

**GRANT AWARD AGREEMENT 21-0507-OF-22**

THIS GRANT AWARD AGREEMENT (“Agreement”) is entered into between The Missouri Foundation for Health (“Foundation”) and City of Columbia on behalf of Columbia/Boone County Public Health & Human Services (“Grantee”). Foundation and Grantee agree as follows:

1. Grant Amount and Purpose. Foundation is funding the project as described in Attachment A (“Project”) in the amount of \$518,494 (the “Grant”). Grantee will only use the Grant for purposes of the Project. Grantee must get prior approval from Foundation to change the scope of the Project.
2. Grant Period. The grant is for a period of 48 months beginning September 1, 2022 and ending August 31, 2026 (the “Grant Period”). Grantee can submit a written request for approval of a no-cost extension to Foundation prior to the Grant Period end date.
3. Use of Grant Funds. Grant funds must be spent within the Grant Period and in accordance with Attachment B (“Project Budget”). Grantee must get prior approval from Foundation to change the Project Budget. Any funds remaining after the Grant Period or that were not used for the Project as approved in the Project Budget will be promptly returned to Foundation.
4. Payments and Reporting. Grantee will submit reports to Foundation through the online portal on the dates specified below and may be asked to participate in periodic site visits, meetings, or phone calls. If Grantee completes an evaluation of the Project, Grantee agrees to share the evaluation with the Foundation.

The initial payment is paid upon full execution of this Agreement, or near the Grant start date, whichever is later. Remaining payments are released on approval of reports. All Grant funds must be spent by the Grant Period end date.

<u>Report Due Date</u>	<u>Report Period</u>	<u>Payment Amount</u>
First Payment	Not applicable	\$47,260
3/15/2023	09/01/22-02/28/23	\$69,992
9/15/2023	03/01/23-08/31/23	\$80,864
3/15/2024	09/01/23-02/29/24	\$80,864
9/15/2024	03/01/24-08/31/24	\$59,843
3/15/2025	09/01/24-02/28/25	\$59,844
9/15/2025	03/01/25-08/31/25	\$46,913
3/15/2026	09/01/25-02/28/26	\$46,914
9/30/2026	09/01/22-08/31/26	\$26,000

Grantee is encouraged to provide financial supporting documentation with each report for the current reporting period. If only submitted with the final report, documentation must be provided for the entire grant period (September 1, 2022-August 31, 2026).

<u>Budget Line Items</u>	<u>Required Documentation</u>
Salary	Payroll Register
Other Direct	Paid Invoice (items over \$250) and General Ledger Detail
Indirect	None
All other line items	Paid Invoice and General Ledger Detail

5. Regranting. If the Project includes regranting or subgrants of the Grant funds, Grantee will follow Foundation funding guidelines and Conflict of Interest Policy and provide confirmation if requested by Foundation. Grantee retains full responsibility for the Grant, which includes overseeing the work and deliverables, and reporting the expenses associated with the Grant to the Foundation even if work is performed by a subgrantee.
6. Records. Grantee must keep records of receipts and expenditures of the Grant funds and make the records available to Foundation upon request. These records, as well as copies of reports submitted to Foundation will be retained by Grantee for at least one year following completion of the Project Period.
7. Project Results License. Foundation will have an irrevocable and nonexclusive license to make, use, reproduce, distribute, or display all or any portion of the project results in any format, currently known or developed later.
8. Change in Status. Grantee will maintain its tax-exempt status throughout the duration of the Grant Period and remain in good standing with the State of Missouri. Grantee will notify Foundation immediately of any change or proposed change in (i) Grantee's legal or tax status, and (ii) Grantee's key staff responsible for administering the Grant.
9. Publicity. Foundation may include information about the Project, including the name of the Grantee, a description of the Project, and the amount of the Grant on Foundation's website and in reports, tax returns, and other public disclosures. Any use of the Foundation's name or logos by the Grantee or its agents must be consistent with the guidelines available on Foundation's website. Publicity for projects comes in various formats. Therefore, it is not necessary that all publicity associated with the Project clearly identify Foundation as the supporting changemaker. There are exceptions to this (e.g. media interviews and news reports), where the Foundation would prefer to be included for context. If Grantee is issuing a press release on the work, Grantee will send to the Foundation Strategic Communications staff to ensure that mention and placement of the Foundation's name and content is accurate and appropriate. Foundation will have a minimum of 15 days to review and comment before Grantee issues the press release.
10. Termination of Grant. The Foundation, in its sole discretion, can terminate this Agreement and withhold payment of Grant funds under certain circumstances, including but not limited to: (a) Foundation is not satisfied with the progress of the Project; (b) Foundation determines Grantee cannot satisfactorily complete the Project; (c) Grantee's tax-exempt or legal status changes; or (d) Grantee fails to meet the terms and conditions set forth in this Agreement. If the Grant is terminated prior to the end of the Grant Period, Grantee will: (a) provide a full accounting of Grant expenses for the Project through the date of termination, and (b) repay unexpended funds or funds that were not used for the Project as approved in the Project budget within 30 days of the date of termination.
11. Additional Restricted Uses. Grantee agrees that Grant funds will be used exclusively for its exempt purposes and will not be used to (i) cause any private inurement, self-dealing, or excess benefit transactions, (ii) carry on propaganda, lobbying or otherwise attempt to influence legislation, or (iii) participate in any political campaign on behalf of any candidate for office or for political campaign contributions.

12. Nondiscrimination. Grantee affirms that Grantee will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures concerning access to services.
13. Equipment Purchased with Grant Funds. Title to all equipment purchased with Grant funds (“Grant Funded Property”) will be Grantee’s property. However, Grantee grants Foundation a security interest in the Grant Funded Property until the final report has been approved by Foundation. Foundation may file a UCC-1 financing statement with the appropriate state office for such security interest. Grant Funded Property not used for carrying out the Project as described in the Proposal will be returned to Foundation or Grantee will repay Foundation for the cost.
14. Relationship of Parties. This Grant does not create an employment, agency, or partnership relationship between the parties.
15. Indemnification. Foundation is a funding source only and does not participate in or direct any of the activities or services of Grantee. Grantee will indemnify, defend, and hold harmless Foundation and its affiliates, directors, officers, employees, volunteers and agents from and against any and all demands, claims, actions, suits, losses, damages, arbitration and legal proceedings, judgments, settlements, or costs or expenses (including reasonable attorneys’ fees and expenses) arising out of or relating to the acts or omissions, actual or alleged, of Grantee or Grantee’s employees, subgrantees, subcontractors, agents, and affiliates arising out of or related to any breach of this Agreement, and/or negligence or willful misconduct by Grantee.
16. Authority. Each individual executing this Agreement has authority to execute this Agreement on behalf of the organization.
17. Entire Agreement; Assignment. This Agreement and all attachments contain the entire understanding between the parties and supersedes all prior written or oral agreements. Grantee may not assign, or otherwise transfer, Grantee’s rights or delegate any of its obligations under this Agreement without prior written approval of Foundation.
18. Applicable Law; Venue; Prevailing Party. This Agreement will be governed according to the laws of the State of Missouri. Any lawsuit, action or proceeding resulting from, or related to this Agreement, must be litigated in a court located in the City of St. Louis, Missouri or St. Louis County, Missouri. The prevailing party in any litigation pertaining to this Agreement will be entitled to recovery of all litigation costs and reasonable attorney’s fees from the non-prevailing party.
19. Preservation of Rights and Remedies. The parties agree to fully comply with the terms and conditions of this Agreement. In the event of a default by Grantee, the Foundation may decide, in its sole discretion, to pursue all or only certain rights and remedies, waive a default, or allow Grantee a cure period to resolve the default; but the Foundation’s prior conduct will not be binding upon its rights and remedies with respect to any ongoing default or future default, which the Foundation reserves the right to handle differently. Additionally, the Foundation’s rights and remedies stated in this Agreement are not intended to be exclusive of any other right or remedy under applicable law.

20. Counterparts and Electronic Signatures. This Agreement and any amendment may be signed in counterparts, by facsimile, PDF, or other electronic means, each of which will be deemed an original and all of which when taken together will constitute one agreement. Facsimile and electronic signatures will be binding for all purposes.

21. Effective Date. This Agreement will become effective when signed by both parties.

By their signatures below, the parties agree to enter into this Agreement.

The Missouri Foundation for Health



By: \_\_\_\_\_  
Dwayne Proctor, Ph.D.  
President and Chief Executive Officer

7/1/2022  
Date

City of Columbia on behalf of  
Columbia/Boone County Public Health & Human Services

By: De'Carlton Seewood  
De'Carlton Seewood  
City Manager

7/6/2022  
Date

Attachments:

- A. Project Narrative
- B. Project Budget

Attachment A.  
Project Narrative

Project Narrative follows this page.



## Boone County Food Council: Growing Equity and Resilience in our Food System

**A. Purpose.** This project will support Boone County Food Council (BCFC or Council)'s work to create a resilient, equitable, and sustainable local food system with policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County (BC). To identify the context that the new BCFC is operating in, and identify needs, gaps and opportunities in the local food system, BCFC will conduct a comprehensive Community Food System Assessment (CFSA) resulting in an interactive Food System Asset Map, a Findings Report, and a BCFC 5-year Strategic Plan. Other supported activities include community outreach events and public forums, policy analysis and recommendations for local and state officials, networking and advocating with other Food Councils and groups throughout Missouri, providing stipends to reduce barriers to participation in council activities among marginalized groups, and establishing a BCFC mini grant program for projects that address inequities in the food system.

Centrally located in Missouri, BC is a mixture of urban, peri-urban, and rural populations; with 67% of the county's population residing in Columbia. BC is the fifth fastest growing county in Missouri (U.S. Census 2020), with the population increasing 12.9% between 2010 and 2020, and is becoming more racially and ethnically diverse. As a percentage of the population, the 2020 Census showed a decrease in White population, and increases in the Hispanic, Black, Asian, and multiracial populations. BC's diverse population experience unique challenges *and* opportunities in all sectors of the food system; consumers, retailers, processors, farmers/producers, and preparers of food. **These challenges were exacerbated by COVID-19's impact on the community.**

According to 2020 Census data, 16.8% of BC residents live in poverty, well above the Missouri state average of 13.2%; Columbia's rate is even higher at 22% (US Census Bureau, 2019a)(US Census Bureau, 2019b)(US Census Bureau, 2019c). The impact of poverty on BC families and children is alarming compared to the general population. BC is rated "very bad" for income mobility for children in low-income families, ranked in the bottom 17% of U.S. counties for child income mobility (Chetty, Hendren, Kline, & Saez, 2014). Poverty also disproportionately impacts Black Columbians (31%) compared to all Columbians (22%) experiencing poverty (Boone Impact Group, 2018). Within Columbia, there are two Census tracts with high levels of concentrated poverty indicating the need for robust community engagement. These two census tracts, 9 and 21 (Appendix A), experience a disproportionately higher poverty level in households with children, with 62% of children in these two census tracts experiencing poverty compared to 16% for children in Columbia and 15% of children in BC (Boone Impact Group, 2018). 41% of residents who experienced poverty in the identified census tracts are Black

## Boone County Food Council: Growing Equity and Resilience in our Food System

compared to 31% for Columbia and 28% for BC. According to the ERS USDA Food Access Atlas (2021), both of the identified census tracts are also considered “low income and low access at ½ mile.”

This project builds on a foundation developed by BCFC partners going back to 2018. The City of Columbia, Columbia Center for Urban Agriculture (CCUA), and Columbia Farmers Market completed a community assessment (Appendix B) in conjunction with Columbia/BC PHHS; one recommendation was to create a food policy council to identify issues and advocate for change. The focus of the assessment was on food access, availability, and utilization, to help plan Columbia’s Agriculture Park. This assessment focused solely on food consumers in Columbia and therefore needs to be updated to engage county consumers and other segments of the food system. A systemic approach is needed, building on the data and successes of the prior assessment and including all food system sectors.

In 2019, the Council received funding from the BC Opportunity Fund, enabling the City of Columbia to hire a part-time Food Council coordinator to develop and convene the BCFC. The greatest success from the council’s work in 2019 was a community event called “Food Fest.” Nearly 450 people attended the free event held at Columbia’s Agriculture Park; the event featured dinner provided by local producers, interactive food-related activities, and music so community members could learn about and engage with the local food system. Food Fest was not held in 2020 or 2021 due to the pandemic but the council plans to host the event yearly to educate the community about the food system including sharing and discussing findings from the CFSA. In 2020, the Council was placed on hiatus as all health department staff, including the Council coordinator, were redirected to focus all resources on COVID-19. In 2021, the Council hired a new coordinator and made great strides in finalizing formal BCFC organizational structure & bylaws, adding members, electing officers, and identifying and researching two local food policy issues now being addressed as a unified council. These policy issues are 1.) researching the impact of Columbia’s new 3-tiered water rate system on home gardeners, particularly low-income gardeners who grow food to increase food security and 2.) exploring solutions to provide public transportation to the Central Pantry’s new location not currently on a bus route. Other current activities include food policy/advocacy education for Council members and partners; researching local policies, learning about successes of other food councils, initiating outreach to other FPCs in Missouri, interviewing stakeholders of the BC food system, and staying updated on food policy legislation at the local and state level.

COVID-19 exacerbated previously existing inequities in our food system. Restaurants shut down, school lunches were disrupted, food supply chains were/are disrupted, local farmers lost many of their avenues to sell products, and food insecurity greatly increased, particularly for persons and families already



## Boone County Food Council: Growing Equity and Resilience in our Food System

struggling to meet basic needs before the pandemic. BCFC interviews with various sectors of the food system in March of 2021 indicate gaps in our food system that were exposed by COVID-19, ones that could have been addressed with cross-sector collaboration. Interviews with restaurants showed a strong trend in lost revenue due to closures, challenges ensuring staff health, increased food prices, and difficulty obtaining supplies. Farmers reported a decrease in sales and nowhere for their products to go, while local hunger relief agencies reported increased need for emergency food assistance in the community. All trends indicated missed potential for cross-sector collaboration to address gaps in the food system.

The population distribution of Boone County is well suited to meet the food needs of the community but more investment in research and planning is required to ensure success. Research indicates that through food production, processing, distribution, and consumption, networks between rural, peri-urban, and urban populations located in close geographic proximity can ensure food security and resiliency. To achieve a more resilient food system, collaboration and systems planning is required to harness the unused potential and adequately address community threats (Opitz, Berges, Piorr et al., 2016). BCFC can fully harness the potential of the local food system by first defining the scope and structure of the system through a comprehensive Community Food System Assessment. Upon completion of the assessment, strategic planning will be utilized to create and implement a coordinated strategy to ensure a more resilient food system that can positively impact rural, peri urban, and urban areas. This plan will inform the policy work that the council will undertake to create systems change.

With MFH support, the BCFC's goals are to *1) Engage community members/stakeholders in a comprehensive Community Food System Assessment to gain shared understanding of scope and nature of our food system; assess the full impact of COVID-19 while identifying pre-existing systemic issues, to inform and facilitate the Council's strategic plan for an equitable, resilient food system that supports the health of residents, the environment, and the economy, 2) Build capacity for addressing systemic inequities in the food system by engaging community members/stakeholders including decision-makers in strategic planning, and provide key training in Inclusion, Diversity, & Equity, and food policy/advocacy work, 3) Shift local food system power dynamics and resource flows by engaging marginalized community members and ambassadors to participate in council activities and addressing community identified issues by providing mini grants to people/organizations positively impacting the local food system, 4) Build a coalition and collaborate on local and state-level policy work and advocacy with other Food Policy Councils and organizations who share BCFC's mission to promote equitable and sustainable food policies that positively impact nutritional, economic, social,*

## Boone County Food Council: Growing Equity and Resilience in our Food System

*environmental, and human health of communities, and 5) Host annual community events to engage and educate community members and decision makers in the food system.*

**B. Change.** BC residents will be the primary benefactor of this work. However, BCFC aims to build on the project to extend to the broader foodshed of mid-MO, reaching approximately 50 miles from Columbia. Residents will be engaged through a participatory process. Marginalized council members will receive stipends as part of the Ambassador program to decrease barriers to participation in Council activities including meetings and CFSA data collection. Representation from all sectors of the food system (farmers/harvesters, producers, processors, distributors, retailers, consumers, waste management, etc.) is vital to make system level changes. BCFC will distribute surveys and hold community forums and focus groups throughout the county while employing outreach and in-person recruitment strategies to engage traditionally marginalized populations. Out-of-county foodshed members of non-Consumer sectors will also be engaged in the CFSA to capture their impact on Boone County's food system.

The project will focus on public policy, community, and organization level systems approaches to bring equity and resilience to the food system and improve quality of life for all Boone County residents. BCFC will address public policy by educating local and state decision makers and advocating for equitable and sustainable policies that impact the food system. Community level approaches including focus groups, public forums, and community events that will empower and engage a variety of community members/stakeholders in conducting the CFSA and in strategic planning, food policy development and advocacy. These events will be held to increase civic engagement in the community and increase knowledge about the food system and relevant policies. Additionally, the Council will collaborate to identify and create necessary changes, using data-informed decision making, within its own member organizations and other organizations to best serve community needs through an equity lens. This project will address systemic inequities and create systems level change by addressing policies and shifting power dynamics and resource flows. Findings from the CFSA will enable the BCFC to make data-informed policy agendas and recommendations to educate and engage decision makers and community members. Decision makers and community leaders will be engaged through the project in a variety of ways. Decision makers will be educated in local food system topics by BCFC; this includes sharing the BCFSA findings report and food asset map, inviting decision makers to public forums where the community can provide feedback, sharing policy briefs with decision makers, and directly engaging in advocacy work with decision makers to improve the local food system. Power dynamics will be shifted by

## Boone County Food Council: Growing Equity and Resilience in our Food System

providing stipends to marginalized community ambassadors to participate in council activities and by advocating for policies that positively impact the food system and improve quality of life.

Conducting an equitable and comprehensive CFSA is crucial for advancing the work of the Council and its partners. Ambassadors from county areas most affected by food insecurity will assist with planning and CFSA data collection and analysis. BCFC will focus intently on recruitment of participants from each geographic region and sector of our local food system to include regional farmers, ranchers, and other producers; food processors; distributors; restaurants, grocery stores, and other food retailers; consumers; and food waste specialists. Recruitment for participation in Focus Groups, Interviews, and the CFSA Survey will involve outreach by the Project Team, Ambassadors, and BCFC partners, via news releases, social media, newsletters, radio announcements, hard copy posted notices, mailings, phone calls, in-person meetings, and other means as appropriate.

Additionally, resource flows will be directed to address community identified issues by providing funding through the BCFC Mini-grant Program to people/organizations positively impacting the local food system. Mini grants will support change makers who understand the most effective ways to serve their communities and may include projects like providing refrigerators to food pantries, starting a community garden in a low-food access area, or supporting the development of food coalitions throughout the county.

**C. Success/Sustainability.** Project success will include: a Boone County CFSA Findings Report and BCFC 5-Year Strategic Plan to drive the work of the Council and empower community leaders to make data-informed decisions regarding policies that impact the food system. The Food System Asset Map will benefit families and individuals struggling with food insecurity, and agencies/organizations seeking information on food resources on behalf of clients, for planning and development activities, and applications for funding. Food system gaps identified and included in the CFSA Findings Report can benefit entrepreneurs looking to fill specific needs in our community. Decision makers and the general community will be educated on issues that impact the food system and food security, through community events, publications, and advocacy. Local and state level policies that impact that food system will be improved and/or adopted to create systematic change. Positive change makers will be supported through mini grants to increase their impact and the success of this project will ultimately be seen in a more resilient and equitable food system with increased food security across BC. Additionally, connecting with other groups across MO to collaborate on policy research and advocacy will enhance the collective

## Boone County Food Council: Growing Equity and Resilience in our Food System

capacity to make change. This network will create a powerful data-informed voice for meaningful and beneficial changes in food-related policies and practices in our county and state.

BCFC realizes that systematic changes will not happen quickly, but the Council is composed of organizations and individuals dedicated to making positive change toward food security and health equity. Regarding sustainability of work beyond this project, the Council expects to continue with networking, community engagement, coalition-building, and advocating for necessary state and local policy changes. BCFC will use outcomes/accomplishments benefitting the health of the people of BC sponsored by this MFH initiative as demonstrated success, to advocate for transitioning the current temporary Council Coordinator position to a permanent position within City of Columbia/BC PHHS. BCFC will establish a working group to explore all options for sustainability planning, including Council fundraising and outside grants. BCFC will engage in community fundraising to continue funding the mini-grant program, and for stipends to offset cost of participation for marginalized community ambassadors/Council members whose voices are critical to BCFC's work.

**D. Approach.** The project begins by engaging a broad, representative sample of county participants in regard to age, race, gender, employment, education status, residence/location, and from each sector of the food system to develop and conduct the CFSA. BCFC is keen on getting an authentic and inclusive “lay of the land” regarding food assets, challenges, and barriers, and identifying potential for developing socio-economic equity and opportunity across sectors of the BC food system. The CFSA Findings Report and Asset Map will facilitate creation of the BCFC Strategic Plan to drive the work of the Council for the next five years. Ambassadors and mini grants promote food system diversity, equity, and inclusion by supporting community members to engage with the food system through grassroots participatory planning and redirecting resource flows. Through continued community outreach and events, residents and partners will be engaged, educated, and informed on food-related issues and opportunities, empowering them to participate in informed policy advocacy through BCFC activities. The Food System Asset Map, developed and published online will provide county residents with useful, up-to-date, and visually accessible information on available food resources (grocery stores, food stands, farmers markets, food banks and pantries, food assistance programs, religious and community organizations offering free and low-cost foods, school food programs, specialty food producers, soup kitchens, events, etc.). Schools, churches, civic groups, and government entities will benefit from this online tool for accessing information on food-related resources. Community outreach and engagement via Ambassadors and events will help identify local change-makers eligible for the proposed mini grant program designed to offset food system inequities and shift resource flows.

## Boone County Food Council: Growing Equity and Resilience in our Food System

Legislative decisions are frequently made from a top-down approach by leaders who may not have sufficient data/information on food systems issues. BCFC seeks to shift policy-making impetus and power from the current top-down model to local communities and their members. By educating county residents and leaders on food system issues, BCFC aims to establish itself as a valued resource for food policy/food system information and expertise, and to advocate along with community members, for equitable and sustainable data-informed decision making on local and state levels. Educating and advocating for informed policies will assist local and state officials/decision makers. Food system education, sharing CFSA findings with our community, and advocacy training, will shift “ownership” and engagement in policy making which affects individual and collective health for Boone County and for Missouri.

**E: Indicators.** Indicators of success include CFSA completion, creation and dissemination of the CFSA Findings Report, online publication of the BC Food Asset Map; number of Ambassadors hired; success of targeted outreach to marginalized community members measured by CFSA survey participant number and demographics indicating that all groups are represented; number of community members who report learning about food assets and resources through the CFSA process; creation, publication, implementation of the data-informed 5-year strategic plan with inclusion, diversity and equity baked in; number of mini grants to local change makers who report on the impact of their mini grants; number of policy issues outlined in BCFC’s policy agenda; number of community members engaged in BCFC events; number of organizations involved with the BCFC in policy/advocacy work; and resultant number of successfully promoted public policies enacted with positive impact on the food system and its members.

CFSA results will be shared in a variety of settings to ensure outreach to all stakeholders. Community members will be invited to a celebration where results will be discussed. Meetings with the Columbia City Council, City alderman, and County Commission will be scheduled to ensure leaders across BC are informed of findings. Results will be shared with CFSA participants and efforts will be made to assure that all BC food system sectors are aware of and have access to the CFSA Findings Report and its data. The report will be published on partner websites and shared on social media. A press release will announce completion of the CFSA and availability of results. The finalized 5-year strategic plan will be similarly disseminated to local leaders, assessment participants, and all parts of our local food system. The strategic plan will be published online, shared on social media, and announced via a press release.

**F. The Project Director and Key Partners** will collaborate to ensure project success. BCFC members and Ambassadors will be trained on data collection protocol. The Data Manager will build database infrastructure to ensure consistency and efficiency with tracking project data, indicators, and outcomes.

Boone County Food Council: Growing Equity and Resilience in our Food System

Partners*	Role and Benefit to the Project
City of Columbia/ Boone County Public Health and Human Services	<p><b>Project Director</b>, Deb Sprague, MA, will direct all aspects of the project with input from PS and Key Partners. Deb has 26 years of experience in project direction, evaluation, qualitative research including food insecurity. On US-DHHS grants, she developed measures/protocols, workflows, databases; directed teams; collected/analyzed data; disseminated findings via reports &amp; peer-reviewed publications.</p> <p><b>Project Supervisor (PS)</b>, Michelle Shikles, MPH, CHES, PHHS Health Promotion Supervisor for the past 7 years, will serve as organizational representative for the City of Columbia and will provide key input on all aspects of the project, administrative supervision and support to the Project Director, and will monitor the project budget.</p> <p><b>Strategic Planning Facilitator, TBD</b>, City of Columbia Sr. Planner will facilitate strategic planning sessions w/the Project Team, BCFC, community stakeholders to develop the BCFC 5-year Strategic Plan to build equity and resilience into the local food system.</p> <p><b>GIS Specialist, TBD</b>, will work with the Project Director and Supervisor to create and publish the virtual interactive Food System Asset Map using CFSA data, ensuring accuracy &amp; usability; will have Associate’s degree, w/min. 3 yrs GIS experience.</p>
Columbia Center for Urban Agriculture	<p><b>Key Project Partner and BCFC member:</b>  <u>CCUA Assessment Manager</u> and 2021-23 BCFC Chair, Katie Molitor, MPH: 7 years nonprofit experience focused on food security, program evaluation. Will collaborate with PD and Ext. Partner to develop &amp; implement CFSA measures/methodology, assist data collection; recruitment/ hiring/ training ambassadors; and assist with building online surveys, project reports, evaluation, and planning.</p> <p><u>CCUA Office Manager</u> to aid administrative functions and coordination re: CFSA development, Ambassador hires, Mini-grant program administration and awards. CCUA will also provide assistance as outlined below for BCFC member organizations.</p>
University of Missouri - Extension	<p><b>Key Project Partner and BCFC Member:</b> University of Missouri-Extension Community Development Specialist, Letitia Johnson will facilitate public forums, focus groups &amp; interviews with food system sector representatives, and coordinate/oversee transcriptions. Assist: surveying, data analysis, compilation of CFSA Findings Report, and the 5-year Strategic Plan. As a BCFC member organization, local Extension personnel will provide assistance as outlined below for other council member organizations.</p>

\*Additional partners providing Letters of Support (attached) are: **Empower Missouri** and BCFC members: **Columbia Farmers Market, Food Bank of Central and NE MO, Catholic Charities of Central and Northern MO, Columbia Public Schools-Nutrition Services, Local Motion, and MU Interdisciplinary Center on Food Security**. Currently on BCFC’s radar for coalition-building are MU Healthcare, MU Coalition for Food Insecurity, MO Coalition for the Environment, MO Rural Crisis Center, and ARISE, Inc. in Jefferson City that we have begun to engage with in early 2022.

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

BCFC aims to create a resilient, equitable, and sustainable local food system with policies positively impacting nutritional, economic, social, environmental, and human health of Boone County. This project will support a CFSA, food asset map, findings report, 5-year strategic plan, community events/public forums, policy recommendations for local/state officials, networking and advocating with other food councils and organizations, stipends for historically marginalized individuals to mitigate barriers to participation and voice in BCFC activities, and mini-grants to projects addressing food system inequities.

**Goal 1: Engage community members/stakeholders in a comprehensive Community Food System Assessment to gain shared understanding of scope and nature of our food system; assess the full impact of COVID-19 while identifying pre-existing systemic issues, to inform and facilitate the Council’s strategic plan for an equitable, resilient food system that supports the health of residents, the environment, and the economy.**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
<p><b>Objective 1.1</b> Develop and conduct a mixed methods Community Food System Assessment (CFSA) of Boone County to identify, catalog, and explore pre-existing issues as well as COVID-19 impacts on food insecurity and disparities, by engaging 2,000 community members/stakeholders, with representation from all sectors of the food system/food shed and geographical areas of the county.</p> <ul style="list-style-type: none"> <li>• Convene Key Project Team; develop detailed work plan</li> <li>• Develop <b>Focus Group (FG)</b> and <b>Key Informant Interview (Intvw)</b> protocols/templates for data collection with key Non-Consumer food system representatives to include: Producers/Harvesters, Processors, Distributors, Purchasers, Retailers, Food Waste Specialists, Food System Experts</li> <li>• <b>Hire &amp; train Ambassadors</b> for participant engagement, data collection, help w/ events.</li> <li>• <b>Conduct Food-Security Workshop focused Inclusion, Diversity, Equity (IDE)</b> for Council members and Ambassadors</li> <li>• <b>Conduct interviews</b> with key non-consumer (NC) sector representatives and food system experts</li> <li>• <b>Conduct 7 FGs</b> with NC sector representatives and marginalized Consumers</li> <li>• Transcribe, code, <b>analyze qualitative data to integrate relevant findings into iterative FG and Intvw process</b></li> <li>• <b>Develop web-based Community Food Assessment w/Consumer focus;</b> include survey logic/sections to gather sector-specific data from Consumers also in NC sectors</li> <li>• Get Survey(s) <b>translated into Spanish and 2 other languages</b> to be researched and /determined per BC’s refugee and immigrant populations</li> <li>• Build English and Spanish versions online; get hard copies printed</li> <li>• <b>Disseminate web-based CFSA survey link/request</b> via newsletters, brochures, email listservs, etc. <i>and</i> conduct survey at community events via hard copy and/or electronically using translators as needed</li> </ul>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">YEAR 1: 2022-23</p> <p>Sep 1 - Dec 31</p> <p>Jan 1 - Feb 28</p> <p>Jan 1 - April 30</p> <p>Apr - Jul 31</p> <p>Aug 1 - Oct 31 (2023, Yr 2)</p>	<ul style="list-style-type: none"> <li>• Project Director .75 FTE</li> <li>• CCUA Partner</li> <li>• MU Extension Partner</li> <li>• BCFC Members</li> <li>• Project Ambassadors</li> <li>• City of Columbia Translators and Phone Translation Software</li> </ul> <p>Intvw &amp; FG Spaces                      FG food/drinks FG/Intvw                      Audio-recording setup                      City Translation Software for Interviews                      FG/Intvw Participant Stipends                      Audio transcription (Extension)                      Dedoose qualitative data analysis software                      Online survey platform (Qualtrics/Survey Monkey)                      Survey Translation into Spanish                      Print Services for hard copy surveys                      Gift Cards and community donated prizes for Survey completion lottery</p>	<p>1.1a 2,000 community members will participate in the CFSA as measured by survey responses, event records from focus groups, and the number of individual interviews.</p> <p>1.1b 35% of community members who participate in the CFSA will report an increase in feeling civically engaged as a result of their participation in the CFSA as measured by the post participation survey.</p>

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
<p><b>Objective 1.2</b> Create and publish a web-based, interactive Boone County Food System Asset Map</p> <ul style="list-style-type: none"> <li>● Hire Data Mgr/Analyst,</li> <li>● Create CFSA Master Database</li> <li>● Create CFSA Data Codebook for analysis</li> <li>● Analyze CFSA Survey <i>Food Assets</i> data</li> <li>● Use GIS to create a map of the food system</li> <li>● Identify appropriate virtual placement of the map</li> <li>● Publish online and provide a digital version for printing</li> <li>● Share announcement and map URL; disseminate widely to community organizations, schools, religious and charitable organizations, any/all relevant stakeholders</li> <li>● Establish links to map from appropriate partner websites (City of Columbia, DHHS, MU-Extension, etc.)</li> <li>● Share results during community events (see Objective 5.1)</li> </ul>	<p>Nov 1 - Feb 28</p> <p>YEAR 2: 2023-24</p>	<ul style="list-style-type: none"> <li>● Data Mgr/ Analyst .25 FTE (1 yr)</li> <li>● Project Director</li> <li>● Project Supervisor</li> <li>● GIS staff at City of Columbia</li> <li>● CCUA Partner</li> <li>● MU Extension Partner</li> <li>● BCFC Members</li> </ul> <p>GIS software CFSA datasets</p>	<p>1.2a 45% of organizations engaged with BCFC will report utilizing the Boone County Food Asset Map as part of their informed decision-making processes upon completion of the project as measured by the Community Partner Feedback survey.</p> <p>1.2b 60% of event/symposium attendees who complete the survey will report they learned something new about community food assets as a result of learning about the Community Food Asset Map as measured by post-event surveys.</p> <p>1.2c BCFC’s Food System Asset map will be utilized 2,000 times by community members and decision makers by the completion of the grant as measured by web page views.</p>



**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

<p><b>Objective 1.3</b> Create and disseminate Boone County Food System Assessment Findings Report</p> <ul style="list-style-type: none"> <li>● Complete analysis of all qualitative (FG, Intvw) and Survey data.</li> <li>● Identify and explore common themes &amp; compile data into the Findings Report</li> <li>● Give presentations of findings to BCFC partners, Columbia/Boone County Health Department, and other relevant stakeholders</li> <li>● Publish to BCFC Facebook page, PHHS and other appropriate sites; send press release to notify the community</li> <li>● Share results during community events (see Objective 5.1)</li> </ul>	<p>Jan 1 - May 30</p>	<ul style="list-style-type: none"> <li>● Data Mgr/Analyst</li> <li>● MU Extension Partner</li> <li>● CCUA Partner</li> <li>● Project Director</li> <li>● Project Supervisor</li> <li>● Ambassador(s)</li> <li>● BCFC Members</li> </ul>	<p>1.3a 75% of BCFC partners, Columbia/Boone County Health Department staff, and other relevant stakeholders will report an increase in knowledge about the Boone County Food system and its challenges after participating in a Boone County Food system Assessment Findings presentation as measured by post event surveys.</p> <p>For Community member outcomes regarding the sharing of Food Assessment results please see Outcomes 5.1a-5.1c</p>
---	-----------------------	---	---

**Goal 2: Build capacity for addressing systemic inequities in the food system by engaging community members/stakeholders including decision-makers in strategic planning, and provide key training in Inclusion, Diversity, & Equity, and food policy/advocacy work.**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
<p><b>Objective 2.1</b> Create the BCFC 5-year Strategic Plan to drive the work of the Boone County Food Council and its partners.</p> <ul style="list-style-type: none"> <li>● Engage Strategic Planning Facilitator</li> <li>● Adopt a strategic plan planning process</li> <li>● Hold facilitated work sessions</li> <li>● Finalize strategic plan</li> <li>● Publish and disseminate Strategic Plan</li> </ul>	<p>YEAR 2: 2023-24 May 1 - Aug 31</p>	<ul style="list-style-type: none"> <li>● Project Director</li> <li>● Project Supervisor</li> <li>● Strategic Plan Facilitator (Sr. Planner at City of Columbia)</li> <li>● BCFC Members</li> </ul>	<p>2.1a 80% of BCFC members will report an increase in the capacity of the council to address BCFC's mission as a result of the strategic planning process as measured by the BCFC Strategic Planning Post Survey.</p> <p>2.1b BCFC will achieve 90% of goals outlined in each year in the Strategic Plan, documented by the End of Year Strategic Plan Report.</p>

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

<p><b>Objective 2.2</b> Complete the Johns Hopkins Center for a Liveable Future’s “<i>Get it Together: Food Policy Capacity Assessment Toolkit</i>,” twice a year to assess BCFC’s organizational capacity to achieve policy goals.</p> <ul style="list-style-type: none"> <li>• Complete the assessment toolkit at the beginning of the project to establish a baseline to assess progress over time.</li> <li>• Complete the assessment every six months throughout the duration of the project to evaluate BCFC’s increase in capacity.</li> </ul> <p><b>Objective 2.3</b> Host Policy/Advocacy Training and IDE Food Security Workshop for BCFC, partners, local community members/stakeholders, and other FPCs/organizations.</p> <ul style="list-style-type: none"> <li>• Research and determine training curriculum and protocol</li> <li>• Hire Trainers &amp; schedule training sessions</li> <li>• Arrange for training venues, concessions, etc. if needed</li> <li>• Invite participants</li> <li>• Host training sessions &amp; collect participant evaluations of the training</li> </ul>	<p>YEAR 2- 2023-24</p>	<p>*Sep 2022, and every 6 mos, w/last one on Aug 31, 2026</p> <ul style="list-style-type: none"> <li>• Project Director</li> <li>• IDE Trainer /Contractor TBH</li> <li>• Empower MO, Policy/Advocacy Trainer</li> <li>• MU Extension Partner</li> <li>• CCUA Partner</li> <li>• Ambassadors</li> </ul> <p>Apr 1 - Aug 31</p>	<p>2.2 BCFC’s capacity to effectively address policies will increase by 20% every six months as measured by Johns Hopkins Center for a Liveable Future’s “<i>Get it Together: Food Policy Capacity Assessment Toolkit</i>”.</p> <p>2.3a 60% of people who participate in BCFC sponsored IDE training will report an increase in knowledge regarding IDE and food insecurity topics as measured by post training surveys.</p> <p>2.3b 70% of people who participate in BCFC sponsored training will report an increase in knowledge regarding policy/advocacy work as measured by post training surveys.</p> <p>2.3c 70% of people who participate in BCFC sponsored training will report the training has increased their capacity to better serve the community as measured by post training surveys.</p>
---	------------------------	---	--

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

**Goal 3: Shift local food system power dynamics and resource flows by engaging marginalized community members and ambassadors to participate in council activities and addressing community identified issues by providing mini grants to people/organizations positively impacting the local food system.**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
<p><b>Objective 3.1</b> Engage and provide stipends for 10 community/project Ambassadors per year, from marginalized groups including low-economic security, students, racial minorities, etc., to assist with planning and conducting the CFSA, events for sharing results, and strategic planning using those results.</p> <ul style="list-style-type: none"> <li>• Set up fiscal mechanism for paying Ambassador stipends</li> <li>• Create and post Ambassador job ad(s) in real and virtual spaces (social media, newsletters, health department, grocery and other businesses, social services locations, university and college boards, churches, newspaper, flyers at sporting and other community events)</li> <li>• Hire and train Ambassadors, engage them in the project’s work, providing stipends for their time and energy</li> </ul> <p><b>Objective 3.2</b> Establish and Administer the BCFC Mini-grant program.</p> <ul style="list-style-type: none"> <li>• Set up fiscal mechanism for awarding mini-grants (CCUA)</li> <li>• Recruit BCFC members to serve on the Mini-grant Workgroup to complete the following:</li> <li>• Create criteria for applications</li> <li>• Design and disseminate notice of the mini-grant opportunity</li> <li>• Review mini-grant applications (received by CCUA Partner and present Workgroup’s top choices of eligible applications to BCFC council for majority vote determining funding</li> <li>• Grantees will provide the BCFC with report outlining the impact of their mini-grants; these reports will be shared with MFH as part of the reporting requirements.</li> </ul>	<p>*Jan 1, 2023 - Sep 30, 2026</p> <p>*Mar1 2024 - Jul 31, 2026</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">YEAR 3: 2024-25</p>	<ul style="list-style-type: none"> <li>• CCUA Partner</li> <li>• Extension Partner</li> <li>• Project Director</li> <li>• CCUA Partner</li> <li>• BCFC Mini-grant Workgroup</li> </ul>	<p>3.1a 70% of Ambassadors will report learning more about the local food system through their participation in the BCFC during the project period as measured by Ambassador exit surveys</p> <p>3.1b 70% of Ambassadors will report learning more about policy and advocacy through their participation in the BCFC during the project period as measured by Ambassador exit surveys.</p> <p>3.2a 90% of mini-grant recipients will report the grants enhanced their ability to positively impact the local food system as measured by grant reports required by the BCFC upon 1 year after the mini-grant award.</p>

**Goal 4: Build a coalition and collaborate on local and state-level policy work and advocacy with other Food Policy Councils and organizations who share BCFC’s mission to promote equitable and sustainable food policies that positively impact nutritional, economic, social, environmental, and human health of communities.**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
-------------------------	----------	-------------------	----------

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

**Objective 4.1** Connect with other food policy councils (FPCs) /food security organizations in Missouri to learn about each other’s work and explore areas of potential collaboration.

- Identify other food councils and similar organizations in the state
- Reach out, schedule conversations to explore possible collaboration re: policy work/advocacy
- Invite them to participate in BCFC IDE and Advocacy trainings (see 2.3 above)
- Engage and invite other councils to the Food Symposium
- Exchange knowledge during conferences

**Objective 4.2** Engage in joint policy development and/or advocacy with other FPCs and similar organizations.

- Engage Empower Missouri’s assistance with messaging and joint/collaborative action on policy issues in Missouri.
- BCFC will adopt a policy agenda each year with a minimum of three policy initiatives.
- BCFC will advocate for those policies outlined in the yearly agenda at the local and/or state level by engaging with decision makers.
- BCFC will provide policy briefs for each policy in the agenda to local and/or state officials.
- Collaborate with other stakeholders on policy tracking, and research
- Coordinate messaging to community and legislators on policy issues, bills, legislative actions

YEARS 1-4

\*Sep 2022 - Aug 2026

- Project Director
- CCUA Partner
- MU Extension Partner
- BCFC Members
- Project Ambassadors

- BCFC Policy Workgroup
- Empower Missouri Team
- Community Members/Stakeholders

4.1a 70% of organizations engaged with BCFC will report that being involved with BCFC increased their organizations’ capacity to address the needs of their community as measured by Community Partner Feedback surveys distributed at the end of each project year.

4.2a 20% of policies outlined in BCFC’s policy agenda will be adopted at either the local or state level upon completion of the grant as measured by passed resolutions.

4.2b Upon completion of the grant, 90% of BCFC’s policies outlined in the yearly policy agendas will have corresponding policy briefs that are distributed to local and/or state decision makers as measured by the policy brief tracking database.

4.2c Upon completion of the grant, 90% of BCFC’s policies outlined in the yearly policy agendas will have corresponding advocacy activities that may include meeting with decision makers, hosting public forums, and/or providing testimonials as measured by BCFC activity logs.

**BCFC: Growing Equity and Resilience in our Local Food System - PROJECT PLAN**

**Goal 5: Host annual community events to engage and educate community members and decision makers in the food system.**

Objectives & Activities	Timeline	Staffing & Inputs	Outcomes
<p><b>Objective 5.1</b> Host a community event/food symposium each project year to engage and educate decision makers, project partners, other food councils, and the community about food system topics, policy, and advocacy.</p> <ul style="list-style-type: none"> <li>• BCFC Events Workgroup will plan and organize a community event/food symposium each project year.</li> <li>• Share BCFC CFSA findings and Asset Map during community events/food symposiums.</li> <li>• Invite project partners, other food councils, decision makers, and community members to network, learn, and educate the community about food system topics, policies, IDE, and advocacy.</li> </ul>	<p>YEARS 1-4</p> <p>*May 2023 - Aug 2026</p>	<ul style="list-style-type: none"> <li>• BCFC Events Workgroup</li> <li>• BCFC Members</li> <li>• Project Director</li> <li>• CCUA Partner</li> <li>• Extension Partner</li> <li>• Project Supervisor</li> <li>• Ambassadors</li> <li>• Community Volunteers</li> </ul>	<p>5.1a 400 individuals will attend the community event/food symposium each project year as measured by event records</p> <p>5.1b 65% of event/symposium attendees who complete the survey will report an increase in understanding of local food system issues as measured by post-event surveys.</p> <p>5.1c 20% of event/symposium attendees who complete the survey will report they would like to participate in future actions related to BCFC activities as measured by post-event surveys.</p>

\*Projected work timeframes spanning beyond the year in which they are listed.



February 15, 2022

Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

Dear Michelle Shikles and Debra Sprague:

The Food Bank for Central and Northeast Missouri is proud to support the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the *Boone County Food Council: Growing Equity and Resilience in our Food System* project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond.

The Food Bank for Central and Northeast Missouri is a regional hunger-relief network that distributes approximately 27 million pounds of food per year, serving 100,000 individuals within 32 counties. We distribute food to 140+ partner agencies and operate targeted programs for seniors, veterans and children. In addition, we own and operate Central Pantry, a food distribution hub that serves over 6,000 neighbors facing food insecurity each month in Boone County. As such, The Food Bank for Central and Northeast Missouri is deeply concerned about food securities and policies that impact the people of Boone County.

In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address food insecurity and health disparities in our community. One or more representative, including our Director of Central Pantry, serve on the BCFC and will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project's activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity, and addressing the need for equity and resilience in the Boone County food system.

Expected tasks and activities we commit to are:

- Helping with community engagement to conduct of the comprehensive Community Food Systems Assessment (CFSA) including assisting with participant recruitment, space(s) for interviews and focus groups, posting/sharing announcements of CFSA events, and disseminating the online survey link.
- Assisting with community events for data collection and/or dissemination of CFSA findings.
- Providing input on development of the data-informed 5-year strategic plan based on findings from the Community Food Systems Assessment

We enthusiastically support this grant proposal, and look forward to collaborating with the key project team and other partners, project ambassadors and contractors, community members and other stakeholders.

Sincerely,

Shannon Stokes  
Chief Programs Officer



Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

2/14/2022

Dear Michelle Shikles and Debra Sprague:

I write on behalf of Local Motion in support of the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the *Boone County Food Council: Growing Equity and Resilience in our Food System* project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. As an organization that provides walking, biking, and transit solutions to meet people's everyday transportation needs, Local Motion advocates for people to have safe access to healthy foods and other basic needs without the requirement of owning a vehicle. Through this letter, we acknowledge responsibilities we will fulfill in partnership with the City of Columbia and the Key Project Team.

In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address community food insecurity and health disparities in our community. Erica Ascani from our organization currently serves on the BCFC and will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project's activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity, and addressing the need for equity and resilience in the Boone County food system.

Expected tasks and activities we commit to are::

- Helping with community engagement to conduct of the comprehensive Community Food Systems Assessment (CFSA) including assisting with participant recruitment, space(s) for interviews and focus groups, posting/sharing announcements of CFSA events, and disseminating the online survey link via our networks and email listservs
- Assistance with community events for data collection and/or dissemination of CFSA final report of findings.
- Input on development of the data-informed 5-year strategic plan based on findings from the Community Food Systems Assessment

We enthusiastically support this grant proposal, and look forward to collaborating with the key project team and other partners, project ambassadors and contractors, community members,

and other stakeholders.

Sincerely,

A handwritten signature in black ink, appearing to read "Erica Ascani". The signature is fluid and cursive, with a large initial "E" and a distinct "A".

Erica Ascani  
Community Engagement Director  
Local Motion  
201 W Broadway  
Building 2 Suite A  
Columbia, MO 65203





# Columbia Public Schools

Laina Fullum RD, LD  
Director of Nutrition Services  
1818 W. Worley St.  
Columbia MO, 65203  
573-214-3480

<http://www.cpsk12.org/nutritionservices>



Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

February 24, 2022

Dear Michelle Shikles and Debra Sprague:

I write on behalf of Columbia Public Schools in support of the City of Columbia’s proposal to the Missouri Foundation for Health’s Opportunity Grant initiative to fund the Boone County Food Council: Growing Equity and Resilience in our Food System project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. As an organization that strives and struggles to procure supplies to meet the growing and changing needs of our child population, I see this as an opportunity to discover new ways to serve this vulnerable population more effectively. Columbia Public Schools works cooperatively with the City of Columbia to maximize overall services to our community. Through this letter, we acknowledge responsibilities we will fulfill in partnership with the City of Columbia and the Key Project Team.

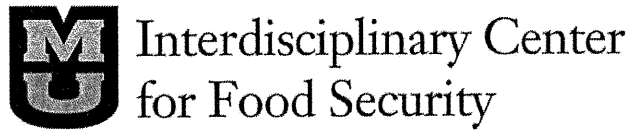
In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address community food insecurity and health disparities in our community. I currently serve on the BCFC and will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project’s activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity.

Columbia Public Schools is committed to helping conduct a comprehensive community food systems assessment, to assist with data collection, and provide input to development of data-informed 5-year strategic plan based on findings.

We support this grant proposal and look forward to collaborating with the key stakeholders.

Sincerely,

Laina Fullum RD, LD  
Director of Nutrition Services  
Columbia Public Schools



Interdisciplinary Center  
for Food Security

University of Missouri  
322B Mumford Hall  
Columbia, Missouri 65211  
<http://foodsecurity.missouri.edu>

Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

February 22, 2022

Dear Michelle Shikles and Debra Sprague:

I write on behalf of the University of Missouri Interdisciplinary Center for Food Security in support of the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the *Boone County Food Council: Growing Equity and Resilience in our Food System* project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. As an organization that seeks to build food secure communities through research, teaching, and engagement, we are excited about this opportunity and have confidence that the effort will be a success. Through this letter, we acknowledge responsibilities we will fulfill in partnership with the City of Columbia and the Key Project Team.

In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address community food insecurity and health disparities in our community. Bill McKelvey from our organization currently serves on the BCFC and will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project's activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity and addressing the need for equity and resilience in the Boone County food system.

Expected tasks and activities we commit to are:

- Helping with community engagement to conduct of the comprehensive Community Food Systems Assessment (CFSA) including assisting with participant recruitment, space(s) for interviews and focus groups, posting/sharing announcements of CFSA events, and disseminating the online survey link via our networks and email listservs
- Assistance with community events for data collection and/or dissemination of CFSA final report of findings.
- Input on development of the data-informed 5-year strategic plan based on findings from the Community Food Systems Assessment

We enthusiastically support this grant proposal and look forward to collaborating with the key project team and other partners, project ambassadors and contractors, community members, and other stakeholders.

Sincerely,

Bill McKelvey, M.S.  
Senior Project Coordinator  
Interdisciplinary Center for Food Security  
University of Missouri



Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

2/11/2022

Dear Michelle Shikles and Debra Sprague:

I write on behalf of Columbia Farmers Market in support of the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the *Boone County Food Council: Growing Equity and Resilience in our Food System* project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. As an organization, we represent over 80 farmers and producers in the mid-Missouri area. Through this letter, we acknowledge responsibilities we will fulfill in partnership with the City of Columbia and the Key Project Team.

In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address community food insecurity and health disparities in our community. Corrina Smith, our Executive Director currently serves on the BCFC and will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project's activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity, and addressing the need for equity and resilience in the Boone County food system.

Expected tasks and activities we commit to are::

- Helping with community engagement to conduct of the comprehensive Community Food Systems Assessment (CFSA) including assisting with participant recruitment, space(s) for interviews and focus groups, posting/sharing announcements of CFSA events, and disseminating the online survey link via our networks and email listservs
- Assistance with community events for data collection and/or dissemination of CFSA final report of findings.
- Input on development of the data-informed 5-year strategic plan based on findings from the Community Food Systems Assessment

We enthusiastically support this grant proposal, and look forward to collaborating with the key project team and other partners, project ambassadors and contractors, community members, and other stakeholders.

Sincerely,  
Corrina Smith  
Executive Director



P.O. Box 10012  
Columbia, MO 65205



manager@columbiafarmersmarket.org  
columbiafarmersmarket.org



573-823-6889



Michelle Shikles and Debra Sprague, City of Columbia, MO  
Health Promotions Division of Public Health and Human Services  
600 E Broadway, Columbia, MO 65203

February 24, 2022

Dear Michelle Shikles and Debra Sprague:

I write on behalf of Catholic Charities of Central and Northern Missouri in support of the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the Boone County Food Council: Growing Equity and Resilience in our Food System project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. As an organization we believe that access to safe, quality food is a basic human right and aim to address food insecurity among the underserved in the communities we serve. Our work as partners in the Boone County Food Council enables us to be of service in the City of Columbia, Boone County, which is one of the 38 counties we serve. Through this letter, we acknowledge responsibilities we will fulfill in partnership with the City of Columbia and the Key Project Team.

In the event this proposal is funded, we will continue our partnership with the Boone County Food Council (BCFC) to address community food insecurity and health disparities in our community. Two representatives from our organization currently serve on the BCFC and one will be designated to work on this effort. We understand that the City of Columbia will take responsibility to direct and supervise this project's activities and we look forward to working with the City of Columbia to conduct a comprehensive community food system assessment, and to develop a 5-year strategic plan for mitigating food insecurity and addressing the need for equity and resilience in the Boone County food system.

Expected tasks and activities we commit to are:

- Helping with community engagement to conduct the comprehensive Community Food Systems Assessment (CFSA) including assisting with participant recruitment, space(s) for interviews and focus groups, posting/sharing announcements of CFSA events, and disseminating the online survey link via our networks and email listservs
- Assistance with community events for data collection and/or dissemination of CFSA final report of findings.
- Input on development of the data-informed 5-year strategic plan based on findings from the Community Food Systems Assessment

We enthusiastically support this grant proposal and look forward to collaborating with the key project team and other partners, project ambassadors and contractors, community members, and other stakeholders.

Sincerely,

A handwritten signature in black ink that reads "Daniel P. Lester".

**Dan Lester**  
Executive Director  
Catholic Charities of Central and Northern Missouri

MAIN OFFICE  
2201 West Main Street  
Jefferson City, MO 65109

MAILING ADDRESS  
PO Box 104626  
Jefferson City, MO 65110

CONTACT  
Phone: 573.635.7719  
Email: info@cccnmo.org

ONLINE  
cccnmo.diojeffcity.org  
@CCCNMO | Facebook, Twitter



February 28, 2022

Michelle Shikles and Debra Sprague  
Health Promotions Division of Public Health and Human Services  
City of Columbia, Missouri  
600 E Broadway  
Columbia, MO 65203

Dear Debra Sprague and Michelle Shikles:

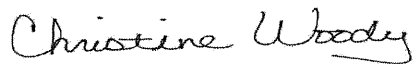
I am writing on behalf of Empower Missouri in support of the City of Columbia's proposal to the Missouri Foundation for Health's Opportunity Grant initiative to fund the *Boone County Food Council: Growing Equity and Resilience in our Food System* project with the goal of establishing food security and equitable food policy that benefits the health and wellbeing of the people of Boone County and beyond. Empower Missouri is a statewide non-profit advocacy organization that works to secure basic human needs and equal justice for every person in our state through coalition-building and advocacy. We specifically have worked with the Boone County Food Council through the statewide Food Security Coalition that we organize. Through this letter, we will lay out the activities we will fulfill in partnership with the City of Columbia and the Key Project Team.

In the event this proposal is funded, Empower Missouri will continue our partnership with the Boone County Food Council (BCFC) in their mission to address food insecurity and health disparities in the community. First, we will encourage the Council membership to be an active participant in our statewide Food Security Coalition, where we will educate the coalition members on pending state and federal legislation and provide opportunities and support for advocacy actions with legislators and department officials. Additionally, we plan to continue to work with the Project Director and Project Team to coordinate and provide trainings for Boone County Food Council members, project Ambassadors, and project partners/collaborators, in person or via Zoom. Already this year, our staff conducted an Advocacy 101 Training to the Boone County Food Council (BCFC) and to BCFC members. Through our coalition work we will

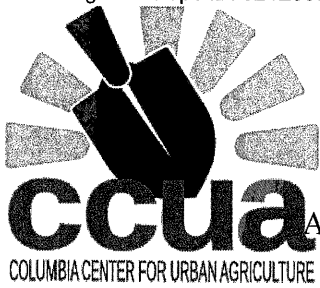
continue to help BCFC hone their messaging and build their skills engaging with decision makers about food security.

We enthusiastically support this grant proposal and we look forward to supporting the Boone County Food Council in their efforts to address food insecurity and inequities in their local food system through policy development and advocacy work for food policies that benefit our state.

Sincerely,

A handwritten signature in cursive script that reads "Christine Woody". The signature is written in black ink and is positioned above the typed name.

Christine Woody, MSW  
Food Security Policy Manager



April 29, 2022

MAIL

PO Box 1742  
Columbia, Mo  
65205

PHONE

573-514-4174

WEB

[columbiaurbanag.org](http://columbiaurbanag.org)

E-MAIL

[bilyp@columbiaurbanag.org](mailto:bilyp@columbiaurbanag.org)

To Whom It May Concern:

Columbia Center for Urban Agriculture (CCUA) plans to partner with Columbia/Boone County Public Health and Human Services (PHHS) for the implementation of the Growing Equity and Resilience in our Food System project. If this project is funded by the Missouri Foundation for Health, CCUA intends to enter into the attached memorandum of agreement with PHHS. As outlined in the agreement, PHHS plans to provide funding to CCUA to carry out several functions of the project.

This project will support Boone County Food Council (BCFC or Council)'s work to create a resilient, equitable, and sustainable local food system with policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County. The Council will conduct a Community Food System Assessment (CFSA), resulting in an interactive Food System Asset Map, Findings Report, and BCFC 5-year Strategic Plan. Other supported Council activities include community outreach events and public forums, policy analysis and recommendations for local and state officials, networking and advocating with other Food Councils, providing stipends to reduce barriers to participation in council activities among marginalized groups, establishing a BCFC mini-grant program for projects that address inequities in the food system, and creating a Boone County Food Council Toolkit to share our experience and lessons learned with other communities.

CCUA has previously partnered with PHHS for several projects including for the creation of the Food Council and looks forward to a continued partnership.

Sincerely,

Billy Polansky  
Executive Director



Boone County Extension Council  
1012 N. Highway UU  
Columbia MO 65203  
(573) 445-9792  
BooneCo@missouri.edu  
<http://extension.missouri.edu/boone>

---

February 28, 2022

To: Proposal Review Committee, Missouri Foundation for Health

Re: "Growing Equity and Resilience in our Food System"

University of Missouri Extension, through the MU Office of Sponsored Programs, intends to partner with the Columbia/Boone County Public Health and Human Services (PHHS) for the purpose of implementing the "Growing Equity and Resilience in our Food System project." If this project is funded by the Missouri Foundation for Health, Extension plans to enter into the attached memorandum of agreement. As outlined in the agreement, PHHS plans to provide funding to MU Extension to carry out several functions of the project.

This project will support Boone County Food Council (BCFC or Council)'s work to create a resilient, equitable, and sustainable local food system with policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County. The primary focus of the project will be a Community Food System Assessment (CFSA), resulting in an interactive Food System Asset Map, Findings Report, and BCFC 5-year Strategic Plan. Other supported Council activities include community outreach events and public forums, policy analysis and recommendations for local and state officials, networking and advocating with other Food Councils, providing stipends to reduce barriers to participation in council activities among marginalized groups, and establishing a BCFC mini-grant program for projects that address inequities in the food system.

Extension has previously partnered with Boone County PHHS on several projects, including the creation of the Food Council itself, and anticipates a long and productive partnership.

Sincerely,

A handwritten signature in black ink, appearing to read 'Letitia Johnson'.

Letitia Johnson  
Community Development Specialist

---

**University of Missouri, Lincoln University, U.S. Department of Agriculture &  
Local University Extension Councils Cooperating**

University of Missouri Extension does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or status as a Vietnam-era veteran in employment or programs.





# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



## DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES ADMINISTRATION

February 24, 2022

To Whom It May Concern:

Columbia/Boone County Public Health and Human Services (PHHS) plans to partner with University of Missouri Extension (MU Extension) for the implementation of the Growing Equity and Resilience in our Food System project. If this project is funded by the Missouri Foundation for Health, PHHS intends to enter into the attached memorandum of agreement with CUA. As outlined in the agreement, PHHS plans to provide funding to MU Extension to carry out several functions of the project.

This project will support Boone County Food Council (BCFC or Council)'s work to create a resilient, equitable, and sustainable local food system with policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County. The Council will conduct a Community Food System Assessment (CFSA), resulting in an interactive Food System Asset Map, Findings Report, and BCFC 5-year Strategic Plan. Other supported Council activities include community outreach events and public forums, policy analysis and recommendations for local and state officials, networking and advocating with other Food Councils, providing stipends to reduce barriers to participation in council activities among marginalized groups, and establishing a BCFC mini-grant program for projects that address inequities in the food system.

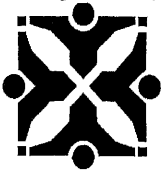
PHHS has previously partnered with MU Extension for several projects including for the creation of the Food Council and looks forward to a continued partnership.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Browning".

Stephanie Browning  
Director

1005 W. Worley St. ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7355 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 874-7756  
[www.CoMo.gov/health](http://www.CoMo.gov/health)



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI

## DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES ADMINISTRATION

February 24, 2022

To Whom It May Concern:

Columbia/Boone County Public Health and Human Services (PHHS) plans to partner with Columbia Center for Urban Agriculture for the implementation of the Growing Equity and Resilience in our Food System project. If this project is funded by the Missouri Foundation for Health, PHHS intends to enter into the attached memorandum of agreement with CCUA. As outlined in the agreement, PHHS plans to provide funding to CCUA to carry out several functions of the project.

This project will support Boone County Food Council (BCFC or Council)'s work to create a resilient, equitable, and sustainable local food system with policies that positively impact the nutritional, economic, social, environmental, and human health of Boone County. The Council will conduct a Community Food System Assessment (CFSA), resulting in an interactive Food System Asset Map, Findings Report, and BCFC 5-year Strategic Plan. Other supported Council activities include community outreach events and public forums, policy analysis and recommendations for local and state officials, networking and advocating with other Food Councils, providing stipends to reduce barriers to participation in council activities among marginalized groups, and establishing a BCFC mini-grant program for projects that address inequities in the food system.

PHHS has previously partnered with CCUA for several projects including for the creation of the Food Council and looks forward to a continued partnership.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Browning".

Stephanie Browning  
Director

1005 W. Worley St. ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7355 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 874-7756  
[www.CoMo.gov/health](http://www.CoMo.gov/health)

Attachment B.  
Project Budget

Project Budget follows this page.

**Organization: City of Columbia/ Columbia/Boone County Public Health and Human Services (PHHS)**

**Project Title: Boone County Equitable and Resilient Food System**

**Reference #: 21-0507-OF**

	TOTAL PROJECT BUDGET					REQUESTED FROM MFH				
	Year 1	Year 2	Year 3	Year 4	Total	Year 1	Year 2	Year 3	Year 4	Total
<b>Other Funding Sources for this Project</b>										
In-kind	8,229	18,237	8,229	8,229	42,924					
Other Funding Sources	8,229	18,237	8,229	8,229	42,924	0	0	0	0	0
<b>Expense</b>										
Salary	42,586	66,420	45,892	45,892	200,790	36,521	53,102	39,827	39,827	169,277
Benefits & Payroll Taxes	16,772	26,160	18,095	18,095	79,123	14,608	21,241	15,931	15,931	67,711
Total Compensation	59,358	92,580	63,987	63,987	279,914	51,129	74,343	55,758	55,758	236,988
Contracts/Other Comp	50,000	60,495	47,000	47,000	204,495	50,000	60,495	47,000	47,000	204,495
Equipment	0	0	0	0	0	0	0	0	0	0
Travel	3,915	4,012	3,915	4,055	15,897	3,915	4,012	3,915	4,055	15,897
Other Direct	4,539	10,977	4,650	4,650	24,816	4,539	10,977	4,650	4,650	24,816
Sub-total	58,454	75,484	55,565	55,705	245,208	58,454	75,484	55,565	55,705	245,208
Indirect	7,669	11,901	8,364	8,364	36,298	7,669	11,901	8,364	8,364	36,298
Total Budget	125,481	179,965	127,916	128,056	561,420	117,252	161,728	119,687	119,827	518,494
**Net Project Cost**	-117,252	-161,728	-119,687	-119,827	-518,496	-117,252	-161,728	-119,687	-119,827	-518,494

**Columbia/Boone County Public Health and Human Services  
Boone County Food Council  
Budget Narrative and Spreadsheet  
21-0507-OF**

**OTHER FUNDING SOURCES FOR THIS PROJECT**

Other Funding Sources for this Project	Year 1	Year 2	Year 3	Year 4	Total
In Kind	\$ 8,229	\$ 18,237	\$ 8,229	\$ 8,229	\$ 42,924
<b>Total</b>	<b>\$ 8,229</b>	<b>\$ 18,237</b>	<b>\$ 8,229</b>	<b>\$ 8,229</b>	<b>\$ 42,924</b>

In-Kind

PHHS will provide staff time as in-kind.

- **Michelle Shikles, Public Health Promotion Supervisor, Project Supervisor** will be responsible for oversight of the project and assisting with overall project coordination.
- **Rebecca Estes, Senior Planner, Strategic Plan Facilitator** will be creating a process outline for the strategic plan and facilitating strategic plan meetings.
- **GIS Specialist, TBD** will be creating an interactive map of the Boone County food system.

**EXPENSE**

Salary

Position	Annual Salary	FTE	Year 1	Year 2	Year 3	Year 4	Total
Project Director (Debra Sprague)	\$ 53,102	0.75	\$ 36,521	\$ 39,827	\$ 39,827	\$ 39,827	\$ 156,000
Health Educator (TBH)	\$ 53,102	0.25	\$ -	\$ 13,276	\$ -	\$ -	\$ 13,276
<b>Total Requested from MFH</b>			<b>\$ 36,521</b>	<b>\$ 53,102</b>	<b>\$ 39,827</b>	<b>\$ 39,827</b>	<b>\$ 169,276</b>

Budget Explanation:

**Project Director, Debra Sprague:** This position is currently funded via a grant from the Boone County Opportunity Fund and funds will be expended by October 2022 due to increasing the position from .5 FTE to .75 FTE to accommodate a growing workload. The budget for year one salary and benefits has been prorated to account for the Boone County Opportunity funds. This position will be responsible for:

- Managing all aspects of the project
- Coordinating with partners
- Assisting with data management and analysis
- Assisting with the creation of the comprehensive food systems assessment report
- Managing participant stipends

**Health Educator, To Be Hired:** This position will be responsible for:

- Assisting with data analysis
- Assisting with the creation of the comprehensive food systems assessment report

- Assisting with other aspects of the project as needed, including but not limited to, focus group facilitation and data management

**Benefits and Payroll Taxes:**

Position	Annual Salary	FTE	Rate	Year 1	Year 2	Year 3	Year 4	Total
Project Director, Debra Sprague	\$53,102	0.75	0.400	\$ 14,608	\$15,931	\$15,931	\$15,931	\$62,400
Health Educator, TBH	\$53,102	0.25	0.400	\$ -	\$ 5,310	\$ -	\$ -	\$ 5,310
<b>Total Requested from MFH</b>				<b>\$14,608</b>	<b>\$21,241</b>	<b>\$15,931</b>	<b>\$15,931</b>	<b>\$67,710</b>

*Budget Explanation:* Taxes, medical insurance, pension, and 401A, disability and life insurance.

**Contracted Services/Other Compensation:**

Contracted Services	Year 1	Year 2	Year 3	Year 4	Total
Columbia Center for Urban Agriculture	\$ 35,000	\$ 47,000	\$ 47,000	\$ 47,000	\$176,000
MU Extension	\$ -	\$ 11,395	\$ -	\$ -	\$ 11,395
Branding and Website	\$ 15,000				\$ 15,000
Food Equity Workshops	\$ -	\$ 2,100	\$ -	\$ -	\$ 2,100
<b>Total Requested from MFH</b>	<b>\$ 50,000</b>	<b>\$ 60,495</b>	<b>\$ 47,000</b>	<b>\$ 47,000</b>	<b>\$204,495</b>

*Budget Explanation:*

**Columbia Center for Urban Agriculture:** CCUA has experience with community engagement and conducting food assessments. Responsible for assisting with data evaluation, recruiting, hiring, and assisting in the training of ambassadors. Also, awarding and disbursing mini grant funds in accordance with MFH policies Lastly, Boone County Food Council Toolkit creation and dissemination

**MU Extension:** MU Extension has extensive experience in survey development and focus group facilitation and analysis and has been a key partner since the creation of the Food Council. They will be completing community stakeholder interviews in partnership with the community ambassadors. Facilitating public forums and focus groups, assisting with data compilation, analysis and reporting of public forum and focus group data. Also, assisting with surveying for the Comprehensive Food Assessment and providing transcriptions for focus groups and interviews.

**Food Equity Workshops:** These workshops are designed to improve the work of the Food Council and encourage council members, partners, and local community members/stakeholders to focus on food equity in both the design and implementation of the food assessment. The workshops will be facilitated by Nick Butler, an independent contractor with extensive experience in facilitating diversity, inclusion, and equity workshops.

**Branding and Website Design:** Branding would be an important step to promote recognition and cohesion. The website would be a platform to publish the toolkit, host a directory of resources and maps, share information, raise donations, and facilitate direct food policy-related advocacy by community

members and stakeholders. This amount was determined based similar projects. The City of Columbia has purchasing procedures in place that are designed to purchase quality services at the lowest price. We currently have standing contracts with negotiated rates with two vendors to provide this type of service, Bucket Media and Woodruff. Using the City's purchasing process, we will likely be using one of these vendors for this service.

Columbia Center for Urban Agriculture (MOA and letters of intent to sign attached)

Staff time + fringe benefits: \$25 per hour x 1,200 hours = \$20,000

Ambassador program: 10 ambassadors x \$500 flat rate = \$5,000

Mini grant program: 4 mini grants x \$3,000 = \$12,000 (Years 2-4)

Total: \$35,000 (Year 1)

\$47,000 (Year 2)

\$47,000 (Year 3)

\$47,000 (Year 4)

MU Extension (MOA and letters of intent to sign attached)

Staff time + fringe benefits: \$50 per hour x 200 hours = \$10,000

Transcription: \$1.5 per min x 930 minutes = \$1,395

Total: 11,395 (Year 2)

Food Equity Workshops

Facilitation of two (2) sessions in year 2: \$300 x 2 session = \$600

Development of training and pre-planning: \$100 per hour x 9 hours = \$900

Evaluation and debrief with project team = \$100 per hour x 6 hours = \$600

Total: \$2,100 (Year 2)

Branding and Website Design

Total: \$15,000 (Year 1)

**Travel:**

<b>Travel</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
Mileage	\$ 183	\$ 280	\$ 183	\$ 323	\$ 969
Conferences	\$ 3,732	\$ 3,732	\$ 3,732	\$ 3,732	\$ 14,928
<b>Total Requested from MFH</b>	<b>\$ 3,915</b>	<b>\$ 4,012</b>	<b>\$ 3,915</b>	<b>\$ 4,055</b>	<b>\$ 15,897</b>

Budget Explanation:

**Mileage:** These meetings are an important way for the council to connect with all residents of Boone County, including residents who are outside of Columbia. Additionally, each year BCFC plans to connect with a food council or similar organization throughout Missouri. BCFC will connect with them to learn about each other's work and explore areas of potential collaboration.

**Conferences:** An example of a conference the members may attend is The Power of Food Forum in Kansas City, Missouri. If travel is unable to occur due to COVID-19, Food Council members will utilize funds by attending virtual conferences and by bringing speakers (virtual, if needed) to the Food Council.

Mileage:

Meetings in Boone County: 5 trips per year x 50 miles x \$0.56 = 140

Mileage to connect with other Food Policy Councils in Missouri: 728 miles x \$0.56 = \$408

Total: \$183 (Year 1)

\$280 (Year 2)

\$183 (Year 3)

\$323 (Year 4)

Conferences:

Each year 3 Food Council members plan to attend a project-related conference.

Coach airfare, lodging, registration, and per diem

\$1,244 x 3 people = \$3,732

Total: \$3,732 (Year 1)

\$3,732 (Year 2)

\$3,732 (Year 3)

\$3,732 (Year 4)

**Other Direct:**

<b>Other Direct</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
Data collection and analysis supplies	\$ 389	\$ -	\$ -	\$ -	\$ 389
Focus Groups Meeting Expense		\$ 5,577			\$ 5,577
Printing and Advertising	\$ 50	\$ 1,300	\$ 550	\$ 550	\$ 2,450
Supplies for Community Events	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	\$ 16,400
<b>Total Requested from MFH</b>	<b>\$ 4,539</b>	<b>\$ 10,977</b>	<b>\$ 4,650</b>	<b>\$ 4,650</b>	<b>\$ 24,816</b>

Budget Explanation:

**Data collection (Dedoose)** is web-based qualitative data tool. This tool will be helpful in year 1 for BCFC to analyze focus group and interview data. This is not a system PHHS or BCFC currently has, but project staff have experience using this tool and believe it will save staff time and facilitate qualitative analyses.

**Focus Group Meeting Expense:** *Stipends* are being requested to reimburse community members for their time, for partaking re: focus group participation, stakeholder interviews, surveys and public forums. Focus groups will likely take place in the evening, therefore BCFC plans to provide a meal. If COVID-19 continues to be a concern, the meal may be a boxed dinner to-go. The cost for the meal was based on what PHHS has paid for boxed meals for other focus groups. *Childcare service* for focus group participants. BCFC plans to provide free childcare for all of the focus group participants. To provide this service BCFC/PHHS will work with local childcare providers who will provide the childcare in a room adjacent to the focus group meeting room. The local childcare providers set the childcare rate per hour. PHHS typically has 2 providers available to accommodate several children. *Translation:* BCFC plans to provide interpretation services at two focus groups. This will hopefully increase participation of individuals who do not speak English and individuals whose primary language is a language other than English.

**Printing and Advertising:** *Marketing and paid promotion* including print and social media. BCFC plans to heavily advertise focus groups, community forums, and community engagement events like the symposium.



The more rural areas of Boone County have small newspapers. BCFC has budgeted the rate for a quarter sheet advertisement. BCFC plans to advertise 2 rural events in one of the rural publications. BCFC plans to purchase advertising on social media for focus groups, community forums, and community engagement events. The budget for advertising is based on what PHHS has historically spent promoting similar events. *General Printing.* BCFC plans to print posters for focus groups, community forums, and community engagement events. BCFC is also requesting funding for general printing to print flyers and general office printing.

**Supplies for community engagement events/food symposium.** The supply estimate for community engagement events is based on the budget from Food Fest, which was a community engagement celebration held by BCFC in 2019.

Deboose:

Total: \$389 (Year 1)

Focus Group Meeting Expenses:

Stipends: \$25 per stipend x 94 people/interviews = \$2,350

\$100 lottery-style stipends x 5 = \$500

\$25 lottery-style stipends x 11 = \$275

Food: 7 focus groups x 12 people x \$14 per plate = \$1,176

Large easel-style notepad = \$24

Childcare service :7 focus groups x 2 hours x \$60 per hour = \$840

Translation of 1 survey = \$.11 per word x 500 words approx + \$29 for formatting x 3 languages = \$252

Interpretation services = \$40 per hour x 2 hours x 2 focus groups = \$160

Total: \$5,577 (Year 2)

Printing and Advertising:

Rural newspaper advertisement \$250 x 2 rural events= \$500 (Year 2)

Paid social media \$500 x 3 years= \$1,500

Posters printing at \$.50 each x 100 + \$200 (general office printing \$.10 per page) = \$250 (Year 2)

Printing/Copying: \$50

Total \$50 (Year 1)

\$1,300 (Year 2)

\$550 (Year 3)

\$550 (Year 4)

Supplies for community engagement events:

300 people x \$10 per plate = 3,000

\$500 for decorations and miscellaneous supplies = \$500

Rentals includes chairs, tables, and rental space = \$600

Total = \$4,100 (Year 1)

\$4,100 (Year 2)

\$4,100 (Year 3)

\$4,100 (Year 4)

**Indirect Expense:**

<b>Indirect Expense</b>	<b>Total</b>	<b>Indirect Rate</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
MFH Compensation Year 1	\$51,129	0.15	\$ 7,669				\$ 7,669
MFH Compensation Year 2	\$79,343	0.15		\$11,901			\$ 11,901
MFH Compensation Year 3	\$55,758	0.15			\$ 8,364		\$ 8,364
MFH Compensation Year 4	\$55,758	0.15				\$ 8,364	\$ 8,364
<b>Total Requested from MFH</b>			<b>\$7,669</b>	<b>\$ 11,901</b>	<b>\$8,364</b>	<b>\$8,364</b>	<b>\$36,298</b>

**Agreement**  
**between the**  
**City of Columbia, Missouri,**  
**and**  
**Columbia Center for Urban Agriculture**

**THIS AGREEMENT** (the "Agreement") by and between Columbia Center for Urban Agriculture, INC., (hereinafter "CCUA") and the City of Columbia, Missouri, a political subdivision of the State of Missouri, (hereinafter "City"), is entered into on the date of the last signatory noted below (hereinafter "Effective Date"). City and CCUA are each individually referred to herein as a "Party" and collectively as the "Parties".

**WHEREAS**, the Parties recognize the need for the Food Policy Council in the community;  
and

**WHEREAS**, the Parties desire to cooperate to work together to conduct a comprehensive food system assessment complete the Growing Equity and Resilience in our Food System project.

**WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations in this Agreement, the Parties agree as follows.

1. **PURPOSE:** The purpose of this Agreement is to formalize the understanding between the Parties with regard to the Growing Equity and Resilience in our Food System project.

**RESPONSIBILITIES OF THE PARTIES FOR BOONE COUNTY FOOD COUNCIL: GROWING EQUITY AND RESILIENCE IN OUR FOOD SYSTEM** The Parties commit to working together through July 2026 in the completion of the Growing Equity and Resilience in our Food System project. The Parties also commit to an ongoing discussion of their roles and responsibilities.

2. **CCUA shall:**

a. **Assist with implementation of the Comprehensive Food System Assessment**

i. **Assist with identification and development of the assessment's methodology**

ii. **Assist with data collection and analysis.**

iii. **Assist in recruitment, hiring, and training ambassadors to assist in data collection.**

- b. Disburse mini grant fund awards.
- c. Assist with project reporting and evaluation
- d. Create and disseminate a Boone County Food Council Toolkit

3. CITY shall:

- a. A. Direct planning, preparation, conduct, and evaluation of the Community Food System Assessment (CFSA); collaborate with CCUA, MU Extension, and other members of the Boone County Food Council (BCFC) on instrumentation, data collection, and evaluation.
- b. Direct development of the Food System Asset Map, CFSA Findings Report, and the Boone County Food Council's (BCFC's) 5-year Strategic Plan; hire and coordinate with contractors.
- c. Establish the BCFC Mini-Grant Program to address inequities in the Boone County food system; receive, manage, and present applications to the BCFC Mini-grant Workgroup for review and recommendations for funding awards.
- d. Be responsible for all project reporting as required. Reimburse CCUA for allowable costs associated with the Growing Equity and Resilience in our Food System project in an amount not to exceed \$176,000.

i. Staff time + fringe benefits (\$20,000 x 4 years) = \$80,000

ii. Ambassador Program = 10 Ambassadors x \$500 flat rate x 4 years = \$20,000

iii. Mini grant program = 4 mini grants x \$3,000 = \$12,000 per year x 3 = \$36,000

iv. Toolkit creation = staff time + fringe benefits (\$10,000 x 4 years) = \$40,000

4. TERM. The "Term" of this Agreement shall commence on the Effective Date, and shall continue until the date that is four (4) years following the Effective Date.

5. TERMINATION.

- a. By Mutual Agreement. This Agreement may be terminated at any time during its Term upon mutual agreement by both Parties.
- b. By Convenience. With thirty (30) days written notice, either Party may terminate this Agreement for convenience.

- c. By Default. Either Party may terminate this Agreement in accordance with Section 10.
6. **TERMINATION UPON DEFAULT.** Upon the occurrence of an event of Default, the non-Defaulting Party shall be entitled to immediately terminate this Agreement. A Party shall be considered in Default of this Agreement upon:
- a. The failure to perform or observe a material term or condition of this Agreement, including but not limited to any material Default of a representation, warranty or covenant made in this Agreement;
  - b. The Party (i) becoming insolvent; (ii) filing a voluntary petition in bankruptcy under any provision of any federal or state bankruptcy law or consenting to the filing of any bankruptcy or reorganization petition against it under any similar law; (iii) making a general assignment for the benefit of its creditors; or (iv) consenting to the appointment of a receiver, trustee or liquidator;
  - c. The purported assignment of this Agreement in a manner inconsistent with the terms of this Agreement;
  - d. The failure of the Party to provide information or data to the other Party as required under this Agreement, provided that the Party entitled to the information or data under this Agreement requires such information or data to satisfy its obligations under this Agreement.
7. **NO ASSIGNMENT.** This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.
8. **NOTICES.** Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to City:

City of Columbia

Department of Health and Human Services

P.O. Box 6015

Columbia, Missouri 65205-6015

ATTN: Stephanie Browning, Director

If to CCUA:

Columbia Center for Urban Agriculture

PO Box 1742

Columbia, Missouri 65205

Attn: Billy Polansky, Director

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

9. NO THIRD-PARTY BENEFICIARY. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under the Agreement.
10. AMENDMENT. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
11. GOVERNING LAW AND VENUE. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
12. GENERAL LAWS. The Parties shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
13. NO WAIVER OF IMMUNITIES. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.
14. HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, CUA shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of CUA, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with CUA or a

subcontractor for part of the services), of anyone directly or indirectly employed by CCUA or by any subcontractor, or of anyone for whose acts the CCUA or its subcontractor may be liable, in connection with CCUA's services provided pursuant to this Agreement. This provision does not, however, require CCUA to indemnify, hold harmless, or defend the City of Columbia from the City's own negligence.

15. **AUTHORITY.** The individuals signing this agreement below certify that they have obtained the appropriate authority to execute this Agreement on behalf of the respective Parties.

16. **ENTIRE AGREEMENT.** This Agreement represents the entire and integrated Agreement between CCUA and City relative to the services. All previous or contemporaneous agreements, representations, promises and conditions relating to the Growing Equity and Resilience in our Food System project herein are superseded.

**IN WITNESS WHEREOF** the Parties through their duly authorize representatives have executed this Agreement effective as of the date of the last party to execute the same.

**CITY OF COLUMBIA**

**COLUMBIA CENTER FOR URBAN AGRICULTURE**

\_\_\_\_\_

\_\_\_\_\_

De'Carlton Seewood, City Manager

Billy Polansky, Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Sheela Amin, City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Attorney

\_\_\_\_\_  
Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATION: I, hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number \_\_\_\_\_, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

\_\_\_\_\_  
Director of Finance



**Agreement**  
**between the**  
**City of Columbia, Missouri,**  
**and**  
**University of Missouri Extension**

**THIS AGREEMENT** (the "Agreement") by and between University of Missouri Extension, (hereinafter "MU Extension") and the City of Columbia, Missouri, a political subdivision of the State of Missouri, (hereinafter "City"), is entered into on the date of the last signatory noted below (hereinafter "Effective Date"). City and MU Extension are each individually referred to herein as a "Party" and collectively as the "Parties".

**WHEREAS**, the Parties recognize the need for the Food Policy Council in the community;  
and

**WHEREAS**, the Parties desire to cooperate to work together to conduct a comprehensive food system assessment complete the Growing Equity and Resilience in our Food System project.

**WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations in this Agreement, the Parties agree as follows.

1. **PURPOSE:** The purpose of this Agreement is to formalize the understanding between the Parties with regard to the Growing Equity and Resilience in our Food System project.

**RESPONSIBILITIES OF THE PARTIES.** The Parties commit to working together through July 2026 in the completion the Growing Equity and Resilience in our Food System project. The Parties also commit to an ongoing discussion of their roles and responsibilities.

2. **MU EXTENSION** shall:
  - a. Assist with surveying for the Comprehensive Food System Assessment
  - b. Complete community stakeholder interviews in partnership with the community ambassadors.
  - c. Facilitate public forums and focus groups
  - d. Assist with data compilation, analysis and reporting of public forum and focus group data

e. Provide transcriptions for focus groups and interviews.

3. CITY shall:

a. A. Direct planning, preparation, conduct, and evaluation of the Community Food System Assessment (CFSA); collaborate with CCUA, MU Extension, and other members of the Boone County Food Council (BCFC) on instrumentation, data collection, and evaluation.

b. Direct development of the Food System Asset Map, CFSA Findings Report, and the Boone County Food Council's (BCFC's) 5-year Strategic Plan; hire and coordinate with contractors.

c. Be responsible for all project reporting as required. Reimburse MU Extension for allowable costs associated with the Growing Equity and Resilience in our Food System project in an amount not to exceed \$11,395.

4. TERM. The "Term" of this Agreement shall commence on the Effective Date, and shall continue until the date that is four (4) years following the Effective Date.

5. TERMINATION.

a. By Mutual Agreement. This Agreement may be terminated at any time during its Term upon mutual agreement by both Parties.

b. By Convenience. With thirty (30) days written notice, either Party may terminate this Agreement for convenience.

c. By Default. Either Party may terminate this Agreement in accordance with Section 10.

6. TERMINATION UPON DEFAULT. Upon the occurrence of an event of Default, the non-Defaulting Party shall be entitled to immediately terminate this Agreement. A Party shall be considered in Default of this Agreement upon:

a. The failure to perform or observe a material term or condition of this Agreement, including but not limited to any material Default of a representation, warranty or covenant made in this Agreement;

b. The Party (i) becoming insolvent; (ii) filing a voluntary petition in bankruptcy under any provision of any federal or state bankruptcy law or consenting to the filing of any bankruptcy or reorganization petition against it under any similar law; (iii) making a general assignment for the benefit of its creditors; or (iv) consenting to the appointment of a receiver, trustee or liquidator;

- c. The purported assignment of this Agreement in a manner inconsistent with the terms of this Agreement;
  - d. The failure of the Party to provide information or data to the other Party as required under this Agreement, provided that the Party entitled to the information or data under this Agreement requires such information or data to satisfy its obligations under this Agreement.
7. **NO ASSIGNMENT.** This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.
8. **NOTICES.** Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to City:

City of Columbia

Department of Health and Human Services

P.O. Box 6015

Columbia, Missouri 65205-6015

ATTN: Stephanie Browning, Director

If to MU Extension:

University of Missouri Extension

1012 N Highway UU

Columbia, Missouri 65203

Attn: Letitia Johnson

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

9. NO THIRD-PARTY BENEFICIARY. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under the Agreement.
10. AMENDMENT. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
11. GOVERNING LAW AND VENUE. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
12. GENERAL LAWS. The Parties shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
13. NO WAIVER OF IMMUNITIES. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.
14. HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, MU Extension shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of MU Extension, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with MU Extension or a subcontractor for part of the services), of anyone directly or indirectly employed by MU Extension or by any subcontractor, or of anyone for whose acts the MU Extension or its subcontractor may be liable, in connection with MU Extension's services provided pursuant to this Agreement. This provision does not, however, require MU Extension to indemnify, hold harmless, or defend the City of Columbia from the City's own negligence.
15. AUTHORITY. The individuals signing this agreement below certify that they have obtained the appropriate authority to execute this Agreement on behalf of the respective Parties.
16. ENTIRE AGREEMENT. This Agreement represents the entire and integrated Agreement between MU Extension and City relative to the services. All previous or contemporaneous

agreements, representations, promises and conditions relating to the Growing Equity and Resilience in our Food System project.

**IN WITNESS WHEREOF** the Parties through their duly authorize representatives have executed this Agreement effective as of the date of the last party to execute the same.

**CITY OF COLUMBIA**

**UNIVERSITY OF MISSOURI EXTENSION**

\_\_\_\_\_

\_\_\_\_\_

De'Carlton Seewood, City Manager

Designee of Board of Curators on behalf of University of Missouri Extension

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Sheela Amin, City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

Nancy Thompson, City Attorney

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATION: I, hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number \_\_\_\_\_, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

\_\_\_\_\_  
Director of Finance