <li>3. Contact restaurant managers</li> <li>4. Visit to local restaurants</li> <li>5. Evaluate eligibility for those who apply by using the Nutritional analysis software</li> <li>6. Conduct promotional activities to make public aware of healthy menu options</li> </ol>	<b>Baseline:</b> 20-30 20 recognized Live Well Restaurants
<b>Strategy Three:</b> Increase the number of early childhood education facilities that are recognized as Missouri Eat Smart Centers.	<b>SMART Objective:</b> Increase the number of early childhood education (ECE) facilities that are recognized as Missouri Eat Smart Centers by 2 by September 1, 2017.  <b>Proposed Activities:</b> <ol style="list-style-type: none"> <li>1. Identify the number of current Eat Smart Centers</li> <li>2. Attend training for Eat Smart Centers</li> <li>3. Identify and recruit potential sites for Eat Smart Centers</li> <li>4. Assist the sites in completing the application</li> <li>5. Submit applications</li> <li>6. Follow up with applications and await for review/approval</li> </ol>	<b>Baseline:</b> 0-2 # unknown

DHSS Healthy Eating and Active Living in Local Communities Program



	7. Provide recognition for centers	
<b>Strategy Four:</b> Increase the number of early childhood education (ECE) facilities that are recognized as Missouri MOve Smart Centers.	<b>SMART Objective:</b> Increase the number of early childhood education (ECE) facilities that are recognized as Missouri MOve Smart Centers by 2 by September 1, 2017.	<b>Baseline:</b> 3-5 3 current MOve Smart Cetners
	<b>Proposed Activities:</b> <ol style="list-style-type: none"> <li>1. Identify the number of current MOve Smart Centers</li> <li>2. Attend training for MOve Smart Centers</li> <li>3. Identify and recruit potential sites for MOve Smart Centers</li> <li>4. Assist the sites in completing the application</li> <li>5. Submit applications</li> <li>6. Follow up with applications and await for review/approval</li> <li>7. Provide recognition for centers</li> </ol>	
<b>Strategy Five:</b> Increase the number of worksites promoting physical activities.	<b>SMART Objective:</b> Expand worksite wellness programs at 2 Boone County worksites by September 1, 2017.	<b>Baseline:</b> + 2 Baseline will be given as soon as known
	<b>Proposed Activities:</b> <ol style="list-style-type: none"> <li>1. Create a plan with worksites with a timeline</li> <li>2. Implement plans</li> <li>3. Track progress</li> </ol>	



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As part of the MO HEAL initiative, contractors are required to utilize Health-e-Link reporting on a regular basis to ensure they are receiving and sharing up-to-date information, as well as, assuring the data entered remains accurate and up-to-date. For the Activity Logs section of Health-e-Link, depending on the number of activities occurring in each contractor's area, it may be necessary to enter weekly information. The JSI evaluation team will review all Activity Log entries monthly to identify reporting problems. Documents should be uploaded regularly by contractors to the Documents section of Health-e-Link. JSI reviews these materials weekly. The Forum and Announcements sections of Health-e-Link provide valuable information that can be accessed regularly. JSI regularly moderates each of these sections.

### Accessing Health-e-Link

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Health-e-Link is located at <https://mohealth.health-e-link.net> . We recommend using Google Chrome or Mozilla Firefox to access the site.

After typing in the URL, you will arrive at the following page:



In the upper, right-hand corner of the page, you will find the login box. You may enter in your username and password then left click Login to enter the site.



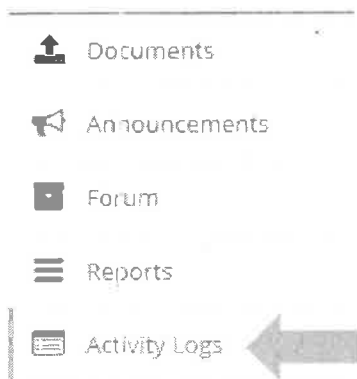


## Activity Logs

The activity logs are used to document all the great work you are doing in your communities. In this section of Health-e-Link, you will report on all activities related to:

- Events/Programs
- Media/Promotions
- Meetings
- Practice, Policy, Environmental change
- Resources Leveraged/Grant Proposals
- Success/Challenges/Other Info

To enter the activity logs section, select “Activity Logs” on the left-hand side of the page:



You will then see the following page:

Entry Id	Date Submitted	Date Modified	Submitted By	Health Department(s)	Submitted
9954	8/31/2016 3:06 PM	8/31/2016 3:06 PM		County Health Department	✓
9928	8/31/2016 10:25 AM	8/31/2016 5:56 PM		County Health Center	✓
9925	8/31/2016 10:29 AM	8/31/2016 10:29 AM		County Health Center	✓
9922	8/31/2016 10:20 AM	8/31/2016 10:20 AM		County Health Center	✓

You will automatically be directed to the “Events/Programs” tab, but you may click on any tab to enter the activity which you would like to report on.

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 Healthy Eating/Active Living Project  
 Columbia/Boone County Public Health and Human Services

Categories	Total
<b>A. Personnel</b> Coordinator <u>Health Promotion Supervisor</u> Annual salary: Other staff salary: Health Educator	\$0
<b>B. Travel</b> Itemize: monthly auto reimbursement \$80 per month X 12 months=\$960	\$960.00
<b>C. Coalition Recruitment</b>	\$396.00
<b>D. Supplies**</b> Itemize: Stock Health Shop Healthy Live Well Restaurants Worksite wellness Columbia Public Schools Worksite wellness City of Columbia Eat Smart Move Smart	\$3,000.00 \$3,500.00 \$24,000.00 \$10,000.00 \$2,000.00 \$2,440.30
<b>E. Indirect Cost (8%)</b> \$46, 296.30 x 8% = \$3,703.	\$3,703.70
<b>TOTAL</b> Not to exceed total contract amount	<b>\$50,000.00</b>

\*\*Please attach justification for items over \$1,000

### 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:** Health Educator (20 hours per week + benefits) = 28,000

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Healthy Eating/Active Living Project

**Travel:** Travel cost include monthly auto reimbursement for PHHS to reimburse for mileage used while driving to ECE facilities, restaurants, SHSH sites, trainings (including the HEAL training), and other grant related meetings/trainings.

**Monthly auto reimbursement (\$80 per month x 12 months) = \$ 960**

**Supplies:**

*Stock Healthy Shop Healthy* costs will include the cost of purchasing any necessary supplies and/or shelving, food tasting, advertising, and the printing of surveys.

**Stock Healthy Shop Health = (\$250 for food tasting/nutrition class materials + \$500 for shelving and items + 500 for advertising + 250 for printing) = \$1,500 x 2 sites = \$3,000**

*Live Well Restaurants* requires printing costs, plaques, and advertisement costs.

**Printing for menus, table tents, and posters = (\$50 x 10 restaurants) = \$ 500**

**Plaques – 10 plaques = \$1,200**

**Advertisement costs = \$1,800 (includes Facebook ads (\$200), radio ads (\$1,300), and local newspaper ads (\$300))**

*Worksite Wellness at Columbia Public Schools (CPS)* will use the funding to expand and enhance the newly developed worksite wellness program created that started last year as a result of the HEAL funding. Their new program, Be Well, has helped employees move more, lose weight, and become more in-tune with their health and well-being. This funding will allow the program to serve twice the number of people proposed during the first year and add additional programming which has been identified by CPS staff.

**Stridekick** – Software to track employee data including steps and other health behaviors. Stridekick offers cross device compatibility. It enables employees to choose the tracking device that they want and that fits their lifestyle. On-going tracking approximately: \$458/ month = \$5500

**Device supplement:** Offer up to 100 employees a \$25 reimbursement for tracking devices that they purchased for the program. Cost = \$2500

**Steps Challenges:**

-Streaks Challenge – It is a progression type of challenge that has 4 stages over 8 weeks. Prizes are drawn at random every two weeks for employees who meet their daily goal. Prizes include pullovers, fitness items, and electronic devices related to fitness.

Estimate amount for this program is \$5,000

-Journey Challenge – this challenge is a virtual long distance race. “Participants can track in real time where they are along the journey path. Prizes include T-shirts and fitness related items.

-Estimate amount for this program is \$3,000

Journey or Streak Challenge for 4 weeks or Train for a 5K

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Healthy Eating/Active Living Project

Estimate amount for this program is \$3,000

**Nutrition Classes:** Offer two classes that are approximately 1.5 to 2 hours in length. Classes will have a cooking demo by a chef and/or nutritionist with food samples, nutrition tips, handouts, and prizes.

Estimate amount for this program is \$2,000

**Mental Health:** Offer mental health/stress management training to our employees including how to use physical activity to improve mental health. Cost includes room reservation, mental health trainer, snacks for participants, and printed materials.

Estimate amount for this program is \$1,000

**Health fair** – CPS is providing health fair for staff, including free vaccinations, in-kind

**Wellness Nurse support** – CPS has provided one nurse to support work site wellness (in-kind). Funding will be needed for printed promotional materials for events, wellness newsletters, wellness advertising in 30 buildings (walking signs, etc), and any additional health support supplies (blood pressure cuffs, scales, etc.) that may be needed.

Printing, newsletters, and miscellaneous supplies: \$2,000

*Worksite Wellness City of Columbia* funding will support significant expansion on services and increase the reach of the program. Over the past year, the University of Missouri School of Business conducted a survey among all City employees. Results indicated an overwhelming response for a desire for a walking challenge and other wellness related challenges. United Health Care (RALLY) has the capability to develop personalized private wellness challenges for the City of Columbia employees. The City of Columbia partnered with United Healthcare to receive a discounted rate for RALLY (the first ever digit wellness campaign). In addition, the City has agreed to provide (in-kind) \$24,000 for the RALLY program and up to \$10,000 for incentives.

**RALLY program basic** – including annual physical exams, biometric screenings, online health surveys, 3 health challenging = \$24,000 (provided in kind)

**Rally walking challenges** – design and tracking of a series of walking challenges and other health related challenges - \$10,000

**Incentives** – option of \$100 gift cards or a free vacation day for all employees who complete the Rally challenges - \$10,000 (in-kind)

*Eat Smart* costs include approximately \$1,000 per site. This money will be used to help ECE centers transition their practices to allow healthier eating option, including taste tests with the kids, additional food preparation supplies, new healthy cookbooks, etc.

**ECE Facilities = (\$1,000 x 2 sites) = \$2,000**

*MOve Smart* costs include approximately \$1,500 in active play supplies per site. We plan to target low income neighborhoods. In previous years, when we targeted low income neighborhoods, we found one of the biggest barriers to applying for MOve Smart for some facilities was that they did not have adequate active play supplies

**ECE Facilities = (\$1,500 for active play supplies x 2 sites) = \$3,000**



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
**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.

<b>Tracking #</b>	41123	<b>State:</b> 0%	\$0.00	<b>Federal:</b> 100%	\$200,000.00
<b>Contract Title:</b>	HEALTHY EATING ACTIVE LIVING IN LOCAL COMMUNITIES				
<b>Contract Start:</b>	10/1/2014	<b>Contract End:</b>	9/30/2017	<b>Amend#:</b>	03
<b>Contract #:</b>	AOC15380128				
<b>Vendor Name:</b>	COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT				

<b>CFDA:</b> 93.758	<b>Research and Development:</b>	N			
<b>CFDA Name:</b>	PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)				
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION				
<b>Federal Award:</b>	2B01OT009030-14, 3B01OT009030-14S1, 3B01OT009030-14S2				
<b>Federal Award Name:</b>	PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT				
<b>Federal Award Year:</b>	2014	<b>DHSS #:</b>	14PHS2	<b>Federal Obligation:</b>	\$40,000.00

<b>CFDA:</b> 93.758	<b>Research and Development:</b>	N			
<b>CFDA Name:</b>	PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)				
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION				
<b>Federal Award:</b>	2B01OT009030-15				
<b>Federal Award Name:</b>	PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT				
<b>Federal Award Year:</b>	2015	<b>DHSS #:</b>	15PHS	<b>Federal Obligation:</b>	\$60,000.00

<b>CFDA:</b> 93.758	<b>Research and Development:</b>	N			
<b>CFDA Name:</b>	PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)				
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION				
<b>Federal Award:</b>	1NB01OT009093-01				
<b>Federal Award Name:</b>	PPHF 2016 PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT A FINANCED SOLELY BY 2016 PREVENTION A				
<b>Federal Award Year:</b>	2016	<b>DHSS #:</b>	16PHS	<b>Federal Obligation:</b>	\$50,000.00



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
**CONTRACT FUNDING SOURCES CONTINUED**

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**CFDA:** 93.758      **Research and Development:** N  
**CFDA Name:** PREVENTIVE HEALTH AND HEALTH SERVICES BLOCK GRANT FUNDED SOLELY WITH PREVENTION AND PUBLIC HEALTH FUNDS (PPHF)  
**Federal Agency:** DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION  
**Federal Award:** \*  
**Federal Award Name:** \*  
**Federal Award Year:** 2017      **DHSS #:** 17PHS      **Federal Obligation:** \$50,000.00

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

**Project Description:**

This funding will encourage participation from local public health agencies (LPHAs) with expertise in planning, implementing and evaluating programs that address the chronic disease risk factors of physical inactivity and unhealthy eating. These LPHAs will work collaboratively with local partners to halt the increasing rates of overweight and obesity and the rise of preventable diseases, such as diabetes and heart disease. Lasting changes through institutional practices, public policy and the physical built environment as well as building public motivation and awareness to promote healthy eating and active living should be sought.