

C H E R O K E E N A T I O N

Healthy Nation Division



FOOD POLICY COUNCILS: GETTING STARTED

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Introduction

What is a Food Policy Council?

Facing a national obesity epidemic, escalating healthcare and food costs, and the perpetual search for economic and community development strategies, communities across the country are turning towards their local food systems for solutions to these critical concerns. Unfortunately, accessibility to healthy, locally produced foods is often hampered in many communities by underdeveloped supply chains, limited markets offering healthy options, and state and local regulatory environments.

Traditionally, the food system is regulated by an array of government departments at the federal, state, and local levels, without coordination or recognition of impacts across food sectors. This fragmentation of food policy produces disconnection between food system stakeholders and results in greater problems of food access, security, economic equity, and health.

The Food Policy Council (FPC) model has emerged in North America over the last three decades as an attempt to address gaps in food policy and planning. Today, over 200 food policy councils exist across North America in cities, counties, and tribal communities. Food Policy Councils have proven to have significant value, creating new relationships, partnerships, and programs across the private and public sectors.

Food Policy Councils bring together diverse stakeholders from their local food systems and offer recommendations for policy change, while either creating new programs or connecting existing efforts aimed at enhancing the local food system. FPC members represent the full spectrum of food system activities, typically including farmers, gardeners, chefs and restaurateurs, food processors and wholesalers, farm and food worker advocates, grocers, consumers, public health practitioners, anti-hunger and food security advocates, and government representatives.

While the name may indicate a focus on public policy, Food Policy Councils generally have numerous functions, including serving as forums for addressing food issues, connecting various food system stakeholders, educating the public on food related issues, and developing programs that enhance the local food system. FPC members often conduct valuable research on local food system indicators, such as health surveys, food system mapping, and regulatory reviews. However, each FPC is unique in its membership, mission, focus, and application.

That being said, Food Policy Councils vary in their form, as many are established as functions of local government (Food Policy Committee created by government decree and appointed by elected officials) with staff and logistical support from government interests, while many others are either a hybrid form or an independent entity supported by local non-profit organizations. The only uniformity of FPC's nationally is their focus on food system improvement.



Food Policy Councils: Getting Started

Target Audience

In determining the most appropriate process for developing a successful Food Policy Council, the most important step is engaging stakeholders within the local food system and identifying volunteers who will help guide any initial steering committee efforts. The success of a Food Policy Council is dependent upon engaging the most diverse representation of stakeholders from all sectors of the local food system. From the onset of a decision to start a Food Policy Council, dedicated, sustained outreach efforts to the following sectors should occur:

- Food Producers, local producer associations, master gardeners, community gardens
- Farmer's Market Managers, Farmer's Cooperatives, Feed Stores & Farm Supply Entities
- Institutional Food Purchasers (Hospitals, Schools, Universities, etc.)
- Local Governmental representatives - elected, agency (planning, agriculture, health, education), county / tribal health departments
- Food Processors, Butchers, Canneries, Co-Packers
- Food Distributors
- Health Related Professionals - Physicians, nutritionists / dietitians, hospitals
- Food Retailers - Grocers, Cooperatives, Corner-stores
- Schools, Universities, Vocational Technology Centers, and Ongoing Education Centers, County Extensions
- Chefs & Restaurateurs
- Non-Profit Community Organizations - health & fitness, senior nutrition, youth organizations
- Anti-Hunger and Food Security Advocates
- Chambers of Commerce, Lending Institutions, Insurers, Economic Development Entities
- Faith based outreach
- Media
- Consumers

Initial Steps

One recommendation for deciding whether a Food Policy Council is appropriate for your community is to host an open community meeting, convening all the aforementioned stakeholders to discuss food issues in their community, the need to organize to enhance the local food system, and what procedural and structural measures should be taken to form an FPC. Having either a paid facilitator, dedicated local volunteer(s) or a combination of both in charge of coordinating and running the meeting helps to ensure greater stakeholder turnout and an effective meeting. Whichever initial team is employed should oversee outreach efforts for the initial meeting, including contacting local media

outlets (newspaper, radio, community posting boards), utilizing online media (emails, social media, advertisement), and personal outreach to key stakeholders through direct communication. Utilize members of the local food network to identify as many participants as possible and ask each individual to spread the word.

From the onset, FPC organizers can integrate local government by utilizing public meeting spaces for the community meeting, perhaps at the local library, city council chambers, or other governmental offices. Local governmental officials are more likely to participate in the formative stages of an FPC if they feel included and are asked to host the initial meeting(s). Any subsequent requests to local governmental officials are more likely to be embraced if they are familiar with the FPC efforts from the onset. If no such facilities are available or the organizers choose to remain independent from the onset, coordination with local non-profits or food related businesses can be helpful in securing meeting locations and stakeholder partners.

As with most meetings, more people are likely to show up and meaningfully participate if there is food involved, and in the case of a Food Policy Council, engaging local food producers and/or local chefs/caterers to provide fresh, locally produced foods for the meeting demonstrates a firm commitment to enhancing the local food system. Additionally, numerous immediate relationships can be developed by connecting those local producers with the local chefs or caterers, demonstrating the effectiveness of coordinating within a local food system.



Fresh Tomatoes for Retail Sale



Tahlequah FPC Luncheon



New Greens

Initial Activities

Perhaps the most beneficial aspects of an initial FPC community meeting are the networking opportunities between stakeholders in the local food system. Numerous producers have the opportunity to meet potential customers in general consumers, restaurants, schools, and institutional purchasers, while health related organizations may connect with local chefs to conduct cooking demonstrations. Simply gathering as many interested stakeholders in one room can be of a tremendous benefit to a community and addressing a broad spectrum of food related issues.

As mentioned above, initial surveying of stakeholders can greatly assist in conducting an initial Community Food Assessment. Community Food Assessments range widely depending upon their scope and breadth, but typically can include figures regarding food production in the area (acres under production, crop diversity, protein availability), retail markets, commercial kitchens, processing facilities, distribution facilities, food pantries, related non-profit entities, community gardens, restaurants serving local food, and farmer's markets. However, these assessments can also be much more extensive and include community planning principles, stakeholder issues of importance, and the desired direction of the local food system. Since many communities do not have this information compiled, conducting a Community Food Assessment is often an initial activity for new Food Policy Councils. It is highly recommended that each FPC conduct some form of Assessment as a baseline for future activities and policy development. Numer-

ous resources for conducting a Community Food Assessment are available online, including those from the Community Food Security Coalition. (www.foodsecurity.org/cfa_home.html)

With time permitting, attendees should discuss their individual roles in the local food system, what projects or policies they are working on or are seeking, and their expectations for their food shed. A preliminary exercise involves informally surveying participants on their perception of the local food system, its strengths and weaknesses, and desired changes for improvement. Having the meeting facilitators compile the results of the initial survey will be helpful in guiding the eventual direction of the FPC and generating ideas for projects and policy development. Participants could also complete a prepared survey for subsequent data analysis, asking questions regarding food production, purchasing trends, dining habits, business opportunities, resource availability, and goals for the local food system. A sample survey can be found in the Appendix under “Survey”.

If a Steering Committee has not been formed prior to the initial meeting, the creation of one may be a crucial step at the first meeting, especially to ensure continued participation from various stakeholders. The process of determining the structure and official form of the Food Policy Council should involve considerable discussion, involving many stakeholders and taking into account the unique desires of the community, availability of resources, and political atmosphere. Such a diligent approach should ensure stakeholder flexibility to participate throughout the development of the FPC at its various stages.

Food Policy Council Structure

As previously stated, Food Policy Councils vary in their form, structure, and governance, ultimately to be determined by the members of each Council. A primary difference in each organization is its actual title, which ranges nationally from Food Policy Council to Food Advisory Committee to Community Food Board. Depending upon the emphasis of each community, it may be less intimidating for citizen participants to have a less policy-centric title since numerous FPC's often pursue projects that ultimately lead to policy development. For a wonderfully in-depth case study of Food Policy Councils, their structures, development, policy implementation and longevity, please read [*Food Policy Councils: Lessons Learned*, by Alethea Harper, Annie Shattuck, Eric Holt-Gimenez, Alison Alkon and Frances Lambrick, produced by the Community Food Security Coalition and Food First \(2009\).](#)

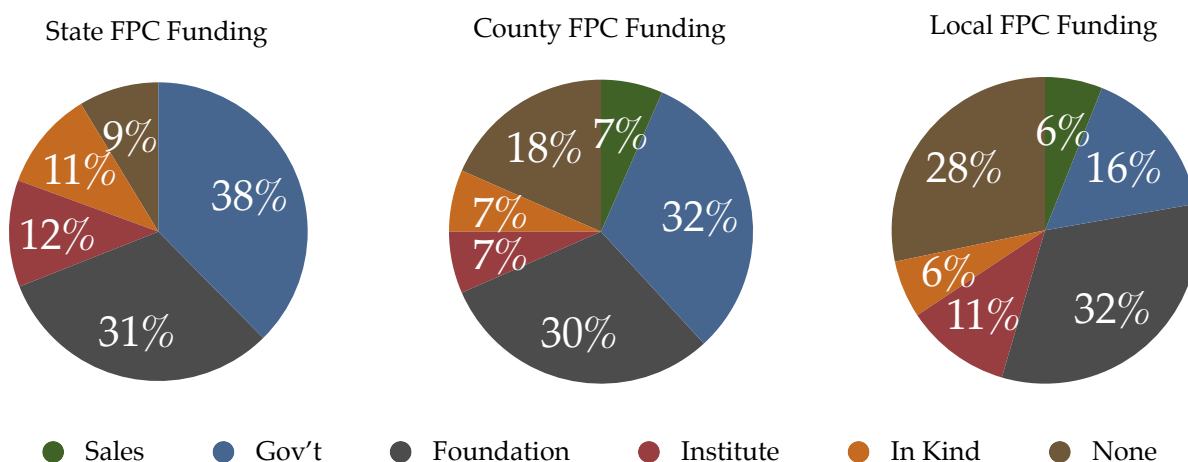
Determining the roles of FPC members can be helpful in organizing the FPC, specifically whether individuals represent their respective businesses or themselves, whether members have to go through an application process or have participation requirements, and what the relationship with government representatives will be, depending largely upon whether the FPC is hosted by the local government or not. Additionally, this may be an opportune moment to determine how leadership and decision making will occur. Many FPC's begin with a steering committee, which help devise bylaws or an official ordinance/resolution that identify the process for voting rights, electing leadership, terms of service, and creation of subcommittees or task forces. Most FPC's whether government created or independent have formal leadership structures with subcommittees/task forces designated to specific projects or sectors of the food system. FPC participants may find it helpful to formalize these decisions in their bylaws or constitution, samples of which may be found in the Appendix. It is advisable that any group drafting formal bylaws, constitutions, ordinances or resolutions seek the independent counsel familiar with local legal requirements and implications.

Independent, Hybrid, or Government Backed?

As alluded to above, the decision on whether to form an FPC as a government entity, a free standing independent organization, or a hybrid model is an important point to discuss with your community. Advantages exist with all three models and nothing prohibits FPC participants from forming as an independent entity and eventually advocating for official recognition as a government sanctioned Food Policy Council/Local Food Committee. One advantage

to incorporating as an independent entity is that it allows participants to constructively criticize the policies or stances of governmental agencies/representatives without fear of repercussion or loss of funding. Additionally, independent status may increase accessibility to diverse funding streams and potential public/private partnerships involving non-profits and the commercial sector. On the other hand, an FPC officially sanctioned by government action lends more credibility and access to policymakers, potential official capacity to craft public policy, utilization of government facilities, resources and staff, and access to federal dollars targeted for local government initiatives.

While most statewide FPC's are established by executive order and backed by the government, those at the county and local level vary much more widely. According to the study issued in *Food Policy Councils: Lessons Learned*, cited above roughly 35% of statewide FPC's are independent, roughly 10% are independent but created by government,



with fifty percent as a government agency. At the County level, 80% of FPC's are independent and 20% remain a part of government, whereas at the Local level nearly 60% are independent, 20% are independent but created by government, and 20% are part of the government.

Further paralleling this distinction is the member selection process for State, County, and Local FPC's, which if government backed are largely appointed (State 67%), whereas at the County level self-selection, application, and election or nomination account for 86%, and at the Local level 55% are self selected and 10% application.

In the event your community decides to affiliate with the local government, sample resolutions and ordinances are supplied in the Appendix. There are three other considerations when forming a council affiliated with government. First, councils housed in broadly focused departments, such as a Mayor's office or planning department, tend to be better at addressing multiple issues whereas councils housed in single issue departments, such as public health or agriculture, often become dominated by the traditional stakeholders and issues of that department. Second, the scale of government to affiliate with matters. Some issues are so dominated by state policy that a municipal council will have limited ability to achieve impacts. For instance, food safety standards are generally set at the state level. On the other hand, issues such as land use and zoning are largely governed at the municipal or county level. Finally, councils formed by executive order tend to be vulnerable to shifting politics and may dissolve when their champion leaves office. Depending on the political landscape, this may mean balancing tradeoffs between longer term durability and the benefits of government affiliation.

Identifying Goals and Projects

Every community has unique issues, but FPC's across the country have pursued many similar projects or policy changes, including:

- Creating urban agriculture guidelines and regulations
- Studying and mapping food sectors and regional food security
- Community & School garden projects
- Enhancing nutrition and health benefits access to local, healthy food
- Adopting food charters
- Public Awareness Campaigns
- Amending School Food Procurement Rules
- Hosting Community Food Forums

As mentioned above, the most common project for Food Policy Councils is conducting a Community Food Assessment, which can take quite a bit of time and resources depending on the scope and breadth of the assessment. Many councils have found it beneficial to start with one or two targeted projects to gain momentum, credibility, and stakeholder coordination. Getting too ambitious can be detrimental to the sustainability of the organization, so a focused effort is the most prudent approach, specifically if supported by a majority of the participants. At the point where priority projects are identified for implementation, the FPC participants/leadership may decide to appoint a sub-committee or working group to coordinate efforts on each priority project. Examples of Community Food Assessments can be found in Appendix E of this document and the Food Assessment Toolkit prepared by Sustainable Green Country and the Oklahoma Farm and Food Alliance can be found at Appendix E.

Ultimately, members of new FPC's should remember that none of these models discussed are the "right" way and coordinating such an effort and subsequent implementation of projects/policies takes time and serious dedication. Build partnerships as often as possible across the food sectors, in addition to other sectors which may not be apparent from the inception of the FPC. Finally, periodic review will be necessary to gauge the spirit of the organization, its effectiveness, commitment to outlined goals/principles, and the necessity of continued operation.

Evaluation of Food Policy Councils

Evaluation is increasingly recognized as an important component of Food Policy Council activities for a variety of reasons. Defined broadly as the "examination of the worth, merit, or significance of an object," (Scriven, 1998), evaluations can help FPCs to assess the implementation process(es) and outcomes/impacts of their activities as well as the internal effectiveness within the council itself. Though evaluation is recognized as a vital part to scaling up the number and effectiveness of FPCs in the United States, there is currently no nationally accepted standard for evaluating FPC internal operations or activities (Harper et al., 2009). Because the structure, goals, and actions of FPCs vary widely, evaluation activities also vary. There is a substantial amount of literature on the subject and readily available resources to help FPCs monitor and evaluate their actions. Appendix D provides resources to guide FPCs in evaluation efforts such that they can adapt evaluation activities to their specific needs.

Outcome/Impact Evaluation

As FPCs develop their internal structure and strategic plan, it is important to actively determine systematic ways to measure activities. Strategic planning and evaluation should go hand in hand. For example, when coming up with strategic goals and objectives, it is important to be clear and specific so that an evaluation plan can be designed to measure short-, medium-, and long-term outcomes and impacts. The Department of Health and Human Services provides a helpful guide on how to write SMART (Specific, Measureable, Achievable, Realistic, Time-phased) objectives (Appendix D). When FPCs systematically determine what they are trying to do using SMART objectives, it is easier to come up with strategic ways to collect data and measure whether they've successfully achieved their goals.

Another important part of outcome and impact evaluation is gathering baseline data before program implementation begins. This may take the form of an initial Food System Assessment, (as described under the Initial Activities Section above), using secondary data and/or a more in-depth qualitative approach at the local level (including community mapping, focus groups, key stakeholder interviews, and/or surveys). Not only can baseline data be used to compare post-intervention data, it can also identify community needs (needs assessment) and provide insight to guide FPC activities. For example, an FPC may learn through an FSA that they have low fruit and vegetable consumption due to lack of local producers or barriers to market access, and design their initiatives accordingly. The Oklahoma Farm and Food Alliance has designed a helpful Food Systems Assessment Tool to help FPCs and other organizations gather secondary data at the county level (Appendix E). Appendix E provides a list of Food System Assessments conducted by FPCs and other organizations across the United States.

Process Evaluation

Process evaluation differs from outcome and impact evaluation in that it focuses on how the program is being implemented rather than the effects of the program on participants. For example, if the FPC has chosen to focus on school garden plots, not only is it important to gather baseline data (What were the kids eating before they had access to a garden?) and post-implementation data (What did kids eat after they had access to a garden?) but also to gather process data (Are gardens actually being planted? Is food actually growing? Are the kids actually eating the food from the garden?). Process evaluations are key to program improvement because an FPC wants to be able to distinguish whether success or failure are due to the theory behind the intervention or due to program implementation techniques. The Georgia Department of Public Health offers access to a helpful guide for designing process evaluations (Appendix D).

Evaluating Internal Operations

The food system is highly complex and crosses a broad range of disciplines. As a result, Food Policy Councils are often made up of a wide variety of stakeholders with a variety of interests – all of whom need to be present and actively participate in order to make the FPC effective – which can lead to varied priorities and working styles. The purpose of evaluating the internal operations of an FPC is to ensure that these differences can be used as strengths that promote progress instead of weaknesses that undermine action. The IFDP review of FPC lessons learned notes an absence in self-evaluation procedures and a general reluctance to discuss challenges. There are several ways to assess how an FPC is operating and where it can improve. For example, the Michigan Department of Community Health developed a Coalition Assessment that measures a council's performance, synergy, leadership, coordination and administration, decision-making, and capacity (Holtsclaw, 2010). These types of evaluations can be groundbreaking for an FPC in guiding internal structure, facilitating communication and improving program implementation.

Conclusion

The preceding toolkit and all accompanying materials in the Appendices are intended to serve as a primer for establishing a successful local food policy council/committee; however, as stated throughout this document, each community will develop its FPC with the unique interests of its stakeholders in mind, allowing each FPC to develop its own unique structure, goals, projects and policies, and impacts/evaluations. Inclusion of as many diverse food system stakeholders as possible is critical to cultivating community support and impacting broad issue development. In the absence of staff, identifying and developing a core steering or leadership committee is a necessity for FPC continuity, logistics, and project/policy implementation. Additionally, the leadership team will work with participating stakeholders to determine the goals, mission, structure and future of the FPC. Conducting community food assessments and surveying interest in local food system development can serve as an integral tool for developing sound food policy and identifying priority projects in each community. Finally, as each FPC continues to develop projects and policies, implementation of an evaluation program can be a healthy indicator for future growth.

Utilize the resources referenced in the Appendices to this document as well as those available through Food Policy Councils across the country. Communicate with those involved in food system development across the country to generate ideas, gauge impacts of policies and projects implemented by Food Policy Councils in different communities, and to learn the lessons of success and failure from those who have been involved in council development from its inception through various stages of growth.

Ultimately, the successful creation of local food policy committees is dependent upon the people involved in each community and their desire to enhance their local food system. Your commitment to building a local food system built upon fresh, healthy, local food has the potential to generate community pride, investment and healthy economic development.

Appendix A - Getting Started Checklist

I. Getting Started

A. Identify Potential Steering Committee/Local Leaders

1. Set date for first meeting
 - a) Central Location - Public meeting space, library, city council chambers, university, private
 - b) Local Food & Drink - Helpful to have kitchen facility for drinks and food preparation
 - c) Agenda
 - (1) Networking - Introduction of Participants and their role in the local food system
 - (2) Purpose/Mission - What is the goal of the meeting and the Food Policy Council?
 - (3) Gather contact information for all participants & stakeholders not in attendance
 - (4) Identify strengths & weaknesses of local food system or any potential immediate goals/projects

B. Identify targeted participants

1. Producers - farmers/ranchers, plants, eggs, bakeries, hatcheries, dairies, community gardens, etc.
2. Distributors - large/mid/small scale, food banks, WIC, non-profit
3. Processors - butchers, meat/poultry processors, bakeries, dairies, commercial kitchens, co-packers
4. Retail - Groceries, cornerstores, restaurants, dispensaries, feed shops, farm supply, nurseries,
5. Consumers - individuals, institutional (schools, hospitals, corporations, vo-techs, universities)
6. Advocates - Health related organizations, farm/food organizations, community groups, faith-based
7. Policy - Local/State/Tribal/Federal elected officials, agencies, planners, economic development, chambers of commerce, industry associations, conservation districts, etc.
8. Educators - county extension agents, universities, public/private schools, dietitians, nutritionists.
9. Other - lenders, insurers, media

C. Establish consistent meeting locations and dates

D. Develop structure and leadership core (i.e., steering committee, officers, executives)

E. Project & Policy Development

1. Community Food Assessment
2. Public Education & Policy Identification
3. Prioritize Projects & Policies

F. Evaluation & Assessment

Appendix B - FPC Ordinances

Nashville Food Policy Council Ordinance

ORDINANCE NO. BL2010-807

An ordinance amending Title 2 of the Metropolitan Code to create a Food Policy Council.

WHEREAS, all citizens of the Metropolitan Government should have access to nutritious, affordable, sustainable and regionally grown food; and

WHEREAS, the Metropolitan Government should be a model advocate for increasing access to affordable, healthy food, and to promote a sustainable food system; and

WHEREAS, it is in the best interest of the Metropolitan Government that a Food Policy Council be formed consisting of informed and engaged community members to advise the City on all matters impacting our local food system.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That Title 2 of the Metropolitan Code is hereby amended by adding the following new Chapter 2.162 creating a Food Policy Council:

Chapter 2.162 FOOD POLICY COUNCIL

2.162.010 Created.

There is created and established a “Food Policy Council” for the Metropolitan Government of Nashville and Davidson County.

2.162.020 Membership--Appointment and term of chairman and members.

A. The food policy council shall consist of eleven members to be appointed as follows:

1. The mayor shall appoint six members and the metropolitan council shall confirm each appointee. The six members appointed by the mayor shall represent stakeholders from various diverse segments of the local food system, including farmers, nutritionists, educators, anti-hunger advocates, and representatives from the food industry.

2. Two members of the metropolitan council shall be appointed by the vice mayor to serve as ex-officio members of the food policy council, and shall not be subject to confirma-

tion by the metropolitan council.

3. One member shall be appointed by the director of health to serve as his/her representative without confirmation by the metropolitan council.

4. One member shall be appointed by the director of schools to serve as his/her representative without confirmation by the metropolitan council.

5. One member shall be appointed by the executive director of the farmer's market to serve as his/her representative without confirmation by the metropolitan council.

B. The members of the food policy council shall serve without compensation for terms of three years each, except that, of the first members appointed by the mayor as regular members and confirmed by the metropolitan council, two shall serve for a term of one year, two shall serve for a term of two years, and two shall serve for a term of three years.

C. Any vacancy due to any cause shall be filled in the same manner as the original appointment and shall be for the unexpired portion of the term.

2.162.030 Officers.

The food policy council shall choose a chairperson, and may choose such other officers as it deems necessary.

2.162.040 Responsibilities.

The responsibilities of the food policy council shall include, but not be limited to, studying the food system in Nashville and Davidson County, and making recommendations as to how the metropolitan government can:

1. Improve access to healthy foods and promote healthy eating;
2. Promote the concept of community gardens throughout the area of the metropolitan government;
3. Improve the availability of fresh, local produce in the metropolitan Nashville public schools; and
4. Attract supermarkets in underserved, low-income neighborhoods.

Section 2. That this Ordinance shall take effect from and after its passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

New Haven Food Policy Council Ordinance

City of New Haven, State of Connecticut

City Charter of General Ordinances

Title III, Chapter 14, Section 41 - Food Policy Council

Sec. 14-41 Established.

The New Haven Food Policy Council is established and composed of eleven (11) members, ten (10) appointed by the mayor and approved by the board of alderman, and one (1) aldermanic representative elected by the board of alderman. At its initial formation, three (3) members shall serve for a one-year term, four (4) shall serve for a two-year term, and four (4) members shall serve for a three-year term. Subsequent council members, in addition to the aldermanic representative, will be appointed by the mayor and approved by the board of alderman for a three-year term that may be renewed. The council may recommend prospective appointees to the mayor and the board of alderman. The ten (10) members of the council appointed to by the mayor shall include: one (1) member of the department or organization administering the council; six (6) members of the community personally engaged in the production and distribution of food, or in the effects of food on the local economy and health of city residents. Members may be chosen from the following fields: hunger relief, nutrition, businesses in the food sector, farming, and institutional food management; three (3) of the members of the council shall be selected from the public at large. Additionally, for the council's initial formation, two (2) temporary members will also be appointed by the mayor and approved by the board of alderman for a one-time, three-year term. to participate in the establishment of council goals and objectives. The two (2) temporary members of the council shall include: one (1) member of the community personally engaged in food production, distribution, or in the effects of food on the local economy and health of city residents and one (1) member selected from the public at large. Three (3) years after its initial formation and every three years thereafter, the board of aldermen will evaluate the council on the basis of previous annual reports. As long as the council meets its goals or makes reasonable progress toward them, the council will be reauthorized for another three (3) years.

King County, Washington Regional Food Policy Council Ordinance

Title

AN ORDINANCE establishing a King County regional food policy council; and adding a new chapter to K.C.C. Title 2.

Body

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Sections 2 through 6 and 8 of this ordinance should constitute a new chapter in K.C.C. Title 2.

NEW SECTION. SECTION 2. The King County regional food policy council is hereby established.

NEW SECTION. SECTION 3. The mission of the regional food policy council is to undertake activities and make recommendations to King County on policies, programs or operations to strengthen the local food system. The goal of these activities and recommendations is to improve public health, reduce impacts on the environment, support vulnerable communities, strengthen the regional economy, protect and sustain agricultural lands and increase the region's food security and emergency preparedness. As no single jurisdiction has sole authority over the local food system, the regional food policy council is encouraged to collaborate with cities, towns and other public and private organizations in King County who impact or are impacted by the local food system.

NEW SECTION. SECTION 4. The definition in this section applies throughout this chapter unless the context clearly requires otherwise.

A. "Ancillary food policy sectors" means:

1. Food and community gardening, such as individual gardeners, staff or agency personnel who support community gardening programs such as those in cities and schools;
2. Labor, such as union representatives, labor advocates or others who address labor in a food system context;
3. Emergency preparedness, such as emergency preparedness planners with expertise in food access and food resources;
4. Planning and land use, such as environmental organizations, urban planners and other land use professionals or experts;
5. Transportation, such as transportation planners, advocacy organizations or other professional or experts with a focus on transportation and its relation to the food system; and
6. Waste and recycling, such as public or private waste, recycling, composting or food recovery professionals and experts.

B. "Core food policy sectors" means:

1. Production, such as agriculture and fishery, farmers markets and individuals with expertise in agriculture or fishing support and advocacy;
 2. Business, such as retail and wholesale marketing of food, food processing and distribution and institutional food buyers;
 3. Citizen or community-based organizations, such as those who may not have particular food system expertise but have an understanding of the needs of vulnerable communities;
 4. Food security or hunger relief, such as emergency food providers or human service providers focused on food security;
 5. Health and nutrition, such as nutritionists, dieticians or other professionals or experts focused on food and health; and
 6. Research and academia, such as institutions of higher education and research organizations.
- C. “Food security” means the availability, accessibility, acceptability, affordability, safety, and sustainability of the food supply.
- D. “Local food system” means the people and organizations involved in food security and the production, processing, distribution, preparation, consumption and disposal of food in King County.

NEW SECTION. SECTION 5.

- A. The regional food policy council shall have sixteen voting members.
- B. Thirteen voting members of the regional food policy council shall be appointed by the executive and confirmed by the council. Individuals nominated or appointed to the regional food policy council shall have expertise in at least one of the core food policy sectors or ancillary food policy sectors. In making appointments to the regional food policy council, the executive shall ensure that the core food policy sectors are represented on the regional food policy council before appointment of representatives from the ancillary food policy sector. The executive shall consider appointments such that the membership of the regional food policy council is, to the greatest extent possible, reflective of the race, ethnicity, gender, age, and geographic diversity of King County. The executive shall appoint and the council shall confirm members from among the following nominations:
1. One member shall be appointed and confirmed from among nominations by the agriculture commission;
 2. One members shall be appointed and confirmed from among nominations by Washington State University - King County Extension;
 3. Two members shall be appointed and confirmed from among nominations by the City of Seattle;
 4. Three members shall be appointed and confirmed from among nominations by the Suburban Cities Association; and
 5. Six members shall be appointed and confirmed with no nomination requirements.
- C. Three additional voting members of the regional food policy council shall be appointed by the other voting members of the regional food policy council from among areas of expertise that the

regional food policy council determines are needed to fulfill its work program. The regional food policy council may appoint individuals with expertise outside the core food policy sectors and ancillary food policy sectors. Neither an executive appointment nor a council confirmation is required for these members.

- D. Upon formal establishment of the regional food policy council as advisory to their respective jurisdictions, the City of Seattle and the county may each appoint one nonvoting member to serve on the regional food policy council. The King County executive shall appoint the county's non-voting member from among the members of an interbranch team established to work with the food policy council.
- E. Except for the nonvoting members, members of the regional food policy council shall serve two year terms. However, the eight following members shall initially serve terms of one year:
 - a. one member appointed from among nominations by Washington State University - King County Extension;
 - b. one member appointed from among nominations by the city of Seattle;
 - c. one member appointed from among nominations by the Suburban Cities Association;
 - d. three members appointed with no nomination requirements; and
 - e. two members appointed by the regional food policy council.

NEW SECTION. SECTION 6.

- A. Elect officers and adopt administrative procedures consistent with this chapter before undertaking its other responsibilities identified in this chapter;
- B. Actively encourage involvement of the general public in their work;
- C. Comply with the Washington State Public Records Act, chapter 42.56 RCW; and
- D. Submit by January 1 of each year beginning in 2010 an annual report for review and adoption by motion by the county council. Twelve copies of the report shall be filed with the clerk of the council for distribution to all councilmembers and the policy staff director. The annual report shall include.
 - 1. Accomplishments and results from the prior year's work program;
 - 2. A suggested work program for the regional food policy council for the coming year which supports the regional food policy council's mission. The work program shall include goals and strategies for the coming year that address the following activities of the regional food policy council:
 - a. development of recommendations on major policies, programs and operations of King County and other entities that the regional food policy council advises;
 - b. advocacy with the public and with other entities in King County including cities, towns, school districts, major institutions, community based organizations and other regional bodies to increase awareness of the benefits of a strong local food system and develop and coordinate policies across jurisdictions;

- c. advocacy with the state and federal government on policies that impact the local food system;
 - d. collaboration with the King County agriculture commission to support the agriculture commission's mission to preserve and enhance agricultural land, support and promote a viable agricultural community, and educate the public about the benefits of local agricultural products. The regional food policy council shall collaborate with the agriculture commission to identify and reduce barriers between farmers and urban consumers, including businesses and institutions; and
3. Recommendations regarding membership, operation, funding and involvement of other public and private organizations in the regional food policy council.

SECTION 7.

- A. In addition to the requirements in section 6 D of this ordinance, the first annual report of the regional food policy council shall include an assessment of the impacts of the food system on county policy goals, programs and operations, and an assessment of the impact of county policies, programs and operations on the food system. The regional food policy council shall use this assessment to develop options consistent with the county's roles and responsibilities for the 2010 work program.
- B. Upon review of the first annual report, it is the intent of the county to evaluate the role of the county in strengthening the local food system and whether continuation of the regional food policy council as a regional advisory body is a reasonable mechanism to assist the county in achieving its policy goals.

NEW SECTION. SECTION 8.

Members of the regional food policy council may be reimbursed for mileage and parking expenses between a member's workplace or residence and the location of meetings where regional food policy council business is conducted.

SECTION 9.

- A. The executive shall establish an interbranch team to work with the regional food policy council. The interbranch team shall work in collaboration with the regional food policy council to ensure that the regional food policy council's work is aligned with the policy goals and roles and responsibilities of the county. The interbranch team shall provide information to the regional food policy council regarding the county's policies, programs, and operations that impact or are impacted by the food system and shall collaborate with the regional food policy council in preparation of the regional food policy council's annual report. The interbranch team shall include representatives from, at a minimum, the following county departments and divisions, or their successors: the department of community and human services; the department of development and environmental services, the department of natural resources and parks, parks and recreation division, solid waste division and water and land resources division, the department of public health, and the department of transportation. The council chair shall designate a representative from the legislative branch to serve as a member of the interbranch team.
- B. It is the intent of the county to provide for staffing and operations of the regional food policy council and interbranch team through an agreement with Washington State University - King County Extension. It is the intent of the county that the annual budget for King County includes

funding to support the agreement that is allocated across county funds, departments and divisions participating in and benefiting from the work of the regional food policy council.

- C. Upon adoption by the city of Seattle of the regional food policy council as advisory to its jurisdiction, the executive is requested to negotiate an agreement with the city of Seattle for funding to support the agreement with Washington State University - King County Extension for staffing and operations of the regional food policy council.

Appendix C - FPC Bylaws

Knoxville-Knox County Food Policy Council Bylaws

ARTICLE 1

NAME

The name of the organization shall be the Knoxville-Knox County Food Policy Council, hereinafter referred to as the FPC

ARTICLE 2

GOALS

Section 1. Ensure that an adequate and nutritious food supply is available to all citizens.

Section 2 Strengthen the economic vitality of the local food system.

Section 3 Improve the quality of food available to all citizens.

Section 4 Encourage citizens to accept and consume nutritious food.

Section 5 *Minimize food-related activities which degrade the natural environment; limit wasteful use of scarce resources needed for future food production and distribution.*

ARTICLE 3

PURPOSES

Section 1. *Assess* and evaluate the performance of Knoxville's food system, in terms of food costs, availability, accessibility, and implications for public health and economic efficiency.

Section 2. Identify food related problems needing attention and disseminate public reports describing those problems, along with suggested remedies where possible.

Section 3. Promulgate goals and objectives for the food system.

Section 4. Communicate findings and recommendations about food issues to the Mayor, City Council, County Executive, County Commission and other relevant public officials.

Section 5. Act as a forum for discussion and coordination of community-wide efforts to improve the overall food supply and distribution network of the Knoxville-Knox County community.

ARTICLE 4 MEMBERS

Section 1. *There shall be eleven members on the FPC. Five shall be appointed by the City Mayor and six shall be appointed by the County Mayor for a term of three years.*

Section 2. Terms of service will begin at the beginning of the calendar year. *If the Mayor or County Executive has not appointed a member by the beginning of the calendar year, then the member whose term has expired shall serve until a successor has been appointed.*

Section 3. Members shall be nominated and appointed to the FPC pursuant to the following procedures:

3.01. Members shall be appointed in a “staggered” manner with no more than four members rotating off per year.

3.02. The Nominating Committee shall prepare and present a list of recommended candidates to the members of the FPC for consideration and action at the October meeting. The FPC Chair will forward the list of prospective members to the City Mayor and/or County Mayor *for approval.*

3.03. In the event of inability to serve or resignation, the FPC Chairperson, in consultation with the Nominating Committee, will make a recommendation to the appropriate Mayor for a replacement to complete the vacated term. Specially appointed members are then eligible to be nominated for a full term after completing their appointed term.

Section 4. No person shall serve more than two consecutive terms as a member. *Exceptions may be made upon majority vote of the FPC and approval of the City Mayor and/or County Executive.*

Section 5. Council member attendance is expected at every meeting of the FPC. In the event of three consecutive, unexcused absences, a Council member will be sent a letter informing them of their non-compliance with bylaws and the member may be asked to resign.

Section 6. Associate members shall be appointed annually by the FPC as deemed necessary to provide technical assistance, advice and consultation. Each Associate will serve for a year. Associates may serve more than one term. Associates are expected to attend all meetings of the FPC and participate fully in the deliberations of the Council, although they will not have voting privileges.

Section 7. Any FPC member may resign at any time by submitting a written resignation to the Chairperson. Resignations will be reported at the next regularly scheduled meeting of the FPC.

Section 8. No Member, Associate or Staff, shall represent him/herself or act as FPC spokesperson without prior designation from the Council.

ARTICLE 5 OFFICERS

Section 1. FPC officers shall be a Chairperson, Vice-Chairperson and a Secretary and such other officers as may from time to time be elected by the Council, such officers to have the authority to perform the duties prescribed by the Council.

Section 2. The Chairperson shall preside at meetings and perform other duties as prescribed by these bylaws. The Chairperson shall be the principal spokesperson for the FPC and shall sign official communications from the Council. The Chairperson, from time to time, may appoint committees to perform specific duties related to the Council's purpose.

Section 3. The Vice-Chairperson shall preside in the absence of the Chairperson and may perform other duties of the Chairperson when empowered by the Chairperson to do so.

Section 4. The Secretary shall be responsible for ensuring that the minutes are accurate prior to distribution to the membership.

Section 5. Officers shall be elected at the October meeting. Nominations may be made from the floor at that time. In the event of contest for an office, voting shall be by secret ballot.

Section 6. Terms of office shall begin at the beginning of the calendar year and shall continue for one year and until a successor assumes office.

Section 7. No person may serve more than two consecutive terms in the same office.

Section 8. In the event an officer is unable to serve or resigns from his or her office, the Nominating Committee shall place name(s) in nomination for the election of a replacement at the next regular meeting of the FPC.

Section 9. An officer may be recalled from office by a majority vote of the full membership at a regular or called meeting of the FPC.

ARTICLE 6 MEETINGS

Section 1. Regular meetings of the full FPC shall be held at least six times per year.

Section 2. The date, time and place of the regular meetings shall be fixed by the ***Council*** and announced to members at least one week prior to the meeting date.

Section 3. A majority of the members shall constitute a quorum for conduct of business except as specified elsewhere in these bylaws.

Section 4. Special meetings may be called by the Chairperson for a specific purpose, with three days notice. In order to conduct business, special meetings must be attended by the Executive Committee plus one voting member.

Section 5. The Executive Committee shall meet as necessary.

Section 6. Visitors and non-members are welcome to attend and observe FPC meetings. Participation in discussion will be time-limited and only upon recognition by the Chair.

ARTICLE 7 VOTING

Section 1. At all meetings of the Council, except as otherwise expressly required by these bylaws, all matters shall be decided upon by the affirmative vote of a majority of members present at the meeting. The Chairperson shall be entitled to vote on all matters.

Section 2. Voting by email is permissible. The call for vote must be sent by email to all members and will be closed after a quorum response, but no sooner than two full business days from when the call for vote was sent. A quorum of members must respond for the vote to be valid, and the decision will go to the majority of votes cast. All decisions made by email vote must be ratified at the next regular meeting and recorded in the minutes.

ARTICLE 8 COMMITTEES

Section 1 The officers together shall constitute the Executive Committee, which is empowered to act for the FPC in emergencies or when timely action is required between regular meetings. All executive committee actions in the name of the FPC must be ratified at the next regular meeting of the FPC and recorded in the minutes. The Executive Committee shall perform other such duties as may be assigned by the FPC and which are not inconsistent with these bylaws.

Section 2. The Nominating Committee shall consist of one Chair and two (2) members appointed at the January meeting by the Chairperson of the FPC, with the approval of the FPC for one (1) year terms. The duties and responsibilities of the Nominating Committee shall include nominating candidates for membership on FPC, Associate members, and nominating candidates for FPC office, all of which shall be performed according to rules adopted by the FPC.

Section 3. The Bylaws Committee shall consist of one Chair and two (2) members appointed at the January meeting by the Chairperson of the FPC, with the approval of the FPC for one (1) year terms. The duties and responsibilities of the Bylaws Committee shall include meeting at least once during the year to review the Bylaws and ensure that the Council's activities are consistent with the Bylaws. The Bylaws Committee shall recommend changes to the Bylaws when necessary.

Section 4. The FPC membership may establish and dissolve committees in order to research, study, evaluate, and make recommendations, etc. on various issues. Special Committee members will be recognized and/or appointed by the FPC Chair from FPC membership and from other appropriate organizations as needed. Special Committees will report regularly to the Executive Committee and/or the FPC.

Section 5. No one member shall serve as chair for more than one standing committee and special committee at any one time. Every committee will consist of at least three people.

ARTICLE IX AMENDMENTS

Section 1. These bylaws may be amended by affirmative vote of a majority of the total membership at a regular meeting or at a special meeting called for that purpose. Written notice of the proposed changes shall be in the hands of members at least two weeks prior to the meeting at which the vote to approve is scheduled.

ARTICLE 9 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Bylaws of the Grant County Food Policy Council

Article I. Name, Location and Background

Section 1. Name: The full name of the advisory body is “Grant County Food Policy Council” (hereby referred to as the Council).

Section 2. Location. The principal office of the council is housed at the Grant County Community Health Council located at 3031 Highway 180 East, Silver City, NM 88061.

Section 3. Background. The Council is an advisory board to the Grant County Board of Commissioners on food and agricultural system issues. Members are comprised of representatives from the government and non-government sectors who have come together around common interests and beliefs about a healthy, sustainable food system for Grant County. The Council was developed from the Healthy Kids, Healthy Communities initiative to reduce childhood obesity in Grant County by creating opportunities for policies, programs, projects and education to improve nutrition among children and families.

Article II. Vision, Mission, Purpose and Goals

Section 1. Vision. The Council envisions a healthy community and thriving local food system that 1) provides access to healthy, affordable and culturally appropriate food for all residents; 2) values and preserves the land base, natural resources and labor skills necessary for sustainable , local food production; 3) strengthens advocacy among agencies, organizations, individuals and communities for New Mexico food and agriculture; and 4) meets the needs of the present generation without compromising the needs for future generations.

Section 2. Mission. The Grant County Food Policy Council improves and preserves the availability and access to safe, local, nutritious and affordable food for all residents of Grant County.

Section 3. Purpose. The purpose of the Council is to integrate all departments of the County as well as a diverse group of public and private stakeholders in a collaborative effort to:

- Establish and maintain a comprehensive dialogue and assessment of the current food system in Grant County through education, promotion and data compilation;
- Provide a forum for people involved in different parts of our local food system and government to meet and learn about how each other’s actions affect our food system;
- Identify and prioritize issues and make recommendations that promote, support and strengthen access to healthy, affordable food for citizens in Grant County;
- Develop strategies to enhance the environmental, economic, social and nutritional health of Grant County as it relates to food and agricultural systems;
- Affect and develop food policy; and
- Advocate and advise on policy implementation.

Section 4. Goals. The Council’s initial goals are to:

- Review and comment on proposed legislation and regulations that affect the well-being and security of local food and agricultural systems;

- Make recommendations to the County and its communities on food, agriculture, and land use planning policy;
- Promote the viability of local farming and ranching and the retention and recruitment of small farmers and ranchers in Grant County;
- Support the development of local food infrastructure to support the production, processing, distribution and sale of safe, affordable, locally-produced / raise food products;
- Work to facilitate the promotion and support local farmers' markets and other points of sale to residents and visitors to support the local agricultural economy in Grant County;
- Establish an on-going educational program and projects for the public about food and agricultural systems based upon accurate facts, reliable reports and analyses;
- Be aware of and work to prevent food insecurity for families and children in Grant County and facilitate access to emergency food due to natural disasters or other causes;
- Develop and support greater access for New Mexicans who are in need of nutritious foods at fair prices, and to be sensitive to cultural traditional food preferences;
- Educate farmers, processors, and consumers regarding safe food production, handling, and preparation; and
- Advise local, County, regional, state, and federal governments to plan, promote and facilitate sustainable economic development opportunities for food producers in Grant County; and
- Education and promote stewardship and conservation of land, water and natural resources.

Article III. Guiding Principles

In keeping with the vision and purpose, the Council recognizes and supports the following principles:

Section 1. Asset-Based. The Council shall focus on assets of a diverse group of people, organizations and agencies rather than problems and liabilities, which ultimately provides a better return on invested time and resources by the Council.

Section 2. Community-Based Partnerships. Projects, programs and the policies that guide them are most vital and responsive when they are rooted in local communities. When partnerships among individuals, organizations and government agencies are formed around a policy issue at the local level, people and members are more invested and committed.

Section 3. Conflict Resolution. Conflict is a predictable result of collaboration and provides positive benefits when it is cooperatively resolved.

Section 4. Consensus and Decision-Making. Decisions will be made by consensus and reaching unity whenever possible. Unity does not necessarily require unanimity. It requires that all present avoid obstruction in a common search for agreement and has the great advantage of not leaving behind an unhappy minority.

Section 5. Diversity. Diverse groups, agencies, organizations and individual viewpoints and constituencies provide the greatest potential for sharing, learning, and developing policies that benefit our food system, enhance our local economies, honor social integrity, and value our environment and its resources.

Section 6. Full Disclosure. Accountability and Transparency. Open and honest sharing of information, analysis that looks with a critical eye into systemic issues developed with accuracy, clarity and accessibility, and that will generate the most opportunity for both individuals and the community as a whole.

Section 7. Harassment Prohibited. The Council shall maintain an atmosphere free from all forms of harassment in efforts to value diverse points of view and reach consensus.

Section 8. Participants. Values the contributions of all that choose to commit to participation in the goals and purposes of the Council. Develop procedures to encourage community participation in the education, deliberation and decision making process. Democratic ethics are at the base of decision making.

Article IV. Meetings

Section 1. Meetings. The Council shall meet at least quarterly at the Grant County Administration Center Commissioner Board Room. The Council shall conduct all meetings in accordance with the New Mexico Open Meetings Act and adopted County policies and procedures.

Section 2. Special Meetings. The Co-Chairs, upon request by a Council member or by consensus, may call a special meeting at any time.

Section 3. Subcommittees. The Council may organize subcommittees whose membership shall be open to the public and include at least one member of the Council. Subcommittees will meet regularly as needed to perform the work of the Council. The Co-Chairs may appoint subcommittee and subcommittee chairpersons as needed.

Section 4. Quorum. A quorum consists of at least seven members, consisting of four non-government sector and three government sector members.

Section 5. Quarterly Reports. The Co-Chairs or other designated member of the Council shall give quarterly reports on the current status, activities and issues to the County Board of Commissioners.

Section 6. Conduct. Robert's Rules of Order shall be the parliamentary authority for the conduct of Council meetings. Members, by attending and deliberating at the meetings and gatherings, agree in good faith to participate and act in accordance with the Council's vision, goals, purposes and principles, or through the deliberative process, in an open manner, to alter and amend them as circumstances necessitate.

Section 7. Decision Making. The Council shall make decisions by consensus of a quorum. For each Council member, the standard for agreement is that they feel they can support the decision.

a. Criteria for Approving Decisions. The following criteria may be used for taking on issues:

- Is there a direct connection between the issue and the vision, mission and strategies?
- Is it an immediate issue that will have a major impact on the food system?
- Is the issue urgent or time sensitive?
- Does the issue build or sustain an existing effort?
- Can the Council make a difference or influence the issue? What community or affiliation is the Council trying to influence?
- Does the Council have resources to commit to the issue?

- Does the Council know enough to reach an informed decision?
 - Who else is working on the issue?
- b. Procedure. The Co-Chairs will check consensus by a thumbs up, down, or sideways poll. Sideways poll means “ I need more clarification and/or I would like to discuss this decision further”. Unanimous approval (thumbs up) is required for a decision to be reached. No abstentions.
- c. No Consensus. If consensus is not reached, the Council will decide how to proceed on a case-by-case basis. Options include deferring the decision and reconsidering it later, forming a subcommittee to gather more information, getting external feedback on the issue, or if an immediate action is required, a quorum may reach a decision by a two-thirds majority vote. If a Council member disagrees, s/he should clearly articulate concerns and try to offer an alternative solution.
- d. Exceptions. Council work tasked to subcommittees that require timely attention may be approved by email. A deadline for members to respond will be established and lack of response will be determined as consensus to move the issue forward. A Council member who must miss a meeting and has strong opinions about an issue that will be discussed should notify the Co-Chairs of their opinions in writing prior to the meeting.

Article V. Membership

Section 1. Appointment. All Council members shall be appointed by the Board of County Commissioners. Prospective members shall submit a completed application to the Board of County Commissioners. Members shall reside in Grant County, New Mexico, and shall have expertise in relevant fields, and to the extent possible, represent the diversity of the community aspects such as culture, gender, age, and geography. The Council encourages representation from agriculture, health, human and social services, food related businesses and organizations, environment, education, economics, nutrition, transportation, and legal, such as but not limited to regional associations, land and water organizations, agriculture commodity organizations, small scale food industries and distributors, local farmers markets, grocers, cooperatives, restaurants, schools, recipients of food and agricultural programs and consumers.

Section 2. Size. The Council shall consist of 13 members appointed by the Board of County Commissioners. Eight shall be from the private sector (non-government employees and those not under contract with a government agency) and five shall be government employees, of which two shall be employees of Grant County.

Section 3. Public Sector. Representation from related state, federal, and local governments should be encouraged including but not limited to the women, infants and children (WIC) program administered by the NM Dept of Health, the Supplemental Nutrition Assistance Program (SNAP) administered by the Income Support Division of the New Mexico Human Services Department, the County extension office administered by the New Mexico Department of Agriculture and New Mexico State University, and those involved in food or nutrition education and public health. Two of the five public sector members shall be employees of the County of Grant including the County Manager or his/her designee and one member of the County Planning Department with the largest involvement in food-related issues and services or as otherwise appointed by the County Board of Commissioners.

Section 4. Private Sector. Of the eight private sector members, all should be actively engaged in at least one program, service, or business related to food insecurity, public health or economic development of the local food system, including the production, processing and distribution of food. Private sector mem-

bers may represent the food industry, non-profits, consumers, educators, and dieticians. From among these eight, at least one should represent emergency food or food insecurity programs, one should represent agriculture, one should represent ranching, one should represent food or nutrition education, and one should represent the for-profit food industry.

Section 5. Terms of Office. Six members (four private and two government sector) shall be appointed for two year terms and seven (four private and three government sector) shall be appointed for three year terms. Subsequent terms shall be for three years to maintain staggering of terms. There shall be no limitation to the number of consecutive terms a member may serve.

Section 6. Compensation and Benefits. The Council shall serve without compensation. However, member benefits include opportunities to work with a broad based grouping of individuals, agencies and organizations centered on food and agriculture issues; opportunities to gain understanding of food and agriculture systems from working together on issues; and by working together there is a greater likelihood that food and agriculture issues that are important to Council members will get the needed recognition, support and reform from relevant decision makers and institutions.

Section 7. Resignation. A Council member may withdraw membership at any time by giving written notice to the Co-Chairs.

Section 8. Removal. After three consecutive unexcused absences, a Council member may be removed and notified thereof by the Co-Chairs. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term. Members may also be removed by the Board of County Commissioners as originally appointed, with or without cause.

Section 9. Rights and Responsibilities. Members are expected to participate in the work of the Council and its subcommittees. Member' duties are to:

- Create new and innovative ideas and plans for the food and agricultural systems and support the advocacy of selected policy issues and goals described above in Article II, Section 4;
- Be present and vote for all meetings;
- When unable to be physically present for a meeting, a member may:
 - Participate live via conference call, Skype or other electronic options. Participating electronically does not constitute a quorum for voting purposes.
 - Submit comments and voting preferences to the Co-Chairs or another designated proxy in writing prior to the beginning of the meeting.
- Start and end meetings on time;
- Turn cell phones to vibrate or off;
- Value each others' opinions, fully participate, actively listen and use open communication methods
- Build trust by meeting commitments to other Council members and the public;
- Notify Co-Chairs and/or staff if unable to attend a meeting;
- Read minutes when a meeting has been missed; and

- Help to maintain the direction, purposes and goals, functions and responsibilities of the Council through participation in subcommittees and deliberations

Article VI. Officers, Subcommittees and Staff

Section 1. Officers. The Council shall consist of two Co-Chairs.

- a. Duties of the Co-Chairs. The Council Co-Chairs shall be responsible for developing meeting agendas with staff and leading the Council meetings, serving as the main liaison between the Council and government representatives, representing the Council in the community, ensuring the Council acts in accordance with its policies and mission, facilitate consensus decision-making whenever possible, put aside personal opinions when speaking for the Council, and commit to keeping the work of the Council going between the meetings. The Co-Chairs shall be elected by the Council members and serve a one year term.

Section 2. Subcommittees. The Council may organize subcommittees whose membership shall be open to the public and include at least one member of the Council. The Co-Chairs may appoint subcommittee chairpersons as needed to direct the work of the subcommittee and provide monthly reports to Council. Subcommittees perform the majority of the Council's work, directions and recommended action, including molding and selection of policy issues for advocacy. Subcommittees will meet regularly as needed to perform the work of the Council. As circumstances arise, the Council membership can alter, change or drop subcommittees.

Section 3. Staff. The Healthy Kids, Healthy Communities program will serve as the initial primary liaison to the Council until alternate arrangements are made. Staff will be responsible for:

- Planning agenda for next meetings including receiving requests from membership for agenda at least two weeks prior to next meeting and corresponding with Co-Chairs to develop agenda for the next meeting as needed.
- Publishing public notices no later than 10 days prior to next meeting and posting notices in online community calendars and County website.
- Organizing the filming and airing of Council meetings on public access television stations.
- Meeting set up and support including setting up meeting space, assure note taker and meeting leaders are present, assist with flow and time keeping during meeting, provide technical assistance as necessary, review minutes with members, and send minutes, next agenda and attachments to Council at least one week prior to the next meeting.
- General support including active participation in the workings of the Council, receive and distribute appropriate information emails to members assist in seeking resources for Council's work, assist Council connecting with other boards, committees, community groups and elected officials, and assist subcommittees as needed.

Article VII. Fiscal Provisions and Miscellaneous

Section 1. Fiscal Year. The Council shall follow the fiscal year of the County of Grant.

Section 2. Contracts. Any officer authorized by the council may, in the name and on behalf of the Council, enter into those contracts or execute and deliver those instruments that are authorized by Council. Any authorization may be general or confined to specific instances. Without such authorization from

Council, no officers or other agents of the advisory board may enter into any contract or execute and deliver any instrument in the name and on behalf of the Council.

Section 3. Distribution and Deposit of Funds. The distribution and deposit of funds shall be determined by the Council from time to time in accordance with County policies and procedures.

Section 4. Record of Accounting. The books and records of the Council shall be kept in its principal office or other location approved by the Council.

Section 5. Amendments. Provided that 30 days written notice of the proposed amendment is sent tot he Council with the call to meeting, a consensus vote of a quorum may amend these bylaws at any regular Council meeting. The Council shall review the bylaws at least on an annual basis.

ADOPTION OF DOCUMENT

Approved by unanimous vote of the Council on January 20, 2011

Deborah Nennich, Co-Chair

Judy Billings, Co-Chair

Appendix D - FPC Evaluation Resources

Food Policy Council Evaluation Resources

It is widely recognized that evaluating the effectiveness of Food Policy Councils is important for a variety of reasons. Evaluations help FPCs with organizational structure, program planning, measuring the impact initiatives have on local communities, and identifying areas for improvement. There is a substantial amount of literature on the subject and readily available resources to help FPCs in their efforts to monitor and evaluate their actions. Because the structure, goals, and actions of FPCs vary widely, evaluation activities also vary. The resources below are meant to guide FPCs in their efforts at evaluation such that they can adapt their evaluation activities to their specific needs.

- Holtsclaw, M. (2010). Creating Local Food Policy Councils: A Guide for Michigan's Communities. publichealth.msu.edu/pph/pdf/capstones/m_holtsclaw_capstone.pdf
 - A helpful resource for any Food Policy Council, regardless of location. Offers basic as well as detailed information for beginning Food Policy Councils, including an entire chapter on how to evaluate effectiveness of Food Policy Council activities, whether they be policy- or project-based initiatives.
 - Includes several resources:
 - Department of Health and Human Services – How to write SMART objectives: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>
 - RE-AIM Evaluation Tool: <http://www.re-aim.org/aboutre-aim/what-is-re-aim.aspx>
 - Georgia Department of Public Health – Workbook for Designing a Process Evaluation: <http://health.state.ga.us/search/index.asp?cx=013336951444074479352%3Avfp7xijr7q8&cof=FORID%3A11&q=process+evaluation&sa.x=7&sa.y=9&siteurl=health.state.ga.us%2Fpublications%2Fmanuals.asp&ref=health.state.ga.us%2Fpublications%2Findex.asp>
- Harper, A., Shattuck, A., Holt-Gimenez, E., Alkon, A. and Lambrick, F. (2009). Food policy councils: Lessons learned. Institute for Food and Development Policy, pp. 1-63. http://foodsecurity.org/pub/Food_Policy_Councils_Report.pdf
 - A helpful read for Food Policy Council members to understand other FPC's experiences, pitfalls, and lessons learned.
- Whole Measures for Community Food Systems: Values-Based Planning and Evaluation. Accessed at: foodsecurity.org/pub/WholeMeasuresCFS-web.pdf
 - A Planning and Evaluation Tool developed by the Community Food Security Whole Measures Working Group to be used at various stages of development and for a variety of purposes.

- Community Food Security Coalition: <http://www.foodsecurity.org/pubs.html#cfsguide>
 - A wealth of resources including Newsletters, Handouts, Guidebooks and Reports. In fact, many of the resources above can also be accessed through this site.
- Center for Disease Control and Prevention: <http://www.cdc.gov/eval/framework/index.htm>
 - A useful framework and in-depth resource for program evaluation in the context of Public Health, which can be used to guide evaluations of many different types of programs.

Appendix E - Food System Assessments

Examples of Food System Assessments

- Central Oregon FPC: Food Assessment
(<http://centraloregonfoodpolicy.org/projects-2/food-assessment/>)
- Delaware Valley Regional Planning Commission: Greater Philadelphia Food System Study
(www.dvrpc.org/reports/09066A.pdf)
- FoodNYC: A Blueprint for a Sustainable Food System
(http://www.mbpo.org/release_details.asp?id=1496_)
- From Plant to Plate: Northern Colorado Regional Food System Assessment
(<http://www.larimer.org/foodassessment/>)
- Iowa Food System Council: Cultivating Resilience: A Food System Blueprint that Advances the Health of Iowans, Farms and Communities
(<http://www.iowafoodsystemscouncil.org/cultivating-resilience/>)
- Kerr Center: Closer to Home
(http://www.kerrcenter.com/publications/closer_to_home/index.htm)
- Knoxville-Knox FPC: Food Policy Committee Economic Assessment
(<http://www.cityofknoxville.org/boards/food.asp>)
- Northern Virginia: Local Food System Assessment
(<http://wallacecenter.org/our-work/Resource-Library/wallace-publications/Resource-Library/wallace-publications/Northern-VA-LFS-Assessment-Final-Report.pdf/view>)
- San Diego Food System: Food System Assessment
(<http://sandiegofoodsystem.com/why-a-food-system-assessment/>)

Food System Assessment Tool

Volume 1: Cherokee Nation / Northeastern Oklahoma

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Food System Assessment Tool

Introduction

Background

Communities, coalitions and advocates working on a wide range of issues such as anti-hunger, sustainable agriculture, public health, social justice, nutrition, city planning and economic development are increasingly recognizing the important role of the food system in reaching their own particular objectives. The “healthy community” movement has helped bring further attention to the connections between food environments, behavioral choices and health outcomes, and the need for a systems approach which crosses conventional lines between disciplines.

Community food security proponents have long advocated the needs and benefits of conducting community food assessments as a starting point for understanding and hopefully strengthening a local food system. Many of these assessments are often participatory and observational, involving a diverse mix of stakeholders coming together to learn about existing assets and gaps in their community’s food system.

While extremely beneficial and worthwhile, these community food assessments normally require several months of well planned activity and original research, often involving significant coordination to fully engage the community. However, these efforts can yield tremendous social capital through community ownership of assessment results and recommendations.

One common portion of a comprehensive community food assessment is gathering local data on demographics, farm production or health statistics from existing sources such as the U.S. Census Bureau, USDA or State Departments of Health. This type information can be helpful in gaining a better understanding of key food system components and their roles within the larger system, besides providing a baseline of indicators for measuring change and comparing with other places.

Whether the data is gathered as part of a comprehensive community food assessment, or as an initial stand alone activity, food policy councils or other entities can use these indicators in a variety of ways, such as gaining media attention and raising awareness about the local food system among coalition members, decision makers and the general public.

FSA Tool Creation

The need for a simple, concise and consistent process by which to gather local food system data and indicators spurred creation of the *Food System Assessment (FSA) Tool*. The *Tool* was conceived so that food policy councils and other local food advocates could quickly conduct objective and quantitative assessments of their county’s food system across the five primary sectors - food production, processing, distribution, consumption, and waste reduction/recovery.

The Cherokee Nation – Healthy Nation Program developed the *FSA Tool* in partnership with Sustainable Green Country and the Oklahoma Farm and Food Alliance, through funding provided by a grant from the Centers for Disease Control and Prevention. The overall project was aimed at assisting the formation of food policy councils within the fourteen county jurisdiction of the Cherokee Nation. Therefore, the *Tool* was designed to help advocates within the tribal nation gather county-level data about their local food

systems; however, the *Tool* can also be used in its current form to gather the same indicators for any other county in Oklahoma -- or with a few minor modifications, counties in other states.

From thousands of different possible food system indicators within dozens of data sources and a few searchable databases, the design team selected a mix of indicators to help paint a picture of a county's food system, sector by sector. We've attempted to capture a broad cross section of a county's general population and other food system stakeholders, by focusing on key features and roles of those stakeholders within each sector of the food system. Other criteria for selecting indicators included reliability and accessibility of the data, and its proximity to the primary data source.

Our intent is for the *FSA Tool* to serve as a starting point for informing conversations and deliberations about the current food system, and its impacts upon stakeholders and the general population. This dialogue may lead to the need for additional specific data, studies or assessments. We also recognize that we have likely omitted or overlooked some indicators which others may consider important to their food system work, and we welcome any input from users or others within the food system assessment community.

Pre-Narrative Notes and Tips

The Food System Assessment Tool consists of two complimentary parts:

- The *Narratives* (one for each sector of the food system) guide you through the data collection process across a wide variety of indicators and data sources.
- The *Reporting Worksheet* is where you enter the data you've collected by following the *Narratives*.

Narratives

In previewing the *Narratives*, you will notice a series of step-by-step instructions for gathering specific indicators from a data source, identified at the beginning of each numbered *Narrative* section. In every case, users with internet access can go directly to the particular data source by clicking on the hyperlinked name of the source.

Instructions within the *Narratives* have been written primarily for PC users. Mac users will need to adapt their specific keypad or mouse actions accordingly, such as using two fingers on the touchpad in place of "right-clicking" or the process for accessing downloaded documents.

You will find that instructions for gathering data near the beginning of each *Narrative* include greater detail than those listed later in the *Narrative*. Reviewing the full guidance provided at the beginning may be necessary when resuming data gathering after extended breaks or when starting with indicators lacking that level of instruction.

Depending on the size of your computer monitor, and your ability to view two files at the same time, you may wish to print off portions of the *Narrative* for referring back to while performing the instructed tasks. But you will likely want to keep the *Narrative* open so you can easily access the web links for the data sources.

All of the *Narratives* direct users to the most current data sources available at the time of publication, although these sources are often one or two years old, and sometimes older, depending on how frequently the primary data source is updated.

Some of the data sources undergo changes intermittently in ways that may temporarily render the *Narratives* somewhat outdated in their specific guidance. If you encounter inconsistencies between a *Narrative's* description and the actual data source, please let us know by following the "Contact" tab at the top of the *FSA Tool* page on the Oklahoma Farm and Food website.

Also, some data sources may be inaccurate in some way, and we encourage you to please contact the data source and to also let us know if a piece of data is incorrect for your county, by following the “Contact” tab.

Lastly, some sources such as directories may provide you an opportunity to add or update specific local information. One hopeful outcome of the FSA Tool is that community food advocates will be able to help add local knowledge about food system facilities, resources and other assets to these directories when possible.

Near the end of each numbered set of instructions within a sector’s *Narrative*, you will be asked to find and record an indicator in the *Reporting Worksheet*. Before proceeding to do so, you may wish to bookmark, save and/or print the various data sources (web pages, reports, lists, etc) for your records and to help better understand or communicate with others about your findings.

Reporting Worksheet

Once a piece of data is obtained through using the *Narrative* guidance, users are instructed to record it in the corresponding tab of the *Reporting Worksheet* -- an excel document setup for easily entering and compiling all of the food system indicator data. The worksheets are arranged by food system sector (production, consumption, processing, etc.), for consistency with the *Narrative* guidance.

Some familiarity with Excel and the ability to navigate within and between a variety of internet websites will help to streamline this process. Here are a few tips for utilizing the worksheet:

- Each sector has its own worksheet page within the Excel document, listed in tabs across the bottom of the Excel page.
- You will enter data into the green-shaded boxes adjacent to each indicator listed in the respective worksheet for a sector.
- When entering data, it is not necessary to type \$, % or even commas, as each cell is formatted accordingly.
- If a data source lists a letter instead of a numerical value, please enter the letter (without parenthesis) into the worksheet.
- A few indicators on the *Reporting Worksheet* will be gathered from sources other than those used for the surrounding indicators. Leave those boxes empty until you reach the corresponding portion of the *Narrative* and subsequent data source(s).
- Each indicator has a Reference ID Number listed in the far left-hand column that corresponds to the numbered directions within the respective *Narrative*.
- For each indicator in the worksheet, there is a hidden comment containing the MLA citation for the respective data source, which can be viewed by moving the mouse pointer over the cell.
- To copy a citation from its comment box, right click on the cell, choose “edit comment,” select the text, then copy and paste wherever needed.
- When using these citations in your work, please note that you will need to add to the citation the specific date that you accessed the site.

Remember to save and periodically re-save the entire *Worksheet* file to an easily findable location on your computer. Once you’ve worked through all numbered instructions within a sector, review the *Worksheet* for any blank green cells that might have been missed. When the worksheet is full, celebrate its completion and share the results with others!

Food System Assessment Tool

Food Production Narrative – County

- 1) To gather number of farms, acreage and sales statistics at the **County level**, visit the [USDA Census of Agriculture - County Profile](#)¹
 - a) **Select your county** from the list by clicking on its name.
 - b) A new window will open displaying a 2 page *County Profile*. Save to file and print the report, if desired. Notice the columns on p.1 show the two most recent years of Ag Census data (collected every five years). Find the following data on p.1 under the **most recent year** available:
 - Number of Farms
 - Land in Farms
 - Crop Sales
 - Livestock Sales
 - Government Payments
 - c) **Record the County Name** in the green box at the top of the *Reporting Worksheet - Production*.
 - d) **Record the numbers** within the green-shaded boxes in the Reporting Worksheet next to the appropriate indicators. You only need to enter the number values, and not the commas or units (acres, \$).
 - e) From p. 2 of the *County Profile*, find the **Quantity and State Rank** for the sales value of these **commodities**:
 - Grains, oilseeds, dry beans and peas
 - Vegetables, melons, potatoes, and sweet potatoes
 - Fruits, tree nuts, and berries
 - Nursery, greenhouse, floriculture, and sod
 - Cut Christmas trees and short rotation woody crops
 - Other crops and hay
 - Poultry and eggs
 - Cattle and calves
 - Milk and other dairy products from cows
 - Hogs and pigs
 - Sheep, goats, and their products
 - Horses, ponies, mules, burros, and donkeys
 - Aquaculture
 - Other animals and other animal products
 - f) **Record the sales value quantity and state ranks** for each commodity group in the *Worksheet* next to the appropriate indicators, listed as “SALES.” Note that the sales figures listed under Quantity in the *County Profile* are in (\$1,000). Include the three additional zeros when entering this data in the worksheet (e.g. a sales value of 192 is \$192,000). However, you do not need to enter \$ or commas. If no value is provided, enter “0” in the worksheet.
- 2) To gather additional economic and farmer statistics from p. 2 of the *County Profile*,² find the section titled **Other County Highlights, Economic Characteristics**.
 - a) Under **Farms by value of sales**, find the **number of farms** (Quantity) for each sales category and **record them** in the Reporting Worksheet.
 - b) Next, **record the dollar value** for these three items in the Reporting worksheet:
 - Total farm production expenses (add additional zeros)
 - Net cash farm income of operation (add additional zeros)
 - c) Remember to add three additional zeros to these two figures
 - Average production expenses per farm, under Total farm production expenses (no additional zeros needed)

Food Production

¹ United States Department of Agriculture. *Census of Agriculture, Census Publications: Oklahoma County Profiles*. USDA/NASS, n.d. Web. (Date Accessed).

<http://www.agcensus.usda.gov/Publications/2007/Online_Highlights/County_Profiles/Oklahoma/>

² USDA, *Census of Agriculture*.

- Average net cash farm income per farm, under Net cash farm income of operation (no additional zeros needed)
 - d) Under **Operator Characteristics**, find and **record the Quantity** for
 - Average age of principal operator (years), including the decimal
- 3) To find the number of farms and acreage producing forage and hay, and the number of farms producing grains at the County level, visit the [USDA – Quick Stats Query Tool](#)³
- The query tool on this page is capable of gathering multiple pieces of data within one search. Doing so requires selecting the desired combination of items within each box of lists (data fields). To choose more than one item within the same box, hold down the “Ctrl” key (or “Apple key” on a Mac) while clicking on each required item.
 - By not selecting any items from a data field, you are saying you want all of them.
 - Also, within a few seconds after selecting an item, the Quick Stats tool will refresh to show the new options available, based on the current combination of items selected in each box. You may select more than one item within a menu box before the tool refreshes, but you aren’t required to.
 - a) Under **Select Commodity, Program**, choose CENSUS
 - b) Under **Sector**, choose CROPS
 - c) Under **Group**, choose CROP TOTALS and FIELD CROPS (remembering to hold down the CTRL key when selecting the 2nd item)
 - d) Under **Commodity**, choose:
 - CROP TOTALS
 - FIELD CROPS, OTHER
 - GRAIN
 - HAY & HAYLAGE
 - Remember to hold the Ctrl key when selecting the 2nd and subsequent items
 - e) Under **Category**, choose AREA HARVESTED and SALES
 - f) Under **Data Item** (paying careful attention to the **exact** wording of each item), choose:
 - CROP TOTALS, ORGANIC – OPERATIONS WITH SALES
 - CROP TOTALS, ORGANIC – SALES, MEASURED IN \$
 - FIELD CROPS, OTHER, INCL HAY – OPERATION WITH SALES
 - GRAIN – OPERATIONS WITH SALES
 - HAY & HAYLAGE – ACRES HARVESTED
 - HAY & HAYLAGE – OPERATIONS WITH AREA HARVESTED
 - NOTE: If you accidentally choose the wrong item, you can also unselect it by pressing the Ctrl key while clicking on it. Also, whenever you select or unselect an item from a box, all items already selected in lower level boxes (those to the right and/or down the page) will be unselected.
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY
 - i) Under **State**, choose OKLAHOMA
 - j) Under **County**, choose the proper county. It is not necessary to select an Ag District. (Please note: If your county does not appear in the selection box, then no value is available for the selected commodities and you should enter “0” in the worksheet where appropriate).
 - k) Under **Year**, select the most recent year available
 - l) Click **Get Data**. You should now see up to 6 rows of data (some counties will not have data for each of these items, and therefore fewer rows of data). However, if you have fewer than 6 rows, double check that you have properly chosen each of the items in all of the boxes as instructed above.
 - m) **Locate the data** in the column labeled “**Value**” at the far right of the data spreadsheet generated by Quick Stats. The first portion of each description listed under “**Data Item**” is also listed verbatim in the Reporting Worksheet, under the respective commodity (“Grains, oilseeds...”, “Other crops and hay”, “Organic crops”), where you already entered some data from step A.
 - n) At this point you can simply record the data from the screen, or save or print it. To save or print, click on **Spreadsheet** in the top right and open the data into a new excel spreadsheet, which you can then rename and save to your computer and/or print. If printing, you may wish to hide or delete unnecessary columns (by first right-clicking at the very top of the column).

³ National Agricultural Statistics Service. *Quick Stats*. USDA/NASS, n.d. Web. (Date Accessed).
http://quickstats.nass.usda.gov/?source_desc=CENSUS

- o) **Record the data** in the Reporting Worksheet, entering the value for each **data item** next to the appropriate indicator (“GRAIN – OPERATIONS WITH SALES”, “FIELD CROPS, OTHER, INCL HAY...”, “CROP TOTALS, ORGANIC” etc.), and in the proper Worksheet column under “**Quantity (\$)**” for sales; “**Acres**” or “**# of Farms.**”
 - p) NOTE: “Operation” means farm, and a **Value** of (D) indicates that the data could not be published due to too few operations completing the census survey, and the risk of disclosing an individual farm’s information. If the value is a letter, enter it into the worksheet as a capital letter **without** parentheses. If a commodity is not listed and therefore no value is provided for a commodity, enter “0” in the worksheet.
 - q) You can now go **Back** to the Quick Stats Query Tool and click the **Clear** button to conduct a new search.
- 4) To find the number of farms and acreage for fruit, vegetable and nut production at the County level → [USDA – Quick Stats Query Tool](#)⁴
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose CROPS
 - c) Under **Group**, choose
 - FRUIT & TREE NUTS
 - VEGETABLES
 - d) Under **Commodity**, choose:
 - BERRY TOTALS
 - NON-CITRUS TOTALS
 - TREE NUT TOTALS
 - VEGETABLE TOTALS
 - e) Under **Category**, choose:
 - AREA
 - AREA IN PRODUCTION
 - f) Under **Data Item**, choose:
 - BERRY TOTALS – ACRES
 - BERRY TOTALS – NUMBER OF OPERATIONS
 - NON-CITRUS TOTALS (EXCL BERRIES) – ACRES
 - NON-CITRUS TOTALS (EXCL BERRIES) – NUMBER OF OPERATIONS
 - TREE NUT TOTALS – ACRES
 - TREE NUT TOTALS – NUMBER OF OPERATIONS
 - VEGETABLE TOTALS, IN THE OPEN – ACRES IN PRODUCTION
 - VEGETABLE TOTALS, IN THE OPEN – OPERATION WITH AREA IN PRODUCTION
 - g) Under **Domain**, choose:
 - TOTAL
 - h) Under **Geographic Level**, choose:
 - COUNTY
 - Then choose OKLAHOMA, and the **specific county** for which you need data. It is not necessary to select an Ag District.
 - i) Under **Year**, choose the **most recent** year available, and wait for the screen to refresh, then click **Get Data**
 - j) You should now see up to 8 rows of data. Some counties will not have data for each of these items, and therefore fewer rows of data. However, if you have fewer than 8 rows, double check that you have properly chosen each of the items in all of the boxes as instructed above. Save and/or print if desired.
 - k) **Record the data** in the Reporting Worksheet for each commodity item under **acres** and **# of farms** (operations). If the value is a letter, enter it into the worksheet as a capital letter without parentheses. If a commodity is not listed and therefore no value is provided for a commodity, enter “0” in the worksheet.

⁴ USDA/NASS, *Quick Stats*.

- 5) To find the number of farms, acreage and square footage for nursery, floriculture and sod production at the County level→ [USDA – Quick Stats Query Tool](#)⁵
 - a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose CROPS
 - c) Under **Group**, choose HORTICULTURE
 - d) Under **Commodity**, choose
 - FLORICULTURE TOTALS
 - NURSERY TOTALS
 - SOD
 - e) Under **Category**, choose AREA HARVESTED, AREA IN PRODUCTION and SALES
 - f) Under **Data Item**, choose:
 - FLORICULTURE TOTALS – OPERATIONS WITH SALES
 - FLORICULTURE TOTALS – SALES, MEASURED IN \$
 - FLORICULTURE TOTALS, IN THE OPEN – ACRES IN PRODUCTION
 - FLORICULTURE TOTALS, UNDER PROTECTION – SQ FT IN PRODUCTION
 - NURSERY TOTALS – OPERATIONS WITH SALES
 - NURSERY TOTALS – SALES, MEASURED IN \$
 - NURSERY TOTALS, IN THE OPEN – ACRES IN PRODUCTION
 - NURSERY TOTALS, UNDER PROTECTION – SQ FT IN PRODUCTION
 - SOD – ACRES HARVESTED
 - SOD – OPERATIONS WITH SALES
 - SOD – SALES, MEASURED IN \$
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose:
 - COUNTY
 - Then choose OKLAHOMA, and the **specific county** for which you need data. (Again, if your county does not appear in the selection box, then no value is available for the selected commodities and you should enter “0” in the worksheet where appropriate).
 - i) Under **Year**, choose the most recent year available, and wait for the screen to refresh.
 - j) Click **Get Data**.
 - k) You should now see up to 11 rows of data. Then save and/or print if desired.
 - l) **Record the data** in the Reporting Worksheet, for each available commodity item under the proper columns for available data.

- 6) To find the number of farms and acreage for Christmas tree and short term woody crops at the County level→ [USDA – Quick Stats Query Tool](#)⁶
 - a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose CROPS
 - c) Under **Group**, choose HORTICULTURE
 - d) Under **Commodity**, choose:
 - CUT CHRISTMAS TREES
 - CUT CHRISTMAS TREES & SHORT TERM WOODY CROPS
 - SHORT TERM WOODY CROPS
 - e) Under **Category**, choose AREA IN PRODUCTION and SALES
 - f) Under **Data Item**, choose:
 - CUT CHRISTMAS TREES & SHORT TERM WOODY CROPS – OPERATIONS WITH SALES
 - CUT CHRISTMAS TREES – ACRES IN PRODUCTION
 - SHORT TERM WOODY CROPS – ACRES IN PRODUCTION
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose:
 - COUNTY
 - Then choose OKLAHOMA, and the **specific county** for which you need data. It is not necessary to select an Ag District

⁵ USDA/NASS, *Quick Stats*

⁶ USDA/NASS, *Quick Stats*

- i) Under **Year**, choose the most recent year available, and wait for the screen to refresh.
 - j) Click **Get Data**.
 - k) **Record the data** in the Reporting Worksheet.
- 7) To find the number of farms producing poultry and eggs within a County → [USDA – Quick Stats Query Tool](#)⁷
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose POULTRY
 - d) Under **Commodity**, choose
 - CHICKENS
 - EGGS
 - POULTRY TOTALS
 - e) Under **Category**, choose PRODUCTION and SALES
 - f) Under **Data Item**, choose
 - CHICKENS, BROILERS – OPERATIONS WITH SALES
 - CHICKENS, BROILERS – SALES, MEASURED IN HEAD
 - CHICKENS, BROILERS, PRODUCTION CONTRACT – OPERATIONS WITH PRODUCTION
 - EGGS, PRODUCTION CONTRACT – OPERATIONS WITH PRODUCTION
 - EGGS, PRODUCTION CONTRACT – PRODUCTION MEASURED IN DOZ
 - POULTRY TOTALS, INCL EGGS – OPERATIONS WITH SALES
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county. (It isn't necessary to choose and Ag District).
 - i) Under **Year**, choose the most recent year available, and wait for the screen to refresh, then click **Get Data**
 - j) **Record the data** in the Reporting Worksheet.
- 8) To find the number of farms producing cattle and calves within a County → [USDA – Quick Stats Query Tool](#)⁸
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose LIVESTOCK
 - d) Under **Commodity**, choose CATTLE
 - e) Under **Category**, choose
 - PRODUCTION
 - SALES
 - SALES FOR SLAUGHTER
 - f) Under **Data Item**, choose:
 - CATTLE, INCL CALVES – OPERATIONS WITH SALES
 - CATTLE, ON FEED – OPERATIONS WITH SALES FOR SLAUGHTER
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county.
 - i) Under **Year**, choose the most recent year available, then click **Get Data**.
 - j) **Record the data** in the Reporting Worksheet.
- 9) To find the number of farms producing milk and other dairy products within a County → [USDA – Quick Stats Query Tool](#)⁹
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose DAIRY

⁷ USDA/NASS, *Quick Stats*.

⁸ USDA/NASS, *Quick Stats*

⁹ USDA/NASS, *Quick Stats*

- d) Under **Commodity**, choose MILK
 - e) Under **Category**, choose SALES
 - f) Under **Data Item**, choose:
 - MILK, INCL OTHER DAIRY PRODUCTS – OPERATIONS WITH SALES
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county.
 - i) Under **Year**, choose the most recent year available, then click **Get Data**.
 - j) **Record the data** in the Reporting Worksheet.
- 10) To find the number of farms producing hogs within a County → [USDA – Quick Stats Query Tool](#)¹⁰
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose LIVESTOCK
 - d) Under **Commodity**, choose HOGS
 - e) Under **Category**, choose SALES
 - f) Under **Data Item**, choose:
 - HOGS – OPERATIONS WITH SALES
 - HOGS – SALES, MEASURED IN HEAD
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county.
 - i) Under **Year**, choose the most recent year available, then click **Get Data**.
 - j) **Record the data** in the Reporting Worksheet.
- 11) To find the number of farms producing goats and sheep within a County → [USDA – Quick Stats Query Tool](#)¹¹
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose LIVESTOCK
 - d) Under **Commodity**, choose
 - GOATS
 - SHEEP
 - e) Under **Category**, choose SALES
 - f) Under **Data Item**, choose:
 - GOATS – OPERATIONS WITH SALES
 - GOATS – SALES, MEASURED IN HEAD
 - SHEEP, INCL LAMBS – OPERATIONS WITH SALES
 - SHEEP, INCL LAMBS – SALES, MEASURED IN HEAD
 - g) Under **Domain**, choose TOTAL
 - h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county, and the most recent year available. (It isn't necessary to choose and Ag District). Click **Get Data**.
 - i) **Record the data** in the Reporting Worksheet.
- 12) To find the number of farms producing horses, ponies, mules, burros and donkeys within a County → [USDA – Quick Stats Query Tool](#)¹²
- a) Under **Program**, choose CENSUS
 - b) Under **Sector**, choose ANIMALS & PRODUCTS
 - c) Under **Group**, choose SPECIALTY
 - d) Under **Commodity**, choose EQUINE
 - e) Under **Category**, choose SALES
 - f) Under **Data Item**, choose:
 - EQUINE, HORSES & PONIES – OPERATIONS WITH SALES
 - EQUINE, HORSES & PONIES – SALES, MEASURED IN HEAD

¹⁰ USDA/NASS, *Quick Stats*

¹¹ USDA/NASS, *Quick Stats*

¹² USDA/NASS, *Quick Stats*

- EQUINE, MULES & BURROS & DONKEYS – OPERATIONS WITH SALES
 - EQUINE, MULES & BURROS & DONKEYS – SALES, MEASURED IN HEAD
- g) Under **Domain**, choose TOTAL
- h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county, and the most recent year available. (It isn't necessary to choose and Ag District). Click **Get Data**.
- i) **Record the data** in the Reporting Worksheet.
- 13) To find the number of farms producing aquaculture within a County → [USDA – Quick Stats Query Tool](#)¹³
- a) Under **Program**, choose CENSUS
- b) Under **Sector**, choose ANIMALS & PRODUCTS
- c) Under **Group**, choose AQUACULTURE
- d) Under **Commodity**, choose AQUACULTURE TOTALS
- e) Under **Category**, choose SALES
- f) Under **Data Item**, choose:
- AQUACULTURE TOTALS – OPERATIONS WITH SALES
- g) Under **Domain**, choose TOTAL
- h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county, and the most recent year available. (Again, it isn't necessary to choose an Ag District and if your county does not appear in the selection box, then no value is available for the selected commodities and you should enter "0" in the worksheet where appropriate). Click **Get Data**.
- i) **Record the data** in the Reporting Worksheet.
- 14) To find the number of farms producing other animals and other animal products within a County → [USDA – Quick Stats Query Tool](#)¹⁴
- a) Under **Program**, choose CENSUS
- b) Under **Sector**, choose ANIMALS & PRODUCTS
- c) Under **Group**, choose LIVESTOCK and SPECIALTY
- d) Under **Commodity**, choose:
- BISON
 - DEER
 - ELK
 - HONEY
 - RABBITS
- e) Under **Category**, choose PRODUCTION and SALES
- f) Under **Data Item**, choose:
- BISON – OPERATIONS WITH SALES
 - BISON – SALES, MEASURED IN HEAD
 - DEER – OPERATIONS WITH SALES
 - DEER – SALES, MEASURED IN HEAD
 - ELK – OPERATIONS WITH SALES
 - ELK – SALES, MEASURED IN HEAD
 - HONEY – OPERATIONS WITH PRODUCTION
 - HONEY – PRODUCTION, MEASURED IN LB
 - RABBITS, INCL PELTS – NUMBER OF SALES
 - RABBITS, INCL PELTS – OPERATIONS WITH SALES
- g) Under **Domain**, choose TOTAL
- h) Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county, and the most recent year available. (It isn't necessary to choose and Ag District). Click **Get Data**
- i) **Record the data** in the Reporting Worksheet.

¹³ USDA/NASS, *Quick Stats*

¹⁴ USDA/NASS, *Quick Stats*

- 15) To find the number of farms producing organic animals and animal products within a County → [USDA – Quick Stats Query Tool](#)¹⁵
- Under **Program**, choose CENSUS
 - Under **Sector**, choose ANIMALS & PRODUCTS
 - Under **Group**, choose ANIMAL TOTALS
 - Under **Commodity**, choose ANIMAL TOTALS
 - Under **Category**, choose SALES
 - Under **Data Item**, choose:
 - ANIMAL TOTALS, ANIMALS ONLY, ORGANIC – OPERATIONS WITH SALES
 - ANIMAL TOTALS, ANIMALS ONLY, ORGANIC – SALES, MEASURED IN \$
 - ANIMAL TOTALS, PRODUCTS ONLY, ORGANIC – OPERATIONS WITH SALES
 - ANIMAL TOTALS, PRODUCTS ONLY, ORGANIC – SALES, MEASURED IN \$
 - Under **Domain**, choose TOTAL
 - Under **Geographic Level**, choose COUNTY then OKLAHOMA, and the specific county, and the most recent year available. (It isn't necessary to choose and Ag District). Click **Get Data**
 - Record the data** in the Reporting Worksheet.
- 16) To find statistics on farms with direct sales to individual consumers, go to the [USDA Food Environment Atlas](#)¹⁶
- A map of the United States will appear
 - At the top of the map, **select Oklahoma** in the drop-down box under “Zoom to State:”
 - Click on your county** (if needed, visit the [U.S. Census Bureau, Oklahoma County Selection Map](#)¹⁷ for a simple reference map of Oklahoma counties you may wish to print or save.)
 - A box will appear with a scroll-down bar. (**To scroll, click the arrows within the box**; if you use a scroll bar on your mouse (or two-finger scrolling on a Mac), it will cause the map to zoom out).
 - Scroll down** until you see the following indicators (Use the most recent date available, if there is more than one listed):
 - Local Foods: # Farms with direct sales
 - Local Foods: % Farms with direct sales
 - Local Foods: % Farm sales \$ direct to consumer (most current year)
 - Local Foods: \$ Direct farm sales (This is listed in thousands of dollars, so you'll need to add three zeros (000) after the number listed.)
 - Record the data** in the Reporting Worksheet. For percentages, enter the full decimal value provided, but you do not need to enter the % sign. If the percentage for any item is less than one, please enter a zero before typing the decimal (e.g. for .6%, enter “0.6”).
- 17) To find the number of community gardens in your area, go to the [ACGA Community Gardening Database](#).¹⁸
- A map of the U.S. will appear with a couple of boxes for entering search info.
 - In the box labeled “Where?” enter your county's zip codes and click Search. (To identify zip codes and towns in your county, visit [HomeTownLocator](#).¹⁹ Scroll down and click on your county. On the next page, a list of Cities, Towns and Areas in your County will appear. Also, under **County Information**, click on **County ZIP Codes** and a list of Zip codes in your county will appear).
 - The map will zoom to your general area, although county lines are not shown on the map.

¹⁵ USDA/NASS, *Quick Stats*

¹⁶ Economic Research Service. *Food Environment Atlas*. USDA, n.d. Web. (Date Accessed).
<<http://maps.ers.usda.gov/FoodAtlas/>>

¹⁷ United States Census Bureau. *State & County Quickfacts: Oklahoma County Selection Map*. USCB, n.d. Web. (Date Accessed). <http://quickfacts.census.gov/qfd/maps/oklahoma_map.html>

¹⁸ American Community Garden Association. *Local Harvest*. ACGA, n.d. Web. (Date Accessed).
<<http://acga.localharvest.org/>>

¹⁹ Home Town Locator. *Oklahoma HomeTownLocator*. HTL, Inc., 2012. Web. (Date Accessed).
<<http://oklahoma.hometownlocator.com/>>

- d) If needed, refer to the [U.S. Census Bureau, Oklahoma County Selection Map](#).²⁰ Or for a more detailed map of your county, visit the [University of Oklahoma – Center for Spatial Analysis](#)²¹ website, **select your County** from the second drop-down menu; and **click** on the map labeled “County School District Map.”
 - e) Determine how many gardens are listed in your county.
 - f) **Record this number** in the Reporting Worksheet
- 18) To find the number of school gardens in your area, go to the [KidsGardening School Garden](#)²² Search.
- a) Type Oklahoma into the window which says “Search NGA” and click APPLY.
 - b) Scroll through the list of schools with gardens to find any in your area.
 - c) If needed, refer to the “[HomeTownLocator](#)”²³ mentioned above and **record the number** of gardens in the Reporting Worksheet.

²⁰ United States Census Bureau. *State & County Quickfacts: Oklahoma County Selection Map*. USCB, n.d. Web. (Date Accessed). <http://quickfacts.census.gov/qfd/maps/oklahoma_map.html>

²¹ “County School District Map.” *Center for Spatial Analysis*. University of Oklahoma, 2004-07. Web. (Date Accessed). <<http://geo.ou.edu/MapsFrame.htm>>

²² Kids Gardening. *School Garden Search*. National Garden Association, 1999-2012. Web. (Date Accessed). <<http://www.kidsgardening.org/groups/school-garden-search>>

²³ Home Town Locator.

Food Processing

Food Production Narrative

Food System Assessment Tool

Food Processing – County Level

- 1) To gather information on Food Manufacturing Establishments at the County level, visit the [U.S. Census Bureau - County Business Patterns](#)²⁴ website.
 - a) In the “View data in tables” box, **select Oklahoma** from the drop-down box next to “U.S., States and Counties.” **Click “Go.”**
 - b) In the drop-down menu under **Areaname** at the top of the page, select your **County**. Verify that “Oklahoma” and the most recent year are already selected.
 - c) Make sure that the “**Without noise flag**” is selected. **Click “Go.”**
 - d) **Scroll down** to find “**Manufacturing**” in the “NAICS code description” column.
 - e) **Click on the “Detail”** button to the left of “Manufacturing.”
 - f) **Locate “Food Manufacturing”** in the “NAICS code description” column.
 - g) Find the number listed in “**Total Establishments**” column on the **far right** of the page.
 - h) **Record this number** in the Reporting Worksheet next to the appropriate indicator.
 - NOTE: The NAICS code for Food Manufacturing is 311, and the other numbers which follow it in the listings under the “NAICS code” column provide more detail about the specific type of food manufacturing conducted. The description listed next to the 6-digit number(s) beginning with 311 under the “NAICS code” column offers the most detail about each food manufacturing establishment counted in the total above.
 - i) Within the green box(s) on the Worksheet, **type-in** the actual **description** listed next to each 6-digit code, and **record** the number listed under **Total Establishments** for that NAICS code / description. You may not need to use all green boxes provided, or you may have to add more.
- 2) “Made in Oklahoma” Food Establishments, **County level**→ visit the [Made in Oklahoma Company Directory](#)²⁵ website.
 - a) **Select your County** from the drop-down menu. (You DO NOT have to Select a City or enter any other information). **Click “Search.”**
 - b) **Scroll down** to see a list of Food Establishments in your area.
 - c) **Count the number** of food-related establishments and **record** it in the Reporting Worksheet.
 - d) You can click on the name of the company to see a list of their products and other information. (Please note: Only include the establishments that sell edible products).
- 3) Commercial Kitchen Facilities for Rental, **County level**→ visit the [Culinary Incubator](#)²⁶ website.
 - a) **Select Oklahoma** using the drop-down box at the top of the map.
 - b) **Scroll down**. Below the map you will see a column entitled, “Kitchen List.” Notice the name of the organization and the location are listed.
 - c) You can click on the name of the listing for more information.
 - d) **Count the number** of facilities listed in your county, if any, and **record** this number in the Reporting Worksheet.
 - NOTE: At the time of publication, no kitchens were listed in northeast Oklahoma, but this source is included in hopes of encouraging additional future listings.

²⁴ United States Census Bureau. *County Business Patterns*. United States Department of Commerce, 17 May 2012. Web. (Date Accessed). <<http://www.census.gov/econ/cbp/index.html>>

²⁵ Oklahoma Department of Agriculture, Food and Forestry Market Development Services Division. *Made in Oklahoma*. ODA, 2007. Web. (Date Accessed). <<http://mio.elementfusion.com/CompanySearch.aspx>>

²⁶ Culinary Incubator. *Incubator Map*. CI, 2012. Web. (Date Accessed). <<http://www.culinaryincubator.com/maps.php>>

Food Distribution

Food Processing Narrative

Food System Assessment Tool

Food Distribution – County Level

- 1) To gather information on Household Food Insecurity at the County level, visit the [Feeding America – Map the Meal Gap](#)²⁷ website.
 - a) At the top of the map, click on the “**CHILD – Food Insecurity Rates**” Tab, next to “OVERALL Food Insecurity Rates.”
 - b) **Click** on Oklahoma in the map.
 - c) The map will zoom in to Oklahoma. **Hover your mouse** over your County (if you do not know which county is yours, visit the [U.S. Census Bureau, Oklahoma County Selection Map](#)²⁸ to locate your county). to see the following statistics in the box above your mouse pointer:
 - Overall Food Insecurity Rate (%)
 - Food Insecure People (#)
 - Child Food Insecurity Rate (%)
 - Food Insecure Children (#)
 - d) **Record** these numbers next to the appropriate indicators in the Reporting Worksheet.
- 2) Healthy Food Access: County Level → Visit the [County Health Rankings](#)²⁹ website.
 - a) **Click** on Oklahoma and the map will zoom in.
 - b) **Click** on your County.
 - c) **Scroll down** toward the bottom of the page and find “**Limited Access to Healthy Foods,**” under “Physical Environment.”
 - d) **Record** the number in the green box on the Worksheet next to “Zip codes with limited access to a healthy food outlet.”
- 3) Healthy Food Access: County Level → Visit the [USDA Economic Research Service – Food Desert Locator](#)³⁰ website.
 - a) **Click** on the zoom bar near the “+” a couple times to zoom in. Then **click and drag** the map to center on Oklahoma.
 - b) Continue **zooming and dragging** to locate your county.
 - c) **Count** the number of **highlighted census tracts** in your county and **record** in the worksheet next to “Census tracts considered Food Deserts.”
- 4) Food Stores and Restaurants: County Level → Visit the [USDA Economic Research Service – Food Environment Atlas](#)³¹ website.
 - a) **Click “Enter Atlas.”** A map of the United States will appear (sometimes this website can be especially slow to load or refresh).
 - b) At the top of the map, **select Oklahoma** in the drop-down box under “Zoom to State:”

²⁷ Feeding America. *Hunger in America: Map the Meal Gap*. FA, 2012. Web. (Date Accessed).
<<http://feedingamerica.org/hunger-in-america/hunger-studies/map-the-meal-gap.aspx>>

²⁸ United States Census Bureau. *State & County Quickfacts: Oklahoma County Selection Map*. USCB, n.d. Web. (Date Accessed). <http://quickfacts.census.gov/qfd/maps/oklahoma_map.html>

²⁹ County Health Rankings. *County Health Rankings and Roadmaps*. Robert Wood Johnson Foundation and University of Wisconsin Population Health Institute, 2012. Web. (Date Accessed).
<<http://www.countyhealthrankings.org/>>

³⁰ Economic Research Service. *Food Desert Locator*. USDA, n.d. Web. (Date Accessed).
<<http://www.ers.usda.gov/data/foodDesert/fooddesert.html>>

³¹ Economic Research Service. *Food Environment Atlas*. USDA, n.d. Web. (Date Accessed).
<<http://maps.ers.usda.gov/FoodAtlas/>>

- c) **Click on your county** (if you do not know which county is yours, visit the [U.S. Census Bureau, Oklahoma County Selection Map](#)³² to locate your county).
 - d) **Scroll down** until you see the following indicators (**Use the most recent date available**, if there is more than one listed. **To scroll, click the arrows within the box**; if you use a scroll bar on your mouse (or two-finger scrolling on a Mac), it will cause the map to zoom out):
 - Availability: # Grocery Stores
 - Availability: # Supercenters and club stores
 - Availability: # Convenience stores no gas
 - Availability: # Convenience stores with gas
 - Availability: # Specialized food stores
 - Availability: # SNAP-authorized stores
 - Availability: # WIC-authorized Stores
 - Availability: # Fast-food restaurants
 - Availability: # Full-service restaurants
 - e) **Record** these number in the Worksheet
- 5) **SNAP Authorized Markets and Meal Providers: County level** → Visit the [Oklahoma Department of Human Services – Farmer’s Markets](#)³³ website.
- a) A list of Farmer’s Markets that accept the Access Oklahoma card (for SNAP benefits) will appear.
 - b) **Scroll down and count** the number of Farmer’s Markets listed in your City/County. (To identify zip codes and towns in your county, visit [HomeTownLocator](#).³⁴ Scroll down and click on your county. On the next page, a list of Cities, Towns and Areas in your County will appear. Also, under **County Information**, click on **County ZIP Codes** and a list of Zip codes in your county will appear).
 - c) **Record** this number in the Worksheet.
- 6) **WIC Authorized Markets: County level** → Visit the [Oklahoma State Department of Health – WIC Farmers’ Market Information](#)³⁵ website.
- a) **Click on** “Authorized Farmers Markets”
 - b) Once downloaded, **open** the excel file, if it doesn’t open automatically.
 - c) **Find and click** on your **county** in the tabs listed across the bottom of the spreadsheet, using the arrow buttons in the far bottom left corner.
 - d) **Count and record** the number of farmers’ markets, number of farms per farmers’ market and number of roadside stands listed. (Note: If there are farms selling at multiple farmers’ markets, please count each farm only once).
 - e) If your county isn’t listed in the tabs across the bottom, then no farms are currently authorized to accept WIC in your county.
- 7) **Food Distributors: County level** → Visit the [U.S. Census Bureau – County Business Patterns](#)³⁶ website.
- a) In the “View data in tables” box, **select Oklahoma** from the drop-down box next to “U.S., States and Counties.” **Click “Go.”**

³² United States Census Bureau. *State & County Quickfacts: Oklahoma County Selection Map*. USCB, n.d. Web. (Date Accessed). <http://quickfacts.census.gov/qfd/maps/oklahoma_map.html>

³³ Oklahoma Department of Human Services. *Supplemental Nutrition Assistance Program (SNAP): Farmer’s Markets*. ODHS, 5 July 2011. Web. (Date Accessed). <<http://www.okdhs.org/programsandservices/food/snap/docs/farmersmarkets.htm>>

³⁴ Home Town Locator. *Oklahoma HomeTownLocator*. HTL, Inc., 2012. Web. (Date Accessed). <<http://oklahoma.hometownlocator.com/>>

³⁵ Oklahoma State Department of Health. *WIC: Farmers Market Information*. State of Oklahoma, 2012. Web. (Date Accessed). <http://www.ok.gov/health/Child_and_Family_Health/WIC/Farmers_Market_Information/index.html>

³⁶ United States Census Bureau. *County Business Patterns*. United States Department of Commerce, 17 May 2012. Web. (Date Accessed). <<http://www.census.gov/econ/cbp/index.html>>

- b) In the drop-down menu under **Areaname** at the top of the page, select your **County**. Verify that “Oklahoma” and the most recent year are already selected.
 - c) Make sure that the “**Without noise flag**” is selected. Click “**Go.**”
 - d) **Scroll down** to find “**Whole Sale Trade**” in the “NAICS code description” column.
 - e) **Click on the “Detail”** button to the left of “Whole Sale Trade.”
 - f) **Locate** the following indicators in the NAICS code description column:
 - Grocery and related product merchant wholesalers (NAICS code: 4244)
 - Fresh fruit and vegetable merchant wholesalers (NAICS code: 42448) (*Please note: not every County will have this indicator available*)
 - g) If either or both codes / descriptions are available, find the number listed in “**Total Establishments**” column on the **far right** of the page.
 - h) **Record this number** in the Reporting Worksheet next to the appropriate indicator.
- 8) Fruit and Vegetable Wholesalers: County level → Visit the [Manta Company Listings](#)³⁷ website.
- a) In the **blue bar at the top** of the page, **hover your mouse** over “U.S. Companies.”
 - b) A list of States will appear; **click on Oklahoma.**
 - c) **In the search box** at the top of the page, **type in** “fruit and vegetable wholesalers.” **Wait** to hit Search.
 - d) Directly below the search box, **select** “Search only in Oklahoma;” **click “Search.”**
 - e) A list of wholesale distributors will appear.
 - f) At the bottom of the page, below the list, **click on Oklahoma** next to “See all cities for Oklahoma.”
 - g) After the page refreshes, **scroll down** to the list of towns and cities at the bottom of the page, and select any/all towns from your county and count the number of businesses listed in your County. (To determine which towns are in your county, visit [HomeTownLocator](#),³⁸ mentioned above).
 - h) **Record the total number** from all towns and cities in the Worksheet.
- 9) OK Food Co-op pickup locations: County level → Visit the [Oklahoma Food Cooperative](#)³⁹ website.
- a) Use the map or the list of towns to determine the number of drop-off locations in your county. (Again, you may use the [HomeTownLocator](#)⁴⁰ page mentioned above to find a list of towns/cities in your county).
 - b) **Record the total number** of Co-op pickup locations in your county in the Worksheet
- 10) Farmers’ Markets: County level → Visit the [Oklahoma Agritourism](#)⁴¹ website.
- a) In the black box to the right of the map, select your **County and Adventure Type** (select “**Farmers Markets**”) from the drop-down menus; click “**Submit.**”
 - b) Icons will appear on the map and a list will appear below the map.
 - c) **Count** the number of Farmers’ Markets listed and **record** it in the Worksheet. (Please note: some markets listed may not be in your county. To check which towns/counties are in your county, visit [HomeTownLocator](#)).⁴²

³⁷ Manta Media Inc. *Manta*. Manta Media Inc., n.d. Web. (Date Accessed). <<http://www.manta.com/>>

³⁸ Home Town Locator.

³⁹ Oklahoma Food Cooperative. *Oklahoma Food Delivery & Pickup Locations and Hours*. OFC, n.d. Web. (Date Accessed). <<http://www.oklahomafood.coop/locations.php>>

⁴⁰ Home Town Locator.

⁴¹ Oklahoma Agritourism. *Oklahoma’s Growing Adventure: Adventure Search*. Oklahoma Department of Agriculture, Food & Forestry, and the Oklahoma Tourism and Recreation Department, n.d. Web. (Date Accessed). <<http://agritourism.travelok.com/adventure>>

⁴² Home Town Locator.

- 11) **Farm to School Projects: County and District level** → Visit the [Oklahoma Farm to School](#)⁴³ website.
 - a) Use the alphabet across the top of the page to find which School Districts in your County are participating in Farm to School programs. In addition, notice that in the left margin of the page there is a list of School Districts participating in Farm to School; scroll through this list to see if any school districts in your county are listed here as well. (To download a map and list of School Districts in your county, **visit** the [University of Oklahoma – Center for Spatial Analysis](#)⁴⁴ website, **select your County** from the second drop-down menu; and **click** on the map labeled “County School District Map.”)
 - b) **Record** the number of districts participating in the Worksheet
- 12) **Community Supported Agriculture projects: County level** → Visit the [Local Harvest](#)⁴⁵ website.
 - a) In the box to the right of the map, **select** “CSA,” then “All CSAs,” and **type in a city** within the county of interest..
 - b) **Click** “Search.”
 - c) You may need to zoom out on the map to see a list of CSAs below the map. **Count** the number of farms offering CSAs within your county and **record** this number in the Worksheet.
- 13) **Hunger Relief Programs: County level** → Visit the [Community Food Bank of Eastern Oklahoma](#)⁴⁶ website.
 - a) **On the right side of the page**, locate the box called “Member Agency Forms.”
 - b) **Click** on “List of Member Agencies.”
 - c) A box may appear, asking if you want to Save or Open the file; **select** “Save,” if the file did not open automatically. When it’s finished downloading, **open the file**. (The file is a .ashx file and your computer may ask you to specify which program you want to use. Select Adobe Reader or another similar program.)
 - d) **Scroll down** to locate your County.
 - e) **Count** the number of Partner Programs listed and **record** this number in the Worksheet.

⁴³ Oklahoma Department of Agriculture, Food and Forestry. *Oklahoma Farm to School: Participating Schools*. ODAFF, 2008-2012. Web. (Date Accessed). <<http://www.okfarmtoschool.com/schools/index.htm>>

⁴⁴ “County School District Map.” *Center for Spatial Analysis*. University of Oklahoma, 2004-07. Web. (Date Accessed). <<http://geo.ou.edu/MapsFrame.htm>>

⁴⁵ Local Harvest Inc. *Local Harvest*. LH, Inc. 1999-2012. Web. (Date Accessed). <<http://www.localharvest.org/>>

⁴⁶ Community Food Bank of Eastern Oklahoma. *Member Agencies*. CFBEO, n.d. Web. (Date Accessed). <<http://www.cfbeo.org/ProgramsandMemberAgencies/MemberAgencies.aspx>>

Food System Assessment Tool

Food Consumption/Public Health – County and School District Levels

- 1) To gather population, education, and poverty statistics at the **County level**, visit the [U.S. Census Bureau – Quick Facts](#)⁴⁷ website.
 - a) **Select your county** using the drop-down box provided and **click “Go”**
 - b) Notice that two columns appear on the right, one is for your County and the other is for the State. Make sure to pay attention to which column you are focusing on: **County or State**.
 - c) Scroll through the data to find the following statistics for your **County**:
 - Population (most recent year)
 - White persons, percent
 - Black persons, percent
 - American Indian and Alaska Native persons, percent
 - Asian persons, percent
 - Native Hawaiian and Other Pacific Islander, percent
 - Persons reporting two or more races, percent
 - Persons of Hispanic or Latino origin, percent
 - High school graduates, percent of persons age 25+
 - Households
 - Persons below poverty level, percent
 - Land area in square miles (near bottom of list)
 - d) **Record the numbers** for your **county** in the **Reporting Worksheet** next to the appropriate indicators. Enter the full decimal value provided, but you do not need to enter the % sign. If the percentage for any item is less than one, please enter a zero before typing the decimal (e.g. for .6%, enter “0.6”). Also, if a letter value is listed in the Quick Facts data, enter the letter into the worksheet.
- 2) Unemployment Rate and Income: **County level** → Visit the [USDA Economic Research Service](#)⁴⁸ website.
 - a) You will see a table with unemployment rates for the State and Counties within the State. **Scroll down to find your county**.
 - b) Use the data from the **most recent year available** for the following indicators:
 - Unemployment rate, percent
 - Median Household Income
 - c) **Record the numbers** in the Worksheet next to the appropriate indicators. You do not need to enter \$ signs or commas.
- 3) Fruit and Vegetable Consumption, Obesity and Diabetes: **County level** → Visit the [Oklahoma State Department of Health – County Report Cards](#)⁴⁹
 - a) **Click on** the most recent year’s **State Health Report**.
 - b) Click on **County Report Cards**, in the group of links near the bottom of the web page.
 - c) Once downloaded, **open** the county report cards file, if it doesn’t open automatically.
 - d) Counties are listed in alphabetical order. **Scroll down** to find your county.
 - e) Under the **“Current”** column in the large white box, **find and record** the following indicators:
 - Fruit/Vegetable Consumption (%)
 - Obesity (%)

Food Consumption

⁴⁷ United States Census Bureau. *State & County Quickfacts: Oklahoma*. USCB, n.d. Web. (Date Accessed). <<http://quickfacts.census.gov/qfd/states/40000.html>>

⁴⁸ Economic Research Service. *Data Sets: County-Level Unemployment and Median Household Income for Oklahoma*. USDA, 2 May 2012. Web. (Date Accessed). <<http://www.ers.usda.gov/Data/Unemployment/RDList2.asp?ST=OK>>

⁴⁹ “2011 State of the State’s Health Report.” *Oklahoma Health Reports*. Oklahoma State Department of Health, 2012. Web. (Date Accessed). <http://www.ok.gov/health/Organization/Oklahoma_Health_Reports.html>

- Diabetes Prevalence (%) (**Make sure** you are looking under “Disease Rates” and NOT under “Leading Causes of Death”)
- 4) **Food Expenditures: Regional level** → Visit the [Bureau of Labor Statistics](#)⁵⁰ website.
 - a) **Scroll down** to the most recent years available: “Region and Area Tables.”
 - b) Next to “Region of residence,” click on “(PDF)”
 - c) Once downloaded, **open** the “region.pdf” file, if it doesn’t open automatically.
 - d) Under the column titled “**South**” at the top of the first page.
 - e) **Scroll down to find and record** the following indicators:
 - Food
 - Food at home
 - Fruits and vegetables
 - Food away from home
 - 5) **Diet-related Health Care Costs: County Level** → Visit the [Oklahoma State Department of Health - County Health Profiles](#)⁵¹ website.
 - a) **Click on your county** in the list provided
 - b) Once downloaded, **open** the .pdf file, if it doesn’t open automatically.
 - c) The information on Obesity, Diabetes, and Cardiovascular Disease-related Health Care Costs can be found in the section entitled, “**Health Care Cost Summary**.” (This is usually on page 9, but differs slightly depending on your county).
 - d) **Find the Total** annual dollar amount under each indicator, and **Record** them on the Worksheet:
 - Cardiovascular Disease (Heart Disease)
 - Obesity
 - Diabetes
 - 6) **Supplemental Nutrition Assistance Program (SNAP): County level** → Visit the [Oklahoma Department of Human Services](#)⁵² – Monthly Statistical Bulletin website.
 - a) **Click** on the most recent Year and Month available
 - b) **Scroll down and click** on the link (Table 33) next to: “Supplemental Nutrition Assistance Program (Food Stamps) By Cases, Recipients, Values and County”
 - c) Once downloaded, **open** the excel file, if it doesn’t open automatically.
 - d) **Scroll down to locate your county and record** the following information:
 - Month and Year from which the data are reported
 - Monthly Number of Recipients (located in the “Recipients” column)
 - Monthly Total Benefits (located in the “Value” column)
 - Avg Benefit per person (from the “Average Payment Per Person” column)
 - 7) **The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC): County level** → Visit the [Oklahoma State Department of Health – WIC Caseload Data](#)⁵³ website.
 - a) Under “Calendar Year,” click on the most recent month and year available.
 - b) You may get a message asking if you would like to Save or Open the file. If so, **choose** “Save” and then **open** the document once it is downloaded, if it doesn’t open automatically.

⁵⁰ Bureau of Labor Statistics. *Consumer Expenditure Survey: Region and Area Tables*. United States Department of Labor, 27 September 2011. Web. (Date Accessed). <<http://www.bls.gov/cex/csxregion.htm>>

⁵¹ Oklahoma State Department of Health. *2010 County Health Profiles*. State of Oklahoma, 2012. Web. (Date Accessed). <http://www.ok.gov/health/Community_Health/Community_Development_Service/Community_Epidemiology/County_Health_Profiles/index.html>

⁵² “Supplemental Nutrition Assistance Program (Food Stamps) By Cases, Recipients, Values and County.” *Library Statistics: Monthly Statistical Bulletin*. Oklahoma Department of Human Services, 8 May 2012. Web. (Date Accessed). <<http://www.okdhs.org/library/stats/sb/>>

⁵³ Oklahoma State Department of Health. *WIC Caseload Data*. State of Oklahoma, 2012. Web. (Date Accessed). <http://www.ok.gov/health/Child_and_Family_Health/WIC/Caseload_Data/index.html>

- c) **Scroll down** to find your county
 - d) **Find** the number under the last column entitled “**ACT AVG CASELOAD**,” this is the indicator:
 - Month and Year from which the data are reported
 - Average Monthly Number of Total Participants
 - e) **Record** it in the Worksheet
- 8) WIC redemptions and School Meals: County level → Visit the [USDA Economic Research Service – Food Environment Atlas](#)⁵⁴ website.
- a) A map of the United States will appear
 - b) At the top of the map, **select Oklahoma** in the drop-down box under “Zoom to State:”
 - c) **Click on your county** (if you do not know which county is yours, visit the [U.S. Census Bureau, Oklahoma County Selection Map](#)⁵⁵ to locate your county).
 - d) A box will appear with a scroll-down bar
 - e) **Scroll down** until you see the following indicators (Use the most recent date available, if there is more than one listed. **To scroll, click the arrows within the box**; if you use a scroll bar on your mouse (or two-finger scrolling on a Mac), it will cause the map to zoom out):
 - “Food Assistance: WIC \$ redemptions”
 - “Food Assistance: % Students free-lunch eligible”
 - “Food Assistance: % Students reduced-price-lunch eligible”
 - f) **Record** it in the Worksheet
- 9) Child Poverty: County level → Visit the [U.S. Census Bureau, Small Area Income and Poverty Estimates](#)⁵⁶ website.
- a) A map of the United States should appear. There are three drop-down menus in the upper left corner for Year, Geography, and Location.
 - b) **Select the most recent year** from the Year drop-down menu
 - c) **Select “County”** from the Geography drop-down menu
 - d) **Select Oklahoma** from the Location drop-down menu
 - e) Click “**Go**”
 - f) Select “**Percent in poverty, Under age 18,**” from the drop-down menu to the left of the map.
 - g) **Scroll** to the bottom of the page to find the list of Counties.
 - h) **Find your County** and record the number listed under the “**Estimate**” column into the appropriate box at the bottom of the Worksheet.
 - i) Next, scroll back up and select, “**Percent in poverty, ages 5-17 in families,**” from the drop-down menu to the left of the map.
 - j) **Move the pointer** over your county on the map or **Scroll** to the bottom of the page to find the list of Counties.
 - k) **Find your County** and record the number under the “**Estimate**” column.
- 10) School Meals, Total Students, and Student Poverty Rate: District level
- a) To access a map and list of the School Districts in your county, visit the [University of Oklahoma – Center for Spatial Analysis](#)⁵⁷ website.
 - b) In the **second** Drop-down box on the page, **select your County**.
 - c) **Scroll down** and click on the map image next to and **slightly above** “**County School District Map.**”

⁵⁴ Economic Research Service. *Food Environment Atlas*. USDA, n.d. Web. (Date Accessed). <http://maps.ers.usda.gov/FoodAtlas/>

⁵⁵ United States Census Bureau. *State & County Quickfacts: Oklahoma County Selection Map*. USCB, n.d. Web. (Date Accessed). http://quickfacts.census.gov/qfd/maps/oklahoma_map.html

⁵⁶ United States Census Bureau. *Small Area Income and Poverty Estimates*. United States Department of Commerce, 29 November 2011. Web. (Date Accessed). <http://www.census.gov/did/www/saipe/data/maps/index.html?reload>

⁵⁷ “County School District Map.” *Center for Spatial Analysis*. University of Oklahoma, 2004-07. Web. (Date Accessed). <http://geo.ou.edu/MapsFrame.htm>

- d) A document will automatically start downloading. Use this map as a tool to determine the names of School Districts in your County. The “Ad Valorem” map legend in the lower left corner of the page includes an alphabetical listing of all school districts in the county.
- e) At the bottom of the **Reporting Worksheet**, type the name of each district in alphabetical order, into a separate green box on each line.
- f) For School Meal information at the District level, visit the [New America Foundation – Federal Education Budget Project](#)⁵⁸ website.
- g) In the top right corner there is a search box; type the name of your school district(s) into the box and select the appropriate district and state that appears in the pop-up menu
- h) **Scroll down** to “Demographics” section to find the indicators:
 - Total Students (#)
 - Free and Reduced Price Lunch Enrollment (%)
 - Student Census Poverty Rate (%)
- i) Under “Free and Reduced” in the Reporting Worksheet, **Record the black number** that appears in the column under **the most recent year** available. (The gray number is the state average).

⁵⁸ New America Foundation. *Federal Education Budget Project*. NAF, n.d. Web. (Date Accessed).
<<http://febp.newamerica.net/k12/OK>>

Food System Assessment Tool

Waste Recovery – County Level

- 1) To gather information on Commercial Composting Facilities at the **County level** visit the [FindAComposter.com](http://www.findacomposter.com)⁵⁹ website
 - a) Under “**Search by Location**,” enter **Oklahoma**.
 - b) Under “Other,” **select** all boxes available (some will appear as you click) and **click**, “Go.”
 - c) A map of the state will appear. Click on the numbered tab(s) on the map to view the address and details of any facilities in your area. Use the zoom feature in the top left corner of the map if you need a closer view.
 - d) You can also see the details about each numbered facility at the bottom of the page.
 - e) If you are unsure whether or not a facility is in your county, visit [HomeTownLocator](http://www.hometownlocator.com).⁶⁰ Scroll down and click on your county. On the next page, under **(your) County Information**, you will see a list of incorporated and other populated places in the county, with which you can look for the facility location.
 - f) **Count** the number of facilities in your County and **record** it in the Worksheet. (Please note, this is not a comprehensive list and there is a possibility that none will appear).
- 2) Composting Sources: County level → Visit the [US Composting Council](http://www.uscompostingcouncil.org)⁶¹ website
 - a) **Scroll** down below the map; **select** Oklahoma from the drop-down menu under “Search by State;” **click** “Search.”
 - b) A list of Composting Companies will appear. Count the number of facilities in your County (you can use [HomeTownLocator](http://www.hometownlocator.com)⁶² to determine if the cities listed are in your county) and **record it in the Worksheet**. (Please note, this is not a comprehensive list and there is a possibility that none will appear).
- 3) Recycling Facilities: County level → Visit the [OK Dept. of Environmental Quality - Recyclers by County](http://www.ok.gov/odeq/recyclers)⁶³ website
 - a) **Click on your county** on the map. (The names of some counties will appear as your mouse hovers over them).
 - b) An alphabetical list of known recycling facilities within the county will appear. The **Materials accepted** are listed at the bottom of each location. (To see a full list of recyclable items: A legend for the materials is at the very top of the list of counties).
 - c) Count the number of facilities accepting **one or more** types of food packaging materials or compostable items including:
 - ABC – Aluminum Beverage Containers
 - AL – Aluminum
 - BKB – Brown Kraft Paper Bags
 - GL – Glass
 - OCC – Corrugated Cardboard
 - PL – Plastic
 - TC – Tin Cans
 - YW – Yard Waste

⁵⁹ BioCycle. *Find a Composter: Composter Search*. BioCycle 2009-10. Web. (Date Accessed).
<<http://www.findacomposter.com/listing/alllocations.php>>

⁶⁰ Home Town Locator. *Oklahoma HomeTownLocator*. HTL, Inc., 2012. Web. (Date Accessed).
<<http://oklahoma.hometownlocator.com/>>

⁶¹ United States Composting Council. *Compost Locator Map*. USCC, 2010. Web. (Date Accessed).
<<http://compostingcouncil.org/admin/compostmap.php>>

⁶² Home Town Locator.

⁶³ Oklahoma Department of Environmental Quality. *Recyclers by County Map*. ODEQ, n.d. Web. (Date Accessed). <<http://www.deq.state.ok.us/lpdnew/recyclers/countymap.htm>>

- d) **Enter the total number of locations in the Worksheet.**
- 4) Carton Recycling: **County level** → Visit the [Carton Council](#)⁶⁴ website
- a) Select your county from the map to see if any recycling locations are listed in your county.
 - b) Record the number of locations in the Reporting Worksheet.
 - NOTE: At the time of publication, very few facilities were listed in northeast Oklahoma, but this source is included in hopes of encouraging additional future listings.

⁶⁴ Carton Council. *We Recycle Cartons*. Carton Council, 2011. Web. (Date Accessed).
<<http://www.recyclecartons.com/?state=ok>>

Food System Assessment Reporting Worksheet

Find this Worksheet and accompanying toolkit online at www.okfarmandfood.org/

Food System Assessment - Reporting Worksheet									
FOOD PRODUCTION									
COUNTY NAME									
Ref ID		Indicator	Quantity(\$)	Quantity	State Rank	Acres	# of Farms	Sq. feet	
1.b.		Number of Farms							
1.b.		Land in Farms (acres)							
Consumption 1.c.		Land Area (sq. miles)		0.00					
1.b.		Crop sales							
1.b.		Livestock sales							
1.b.		Government payments							
		Grains, oilseeds, dry beans and peas							
1.e.		SALES							
3.f.		GRAIN - OPERATIONS WITH SALES							
		Vegetables, melons, potatoes, and sweet potatoes							
1.e.		SALES							
4.f.		VEGETABLE TOTALS, IN THE OPEN							
		Fruits, tree nuts, and berries							
1.e.		SALES							
4.f.		BERRY TOTALS							
4.f.		NON-CITRUS TOTALS (EXCL BERRIES)							
4.f.		TREE NUT TOTALS							
		Nursery, greenhouse, floriculture, and sod							
1.e.		SALES							

5.f.		FLORICULTURE TOTALS							
5.f.		NURSERY TOTALS							
5.f.		SOD – ACRES HARVESTED							
Cut Christmas trees and short rotation woody crops									
1.e.		SALES							
6.f.		CUT CHRISTMAS TREES & SHORT TERM WOODY CROPS							
6.f.		CUT CHRISTMAS TREES							
6.f.		SHORT TERM WOODY CROPS							
Other crops and hay									
1.e.		SALES							
3.f.		FIELD CROPS, OTHER, INCL HAY – OPERATION WITH SALES							
3.f.		HAY & HAYLAGE							
Organic crops									
3.f.		CROP TOTALS, ORGANIC							
Poultry and eggs									
1.e.		SALES							
7.f.		CHICKENS, BROILERS							
7.f.		CHICKENS, BROILERS, PRODUCTION CONTRACT - OPERATIONS WITH PRODUCTION							
7.f.		EGGS, PRODUCTION CONTRACT							
7.f.		POULTRY TOTALS, INCL EGGS - OPERATIONS WITH SALES							
Cattle and calves									
1.e.		SALES							
8.f.		CATTLE, INCL CALVES – OPERATIONS WITH SALES							
8.f.		CATTLE, ON FEED – OPERATIONS WITH SALES FOR SLAUGHTER							
Milk and other dairy products from cows									
1.e.		SALES							
9.f.		MILK, INCL OTHER DAIRY PRODUCTS							
Hogs and pigs									
1.e.		SALES							
10.f.		HOGS							
Sheep, goats, and their products									
1.e.		SALES							
11.f.		GOATS							
11.f.		SHEEP, INCL LAMBS							
Horses, ponies, mules, burros, and donkeys									
1.e.		SALES							

12.f.		EQUINE, HORSES & PONIES							
12.f.		EQUINE, MULES & BURROS & DONKEYS							
		Aquaculture							
1.e.		SALES							
13.f.		AQUACULTURE TOTALS							
		Other animals and other animal products							
1.e.		SALES							
14.f.		BISON							
14.f.		DEER							
14.f.		ELK							
14.f.		HONEY (Quantity is Production in lbs.)							
14.f.		RABBITS, INCL PELTS							
		Organic animals and products							
15.f.		ANIMALS ONLY (Quantity is Sales)							
15.f.		PRODUCTS ONLY (Quantity is Sales)							
2.a.		Farms by value of sales:							
		Less than \$1,000							
		\$1,000 to \$2,499							
		\$2,500 to \$ 4,999							
		\$5,000 to \$9,999							
		\$10,000 to \$19,999							
		\$20,000 to \$24,999							
		\$25,000 to \$39,999							
		\$40,000 to \$49,999							
		\$50,000 to \$99,999							
		\$100,000 to \$249,000							
		\$250,000 to \$499,999							
		\$500,000 or more							
		Total farm production expenses							
2.b.									
		Net cash farm income of operation							
2.b.									
		Average production expenses per farm							
2.c.									
		Average net cash farm income per farm							
2.c.									

		Average age of principle operator						
2.d.								
		Local Foods						
16.e.		# Farms with Direct Sales						
16.e.		% Farms with Direct Sales						
16.e.		% Farm sales \$ direct to consumer						
16.e.		\$ Direct farm sales						
17.f.		Community Gardens						
18.c.		School Gardens						



(enter data into these cells as instructed in the specific steps of the corresponding narrative, listed under the Ref ID)


(cells with this color shading contain formulas which utilize data entered in other cells or worksheets)


FOOD PROCESSING				
	COUNTY NAME			
Ref ID		Indicator	Number (#)	
		Food Manufacturing Establishments		
1.h.		Total Establishments		
1.i.		Total Establishments by NAICS code		

[illegible]

FOOD DISTRIBUTION					
COUNTY NAME					
Ref ID		Indicator		Quantity	Percent
Household Food Insecurity					
1.c.		Overall Food Insecurity Rate (%)			
1.c.		Food Insecure People (#)			
1.c.		Child Food Insecurity (%)			
1.c.		Food Insecure Children (#)			
Healthy Food Access					
2.d.		Zip codes with limited access to a "healthy food outlet"			
3.c.		Census tracts considered Food Deserts			
Food Stores					
4.d.		Grocery stores			
4.d.		Supercenters and club stores			
4.d.		Convenience stores (without gas)			
4.d.		Convenience stores (with gas)			
4.d.		Specialized food stores			
4.d.		SNAP-authorized stores			
4.d.		WIC-authorized stores			
Restaurants					
4.d.		Fast-food restaurants			
4.d.		Full-service restaurants			
SNAP Authorized Markets					

5.c.		Number of farmers' markets		
WIC Authorized Markets and Meal Providers				
6.d.		Number of farmers' markets		
6.d.		Number of farms		
6.d.		Number of roadside stands		
Food Distribution				
7.h.		Grocery distributors (wholesalers - 4244)		
7.h.		Fresh fruit and vegetable wholesalers		
7.h.		As listed in County Business Patterns (42448)		
8.h.		As listed in Manta business directory		
OK Food Co-op pickup locations				
9.b.		Number of locations		
Farmers' Markets				
10.c.		Number of farmers' markets		
Farm to School projects				
11.b.		Number of districts with farm to school projects		
Community Supported Agriculture projects				
12.c		Number of Community Supported Agriculture projects		
Hunger relief programs				
13.e		Number of agencies providing food		

 (enter data into these cells as instructed in the specific steps of the corresponding narrative, listed under the Ref ID)

 (cells with this color shading contain formulas which utilize data entered in other cells or worksheets)

FOOD CONSUMPTION / PUBLIC HEALTH							
COUNTY NAME							
Ref ID	Indicator	County	Region	County			Region
				Quantity(\$)	Quantity	Percent	
	Population						

1.c.			Total				
1.c.			White persons				
1.c.			Black persons				
1.c.			American Indian and Alaska Native persons				
1.c.			Asian persons				
1.c.			Native Hawaiian and Other Pacific Islander				
1.c.			Persons reporting two or more races				
1.c.			Persons of Hispanic or Latino origin				
1.c.			High school graduates				
1.c.			Households				
1.c.			Persons below poverty level				
1.c.			Land area in square miles				
2.b.			Unemployment				
2.b.			Median household income				
			Risk Factors				
3.e.			Fruit / Vegetable Consumption				
3.e.			Obesity				
			Disease Prevalence				
3.e.			Diabetes Prevalence				
			Annual Average Household Food Expenditures				
4.e.			Food (total)				
4.e.			Food at home				
4.e.			Food away from home				
4.e.			Fruits and vegetables				
			Diet-related Health Care Costs				
5.d.			Cardiovascular Disease				
5.d.			Obesity				
5.d.			Diabetes				
			Federal Food Assistance Participation				
			SNAP				
6.d.			Month				
6.d.			Year				
6.d.			Monthly Number of Recipients				

[illegible]

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(enter data into these cells as instructed in the specific steps of the corresponding narrative, listed under the Ref ID)

(cells with this color shading contain formulas which utilize data entered in other cells or worksheets)

WASTE RECOVERY				
	COUNTY NAME			
Ref ID		Indicator	Number (#)	
		Commercial Composting Facilities		
1.c.				
		Compost Sources		
2.b.				
		Recycling Facilities		
3.e.				
		Carton Recycling Locations		
4.b.				

(enter data into these cells as instructed in the specific steps of the corresponding narrative, listed under the Ref ID)

(cells with this color shading contain formulas which utilize data entered in other cells or worksheets)