

AN ORDINANCE **2017-08-03-0529**

**RATIFYING THE ACCEPTANCE OF FUNDS AND THE
EXECUTION OF GRANT DOCUMENTS FOR THE
CHOICES CHILDHOOD OBESITY PREVENTION
GRANT WITH HARVARD UNIVERSITY SCHOOL OF
PUBLIC HEALTH IN THE AMOUNT OF \$50,000.00
FOR 12 MONTHS BEGINNING JULY 1, 2017, AND
AUTHORIZING A PERSONNEL COMPLEMENT.**

* * * * *

WHEREAS, childhood obesity is a complex health issue affecting San Antonio/Bexar County across socioeconomic and demographic boundaries; and

WHEREAS, the causes are similar to those of adult obesity, including dietary patterns, physical inactivity, health disparities, educational attainment, food marketing and promotion, and intergenerational poverty; and

WHEREAS, higher rates of childhood obesity in our central urban core are interconnected to the socioeconomic status and environmental conditions of these neighborhoods; and

WHEREAS, the Harvard University School of Public Health's CHOICES Program which supports the prevention of childhood obesity, is a twelve month award of \$50,000.00 beginning July 1, 2017 through June 30, 2018; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The acceptance of funds from the Harvard University School of Public Health in the amount of \$50,000.00 for the Choices Childhood Obesity Prevention grant for twelve months beginning July 1, 2017 to include the execution of a Memorandum of Understanding attached hereto and incorporated herein for all purposes as **Attachment I** is hereby ratified.

SECTION 2. The City Manager or her designee or the Director of the San Antonio Metropolitan Health District or her designee is authorized to initiate, negotiate and execute any and all necessary documents to effectuate the acceptance of the funds referenced in Section 1 above.

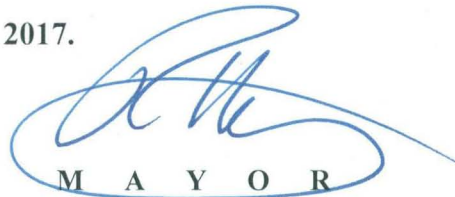
SECTION 3. Upon award, a new fund and internal order will be created for use in the accounting for the fiscal transaction in the acceptance of this grant and the amounts listed above totaling a sum not to exceed \$50,000.00 will be appropriated in said fund. The proposed budget attached hereto and incorporated herein for all purposes as **Attachment II** is approved. A formal final budget which will include Internal Order numbers and General Ledger numbers will be submitted by the department upon award.

SECTION 4. The personnel complement of 25% of one position which is attached hereto and incorporated herein as **Attachment II** is approved.


SECTION 5. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 6. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 3rd day of August, 2017.



M A Y O R
Ron Nirenberg

ATTEST:



Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:



Andrew Segovia, City Attorney

Agenda Item:	12 (in consent vote: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17)						
Date:	08/03/2017						
Time:	11:19:25 AM						
Vote Type:	Motion to Approve						
Description:	An Ordinance ratifying the acceptance of funds and the execution of grant documents for the CHOICES childhood obesity prevention grant with Harvard University School of Public Health in the amount of \$50,000.00 for 12 months beginning July 1, 2017, and authorizing a personnel complement. [Erik Walsh, Deputy City Manager; Colleen Bridger, MPH, PhD, Director of Health]						
Result:	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x				x
William Cruz Shaw	District 2	x					
Rebecca Viagran	District 3		x			x	
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5		x				
Greg Brockhouse	District 6		x				
Ana E. Sandoval	District 7		x				
Manny Pelaez	District 8		x				
John Courage	District 9		x				
Clayton H. Perry	District 10		x				

MH
08/03/2017
Item No. 12

Attachment I

**Memorandum of Understanding
Regarding CHOICES: Learning Collaborative Partnership**

This Memorandum of Understanding ("MOU" or "agreement") effective on the last date of signature below is between President and Fellows of Harvard College, a Massachusetts nonprofit educational corporation acting through the TH Chan School of Public Health/Harvard Prevention Research Center on Nutrition and Physical Activity (HPRC) located at 401 Park Drive, 4th Floor West, Boston, MA 02215 and City of San Antonio on behalf of the Metropolitan Health District, 111 Soledad, Suite 1000, San Antonio, TX 78205-2290 ("Organization"). This MOU describes the understanding between the parties regarding the **CHOICES Learning Collaborative Project ("CHOICES Project")**.

The parties will collaborate to support states, cities and counties in preventing childhood obesity by building local capacity among decision-makers to choose and implement cost-effective strategies.

Accordingly, the parties agree as follows:

A. The CHOICES Project through the HPRC will provide:

- Training opportunities and technical assistance through site visits and in-person meetings
- A package of tools and resources to use for the initiative to identify your organization's/community's priorities
- Virtual technical assistance through online meetings, webinars, and conference calls
- Guidance in the development of tailored, locality-specific childhood obesity prevention intervention strategy cost-effectiveness estimates
- Support throughout the project period to ensure that key findings can be used to inform decision-making, strategic planning, and tactical implementation by the local partnership team
- Funding resources in the amount of \$50,000
- Travel costs associated with in-person meetings in Massachusetts

B. Organization will:

- Identify two focus interventions from a menu of over 30 options to be tailored to the individual state/city/county
- Identify relevant data sets or sources to tailor models and collect relevant data
- Share tools and resources used or developed by local project teams during the project with the CHOICES team
- Submit mid and final project reports (templates will be provided)
- Attend virtual kick off meeting, local meetings, participate in relevant webinars and conference calls; local partners must have capacity to participate in virtual meetings through the WebEx platform
- Share experiences/best practices with agency staff and leadership, as well the CHOICES team (information will also be distributed to the project funder and national partners as appropriate)
- Provide feedback and suggestions on project activities as requested via questionnaires and/or interviews with CHOICES team, including willingness for the CHOICES team to contact members of the local team post-project to gather data on further progress in using model results for decision-making
- Participate in communication activities including the promotion of learnings and results to other partnering localities and stakeholders
- Identify a plan for integrating cost effectiveness methods in decision making/strategic program planning
- Link project activities and findings to the agency's quality improvement plan, health improvement plan, and/or strategic plan



C. Summary Table of Tasks, Deliverables and Due Dates

Task	Deliverable	Due Date
1	Baseline surveys & phone interviews with state project lead/team	By July 30, 2017
2	Learning Session 1: Virtual Kick Off	July 20, 2017 1:00-4:00 EST
3	Learning Session 2: In-person training in Boston, MA	Aug 1 and Aug 2, 2017
4	Learning Session 3: In-state stakeholder convening/site visit	Late Sept/Early Oct 2017
5	States finalize interventions for modeling	October 31, 2017
7	Bi-weekly check-in calls with HPRC and state project lead	October 2017-June 2018
8	Health agencies teams finalize implementation activities for modeling	Dec 15, 2017
9	Learning Session 4: In-state stakeholder convening/site visit	Late Jan/Early February 2018
10	Learning Session 5: Virtual Mid-Term Meeting 1	March 7, 2018 1:00-4:00 EST
11	Draft final report and communication plans due	April 13, 2017
12	Learning Session 6: Virtual Mid-Term Meeting 2	April 25, 2018 1:00-4:00 EST
13	Learning Session 7: In person Boston, MA	TBD: Late May/Early June 2018
14	Final reports due	June 15, 2018
15	Follow up surveys and phone interviews with state team members	By June 30, 2018
16	Communicate with HPRC regarding data on progress to-date	Post-project year

D. Invoicing and Reporting

The total reimbursable amount may not exceed \$50,000. Incurred costs must be reasonable and relate to the partnership activities. Organization will submit invoices to the HPRC (to Katie Giles at cgiles@hsph.harvard.edu) related to the following milestones:

1. 25% of awarded funds after attendance at initial training (August 2, 2017)
2. 25% of awarded funds after the first in-state stakeholder meeting (October 6, 2017)
3. 25% of awarded funds after the second in-state stakeholder meeting (February 15, 2018)
4. 25% of awarded funds after submission of draft report and implementation plan (June 30, 2018)

E. Use of Funds

Please note that no part of these funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).

F. Results, Other Communication/Dissemination Materials, and Manuscripts

HRPC will develop intervention model results and related interpretative reports ("Results"). Using HRPC's copyrighted template and with HRPC's assistance, Organization will develop a one-pager and/or a two-pager issue brief for each intervention modeled ("Briefs"). HRPC is the owner of the Results and the Briefs. Organization has a royalty free, non-exclusive right to use the Results and Briefs to inform decision making processes, for communication efforts, and to support plans. Nothing in this Agreement shall be construed as a right or license to use the Results and/or Briefs for any other purpose, including a commercial purpose.



Organization shall not add to, alter or otherwise modify the Results or Briefs, without the prior express written consent of HRPC. Dissemination of the Results and/or Briefs by Organization shall be consistent with restrictions contained in this agreement, legends or restrictions on the Results and/or Briefs, and the CHOICES Project Guidelines for Sharing and Communicating Results ("Guidelines") which are incorporated by reference in this agreement.

Other communication and dissemination materials developed by Organization must not include any "CHOICES" or "Harvard" logos or marks and are subject to additional requirements in the Guidelines.

Manuscripts that may be developed in the future for submission to peer-reviewed journals regarding intervention modeling results will be subject to additional standards and requirements of HRPC as usual with publications.

Nothing in this agreement shall be construed as a right or license of the Organization or any other person (other than HRPC) to use the "CHOICES" or "Harvard" logos or marks, and such use is expressly prohibited.

G. Modification and Termination and Notices

The HRPC reserves the right, in its sole discretion, to modify and negotiate final terms and conditions. This agreement can be terminated at the will of either party and is applicable for the duration of the CHOICES implementation phase (2017-2018). Notices under this MOU shall be sent by US Certified Mail, Return Receipt Requested to the address of the party shown above. Upon termination, the parties shall cooperate to ensure that termination is completed in an orderly and reasonable manner, which includes a final project status report. This MOU is intended to cover the entire CHOICES Project year set forth in Section D above unless earlier terminated. The obligations contained in Sections E-H survive termination or expiration of this MOU.

H. Names and Trademarks etc.

The parties mutually agree to use the name of the other only in an accurate, factual, and descriptive manner, and only as they pertain to the terms of this MOU; and further agree not to use the name, logos, or trademarks of the other or the name of any team member of either party in commercial or non-commercial advertising or promotion, or in any other manner, without the prior written permission of a duly authorized officer of the respective party and, in the case of a team member, also the prior written permission of the team member.

By signing below, the parties agree to this MOU through their duly authorized respective representative indicated below.



Signed by:

President and Fellows of Harvard College,
acting through the TH Chan School of Public Health
Health District

City of San Antonio
on behalf of the San Antonio Metropolitan

Steven Gortmaker, PhD

Principal Investigator
CHOICES Project

Dr. Colleen Bridger, PhD, MPH,

Director
Metropolitan Health District

Date

Date



MH
08/03/2017
Item No. 12

Attachment II

CHOICES Childhood Obesity Planning Grant
Fund 29836000
Functional Area 3600*
Proposed Budget for Period: 7/01/2017 to 06/30/2018

<u>ESTIMATED REVENUES</u>	<u>SAP GL</u>	<u>Budget</u>
	<u>No.</u>	
CHOICES Childhood Obesity Planning Grant	4502280	50,000
Total Estimated Revenues		<u>50,000</u>

APPROPRIATIONS

CHOICES Childhood Obesity Planning Grant

Period: 7/1/2017 6/30/2018

Cost Center 3618010001

Internal Order 836000000xxx

1	Regular Salaries & Wages	5101010	\$	16,645
1	Temporary Salaries	5101015		
2	Social Security/FICA	5103005	\$	1,284
2	Life Insurance	5103010	\$	17
1	Transportation Allowance	5103056	\$	135
2	Temporary FICA	5103007		
2	Group Health Insurance	5170040	\$	2,035
2	TMRS	5105010	\$	1,757
6	Education	5201025	\$	1,000
5	Fees to Professional Contractors*	5201040	\$	15,000
5	Temporary Services**	5202010		
6	Advertising	5203040		
6	Binding, Printing, and Reproduction	5203060	\$	1,628
3	Transportation Fees	5203090	\$	2,645
6	Mail and Parcel Post Service	5205010		
6	Office Equip Rental	5205020		
6	Utilities	5404530		
6	Rental of Facilities	5206010		
3	Travel - Official	5207010	\$	3,000
4	Office Supplies	5302010	\$	2,855
4	Clothing and linen supplies	5304005		
4	Other Commodities	5304080		
4	Food	5304010	\$	2,000
6	Phone Service	5403010		
6	Wireless Data	5403510		
6	IT Assessment Fee	5403543		
6	Cellular	5403040		
7	Indirect Cost	5406530		
8	Computer Equip	5501000		
			<u>\$</u>	<u>50,000</u>

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Class No.Title

Activity 361801

Cost Center 3618010001

Internal Order 836000000xxx

Approved
Positions

0999 Senior Management Analyst (.25 FTE)

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