

## **NOTICE AND AGENDA**

SUSTAINABILITY COMMISSION

THURSDAY  
August 24, 2023

HYBRID MEETING  
STAFF CONFERENCE ROOM  
AND MICROSOFT TEAMS  
211 WEST ASPEN AVENUE  
4:30 P.M.

**Vision:** The City of Flagstaff is a culture and community that thrives in response to the Climate Crisis.

**Mission:** To advise Sustainability Division Staff on matters related to climate and sustainability, support community projects through Neighborhood Sustainability Grants, and provide feedback to the City Council on sustainability issues.

Members of the public may join the meeting online, via Microsoft Teams.

- Click on this link to join the meeting, at 4:30 pm on 8/24/25:
- [Join Microsoft Teams Meeting](#)
- To comment on a discussion item, please use the Teams Chat function: simply type in 'public comment' to indicate to the Chair that you would like to comment. The Chair will then recognize you when it is time for public comment, and staff will unmute your microphone if needed.
- Public comments may be sent in advance of the meeting to [tia.hatton@flagstaffaz.gov](mailto:tia.hatton@flagstaffaz.gov). Public comments should be limited to three minutes of reading time.

1. **Call to Order**

2. **ROLL CALL**

*NOTE: One or more Commissioner may be in attendance through other technological means.*

Chair Kevin White  
Commissioner Priscilla Boateng  
Commissioner Kristen Konkell  
Commissioner Molly McCormick

Commissioner Mary Ellen Metzger  
Commissioner Dorcas Naa Aku Shika Quarshie  
Commissioner Amy Wolkowinsky

3. **Land Acknowledgment**

The Sustainability Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

4. **Public Comment**

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please use the Teams Chat function: simply type in "public comment" to indicate to the Chair that you would like to comment. The Chair will then recognize you when it is time for public comment, and staff will unmute your microphone if needed.

5. **Approval of July Minutes (5 minutes)**

6. **Business**

a. Welcome & Introductions (10 minutes)

All

Recommended Action: Informational

b. Sustainability Division Updates (10 minutes)

Tia Hatton

Recommended Action: Informational

c. Post-Fire Revegetation Efforts Presentation and Q&A (40 minutes)

Mark Nabel, Silviculturist - USFS Coconino National Forest

Recommended Action: Informational and Discussion

d. Neighborhood Sustainability Grants: Overview of Staff/Division Updates, Review Timeline, & Q&A (30 minutes)

Tia Hatton and Chair White

Requested Action: Informational and Vote on Additional Updates

e. Vice Chair Election (10 minutes)

Chair Kevin White

Requested Action: Vote

f. Adopt-An-Avenue: Commission Avenue, Alternatives, & Schedule Clean-Up (10 minutes)

Chair Kevin White and Nicole Antonopoulos

Requested Action: Discussion and Possible Vote (?)

7. **To and From (5 minutes) - All**

8. **Future Agenda Item Requests**

9. **Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. This notice has been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Tia Hatton, Sustainability Coordinator



**Sustainability (New)**

**5.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** **Approval of July Minutes (5 minutes)**

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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**Attachments**

July 2023 Commission Minutes

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## Minutes

SUSTAINABILITY COMMISSION

THURSDAY  
JULY 27, 2027

HYBRID MEETING  
STAFF CONFERENCE ROOM  
AND MICROSOFT TEAMS 211  
WEST ASPEN AVENUE  
4:30 P.M.

**Vision:** The City of Flagstaff is a culture and community that thrives in response to the Climate Crisis.

**Mission:** To advise Sustainability Division Staff on matters related to climate and sustainability, support community projects through Neighborhood Sustainability Grants, and provide feedback to the City Council on sustainability issues.

### 1. **Call to Order**

Chair White called the meeting of the Sustainability Commission held July 27<sup>th</sup>, 2023, to order at 4:33 pm.

### 2. **ROLL CALL**

*NOTE: One or more Commissioners may be in attendance through other technological means.*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Chair Kevin White              | <input type="checkbox"/> Commissioner Mary Ellen Metzger                       |
| <input checked="" type="checkbox"/> Commissioner Priscilla Boateng | <input checked="" type="checkbox"/> Commissioner Dorcas Naa Aku Skika Quarshie |
| <input checked="" type="checkbox"/> Commissioner Kristen Konkell   | <input type="checkbox"/> Commissioner Amy Wolkowinsky                          |
| <input checked="" type="checkbox"/> Commissioner Molly McCormick   |  |

Others Present: Briana Aurilio (Minutes), Nicole Antonopoulos (Staff), Tia Hatton (Staff), Jenna Ortega (Staff), Sara Dechter (Presenting), Jordan Hollinger (Presenting), Shelli Dea (Presenting)

- \*Note that Commissioner Quarshie became disconnected and did not attend the entire meeting.

### 3. **Land Acknowledgment**

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### 4. **Public Comment**

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Chat function: simply type in "public comment" to indicate to the Chair that you would like to comment. The Chair will then recognize you when it is time for public comment, and staff will unmute your microphone if needed.

No public comment.

### **Approval of Minutes**

- A. Approval of Minutes from June 22, 2023 (5 minutes)

**Moved by Commissioner McCormick, seconded by Chair White to approve the June 22<sup>nd</sup>, 2023 minutes.**

Vote: 3-0 Unanimously Passed

## **5. Business**

- A. Welcome New Commissioner: Commission & Staff Introductions (25 minutes)**

Requested Action: Informational

Chair White welcomed the four new Commission members. Chair White expressed that the Commission should take this opportunity to introduce themselves. The Commission and staff members introduced themselves and described their background.

- B. Sustainability Division Updates (5 minutes)**

Jenna Ortega, Climate Engagement Analyst

Requested Action: Informational

Jenna Ortega gave a staff update.

- C. Regional Plan Update, Q&A, and Discussion (30 minutes)**

Sara Dechter & Jordan Hollinger, City of Flagstaff Planning Team

Requested Action: Informational and Discussion

Sara Dechter gave a presentation on the Flagstaff Regional Plan 2045 Update.

Commissioner Konkel asked what if the scenarios that have been picked for the regional plan are not what happens. Ms. Dechter answered that the idea was to get people into prioritization and choice making.

Commissioner Konkel asked if the city was meeting the objectives set in the last plan. Ms Dechter answered that the city has made almost no

progress and became stagnant or moved away from desired trends.

Commissioner McCormick asked if the desired trends are the same this decade as they were last decade. Ms. Dechter answered that the metrics are still very far out.

Nicole Antonopoulos asked how the regional plan will tackle risk and vulnerability with rapid changes from climate. Ms. Dechter responded that the regional plan will be amended to achieve their goals that will be changing rapidly.

Commissioner Konkel asked if there would have been different results if there was a cross section of months and if there was maybe a bias because of the time of year. Ms. Dechter answered that there was crosstabulation and they were pulling from each different phase of engagement so there would be a filter.

Chair White asked if there were any systematic things to reduce those biases or address them. Ms. Dechter answered that there was some regulation of bias by using social influences by playing as a group. Chair White asked if there are conflicts between the housing plan and the general regional plan will the city plan take precedence. Ms. Dechter answered the plans can be updated very easily with new information and there are frequent discussions between sectors.

Tia Hatton asked how the Sustainability Commission can further engage with the regional plan. Ms. Dechter answered that she can accept emails and invites the Commission to attend future events.

Slides will be available at the end of this document.

**D. Neighborhood Sustainability Grant (FY22-23): Townsite Urban Farms Revision Request (5 minutes)**

Tia Hatton and Shelli Dea (Co-Director Townsite Urban Farms)  
Requested Action: Vote

Shelli Dea requested to reallocate the \$2,000 funds from the Townsite Urban Farms Neighborhood Sustainability Grant for a larger water tank.

**Moved by Commissioner Konkel, seconded by Commissioner Boateng to approve the changes to the grant requested by Townsite Urban Farms.**

Vote: 4-0 Unanimously Passed

**E. Neighborhood Sustainability Grants Overview, Asks, & Timeline (25 minutes)**

Chair Kevin White and Tia Hatton

Requested Action: Informational & Discussion

Commissioner Konkel requested for this agenda item to be moved to next month. Commission members agreed with Commissioner Konkel.

Ms. Hatton gave a description of the grant timeline for the Commission to consider.

The Commission and staff discussed coordinating time and date for the grant workshops and the potential of adding grant "office hours."

Ms. Hatton discussed the NSG outreach plan. Ms. Antonopoulos commented that the Commission can ask other staff liaisons of other commissions to push for distribution. Commissioner Konkel commented that other grant awardees could advertise on their social media accounts about the grant.

The Commission and staff discussed outreach on various social media.

Commissioner Konkel suggested that the new Commissioners read the Neighborhood Sustainability Grant guidelines and application before next month's meeting.

**F. Vice Chair Position Announcement (5 minutes)**

Chair Kevin White

Requested Action: Informational

Chair White commented that the Commission will need to elect a Vice Chair. Chair White described the function of the Vice Chair.

Chair White mentioned that his term on the Commission will end in October 2023. Chair White intends to remain as Chair until replaced by City Council.

Ms. Antonopoulos commented that the policy is that the commissioner can stay in the active seat as chair until that seat has been appointed with another individual. Ms. Antonopoulos added that there will be a total of three seats that will be up in October in 2023.

Commissioner Konkel asked if the people who are in a three month term can reapply and stay. Ms. Antonopoulos answered that yes, and also there will be more information.

Commissioner Konkel asked if the Commission should not elect a person with a three month term to Vice Chair. Ms. Antonopoulos confirmed.

Commissioner Konkel asked if all terms start in October. Ms. Antonopoulos confirmed.

Commissioner Konkell asked if the Commission does not elect a Vice Chair. Ms. Antonopoulos replied that there are ways to remedy that situation.

Chair White expressed that whoever is elected as Vice Chair will more than likely be the next Chair. Chair White commented that he will prepare for his departure and will stay until he is replaced.

Chair White expressed his gratitude to former Vice Chair Beier and former Commissioner Steiger for their service to the Commission.

**G. Future Division Updates: Format Discussion (5 minutes)**

Tia Hatton and Nicole Antonopoulos

Requested Action: Informational & Discussion

Ms. Hatton asked the Commission their opinions on the format of future division updates.

The Commission gave their feedback to Ms. Hatton.

**H. (Possible) Council Commission Communications (10 minutes)**

Chair White and Tia Hatton

Requested Action: Informational

Tabled for a later date.

**6. To and from (5 minutes) - All**

Ms. Antonopoulos announced that Flagstaff along with other jurisdictions in Arizona was awarded a Department of Energy grant to accelerate building codes.

Ms. Antonopoulos announced the submission of two EPA grants one on resilience hubs and the other large scale commercial composting.

**7. Future Agenda Item Requests**

Chair White gave a description of the function of Future Agenda Item Requests.

Commissioner Konkell suggested that the Commission organize occasional visits to sites that was awarded a Neighborhood Sustainability Grant.

**8. Adjournment**

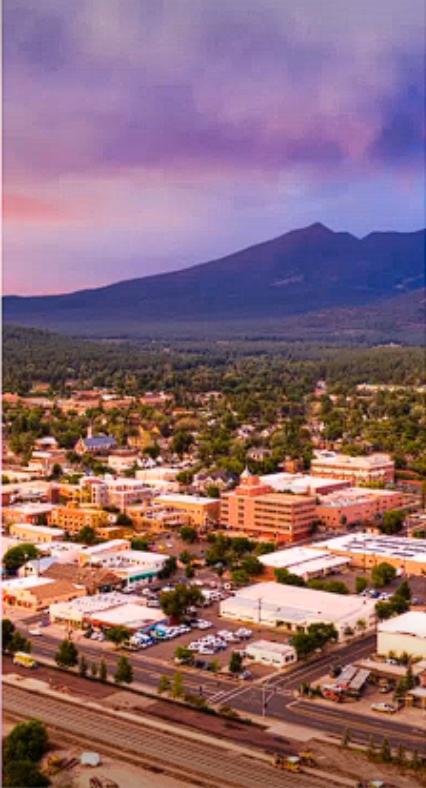
The meeting of the Sustainability Commission on July 27<sup>th</sup>, 2023, adjourned at 6:35 pm by Chair White.

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov). \_\_\_\_\_, at \_\_\_\_\_ has \_\_\_\_\_ a.m./p.m. This notice

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Tia Hatton, Sustainability  
Coordinator



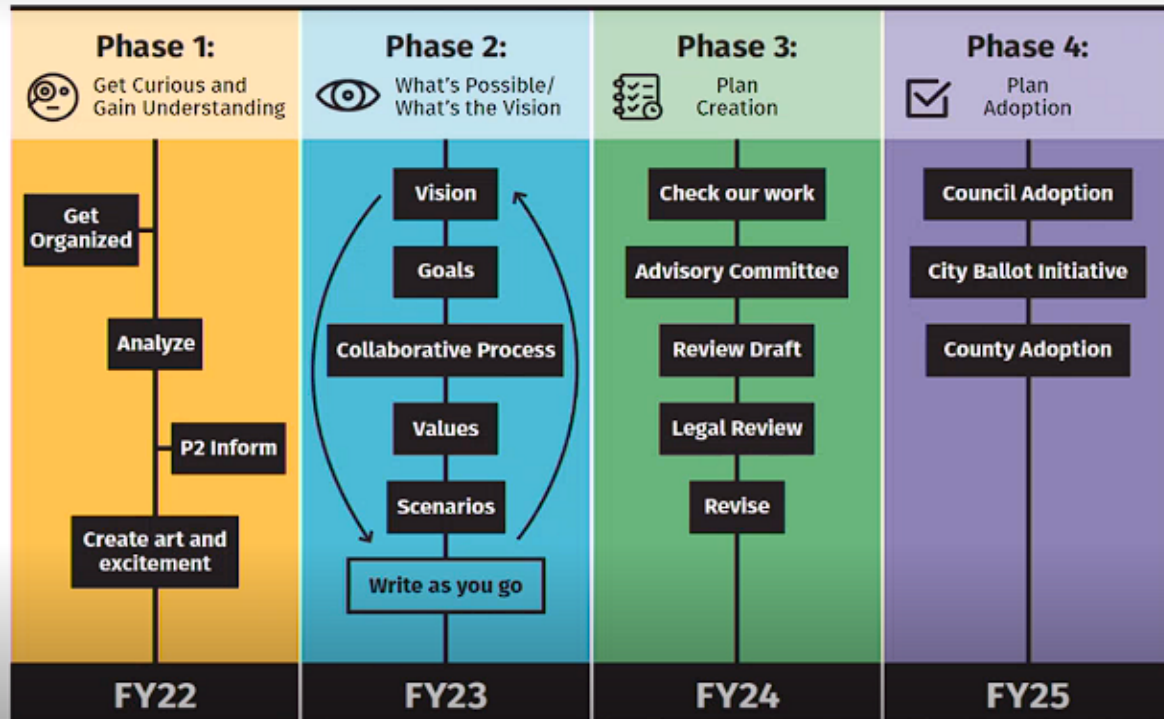
# Flagstaff Regional Plan 2045 Update Boards and Commissions Summer Update

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Summer 2023



# Regional Plan 2045 Update Process



## Phase 2: Visioning Workshops – Fall 2023

## Visioning

**Focal Question:** Think about where and how you live, work, and play in the Flagstaff Region...How can we build a community together that allows all community members of the region to thrive through 2045 and beyond?

- **11** Workshops at 11 different locations throughout the community.
- **150+** Workshop Participants
- **126** Visioning Survey Responses



## Visioning Insights

### What We Heard:

#### Natural Environment, Open Space, Sustainability

A future where our natural environment and precious open spaces are intact and healthy. A future where Flagstaff uses its resources wisely and is resilient to the impacts of climate change.

#### Multi-Modal Transportation

A future where biking, walking, and transit are viable and competitive options to get around town.

#### Housing Options

A future where residents have a range of housing options that are affordable and meet their needs.

#### Diversity, Equity and Inclusion

A future where all residents have their broad range of needs met and where underrepresented populations are genuinely engaged and included in government decision making.

#### Character and Heritage Preservation

A future where Flagstaff retains its unique feel, character, and preserves important historic resources.

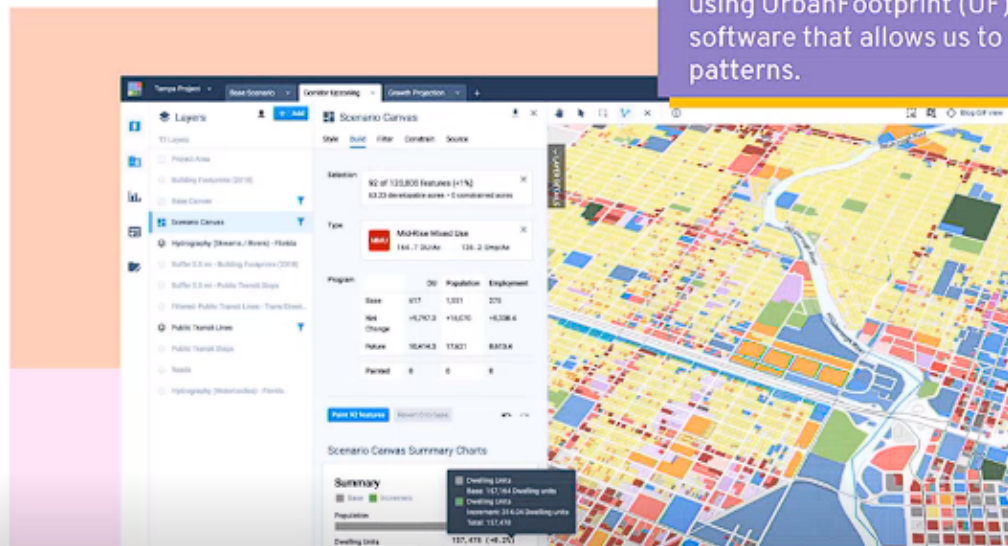
#### Local Government Accountability

A future where the Flagstaff and Coconino County are responsive to the needs of the community.

## Phase 2: Scenario Planning

### Scenario Modeling Work

Cascadia Partners is developing a set of growth scenarios for the 2045 Flagstaff Regional Plan using UrbanFootprint (UF), a scenario planning software that allows us to model different growth patterns.



## Project Updates: Scenario Planning Project Timeline



### Technical Advisors

## Technical Advisory Group Purpose and Approach

The Technical Advisory Group’s purpose is to advise City and County staff and the consulting team on the assumptions, data, and methods appropriate to engaging the community through scenario planning to ensure for a resilient and equitable future in the Flagstaff Region.

The public can watch and comment on meetings **asynchronously**. After the introductions, the meeting recording will start and it will be posted to the City website by the end of the week, usually with a feedback form.

### **TAG Members**

Dorothy Denetsosie Gishie  
 Michele James  
 Devonna McLaughlin  
 Mikhael Star  
 Steven Gehrke  
 Tyler Denham  
 David Hayward  
 Stephanie Bauer  
 Paul Moore  
 Kim Robinson  
 David Carpenter  
 Chris Barrett  
 Pat McGervey  
 Julie Leid  
 Ben Ruddell  
 Tim Dodt  
 Roxana Cardiel de Niz  
 Terry Medeska



Who did we talk to?:  
March 28 - April 13 (~3wks)

**13** workshops

**60** maps

**285+** participants

**10** Community Based Orgs  
Represented

# FACE THE FUTURE, FLAGSTAFF!



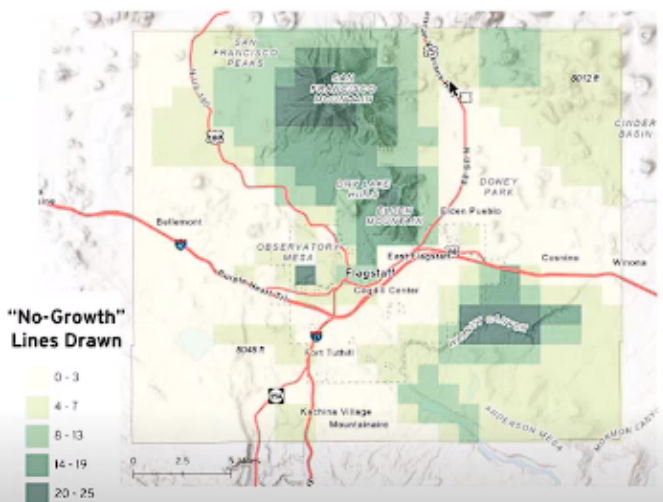
## FTF Workshop Highlights

### Types of Input Received

#### Group Discussion Notes

Date	Time	Workshop Name	Location	Facilitator	Notes	Participants
3/28/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	John Smith	Discussed future growth and transportation options.	15
3/29/13	9:00 AM - 11:00 AM	University of Arizona	Tucson, AZ	Jane Doe	Met with students and faculty to discuss campus expansion.	20
3/30/13	2:00 PM - 4:00 PM	City of Flagstaff	Flagstaff, AZ	Mike Johnson	City officials discussed zoning changes and public input.	10
3/31/13	10:00 AM - 12:00 PM	Flagstaff Chamber of Commerce	Flagstaff, AZ	Sarah Lee	Local business owners shared their views on future development.	12
4/1/13	11:00 AM - 1:00 PM	Flagstaff High School	Flagstaff, AZ	David Kim	High school students participated in a workshop about their future.	30
4/2/13	9:00 AM - 11:00 AM	Flagstaff Community Center	Flagstaff, AZ	Jane Doe	Second workshop at the community center, focusing on transportation.	18
4/3/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	John Smith	Final workshop at the community center, summarizing input.	14
4/4/13	11:00 AM - 1:00 PM	Flagstaff Community Center	Flagstaff, AZ	Jane Doe	Final workshop at the community center, focusing on future vision.	16
4/5/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	Mike Johnson	Final workshop at the community center, discussing implementation.	12
4/6/13	9:00 AM - 11:00 AM	Flagstaff Community Center	Flagstaff, AZ	Sarah Lee	Final workshop at the community center, concluding the process.	10
4/7/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	David Kim	Final workshop at the community center, finalizing the plan.	14
4/8/13	11:00 AM - 1:00 PM	Flagstaff Community Center	Flagstaff, AZ	Jane Doe	Final workshop at the community center, wrap-up session.	12
4/9/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	John Smith	Final workshop at the community center, final thoughts.	10
4/10/13	9:00 AM - 11:00 AM	Flagstaff Community Center	Flagstaff, AZ	Jane Doe	Final workshop at the community center, final review.	12
4/11/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	Mike Johnson	Final workshop at the community center, final presentation.	14
4/12/13	11:00 AM - 1:00 PM	Flagstaff Community Center	Flagstaff, AZ	Sarah Lee	Final workshop at the community center, final Q&A.	12
4/13/13	10:00 AM - 12:00 PM	Flagstaff Community Center	Flagstaff, AZ	David Kim	Final workshop at the community center, final wrap-up.	10

#### Digitized Map Data



## What We Heard:

### Growth

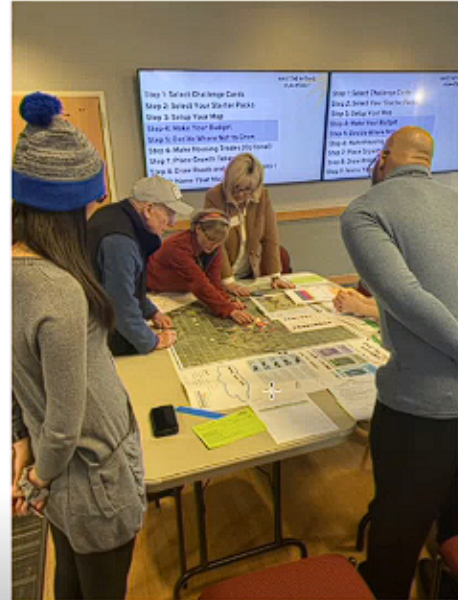
General support for mixed use development. Develop more amenities + services across neighborhoods and activity centers. Manage density.

### Transportation

General support/desire for more transit connections and roads across Flagstaff.

### Land Protection

State/federal forest area and open space is a coveted resource and what makes Flagstaff attractive



## Getting to Scenario Themes

Visioning and Face-the-Future Workshops



ONLINE SURVEY

Growth Idea

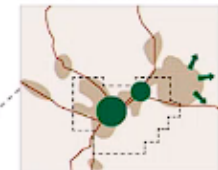
Growth Idea

Growth Idea

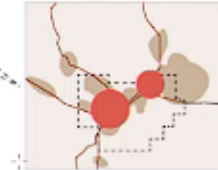
Growth Idea

Growth Idea

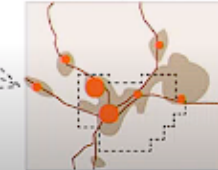
Scenario Theme A



Scenario Theme B



Scenario Theme C



The scenarios will be used for the regional plan to test various approaches to managing the region's growth. The Business As Usual (BAU) scenario is the first scenario that is developed, and it is considered the baseline scenario. It explores how the region might look in 2045 if all of our policies, priorities, and levels of investment look similar to the way they are today.

**Business As Usual (BAU)**  
What happens if past trends continue and our policies do not change?

- Location of growth follows recent trends
- Region grows a "medium" amount - between the highest and lowest growth estimates projected by the State of Arizona.

**Alternative Scenario A**  
What happens when we do things differently?

**Alternative Scenario B**  
What happens when we do things differently?

**Alternative Scenario C**  
What happens if we do things differently?

## Project Updates: Upcoming Events

- **MAY 12th - JUNE 2nd** - Public survey
- **JUNE 12th** - TAG Meeting 4
- **JUNE 15th at 1pm**- Webinar
- **June 26th at 6pm**- Open House, Flagstaff City Hall
- **JULY/AUG 2023** - TAG Meeting 5
- **SEPT/OCT 2023** - Scenario Choosing

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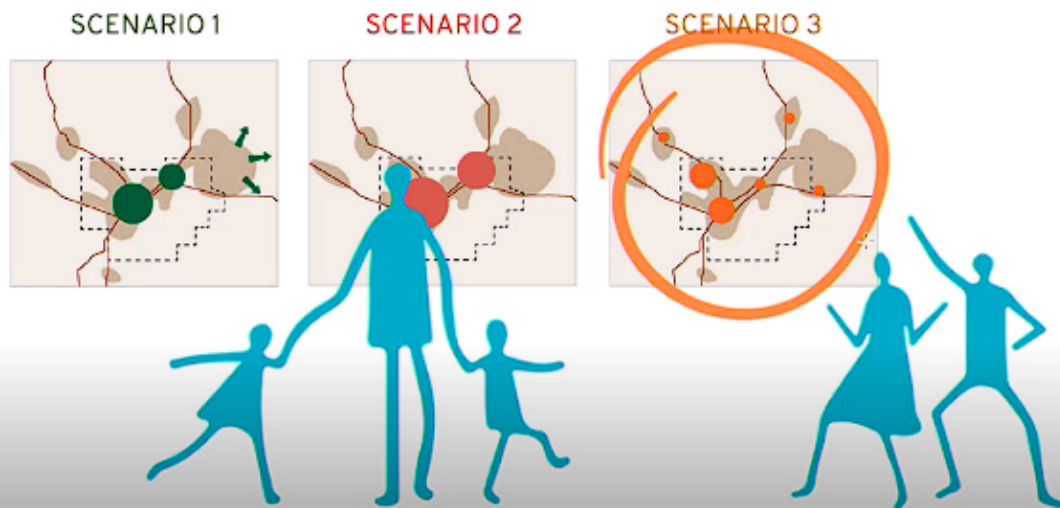
## Moving into Phase III

### The Regional Plan Committee and Plan Creation

+

## Scenario Choosing

In the fall, after the alternative scenarios have been developed, the public will get to evaluate and compare the scenarios and ultimately choose which scenario is the best fit with the goals and priorities of the region.



## Regional Plan Committee

### Manager-appointed Committee

- Each Council and Board member provide nominations to the Clerk
- Staff is creating a report on the nominations for the City and County Manager
- City and County Manager review and invite approximately 20 members to the Committee.

Check our work

Advisory Committee

Review Draft

Legal Review

Revise

## Regional Plan Committee

### Committee Process

- First meeting in August/September 2023
- Will meet 1-2 times per month
- Not a formal Committee but will set up rules and procedures to ensure meetings are advertised, posted and available to the public.
- There will be opportunities for public comment at meetings.

Check our work

Advisory Committee

Review Draft

Legal Review

Revise

## How will we create a Plan?





**Sustainability (New)**

**6. a.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** Welcome & Introductions (10 minutes)

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**STAFF RECOMMENDED ACTION:**

All

Recommended Action: Informational

**Executive Summary:**

---



**Sustainability (New)**

**6. b.**

**From:** Tia Hatton, Sustainability Coordinator II  
**DATE:** 08/24/2023  
**SUBJECT:** Sustainability Division Updates (10 minutes)

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**STAFF RECOMMENDED ACTION:**

Tia Hatton  
Recommended Action: Informational

**Executive Summary:**

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**Attachments**

July 2023 Sust. Division Report

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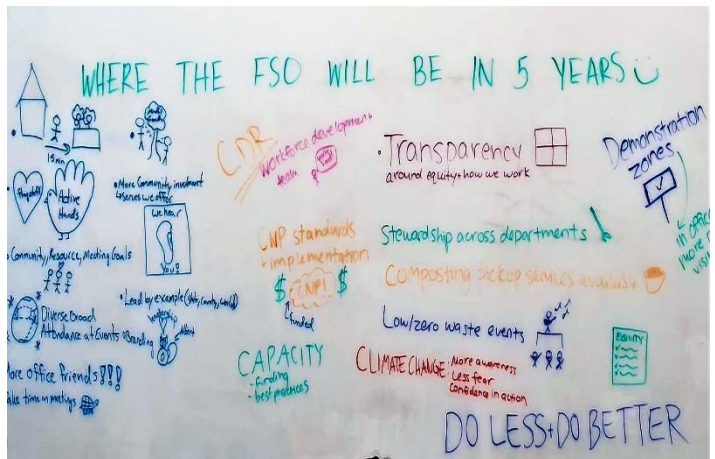


# City of Flagstaff Sustainability Division

## July 2023 Monthly Report

### HIGHLIGHTS:

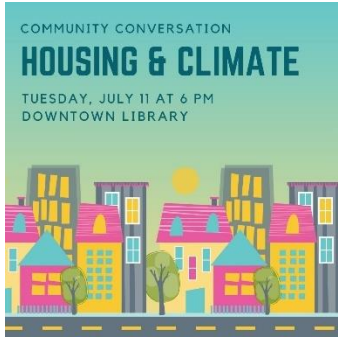
- The Sustainability Division attended a staff retreat where we evaluated programming, assessed areas of improvement, found internal and external collaboration opportunities, and engaged in teambuilding activities. *See the photos below.*
- The Flagstaff Recycles Campaign launched in early July. Learn more about our July campaign initiatives [here](#).
- The Sustainability Division will be leading efforts to implement the new [Employee Volunteerism Policy](#).
- In Fiscal Year 22-23, the Home Weatherization Rebate Program distributed **\$100,000** in rebates directly to residents, increasing home energy efficiency and electrification across our community.



### Climate Action

#### Community Resilience:

- The Climate Resilience Project hosted a community conversation on housing. With guidance from COF Housing Planning Manager Jennifer Mikelson, we learned about housing concepts and explored density as a potential climate solution. Jennifer presented the many ways that the Carbon Neutrality Plan and the 10-year Housing Plan intersect and work towards the same goals. We engaged with 19 members during this community conversation.



- The Climate Team welcomed Gracie Rechkemmer as the new Vulnerability and Resilience AmeriCorps VISTA member. Gracie recently completed a term in the Sustainability Office as the Youth Leadership VISTA. She is the first person in this new VISTA position to focus on community resilience. Gracie will collaborate on creating neighborhood climate vulnerability and resilience maps, and jumpstart the Resilient Neighborhoods Network. Her work will help the Flagstaff Sustainability Office to identify and better meet the needs of Flagstaff's vulnerable neighborhoods.

#### Equity and Engagement:

- The climate team directly engaged with 21 people in July.
- Sustainable Workforce Development:

The climate team has conducted survey interviews with seven leaders and business owners in the sustainable workforce community, to gather data about sustainable workforce development actors and needs in Flagstaff and connections to climate-focused funding opportunities. One roadblock identified so far is a lack of access to the necessary training and education required for a career in the sustainable workforce.

#### Building Fuel Switching and Reduced Energy Use:

- During the 2022-2023 fiscal year, the Home Weatherization Rebate Program distributed **\$100,000 in rebates** to support home energy efficiency and electrification. This \$100,000 included \$80,000 in supplementary funding from the American Rescue Plan Act (ARPA) (the base budget for these rebates is \$20,000 annually).
- The **2023-2024 Home Weatherization and Energy Rebate Program** has now launched. Rebates are available for upgrades such as attic insulation, energy-efficient water heaters, and electric panel upgrades to accommodate solar. Learn more about available rebates: [www.flagstaff.az.gov/SaveEnergy](http://www.flagstaff.az.gov/SaveEnergy). The Sustainability Office submitted a grant proposal for the [Building UP prize](#) by the National Renewable Energy Laboratory, to assist with electrification and resilience building for City and community buildings.

#### Transportation:

- The climate team and APS began a Fleet Electrification Study for the City of Flagstaff. This Study will assess the City's existing and planned electric vehicle (EV) infrastructure and create a strategic plan for adding EV infrastructure across City facilities.

- The climate team worked with Transportation Engineering staff to compile a list of potential changes to the transportation engineering standards. This preliminary list of changes is a key action item in the Active Transportation Master Plan (ATMP). It will be reviewed and adjusted internally and with stakeholders and then will be used to make code changes over time, supplementing and in coordination with the in-progress Land Availability and Assessment Study / Code Analysis Project.

**Climate Reporting:**

- The City of Flagstaff submitted its annual climate report to CDP, formerly known as the carbon disclosure project. This annual submission details the steps Flagstaff has taken this year to reduce emissions and increase resilience. The CDP submittal also supports compliance with the Global Covenant of Mayors commitments.

**Neighborhood Engagement & Volunteer Services**

**Community Stewards July Data:**

<b>Number of clean ups</b>	5
<b>Bags of Recycling</b>	7
<b>Bags of Trash</b>	92
<b>Number of People</b>	52
<b>Service Hours</b>	572

**Stream Stewards:**

- On July 1<sup>st</sup>, we hosted our third Watershed Cleanup of the season in the Rio de Flag near Coconino Estates. Thirty-eight wonderful volunteers – including several Councilmembers and staff - cleared over six yards of debris from the channel. The group collected around 75 bags (30 gallons) of trash and debris. The next Watershed Cleanup begins at the [Bonito Community Garden on Saturday, August 5<sup>th</sup>, from 9 am-11 am.](#)



*Photos above: (Top) The entire volunteer crew at the July 1<sup>st</sup> watershed cleanup in front of one of many truckloads of debris, (bottom left) volunteers working in the Rio de Flag channel, (bottom right) City Staff and Councilmembers including Jeremy DeGeyter, Paul Mood, Councilmember Lori Matthews, Mayor Becky Daggett, Greg Clifton, Councilmember Miranda Sweet, and Sharon Lopez.*

**Employee Volunteerism Policy:**

- On July 1<sup>st</sup>, the new [Volunteerism Policy](#) went into effect. The City of Flagstaff encourages employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life in Flagstaff.

- The Sustainability Office established a [central webpage](#) for employees to discover volunteer opportunities, learn about updates to the evolving volunteerism policy, and access the tracking form to record eligible volunteer hours.

### Employee Volunteer Data: July 2023

This table will be updated every month to track COF employee volunteerism.

<b>Number of Volunteers</b>	3
<b>Total Service Hours</b>	25.5

### Food Systems

- Historic Southside Community Garden Volunteer Day
  - On July 1<sup>st</sup>, community volunteers, Terra BIRDS and Sustainability staff added three new raised beds to the Southside Community Garden! Two new raised Vego beds were built, filled, and given to community members on the community garden waitlist. The third bin was a donated cedar raised bed that another community member will steward to transform into a pollinator garden. 11 volunteers attended.



*Photo Above: The two new raised garden beds and donated cedar box for the new pollinator garden space at Southside Community Garden.*

- Mayor’s Monarch Pledge:
  - Full Moon Hike: Nocturnal Pollinators
    - In partnership with the Open Space team, Sustainability staff provided nocturnal pollinator education to community members during an Open Space Full Moon Hike on July 3<sup>rd</sup>. Eighty community members hiked Picture Canyon while learning about pollinators, pollinator flowers, and Picture Canyon history.



*Photo Above: Community members hiking across the bridge at Picture Canyon at twilight in search of nocturnal pollinators.*

- “Bug Out Safari” Event Tabling
  - On July 7<sup>th</sup>, Sustainability staff provided pollinator education to youth and their families at the Bug Out Safari next to Francis Short Pond. Youth made seed balls to distribute pollinator seeds around the community while also learning about pollinator conservation. Approximately 100 people visited the Sustainability Office table.
- Murdoch Butterfly Garden
  - On July 15<sup>th</sup>, volunteers from Girl Scout Troop 6520 and Sustainability staff installed a drip irrigation system in the Murdoch Butterfly Garden. 17 people volunteered.

*Photo Below: Murdoch Butterfly Garden Drip Irrigation system installed by Girl Scout Troop 6520 volunteers and Sustainability staff on July 15<sup>th</sup>.*



- On July 24<sup>th</sup>, volunteers from Girl Scout Troop 6520 and Sustainability staff planted the remaining pollinator plants in the Murdoch Butterfly Garden and distributed hay and

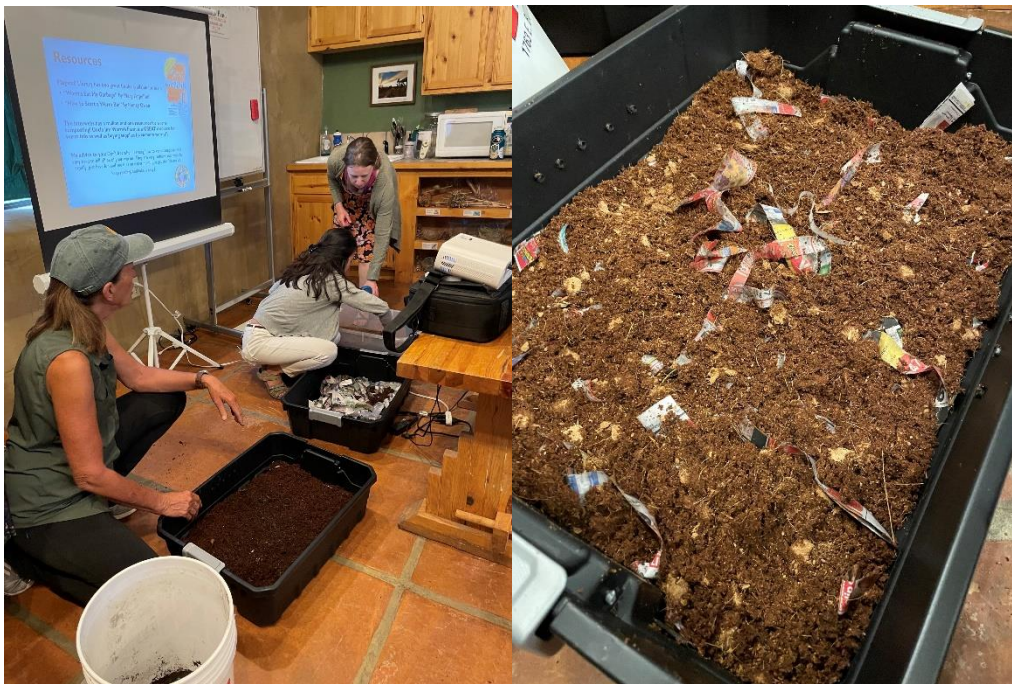
mulch throughout the garden to insulate the plants from the summer heat. 17 people volunteered.

*Photo Above: Girl Scout Troop 6520 volunteers planting at Murdoch Butterfly Garden.*

- Community Garden Earth Worm Workshop
  - On July 27<sup>th</sup>, Sustainability Staff partnered with Willow Bend Environmental Education Center to host a Family Science Earth Worm Workshop to teach youth and their families about worms and how they support the environment. 19 people attended.

## Materials Management

- Expert Composter Certification
  - Vermicomposting Workshop
    - On July 25<sup>th</sup>, Sustainability Staff partnered with Willow Bend Environmental Education Center to host a free vermicomposting workshop and provide free DIY vermicomposting kits for guests to take home and compost their food scraps. This workshop is a part of the Expert Composter Series but was also open to the public. 20 people attended, and nine vermicomposting kits were distributed to help community members reduce food waste going to the landfill.



*Photos Above Left: Community members filling vermicomposting bins. Right: A completed vermicomposting bin.*

- Flagstaff Recycles Campaign
  - Staff conducted 210 residential recycling “bin checks” in the Railroad Springs and Boulder Point neighborhoods. Recycling bin checks help to decrease contamination.

- Staff announced the new “Flagstaff Recycles” campaign on the KAFF Country Radio talk show “Building a Better Flagstaff.” Staff discussed the importance of recycling and advertised for the Fix-it Clinic on July 29<sup>th</sup>.
- The Recycling Roadshow began this month, where our Recycling Education AmeriCorps member provides recycling education in public places. We hosted two tables this month – at Wheeler Park and the Downtown Library.
- The Sustainability Office engaged with 133 people at the downtown Wednesday Dinner Market in July about recycling in Flagstaff.
- Beginning in August, new recycling education banners will promote recycling on both the exterior of Mountain Line buses and within them.



### Sustainability Commission

- On July 3<sup>rd</sup>, City Council appointed four new Sustainability Commissioners.
- Next meeting: Thursday, August 25<sup>th</sup>, 2023, 4:30 PM - 6:30 PM.
- Meeting agendas can be viewed [here](#). The meeting minutes can be viewed [here](#).

### Upcoming August Events

- Saturday, August 5, 9:00-11:00 AM: [Watershed Cleanup Series](#)

### Social Media

- In July, our **Facebook** posts reached 4,180 people. Total engagement on our page was 536 reactions, comments, shares, and clicks on posts. 13 new people liked/followed our page.
- Our top post on **Facebook** was part of our Flagstaff Recycles Campaign about no bagging recyclables. This post reached a high number of 1,780 people and engaged 225 people. (See photo below.)
- In July, our **Instagram** posts reached 1,828 people. Thirty-six new people started following our page.
- Our top post on **Instagram** was also for Flagstaff Recycles Campaign, with a video post about what Flagstaff recycles. This post reached 1,036 accounts and received 42 likes.

**Please don't bag  
your recyclables.**



The items will not be sorted,  
and the whole bag will go to the landfill.

Learn more about recycling at: [flagstaff.az.gov/recycle](https://www.flagstaff.az.gov/recycle)



🚫 Keep your recyclables out of the landfill by not placing them in plastic bags!  
Did you know that plastic bags, such as trash bags and grocery bags, are not recyclable in Flagstaff?

When your bag of recyclables arrives at the Material Recovery Facility, your bag is pulled out of the pile and thrown in the trash.

✚ Do your part by recycling items loosely in the bin without a bag.

Learn more [➡ https://www.recyclebycity.com/flagstaff](https://www.recyclebycity.com/flagstaff)

#flagstaffrecycles



**Sustainability (New)**

**6. c.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** Post-Fire Revegetation Efforts Presentation and Q&A (40 minutes)

---

**STAFF RECOMMENDED ACTION:**

Mark Nabel, Silviculturist - USFS Coconino National Forest  
Recommended Action: Informational and Discussion

**Executive Summary:**

---



**Sustainability (New)**

**6. d.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** Neighborhood Sustainability Grants: Overview of Staff/Division Updates, Review Timeline, & Q&A (30 minutes)

---

**STAFF RECOMMENDED ACTION:**

Tia Hatton and Chair White

Requested Action: Informational and Vote on Additional Updates

**Executive Summary:**

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**Attachments**

NSG Grant Guidelines 2023

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# Neighborhood Sustainability Grants

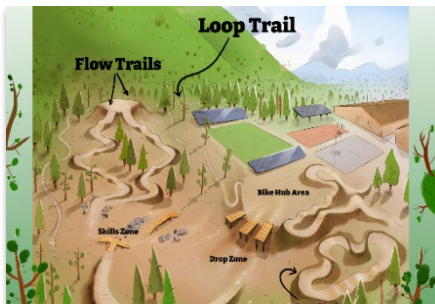
## 2023 Grant Guidelines and Application Information



*Flagstaff Maker Space  
Shared Tool Library*



*Compost Crowd Trailer*



*Flagstaff Youth Riders Puente de  
Hózhó Bike Park*



*AZ Custom Plastics Expanding  
Local Plastic Recycling*

*On behalf of the City of Flagstaff  
Sustainability Commission and Sustainability Office*



The Neighborhood Sustainability Grant Program aims to inspire creative projects that enhance community sustainability and foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Annual funding for the grant is subject to availability and is determined according to Priority Based Budget areas. Grant applications are accepted once per year during the application period and reviewed by the Sustainability Commission.

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# Neighborhood Sustainability Grants Overview

## For projects that enhance sustainability and foster community partnerships in Flagstaff

The Sustainability Commission in partnership with the Flagstaff Sustainability Program invites all eligible applicants to apply for this competitive award.

### Grant Application Deadline

Completed applications must be submitted by 11:59 PM on September 30, 2023.

### Overview

The Neighborhood Sustainability Grant Program aims to inspire creative projects that enhance community sustainability efforts and foster community partnerships that promote sustainable and healthy lifestyles.

Neighborhood Sustainability Grants can help launch or continue existing community sustainability projects. Successful projects will further sustainability goals, facilitate volunteer engagement or management, build community partnerships, and/or meaningfully involve underserved communities, diverse groups, or vulnerable populations.

Grant projects should fall into one of the following seven categories: Resilience, Building Energy Efficiency, Public Health, Transportation, Climate Action, Food, and Waste.

The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Local individuals, groups of individuals, community groups, educational groups, not-for-profit organizations, and locally owned businesses whose projects are within Flagstaff city limits are eligible for awards up to \$7,500.

### Grants Available

In 2023, grants of up to \$7,500 per project are available. Projects with multiple funding sources are encouraged.

#### *Vision and Mission of the Sustainability Commission*

**Vision:** *The City of Flagstaff is a culture and community that thrives in response to the Climate Crisis.*

**Mission:** *To advise Sustainability Division Staff on matters related to climate and sustainability, support community projects through Neighborhood Sustainability Grants, and provide feedback to the City Council on sustainability issues.*

# Neighborhood Sustainability Grant Guidelines

## Eligible Applicants:

1. Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations, and locally owned businesses whose projects are within Flagstaff city limits are eligible to apply.
2. Applicants are eligible for a maximum of one award. Applicants are eligible for other City awards in the same year. Successful applicants are eligible for one NSG grant award every other fiscal year.
3. Applicants must disclose any conflicts of interest.
4. Applicants are required to abide by all City, State, and Federal laws and regulations.

## Grants will NOT be awarded to:

- Political or partisan groups, exclusive clubs, or associations.
- Applicants who have failed to successfully carry out a previous grant project unless appropriate justification is made.
- Applicants that discriminate based on race, color, religion, gender, age, citizenship, non-disqualifying disability, national origin, or sexual orientation.

## Eligible Projects:

1. Projects must align with two or more of the following overarching goals of the Neighborhood Sustainability Grant Program:
  - Facilitating volunteer engagement or management
  - Building community partnerships
  - Meaningfully involve underserved communities, diverse groups, or vulnerable populations
2. Applicants must choose a project category, and clearly demonstrate their project aligns with the Category Objectives: Food; Waste; Climate Action; Building Energy; Transportation; Public Health; Resilience. Category objectives can be found on pages 4-6.
3. Projects can help launch a new or continue an existing community sustainability project.
4. Projects should aim to exist beyond the life of the grant.

## Grant funding CAN NOT be used for the following:

- To pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses with more than 50% of funds awarded
- To purchase land or buildings
- To retroactively pay for activities completed before the award is received

*Exceptions to this policy may be made solely at the discretion of the Sustainability Commission.*

### Review and Funding Timeline:

1. Applications are due by September 30<sup>th</sup> and reviewed in October.
2. If the Commission has any clarifying questions, you will be notified by early November and asked to reply before or by November 10<sup>th</sup>.
3. If your project is selected for funding, you will meet with Sustainability Staff after the November/December meeting to complete the paperwork for processing.
4. Processing may take 4-8 weeks, and checks should not be expected until January.
5. After the paperwork is processed, any activities you pursue can be reimbursed. Applicants may not request reimbursement for activities completed prior to January 1<sup>st</sup>.

### Grant Recipient Requirements & Reporting:

1. Awardee must submit a W-9 tax form. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.
2. Attend a post-award meeting with the commission or city staff within the first month of the project start date to review the project timeline and goals.
3. Finish the project within a year of receipt of grant funds (12-month timeframe).
6. Provide a final report 30 days following the completed project, including photo or video documentation of the project (a final report template will be provided). This report requires documentation of expenses, for example, scanned copies of all expense receipts.
4. Attend and present at a celebratory round-robin presentation and networking event. This event will take place after project completion and is slated for the Spring of 2025. Further details about the day/time/location will be provided to grant awardees.

### Grant Evaluation Criteria:

The Sustainability Commission will evaluate each grant using [the scoring rubric](#).

The following criteria are included in the rubric:

1. Application Completion and Clarity
2. Budget / Feasibility / And Schedule
3. Conformity with Overarching Grant Goals: Does the project meet a minimum of 2 of the 3 overarching Goals of the program as described in this packet?
4. Conformity with Category-Specific Objectives: Does the project meet a minimum of 2 specified objectives for the chosen category?
5. Project Rationale
6. Project Innovation
7. Project Longevity
8. Project Innovation
9. Alignment with the Carbon Neutrality Plan

# Grant Project Goals and Category Objectives

## Overarching Goals of the Neighborhood Sustainability Grant Projects:

All projects should align with at least 2 of the following 3 overarching goals of the grant program, which focus on community. The best projects will align with all 3 goals. In the application, applicants will be asked how their project meets the following overarching goals:

- Facilitating volunteer engagement or management
- Building community partnerships
- Meaningfully involve underserved communities, diverse groups, or vulnerable populations

## Grant Project Categories:

All projects must also have one primary sustainability project category:

- Resilience
- Building Energy
- Public Health
- Transportation
- Climate Action
- Food
- Waste

## Category-Specific Objectives:

Each of the project categories listed above has its own objectives. In addition to the overarching grant project goals listed above, each project should align with a minimum of 2 objectives specific to their chosen project category. Applicants must describe how the project activities relate to their project's category-specific objectives.

### Category-Specific Objectives

### Project Ideas

#### **FOOD Objectives:**

- Foster a vibrant, sustainable, and equitable food system that produces healthy food for the community, including community gardens and backyard livestock.
- Increase food recovery efforts, especially for communities experiencing food insecurity.
- Increase pollinator habitat through conservation and/or education efforts.

#### **Food Project Ideas:**

- community gardens
- backyard livestock programs
- food recovery initiatives
- seed libraries
- pollinator habitat construction
- traditional food knowledge sharing

### **WASTE Objectives:**

- Educate and promote proper recycling, composting, and/or waste prevention behavior through education and infrastructure development.
- Promote circular economy business models and solutions that creatively redirect materials away from the landfill.
- Increase access to and knowledge of sharing economy and reuse opportunities, such as tool lending libraries or fix-it clinics.

### **Waste Project Ideas:**

- neighborhood composting projects and workshops
- tool lending libraries
- recycling education, bins, and signage
- bike fix-it clinics
- waste characterization studies
- recycled material manufacturing and business development

### **CLIMATE ACTION Objectives:**

- Reduce greenhouse gas emissions associated with energy use in buildings, transportation, or consumption.
- Engage and educate community members on the impacts of climate change in Flagstaff and/or reducing emissions.
- Encourage participants or community members to take local climate action through behavior change, community actions, or workforce development.

### **Climate Action Project Ideas:**

- renewable energy development,
- school programs on climate change and action,
- reducing emissions from materials,
- carbon dioxide removal projects,
- Workforce development project that promotes training and/or funding for green jobs

### **RESILIENCE Objectives:**

- Provide learning opportunities for community members on resilience and adaptation concepts.
- Provide opportunities for community members to connect with each other and/or share knowledge and skill sets.
- Strengthen community systems, improving community preparation for or response to extreme weather, economic uncertainty, natural disasters, or other events.

### **Resilience Project Ideas:**

- clean air hubs,
- lending libraries,
- neighborhood projects,
- water-conservation projects
- skill share networks,
- and increasing housing security.

### ***BUILDING ENERGY Objectives:***

- Promotes the conservation of energy and/or water in buildings.
- Increases use of renewable energy in community buildings.
- Reduces building energy use and/or water use.

### ***Building Energy Project Ideas:***

- upgrading lighting/appliances/equipment in a community building to reduce energy use, water use, and/or improve air quality,
- weatherizing a community building to use less heating or cooling,
- building related water conservation projects,
- events and educational programs that promote building energy or water efficiency.

### ***PUBLIC HEALTH Objectives:***

- Educates or engages community members on the intersection of public health and environmental issues.
- Increases accessibility to public health resources.
- Improves social environmental conditions in ways that are likely to result in improved public health or improved preparation/adaptation against public health emergencies, such as climate-related health threats.

### ***Public Health Project Ideas:***

- educational programs on health risks and concerns around climate change,
- installing or providing air purifiers to help people who are disproportionately impacted by wildfire smoke,
- neighborhood environmental design to reduce standing water and mitigate mosquitos.

### ***TRANSPORTATION Project Objectives:***

- Educates or engages community members on ways to walk, bike, roll and take transit more often.
- Increases access and/or reduce barriers to walking, biking, rolling, and transit options.
- Improves neighborhood mobility or transportation options infrastructure.

### ***Transportation Project Ideas:***

- hosting an open streets event where vehicle space is repurposed for social and active transportation uses,
- bike repair demonstrations,
- transit trip planning events,
- starting a neighborhood bike share,
- improve signage and markings to fill gaps in alternative transportation options.

# Application Submission and Review

## How to submit your application:

1. Complete applications must be submitted by the closing date and time: September 30th by 11:59 pm. Applications will not be accepted after this time.
2. Applications are to be submitted via the Survey Monkey link, available on the [Neighborhood Sustainability Grant webpage](#).
  - Paper or Word Doc submissions may be arranged on a case-by-case basis by emailing [Sustainability@flagstaffaz.gov](mailto:Sustainability@flagstaffaz.gov) or calling 928-666-0988 in advance of the submission deadline.
3. **We strongly recommend that you review the required application materials in this packet and complete and save a copy of all questions / organize all additional documents to upload before beginning the Survey Monkey application.** You may copy and paste your responses into the required fields. This will avoid the potential for lost information due to connectivity issues.

## Application Review Process:

1. The Commission will evaluate each proposal based on the [Evaluation Criteria in the Scoring Rubric](#).
2. If the Commission has any clarifying questions, you will be notified by November 3 and asked to reply by November 10.
3. The Commission reviews all grant applications for the Neighborhood Sustainability Grants and determines awards during their November meeting.
  - The Commission makes every effort to award a minimum of one project per category. However, awards are competitive as a whole; it is not guaranteed that all categories will have projects that receive funding.
4. The Commission and the City reserve the right, solely at its discretion, to:
  - Refuse any application or any grant, in whole or in part, for any reason.
  - Require additional information from the applicant prior to making a decision.
5. If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.
6. The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation to the grantee or the artists/contractors involved in the project.
7. Successful applicants must submit a W-9 tax form ([click here](#) to download the form) to [Sustainability@flagstaffaz.gov](mailto:Sustainability@flagstaffaz.gov). Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.

# Support for Grant Writing

The Sustainability Commission provides the following opportunities for support in the grant writing process. We strive for equity and inclusion.

## Application Materials Information + Checklist

- The final pages of this application packet include detailed information about the application materials required for submission. This includes the optional budget template in Appendix C.
- Appendix A includes Grant Writing Tips for Success.
- Appendix B includes an application checklist – applicants should use the checklist to make sure their application is complete before submission.
- The Commission provides information about how all grants will be scored. Applicants are encouraged to review the Evaluation Criteria on Page 3 and make sure their application addresses each criterion.

## Grant Writing Workshop & Grant Office Hours

- In September, the Sustainability Commission hosts a Grant Writing workshop and grant office hours where a staff or commission member is available to help answer questions and assist in the grant process. Details for this year's workshop and office hours can be found on the Neighborhood Sustainability [Grant website](#).

## Additional Online Resources

- Examples of past grant applications and awarded projects are available on the Neighborhood Sustainability [Grant website](#). Reviewing other grants can be very helpful to see how they are structured, especially for those who have never written a proposal before. *Please note that the guidelines and applications have had edits since these example applications were completed, and some criteria may look different.*
- Review these [7 steps for mastering grant writing](#).

## Questions about your application?

- We welcome all questions about your application and the process. Please email [sustainability@flagstaffaz.gov](mailto:sustainability@flagstaffaz.gov) or call 928-666-0988 with your questions.

# Neighborhood Sustainability Grant Application

All application materials are described in detail here. **We strongly recommend that you complete this application in an offline program and save a copy for yourself.** You can then copy/paste your responses into the SurveyMonkey application link found on the grant website.

## Summary of Project Information:

Q1: Project Title:

Q2: Contact Person:

Q3: Organization (if any):

Q4: Contact Address:

Q5: Contact Email Address:

Q6: Contact Telephone Number:

Q7: Project Physical Address:

Q8: Tax ID# (if an organization):

Q9: Please select your primary project category. This is the category of sustainability that your project is most closely designed to align with. The available categories are:

1- Food; 2- Waste; 3- Climate Action; 4- Resilience; 5- Building Energy; 6- Transportation; 7- Public Health

*\*Note: It may be helpful to refer to the "Category Objectives" information in the grant application packet (pages 4-7) to determine which category best fits your project. Examples of past projects can be found on the website [here](#).*

Q10: Project Summary: Please describe the project in one to three sentences.

Q11. Funds Requested (not to exceed \$7,500 total. Requests below this amount are perfectly acceptable)

## Project Narrative:

Q12: Project Narrative: Describe the project and its goals. Include in appropriate detail how the project aligns with the vision of the Sustainability Commission. Include the geographic area/neighborhoods/communities affected.

*The vision of the Sustainability Commission is: The city of Flagstaff is a culture and community that thrives in response to the climate crisis.*

### **Overarching Goals:**

Q13: All neighborhood sustainability grant applications are scored on their alignment with the overarching goals of the grant program. These goals include:

- Facilitating volunteer engagement or management,
- Building community partnerships, and
- Meaningfully involving underserved communities, diverse groups, or vulnerable populations.

Describe how your project aligns with these goals. The highest-scoring projects will include activities to meet at least two of these goals.

### **Category-specific Objectives:**

Q14. In question 9, a primary project category was selected. (Food, Climate Action, Waste, Resilience, Building Energy Efficiency, Transportation, or Public Health.) Each project category has its own goals/objectives, which are listed on pages 4-6 in this Grant Guidelines Packet and on the Neighborhood Sustainability Grant website.

- Describe how your project aligns with the objectives of the category it fits within
- Make sure to specifically address the minimum # of objectives (two). The highest-scoring projects will include activities to meet all three objectives.

### **Project Innovation:**

Q15. Describe how this project is innovative. Innovative projects use new methods or strategies, significantly refine existing ones, and/or apply existing methods or strategies to new contexts. Highly innovative projects can provide knowledge that people in the future with similar goals can learn from and apply.

### **Carbon Neutrality:**

Q16: The city of Flagstaff is committed to carbon neutrality by 2030. The carbon neutrality plan aims to reduce impacts and emissions (mitigation) and also incorporates strengthening communities (resilience and adaptation) and prioritizing the people most impacted by climate change (equity.) How does this project support the Carbon Neutrality plan?

Additional Helpful Resources:

- The City of Flagstaff [Carbon Neutrality Plan](#) (pages 7-12) and the [City of Flagstaff Take Action](#) page.
- Review the Grant [Scoring Rubric](#) for this question.
- Attend the Grant Workshop or Grant Office Hours to ask questions. Details for these opportunities will be available on the Neighborhood Sustainability [Grant website here](#).
- Utilize the [EPA emissions calculator](#), [FoodPrints Emission Calculator](#), [Project Drawdown Table of Solutions](#), and/or search engines to look at your project's impact and/or emissions.

- Contact the grant coordinator with any questions to talk through how your project may/may not support the Carbon Neutrality Plan: [sustainability@flagstaffaz.gov](mailto:sustainability@flagstaffaz.gov)

### Community Partners:

Q17: List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each.

- Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization.
- For some projects, it may be appropriate to list organizations that you anticipate cooperating with but do not yet have a commitment from. (3 partners requested)

### Expected Challenges / Previous Experience:

Q18: Describe any expected challenges and how you anticipate overcoming these. Include relevant experience overcoming these challenges if applicable.

### Project Milestones and Timeline

Q19: Provide a list of project milestones with an approximate timeline (12 months). Include details necessary to accomplish each milestone. Note: *Funding can only be utilized for activities completed after January 1.*

### Project Longevity

Q20: Describe how your project and/or its impact might continue beyond the grant term. Will the project have a lasting impact on the community?

### Other Project Details:

Q21: If appropriate, describe the site's current use and relevant ownership details. Proceed to the next question if you need to upload a map or photo of the area.

### Optional Upload:

Q22: Upload a map or photo of the site (limit 16MB).

### Detailed Budget and Budget Narrative:

Q23: Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Neighborhood Sustainability Grant and include any additional funding sources. The narrative should provide a general overview of how the grant funds would be used.

- The narrative should provide a general overview of how the grant funds would be used (funds

cannot be used retroactively).

- Applicants should provide specific dollar amounts or when appropriate, dollar estimates for materials needed.
- Budget items will be evaluated based on necessity/appropriateness for the project; items should clearly relate to project needs and align with project objectives.

Q24: Optional Budget Upload. Follow the budget template provided and upload the saved file into the SurveyMonkey application. Type “see attachment” in the comment box if using this option. Upload your budget and narrative (file size limited to 16MB).

### **Community References:**

Q25: Include at least two independent references with the following information for each:

- Name
- Affiliation
- Occupation
- Phone
- Email

### **Optional: Letter(s) of Support:**

Q26: Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB). Use the following file name: Your Name\_Your Project Title Abbreviated\_Sustainability Grant\_Month Year.

*The online application will ask you to read the following statement and provide an electronic signature:*

I have read and understood the information regarding my application for a Neighborhood Sustainability Grant, and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in the promotion and publicity of the project.

## Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Many applicants need assistance but do not leave themselves enough time.
- Review the Evaluation Criteria (this is how you will be scored) and Grant Application Checklist (this lists all your application materials) before submission.
- Apply early and plan your project accordingly. The grant and project processes may take time, especially if you are proposing a project on city property. For example, a contract may be needed for some projects.
- Ensure your included budget is clear and follows allowable items. For example, ensure that no more than half of your proposed grant is used for artist fees/contractors.
- Be concise and organized. Commissioners and staff read many applications.
- Contact the Flagstaff Sustainability Office ([sustainability@flagstaffaz.gov](mailto:sustainability@flagstaffaz.gov)) with questions.



*Precious Plastics Sled Recycling Program*



Tyler Linner hopes to use his Praxis Plastics company to repurpose broken sleds into new products. Linner teamed up with two other friends, Darren Bingham and Fran Alvarado, on the project.

## Appendix B: Checklist of Required Application Materials:

All application materials are described in detail above. Review this checklist below before you submit it. If you cannot check off the item, take a few notes about what needs to be added.

- Summary of Project Information (Questions 1-11)

Notes: \_\_\_\_\_

- Project Narrative (Question 12)

Notes: \_\_\_\_\_

- Overarching Grant Goals (Question 13)

Notes: \_\_\_\_\_

- Project Innovation (Question 15)

Notes: \_\_\_\_\_

- Alignment with City of Flagstaff Carbon Neutrality Plan (Question 16)

Notes: \_\_\_\_\_

- Community Partners (Question 17)

Notes: \_\_\_\_\_

- Expected Challenges / Previous Experience (Question 18)

Notes: \_\_\_\_\_

- Project Milestones and Timeline (Question 19)

Notes: \_\_\_\_\_

- Project Longevity (Question 20)

Notes: \_\_\_\_\_

- Other Project Details and Optional Upload (Questions 21-22)

Notes: \_\_\_\_\_

- Detailed Budget and Budget Narrative and Optional Budget Upload (Questions 23-24)

Notes: \_\_\_\_\_

- Community References and Optional Letters of Support (Questions 25-26)

Notes: \_\_\_\_\_

# Appendix C: Optional Budget Table

Copy/fill out and save as a separate document. Upload to your online application.

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
<b>Supplies/Materials and Justification</b>				
<b>Equipment</b>				
<b>Administration/Other</b>				
<b>TOTAL FUNDS REQUESTED</b>				
<b>List additional funding sources below.</b>				
<b>TOTAL ESTIMATED PROJECT COSTS</b>				



**Sustainability (New)**

**6. e.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** Vice Chair Election (10 minutes)

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**STAFF RECOMMENDED ACTION:**

Chair Kevin White

Requested Action: Vote

**Executive Summary:**

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**Sustainability (New)**

**6. f.**

**From:** Tia Hatton, Sustainability Coordinator II

**DATE:** 08/24/2023

**SUBJECT:** Adopt-An-Avenue: Commission Avenue, Alternatives, & Schedule Clean-Up (10 minutes)

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**STAFF RECOMMENDED ACTION:**

Chair Kevin White and Nicole Antonopoulos

Requested Action: Discussion and Possible Vote (?)

**Executive Summary:**

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