



November 2019

Manitou Springs Food Assessment and Action Plan

Scope of Services

Community Engagement

Staff will oversee community engagement, with periodic interface with the consultant for guidance. The consultant may be engaged remotely, as needed. Community engagement elements include:

- Convene work group to provide feedback at key points in the process
- Stakeholder group conversations/interviews
- Community-wide engagement through email, brochures, and press releases, as well as additional innovative techniques, to be determined; and
- Community meetings

Project Management:

- In-person visits, as needed
- Periodic staff interface, as needed
- Staff-led work group and community meetings, with technical assistance from consultant
- Check-in calls with City's project manager
- Monthly status reports and invoices, including percentage complete

Phase 1 (to be completed in 2019):

- Work with work group and staff to confirm approaches for community engagement and data collection
- Work with work group and staff to prepare community survey and dissemination plans
- Compile and summarize survey results
- Provide guidance and prepare questions for stakeholder outreach/interviews (staff can conduct the outreach)

Data Collection and Assessment

The consultant will provide direction to identify priority resources and conduct analysis; staff will provide support by providing communications and tracking data collection.

- Primary Data collection
 - Includes stakeholder group conversations/interviews, survey preparation and distribution, and additional innovative techniques to be confirmed by Work group
- Secondary data collection

- American Community Survey and Census, Low to Moderate Income survey, long-range plan data
- Staff will prepare GIS data mapping from Healthy Eating Active Living Colorado (HEAL) Reporting Tool¹ or specific sources
- Seek guidance from consultant on other potential resources

Draft Food Findings Summary

- Compile information collected through primary and secondary data collection into an engaging, informative summary of findings, with charts, graphics, and images.

Phase 1 deliverables:

- Final approved survey
- Guidance on survey dissemination plans
- Draft Food Findings Summary that incorporates survey results and other primary and secondary data

Phase 2: Develop Community Action Plan to Increase Food Security (to be completed in 2020):

- Present Draft Food Findings Summary to work group for review and feedback, and update document to present to community
- Inventory and compile list of community and regional assets
- Building on the goals and policies from *Plan Manitou* and Phase 1 findings, work with Work group to develop draft food system goals
- Conduct community meeting to solicit input on goals and actions
- Advise on feasible implementation approach
- Prepare Draft Action Plan with overview of the community food system, inventory of assets, and short-, medium-, and long-term actions for Work group and community feedback
- Prepare final plan

Phase 2 deliverables:

- Written summary of community and regional assets
- Technical assistance for community meeting materials
- Draft Action Plan with short-, medium-, and long-term actions
- Complete plan (Food Findings Summary and Action Plan) and implementation approach

The project will proceed according to the Project Schedule (attached).

¹ The HEAL Reporting Tool is being updated and is not currently available. Staff will obtain direct data sources.