




NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR223A750001G058	2. Amendment Number	3. Award /Project Period Date of final signature - 01/01/2026	4. Type of award instrument: Grant Agreement
5. Agency (Name and Address) USDA, NRCS Office of the Associate Chief for Conservation 1400 Independence Avenue SW Washington, DC 20250		6. Recipient Organization (Name and Address) CITY OF FLAGSTAFF FLAGSTAFF CITY HALL FLAGSTAFF AZ 86001-5359 UEI Number / DUNS Number: XMMUMPKTLVQ3 / 088302625 EIN:	
7. NRCS Program Contact Name: LESLIE GLOVER Phone: (202) 260-8583 Email: leslie.glover@usda.gov	8. NRCS Administrative Contact Name: SUNDII JOHNSON Phone: (202) 720-5265 Email: Sundii.Johnson@usda.gov	9. Recipient Program Contact Name: SUMMER WHITE Phone: 928-213-2146 Email: summer.white@flagstaffaz.gov	10. Recipient Administrative Contact Name: GRETCHEN POVLSEN Phone: 928-213-2224 Email: Gretchen.Povlsen@flagstaffaz.gov
11. CFDA 10.935	12. Authority 7 USC 6923	13. Type of Action New Agreement	14. Program Director Name: STACEY BRECHLER-KNAGGS Phone: 928-213-2227 Email: sknaggs@flagstaffaz.gov
15. Project Title/ Description: Sustainable Community Food System			
16. Entity Type:			
17. Select Funding Type			
Select funding type:	<input checked="" type="checkbox"/> Federal	<input type="checkbox"/> Non-Federal	
Original funds total	\$184,085.12	\$0.00	
Additional funds total	\$0.00	\$0.00	
Grand total	\$184,085.12	\$0.00	
18. Approved Budget			

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$0.00
Construction	\$0.00	Other	\$184,085.12
Total Direct Cost	\$184,085.12	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$0.00
		Total Federal Funds Awarded	\$184,085.12
		Total Approved Budget	\$184,085.12

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative	Signature	Date
Name and Title of Authorized Recipient Representative	Signature 	Date 09/22/2022
GREG CLIFTON CITY MANAGER		

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

City of Flagstaff
Sustainable Community Food System Grant Agreement
NR223A750001G058
U.S. Department of Agriculture – Natural Resources Conservation Service

ATTEST:



CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Statement of Work

Purpose

The U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) solicited applications in fiscal year (FY) 2021 for two grant types – Planning Projects and Implementation Projects – under the Office of Urban Agriculture and Innovative Production (OUAIP) for Funding Opportunity Number: USDA-NRCS-NHQ-UAIP-21-NOFO0001110. The authorizing statutes and regulations for this Funding Opportunity Title: Urban Agriculture and Innovation Production (UAIP) Competitive Grants Program are under section 12302 of the Agriculture Improvement Act of 2018 (Public Law 115–334), (7 USC 6923).

UAIP supports the development of urban agriculture and innovative production activities led by nonprofit organizations, local or Tribal governments, and schools that serve any of the grades K-12 in areas of the United States. The purpose of Planning Projects (PP) is to support the development of projects that will either initiate, build upon, or expand the efforts of farmers, gardeners, citizens, government officials, schools, and other stakeholders in communities where access to fresh foods are limited or unavailable.

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and City of Flagstaff (Recipient), is to develop a comprehensive food system assessment (CFSA). This Planning Project is entitled Assessing and Growing a Sustainable Community Food System.

Since the establishment of a Sustainability Office in 2007, and a now widely successful community garden program in 2010, the city has steadily increased its food system-related commitments. The office has expanded to include a full-time Community Sustainability Specialist who manages all materials management and food systems related work. As of this year, the office has increased capacity for food systems efforts with the addition of a Sustainable Food Systems AmeriCorps VISTA specifically dedicated to assisting with this work.

The City of Flagstaff adopted a Climate Action and Adaptation Plan in 2018 which highlights increasing local food production to build a more resilient food system. In June of 2020, the Flagstaff City Council adopted a Climate Emergency Declaration, which strengthened previously stated goals and accelerated the timeline for their achievement. One year later in June 2021, the Flagstaff City Council adopted a Carbon Neutrality Plan which “outlines nine target areas and accompanying strategies to proactively reduce emissions, build a stronger community, and prepare for coming change” (The City of Flagstaff, 2021). The City of Flagstaff recognizes the role food systems have in decreasing greenhouse gas emissions and understands improvements are critical strategy to achieving carbon neutrality by 2030.

Future success within continued food systems work will depend on our ability to enact strategic policy and investment strategies that address regionally specific key barriers and leverage existing strengths to improve health, wealth, community, and capacity (Meter, 2021). This strategic action requires a deeper fundamental understanding of the key issues of growers, distributors, eaters, and the networks that link them, as well as the critical barriers and opportunities that frustrate our efforts to construct a more robust food system. As a next step, we will mount a comprehensive food system assessment (CFSA). This action serves as the centerpiece of the Assessing and Growing a Sustainable Community Food System Project (Project).

The City of Flagstaff has committed itself to this direction in concert with our community partners. Data collected from a CFSA will guide the City’s food systems commitments over the next decade and beyond to inform and engage decision-makers, key stakeholders, and the community at large. oping a more sustainable food system (APA, 2015). The Carbon Neutrality Plan commits to decreasing food waste and increasing food recovery, offering accessible food systems specific programming, and expanding urban agriculture opportunities through data driven initiatives and policy. Currently the City’s Sustainability Office is focused on innovative programs to begin addressing these issues such as the Urban Farm Incubator, which seeks to establish high-quality and low-cost urban agriculture sites, a new Residential Food Scraps Drop-off that provides a free compost service to residents and local farms, and the creation of a formalized Food Policy Council is underway to further promote food systems change work. Results from a CFSA will provide actionable data to better inform new programs, relationships, infrastructure, and policy.

The results of our CFSA will help to identify at least one new business initiative and assess its financial feasibility. This, in turn, will guide the creation of a Food Action Plan establishing goals and strategies for expanding urban agriculture and food access over the next decade. One likely outcome of this assessment will be the creation of a formal Food Policy Council. A series of outreach materials and campaigns will ensure that our plan takes solid root in the greater Flagstaff community, and help us better cultivate future leaders, farmers, gardeners, and entrepreneurs in agriculture and innovative food production.

Objectives

Objective 1: Assess the local food system and opportunities for strengthening community networks, prompting health, and retaining local economic activity through a CFSA.

Objective 2: Examine CFSA findings with stakeholders and increase public awareness and understanding of current state of the food system.

Objective 3: Assess the feasibility of one strategic urban agriculture-related business opportunity.

Objective 4: Develop a Food Action Plan to guide City policy, programming, and investment in the local food system and urban agriculture opportunities.

The primary goal is to develop a comprehensive food system assessment (CFSA).

Budget Narrative

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award.

Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

TOTAL BUDGET \$ 184,085.12

TOTAL FEDERAL FUNDS \$ 184,085.12

CONTRACTUAL \$177,056.00

Crossroads Resource Center (CRC) - \$114,556.00

CRC will be responsible for conducting the food system assessment and feasibility studies, as well to provide assistance with developing the Food Action Plan. The specific work involved in these studies is detailed below, as well as a year-by-year budget and timeline of activities.

YEAR ONE: \$53,599

- Professional fees: \$30,875
- Professional travel time: \$8,000
- Other consultants: \$3,500
- Travel expenses: \$11,224

YEAR TWO: \$41,672

- Professional fees: \$28,938
- Professional travel time: \$6,000
- Travel expenses: \$6,734

YEAR THREE: \$19,285

- Professional fees: \$5,438
- Professional travel time: \$2,000
- Other consultants: \$5,000 (financial or policy specialists)
- Travel expenses: \$6,847

Pinnacle Prevention - \$23,500.00

Pinnacle Prevention will lead a series of six Community Conversations with Flagstaff residents, as well as two stakeholder meetings. These meetings will take place during year two, following the draft of food system assessment. The goal of these meetings will be to discuss the results of the assessment with residents and stakeholders to understand their perspective, values, and motivation, as well as develop recommendations for future research and planning in years two and three.

- Coordination, planning, research, analysis, evaluation, and reporting of six (6) community food conversations: \$9,000
- On-site childcare services: \$1,000
- Translation services: \$3,000
- Local food meal catering: \$3,000
- Participant time and effort stipends: \$3,000
- Reporting/presenting/dissemination of findings: \$2,500
- Facilitation and coordination of two (2) stakeholder meetings: \$2,000

Flagstaff Foodlink -\$39,000.00

Flagstaff Foodlink will be contracted to coordinate and facilitate the Grower Coalition and a broader Food Policy Council. This funding will pay for a stipend to cover these coordination activities, which will ultimately inform the research and planning activities throughout the grant period. These activities will ideally be conducted by an interested farmer, but if time constraints prohibit this, Flagstaff Foodlink will recruit alternative staff.

The budget will cover coordination activities at a rate of \$25 per hour, averaging 10 hours per week throughout the grant period. Annually, this will cost \$13,000, or \$39,000 over the 3-year grant period.

TOTAL DIRECT COSTS \$177,056.00

INDIRECT COSTS \$7,029.12

It is City policy to apply for indirect charges at a 3.97% fixed rate if the grant opportunity allows it. The total direct charges were \$177,056.00, which results in an indirect charge of \$7,029.12.

Recipient has elected to voluntarily waive a portion of indirect costs of 6.03%.

Responsibilities of the Parties:

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

NRCS RESPONSIBILITIES

- 1) Coordinate with the Program Director the technical assistance necessary to complete deliverables.
- 2) Review all pre-published draft material developed to ensure it complies with USDA visual standards and regulations.
- 3) Conduct ad-doc meetings (via electronic, phone or in-person field visit) to discuss the progress of the agreement.

RECIPIENT RESPONSIBILITIES

- 1) Follow methodology and evaluation plan established in the project narrative and inform the Program Manager any changes.
- 2) Work collaboratively with Coconino County Health and Human Services and Coconino County Cooperative Extension.
- 3) Review available material from the USDA in regard of the USDA general style and message layouts and follow the USDA civil right policy in accordance with USDA Departmental Regulation 4300-3, Equal Opportunity (EO) Public Notification Policy, and Section 7, in which all will comply with the usage of the USDA Non-discrimination Statement.
- 4) Perform the work and produce the deliverables as outlined in this Statement of Work.
- 5) Conduct all activities and program provision under this agreement in compliance with all applicable federal civil right laws, rules, regulations, and policies.
- 6) Ensure no member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from.
- 7) Comply with the applicable version of the General Terms and Conditions.
- 8) Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to FPAC.BC.GAD@usda.gov as outlined in the applicable version of the General Terms and Conditions. Limit advance payment requests to immediate cash needs (30 days). Reporting frequency is as follows:

Performance reports: annual

SF425 Financial Reports: annual. If advance payments are requested, the financial report frequency is quarterly.

Expected Accomplishments and Deliverables

1. Assess the local food system and opportunities for strengthening community networks, promoting health, and retaining local economic activity through a CFSA.

Phase 1: Jan. 2023 – Mar. 2023 : Compile an economic overview of the local Flagstaff farm and food economy (CRC).

Jan. 2023 – Jan. 2026 : Identify a farmer or other staff to coordinate the Grower Coalition. This position will organize

and facilitate regular meetings and collaboration between food producers throughout the grant period. The position will act as a liaison between the group and those conducting Project activities (Flagstaff Foodlink).
Phase 2: Jan 2023- June 2023 : Conduct interviews with 40-50 local food system practitioners (CRC).
July 2023 – Sept. 2023 : Conduct social network analysis and produce maps (CRC).
Phase 3: Oct. 2023 – Dec. 2023 : Compile social network and economic analysis into a summary report that includes quantitative findings, emerging community food networks, SWOT analysis, network maps, recommendations of key strategic actions related to infrastructure, resources, training, knowledge, communications/connections, policies, or other areas (CRC).

2. Examine CFSA findings with stakeholders and increase public awareness and understanding of current state of the food system.

Phase 1: Jan. 2024 – June 2024 : Host stakeholder meetings with key decision-makers, city and county staff, civic leaders, farmers, food businesspeople, food bank leaders, tribal members, and potential investors to present CFSA findings. (Pinnacle Prevention and The City of Flagstaff). Host 6 community conversations with 50-60 residents. This will include specific conversations with youth, senior, Spanish-speaking, and indigenous populations (Pinnacle Prevention & The City of Flagstaff). Create a virtual open house platform to provide information on findings and opportunity for discussion (The City of Flagstaff).

Phase 2: June 2024 – July 2024 : Analyze and summarize outcomes and key themes in a final report to inform future food system efforts (Pinnacle Prevention). Present findings to the City of Flagstaff and key stakeholders (Pinnacle Prevention).

3. Assess the feasibility of one strategic business opportunity.

Phase 1: July 2024 – Dec. 2024 Based on CFSA and public engagement, select the most strategic business opportunity and submit for feasibility analysis (The City of Flagstaff and CRC).

4. Develop a Food Action Plan to guide city policy, programming, and investment in the local food system and urban agriculture opportunities.

Phase 1: Jan. 2025 – May 2025 : Begin Food Action Planning process by engaging with the public through meetings, planning sessions, and individual dialogue to shape goals and strategies (The City of Flagstaff the City).

May 2025 – June 2025 : Conduct additional research as necessary (examples include policy scans, program best practices, etc.) (CRC).

June 2025 – Oct. 2025 Develop a draft Food Action Plan with goals and strategies to implement by 2030 (The City of Flagstaff and CRC).

Phase 2: Nov. 2025 – Jan. 2026 Present Food Action Plan to City Council for consideration and adoption (The City of Flagstaff and CRC). Disseminate the Final Food Action Plan to the public and stakeholder (The City of Flagstaff).

Resources Required

See the Responsibilities of the Parties section for required resources, if applicable.

Milestones

The timeline and specific tasks to implement these components are detailed in the expected accomplishments and deliverables section.

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:
<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>