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Pgs. 12
Filed: 08-30-16

Sponsored by: Stephens

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2016-209

SPECIAL ORDINANCE NO. _____

AN ORDINANCE

1 AUTHORIZING the City Manager, or his designee, to apply for and accept a grant
2 from the Missouri Foundation for Health; to support activities aimed at
3 assessing community mental health as well as an action plan to help
4 the Springfield community take the next steps in addressing the
5 myriad challenges that citizens with mental health concerns present;
6 and amending the budget of the Springfield-Greene County Health
7 Department for Fiscal Year 2016-2017 in an amount not to exceed
8 \$1,000,000, to appropriate grant funds.
9 _____

10
11 WHEREAS, pursuant to General Ordinance No. 6072, City Council authorized
12 the City Manager to apply for grants as they become known and available provided the
13 notice of application and deadline for submission of the grant are no longer than 60
14 days apart; and
15

16 WHEREAS, the Springfield-Greene County Health Department (SGCHD) had the
17 opportunity, through the Missouri Foundation for Health (MFH), to apply for grant
18 funding with a total grant of one million dollars for mental health assessment and
19 community action steps; and
20

21 WHEREAS, an amendment to the budget provided for the SGCHD for Fiscal
22 Year 2016-2017 has been approved and recommended by the City Manager and the
23 Director of Health.
24

25 NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
26 SPRINGFIELD, MISSOURI, as follows, that:
27

28 Section 1 – The City Manager, or his designee, is hereby authorized to accept
29 grant funding in an amount not to exceed \$1,000,000 from MFH for the receipt and use
30 by the SGCHD, and to do all things necessary to carry out the grant, including the
31 execution of contracts, provided the form of the contract is approved by the City
32 Manager's and the City Attorney's respective offices.
33

34 Section 2 – The budget of the SGCHD for Fiscal Year 2016-2017 is hereby
35 amended in the accounts and in the amounts not to exceed \$1,000,000.
36

37 Section 3 – The City Council hereby finds that the budget adjustment made
38 above has been recommended by the City Manager.
39

40 Section 4 – The City Manager is directed to cause the appropriate accounting
41 entries to be made in the books and records of the City should the SGCHD grant
42 application be awarded. In the event additional funding is provided under this grant by
43 the grantor, the Director of Finance is hereby authorized on a one-time basis to adjust
44 this appropriation by an amount not to exceed 20 percent of the grant funds previously
45 awarded.
46

47 Section 5 – The City Council hereby finds and declares this ordinance relates to
48 the acceptance of grant funds from a state or federal agency and may be passed as a
49 one-reading ordinance pursuant to Section 2.16 (25) of the City Charter. Therefore, this
50 ordinance shall be in full force and effect from and after passage.
51

52 Passed at meeting: _____
53

54
55 _____
56 Mayor

57
58 Attest: _____, City Clerk
59

60 Filed as Ordinance: _____
61

62
63 Approved as to form: K. Sturby, Assistant City Attorney
64

65
66 Approved for Council action: [Signature], City Manager

EXPLANATION TO COUNCIL BILL NO: 2016- 209

FILED: 08-30-16

ORIGINATING DEPARTMENT: Springfield-Greene County Health Department.

PURPOSE: To apply for a grant from the Missouri Foundation for Health in an amount not to exceed \$1,000,000; to support activities aimed at assessing community mental health as well as an action plan to help the City address the challenges related to mental health issues.

BACKGROUND INFORMATION: A 2016 community health assessment published by the Ozarks Health Commission, identified three community health priorities. These priorities will be addressed jointly by CoxHealth, Mercy and the Springfield-Greene County Health Department, under their joint Community Health Improvement Plans. This process has been adopted and endorsed by the Healthy Living Alliance (HLA), which is comprised of leaders in the healthcare, government, not-for-profit and business sectors.

One of the identified priorities focuses on mental health. There is a consensus that while mental health is inextricably linked to physical health, we lack understanding as it relates our communities' system capacities, how services are currently delivered and the communities' strengths and weaknesses. Funding from a successful grant application would be utilized to endow a community mental health assessment, an action plan to help our community take the next steps in addressing the myriad of challenges citizens with mental health concerns face with respect to our criminal justice system, our social services delivery system and our business community.

Supports the following Field Guide 2030 goal(s): Chapter 10, Public Health; Major Goal 6, Public health promotion and protection, disease prevention and emergency preparedness: prevent and control disease and illness across the lifespan, and protect the public from infectious, environmental, and bioterrorist hazards; Objective 6c, Promote and encourage preventive health care, including lifelong healthy behaviors and recovery.

REMARKS: Funding for this grant is dependent on the number of grant applications received. There is currently \$1 million available which will be split between 3 to 5 applicants. The Springfield-Greene County Health Department will serve as the fiduciary agent for the grant while working collaboratively with HLA to develop the criteria for the research RFP, select the consultant(s) and develop any ensuing action plans.

Submitted by:



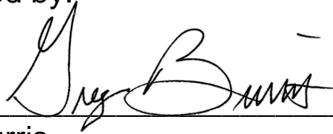
Karen McKinnis, Public Health Resource Manager

Recommended by:



Clay Goddard
Assistant Director of Health

Approved by:



Greg Burris
City Manager



Missouri Foundation
for Health

a catalyst for change



Community Convening Grants

This Request for Applications (RFA) invites organizations in the **MFH region**¹ to apply for planning grants to assist communities in identifying and addressing health issues in their areas.

Background and Goals of the Community Convening Grants

In 2015, Missouri Foundation for Health (MFH) Health Policy area added a new agenda item focusing on grassroots community engagement around health equity. Community Convening Grants is a new funding program driven by this agenda. This program hopes to stimulate health-focused discussions in a

limited number of communities with the goal of mobilizing the necessary stakeholders, skills, and

resources to form coalitions that will address health issues from a local policy perspective with broad community participation. This funding opportunity will provide the resources to guarantee the conversations are both productive and comprehensive.

REQUEST FOR APPLICATIONS	
Open Date	July 25, 2016
Close Date	September 12, 2016, 4:00 p.m. CT
Anticipated Award Date	December 1, 2016

Many community groups have activities focused on the well-being of the populace within their area, but no single organization alone has the ability to solve society's most challenging problems. Most organizations face difficulties engaging the entire range of constituents and stakeholders in their communities due to limited resources and distribution of funding. These constraints make it difficult to identify a common vision of needed change to achieve health equity for all residents of a given community. The goal of this funding opportunity is to provide support that facilitates deeply engaged, community-level planning to examine persistent health-related issues and create or improve equitable health policies to be shared with all levels of decision-makers.

Health equity is the opportunity for all people to make the choices that allow them to live a long, healthy life, regardless of their income, education, race, color, religion, national origin, sexual orientation, gender identity or expression, age, or disability status.

¹ For this round of Community Convening Grants, MFH is excluding applicants from St. Louis City and St. Louis County.



This RFA invites communities to respond through a convening organization (defined in the Requirements section below) to apply for a planning grant related to community engagement and health equity. Between three and five communities will be chosen through a competitive proposal process to identify and plan potential interventions for pressing health-related issues in their community through coalition-building, community dialog, and advocating local health policy change.

What is Local Policy Change?

Federal, state, and local laws, ordinances, and rules impact conditions that influence the health of people and the communities in which they live. Addressing the conditions that negatively affect a community's overall health requires the development of policies at all three levels of government. This Community Convening RFA focuses on policy change at the local level.

Examples of local policy change influencing the overall health of a community include but are not limited to:

- Zoning ordinances determine what businesses can be located near residential areas; they also can influence modes of transportation. For instance, in planning for mass transit lines (subway, light rail, and bus routes), accessibility to businesses, and residential areas is strongly considered.
- Public housing standards ensure that safety and public health issues (e.g., lead paint exposure) are addressed.
- The minimum wage law guarantees that people can earn an adequate salary for the work that they perform.
- Clean indoor air laws ensure that employees are not unduly exposed to secondhand tobacco smoke in their places of work.

Changes in laws can improve community health in two ways: 1) by reducing or eliminating unhealthy conditions and/or 2) by promoting activities that support individual and community health efforts to improve the health of a large number of people.

Requirements of the Community Convening Grants Program

Communities are made up of a diverse array of stakeholders including policymakers, faith communities, business and education leaders, social service organizations, and health systems. Communities are also comprised of individuals and families; any community engagement process should include those who are directly impacted by local policies and decisions. Additionally, those who are most at risk under our current health system are disproportionately low income and members of racial, ethnic, and cultural minorities. The work that is supported through MFH must be representative of the community and include those who are the most vulnerable and at risk. In order to ensure these essential components of community engagement are integrated into funded projects, applicants must include the following elements in their proposals.



Required elements for community-funded planning project:

1. Convening organization to respond to this RFA
2. Community engagement and inclusion
3. Focus on coalition building and stakeholder commitment
4. Selection of a facilitator
5. Coordination with MFH's Community Engagement Technical Assistance (CETA) provider

Following are detailed descriptions of the above required elements. *You will be asked to reference these requirements in your application narrative (see Application Requirements section below).*

1. Convening organization

The convening organization will be the organization that is the official applicant to this MFH funding opportunity. It is expected that this organization will have initial buy-in and support from other organizations and sectors within the community (shown through letters of support). Key responsibilities of the convening organization are to:

- Engage partnering organizations and other stakeholders by making it as easy as possible for them to be actively involved and ensuring the necessary incentives are in place to make this worth the partners' time and effort
- Ensure the provision of administrative support, coordination, and infrastructure for the planning, formation, or continued strengthening of the coalition (positions providing this support should be delineated with specific job descriptions and may be staffed from within the organization or subcontracted)
- Ensure that the coalition stays focused and proceeds with action planning by supporting the selection and compensation of a facilitator (see Requirement 4 below)
- Assist in an annual cross-community convening of all MFH-funded planning projects in this program

It is important to note that the convener **must**:

- A. Be unbiased toward specific partners or strategies
- B. Equitably distribute grant resources within the coalition based on roles needed to accomplish the work
- C. Be willing to navigate the many challenges that come with such a role
- D. Be aware of the potential for multiple leadership roles outside the convening organization

2. Community engagement and inclusion

Community engagement is a collaborative process through which communities work together to solve recognized problems. However, community organizations and coalitions tend to limit their outreach and partners to agencies they are comfortable or familiar with. The Community Convening Grants program



emphasizes inclusion of non-traditional partners to deepen a coalition's reach and further improve community health.

Additionally, projects should connect with and include residents of the community who are not only impacted by partnership planning, but can represent the interests of those affected by health policy issues. Any such representation in current collaborations or community discussions should be noted in the application (see Requirement 3 below).

Important note: The full range of partnerships discussed above does not need to be in place at the time of application to this grant. Funded communities will receive technical assistance to facilitate the deeper community engagement and alignment of non-traditional partners (refer to section on Community Engagement Technical Assistance, Requirement 5 below).

3. Focus on coalition building and stakeholder commitment

As community coalitions develop and plan their projects around local health equity and policy issues, the continued investment, participation, and cohesiveness of the partners must be continually fostered and nourished. To demonstrate how the partnership will maintain this focus, applicants must:

- A. Provide a listing of current and potential partners
- B. Describe outreach and communication efforts that did or will occur around this funding opportunity
- C. Provide a reasonable number of letters of support from current and potential collaborators representing as many sectors as possible

4. Selecting a facilitator

An important aspect of the coalition-building process is the designation of a community facilitator (refer to Requirement 5 below). This role is essential to keep the collaborative efforts of community coalitions moving forward in an efficient and equitable manner. The facilitator will work with the technical assistance team to monitor the accountability of partners relative to their levels of contributions—compensated or in-kind.

Based on the roles, responsibilities, and desired skills listed below, applicants must outline in their proposals how they will select a facilitator; that person does not necessarily need to be from the convening organization. He or she must have at least 0.5 FTE designated within the budget. Note: The facilitator does not need to be named or selected before the application is submitted.

Role and responsibilities of the facilitator:

- Work with partner organizations and other relevant stakeholders to focus on coalition objectives and maintain equity in the partnership
- Ensure unbiased interactions toward specific partners or strategies
- Ensure the partnership uses data to inform action planning and monitor equity in the coalition



- Update planning process documents when new data becomes available to inform decisions about what is working or what needs to change
- Assist in the tracking, assessment, and reporting of the coalition-building process and identification of community health issues

Desired facilitator skills:

- A. Effective communication—verbal and written
- B. Evaluation, assessment, and/or database tracking
- C. Familiarity with community health needs assessments or other health indicator reporting
- D. Meeting and workgroup or workshop facilitation
- E. Consensus building, negotiation, and dispute resolution

5. Coordination with MFH’s Community Engagement Technical Assistance (CETA) provider

Coordination of a comprehensive community coalition takes time, and none of the participating organizations has any to spare. The expectation that collaboration can occur without a supporting infrastructure is one of the most frequent reasons why partnerships fail. The CETA component is a unique feature of the Community Convening Grants program and is comprised of a contracted team separate from the participating organizations that will help plan, manage, and support the selected projects. This will occur through ongoing co-facilitation, technology and communications support, data collection and reporting, and handling the myriad logistical and administrative details needed for the overall program to function smoothly. This includes a once-a-year convening of representatives from the chosen projects to build cross-community learning and idea sharing and report on the progress of the community efforts.

Please refer to the list of services provided by the CETA team. Select areas in which you think your coalition may need help with in the future or in meeting any of the required elements of funding.

Budget and Awards

The MFH Health Policy area has set aside \$1,000,000 for grants under the Community Convening Grants program. MFH anticipates making three to five awards under this funding program.

Projects must meet general [MFH funding guidelines](#) regarding eligible and excluded activities.

Eligibility Requirements

The applicant and the majority of the population served must be located in the [MFH region](#). Applicants must meet the general [MFH funding guidelines](#) available on the MFH website.



How to Apply

Applications will be accepted beginning July 25, 2016, and must be received by **Monday, September 12, 2016, at 4:00 p.m. Central Time**. Please plan accordingly and submit your application well before the deadline as MFH cannot accept late applications.

To start a new application, [click here](#).

To return to an application in progress, [click here](#).

For more information on the online application process, [click here](#).

Application Requirements

Applications that do not contain all of the required documentation will not be reviewed unless the applicant has contacted and obtained approval from Missouri Foundation for Health prior to submission to explain why certain documentation is unavailable. Incomplete applications will not be advanced to consideration for funding.

- Online application acknowledgement.** Complete and submit the [one-page acknowledgement form](#). Please note: A handwritten or electronic signature is required.
- Application narrative.** Following the outline below, submit a narrative up to 12 double-spaced pages with 11-point Arial font and one-inch margins. Proposals that do not follow these guidelines will not be considered for funding.

Please refer to the Requirements of the Community Convening Grants Program section above and to the extent possible, address each Requirement in this corresponding narrative outline:

- 1. Community and convening organization description:** Define your community and your role as the convening organization within it. Provide information about initial discussions or current collaborative efforts around health care in your community. Please describe your organization's ability to engage community stakeholders and describe skillsets within the organization to staff the project management, coordination, and administration of coalition planning efforts.

List some areas of concern regarding health care issues that have been discussed in your community. If there is data to back it up, please reference it or include as an attachment (although a full analysis does not have to be included).

- 2. Community engagement and inclusion:** Building on the community description and referring to the Requirements section, discuss any previous engagement or inclusion activities and proposed outreach within the community. If there is minimal activity to report or if there is uncertainty about outreach, it is fully acceptable to state that efforts around community engagement can be enhanced and facilitated by the CETA provider. If previous community engagement efforts have been unsuccessful please describe perceived barriers and/or challenges to these efforts. Explain how technical assistance could help overcome these issues.



3. Focus on coalition building and stakeholder commitment:

- A. Discuss any interactions with current and potential partners (a list may be submitted as an attachment so as not to count against the page limit).
- B. Describe outreach and communication efforts that did or will occur around this funding opportunity.
- C. Provide a reasonable number of letters of support from current and potential collaborators representing as many sectors as possible (these may be submitted as an attachment so as not to count against the page limit).

4. Selecting a facilitator: Based on the roles, responsibilities, and desired skills listed in the Requirements section, applicants must outline in their proposals how they will select a facilitator. Note: The facilitator does not need to be named or selected before the application is submitted.

5. Coordination with MFH's Community Engagement Technical Assistance (CETA) provider: As a virtual member of a community's coalition, the technical assistance team will contribute and facilitate as needs are identified. Please review the list of services and products the CETA can offer and select those that may be applied in your planning and coalition building, [click here](#). This in no way obligates the community to use selected services, rather, it helps gauge what resources may be necessary should the application be funded.

- Budget spreadsheet and narrative.** Submit the [budget spreadsheet and narrative](#) in MFH format that details each line item requested from the Foundation.
- Annual audit report.** Provide the most recent full audit report prepared by a CPA. If the most recent audit report is 15 months old or older, provide the most recent IRS Form 990 or 990-EZ tax return. If the Form 990 submitted with the IRS is 15 months old or older, please submit the most recently filed Form 990 and the request for extension filed with the IRS for the most recent year due. Form 990-N postcard is not acceptable.
- Annual budget.** Provide the current fiscal year's approved expense budget. The budget must show detailed annual expense by type of expense.
- Current income statement, unaudited.** The income statement must have been issued fewer than 75 days prior to the date the application is submitted.
- Current balance sheet, unaudited.** The balance sheet must have been issued fewer than 75 days prior to the date application is submitted

Selection Criteria

Applications meeting the minimum qualifications will be reviewed by a team of MFH staff and external evaluators. Applications will be reviewed on the following sections:

- Community and convening organization description
- Community engagement and inclusion



- Focus on coalition building and stakeholder commitment
- Selecting a facilitator
- Coordination with MFH's Community Engagement Technical Assistance (CETA) provider

Right to Reject

MFH reserves the right to:

- Reject any or all applications submitted
- Request additional information from any or all respondents
- Conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements
- Negotiate modifications to a respondent's application prior to final award for the purpose of obtaining best and final offers
- Approve subcontractors proposed or used in carrying out the work

Inquiries

If you have questions about the goals or content of this RFA please contact Sarah Morrow, Health Policy Officer, at (314) 345-5536 or smorrow@mffh.org.

Questions related to the budget may be directed to Donna Shoff, Grants Manager, at (314) 345-5557 or dshoff@mffh.org.

For more information on the online application process, [click here](#). If there are additional questions, please contact Jenny Minelli, Program Assistant, at (314) 345-5531 or jminelli@mffh.org.

About Missouri Foundation for Health

Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge, and funding. To learn more please visit mffh.org.

About MFH's Health Policy Work

To fulfill its mission, MFH must address fundamental problems in the health care system from a public policy perspective. The guiding principle of the Health Policy portfolio is to lead health policy efforts to attain a future in which all Missouri residents have equal access to high quality, affordable, and cost-effective preventive and curative health care. The long-term goal of Health Policy is to attain quality, affordable health care for all Missourians through positive health system change.

Through the Health Policy portfolio, the Foundation supports a variety of work, related to research and education, advocacy capacity building, and policy outreach activities. Projects must align with the Health Policy agenda that is set by the MFH Board of Directors and includes health justice, building the field of advocates with a focus on grassroots efforts, and cross-cutting programmatic/policy issues related to the work of MFH.