

# Common Output Tracking Form

## Part A: Overview

Welcome to the Community Food Project (CFP) Common Output Tracking Form (COTF). This form is designed to track common outputs among many diverse Community Food Projects. With the implementation of this form, CFPs may provide the USDA/CSREES with a shared reporting system that presents the overall productivity of the Community Food Project Competitive Grants Program.

Your input is very important to this overall picture. The collective COTF results, in conjunction with the narrative summaries for each grant report will serve as an important resource for learning what makes for a successful community food project and for future advocacy. Thank you for your efforts.

Please click below to begin entering your data. You may save responses by clicking "save" at the bottom of each page. Clicking save will hold responses to all previous questions. You may return to the same section and continue completing your data. (Opening and working on a different section of the COTF will erase your previous answers.) In order for "save" to work properly, cookies must be enabled and you will need to use the same computer each time. It is also recommended that you print your responses before saving or submitting. This will ensure a written record of your work.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY08 (10/1/07 to 9/30/08).

**Q1 Please find your organization in the list below and include the contact information and date for form completion. If your organization's name is not included in the list below, please contact [jeanette@foodsecurity.org](mailto:jeanette@foodsecurity.org) and fill in the space provided.**

- Adventures in Learning-Lander, WY
- Alameda Point Collaborative-Alameda, CA
- Allen Neighborhood Center-Lansing, MI
- Appalachian Center for Economic Networks-Athens, OH
- Appalachian Sustainable Development-Abingdon, VA
- Calypso Farm and Ecology Center-Ester, AK
- Cambridge Health Alliance-Cambridge, MA
- Central Wisconsin Community Action Council, Inc.-Wisconsin Dells, WI
- City Harvest, Inc.-New York, NY
- Columbia Gorge Earth Center-Hood River, OR
- Community Alliance with Family Farmers-Davis, CA
- Community Food Security Coalition-Portland, OR
- Cultivating Community-Portland, ME
- Dakota Rural Action-Brookings, SD
- Developing Innovations in Navajo Education, Inc.-Winslow, AZ
- Dona Ana County Colonias Development Council-Las Cruces, NM
- Dunn County Economic Development Corp-Menomonie, WI
- East Bay Asian Youth Center-Oakland, CA
- Ecumenical Ministries of Oregon-Portland, OR
- Farm to Table, Inc.-Santa Fe, NM
- Garden-Raised Bounty (GRUB)-Olympia, WA
- Gateway Greening-St. Louis, MO
- GIRLS 2000-San Francisco, CA
- Groundwork Lawrence-Lawrence, MA
- Growing Power, Inc-Milwaukee, WI
- Hunger Action Network of New York State-Albany, NY
- Institute for Washington's Future-Seattle, WA

- Janus Youth Programs, Inc.-Portland, OR
- Kansas City for Urban Agriculture-Kansas City, KS
- Lowcountry Food Bank, Inc.-Mount Pleasant, SC
- Loyola University New Orleans-New Orleans, LA
- Lynchburg Grows-Lynchburg, VA
- Massachusetts Avenue Project, Inc.-Buffalo, NY
- Merced County Community Action Board-Merced, CA
- Mid North Food Pantry-Indianapolis, IN
- Middle Way House, Inc.-Bloomington, IN
- New Alternatives, Inc.-San Diego, CA
- New Orleans Food and Farm Network, Inc.-New Orleans, LA
- Nome Community Center Inc.-Nome, AK
- Oklahoma Sustainability Network-Oklahoma City, OK
- Olympic Community Action Programs-Port Townsend, WA
- Open Harvest Cooperative-Lincoln, NE
- Plumas Rural Services-Quincy, CA
- Rippling Waters Farm-Steep Falls, ME
- Rochester Roots, Inc.-Rochester, NY
- Rural Resources, Inc.-Greeneville, TN
- Second Harvest Food Bank Serving Santa Cruz & San Benito Cou-Watsonville, CA
- Seven Generations Ahead-Oak Park, IL
- Southern Progress Corporation-Birmingham, AL
- Southern Sustainable Agriculture Working Group-Elkins, AR
- Sunfield Education Association-Port Hadlock, WA
- Sustainable Living Systems-Victor, MT
- Tabor Community Services Inc-Lancaster, PA
- Taos County Economic Development Corporation-Taos, NM
- The Corporation for Economic Opportunity-Columbia, SC
- The Food Trust-Philadelphia, PA
- The Kansas Rural Center, Inc.-Whiting, KS
- The Lower Eastside Girls Club of NY, Inc.-New York City, NY
- United Methodists for Mission and Justice-Omaha, NE
- Union Mission, Inc.-Savannah, GA
- United Community Centers, Inc-Brooklyn, NY
- United Teen Equality Center-Lowell, MA
- Warren/Conner Development Coalition-Detroit, MI
- White Earth Land Recovery Project-Callaway, MN
- World Hunger Year, Inc.-New York, NY

Organization (if not in the above list): \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Date this form was completed: \_\_\_\_\_  
 Who completed this form: \_\_\_\_\_

**Q2**

**Fiscal Year**

- FY08 (10/1/07 to 9/30/08)

## Section 1: Project Activity Types

Following are types of project activities that may be offered by a Community Food Project. Indicate which activity your CFP managed/operated and which activity your organization participated in (but didn't manage) by checking the appropriate box. In Part B of the COTF, you will be asked to indicate detailed outputs for each of the project activities for which you check off managed/operated below.

*Tip: Most CFPs only manage 1-3 activity types for each CFP grant.*

Example 1: Your CFP application was focused on conducting a community food assessment of 3 neighborhoods in your city. Although the community food assessments may have included multiple parts, such as interviews, grocery store mapping, and volunteer training, they are still essentially part of the community food assessment. You would check off Q3 Community Food Assessments = Managed/operated. NOTE: Data for all three community food assessments would be collated and reported together in Part B which would only be completed once.

Example 2: Your CFP application was focused on outreach to youth. Included in your project is a farm to school element in which you work with 3 schools ordering food from a local grower's cooperative. You also have a summer youth program where 12 teens are employed at a CSA owned by your project to grow food and take it to the farmers' market. The focus of the project is to teach the youth food literacy and job training skills, so you would check off Q10 Farm to Cafeteria Project = Managed/operated, AND, Q22 Youth Agricultural Project = Managed/operated. NOTE: In this case, Part B would be completed twice. Once for the combined three farm to cafeteria projects and once for the youth agriculture project.

**For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY08 (10/1/07 to 9/30/08).**

Following are types of project activities that may be offered by a Community Food Project. Indicate which activity your CFP managed/operated and which activity your organization participated in (but didn't manage) by checking the appropriate box.

	<i>Managed/operated</i>	<i>Participated in</i>
<b>Community Food Assessment:</b> a collaborative and participatory process to systematically examine a broad range of community food assets and resources, so as to inform on local issues that need attention and change actions to make the community more food secure.	<input type="checkbox"/>	<input type="checkbox"/>

Q4

<b>Community Garden:</b> a garden where people share basic resources - land, water, and sunlight. Community gardens are the sites of a unique combination of activities such as food production, recreation, social and cultural exchange, and the development of open space, community spirit, skills, and competence.	<input type="checkbox"/>	<input type="checkbox"/>
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Q5	<p><b>Community or Incubator Kitchen/Value-Added Production/Processing:</b> a shared use facility that enables growers and small business people to process their own agricultural or food products to add additional added prior to sale.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Q6	<p><b>Community Supported Agriculture (CSA) Program:</b> a mutual commitment between a nearby farmer and the people who eat the food that the farmer produces. The farm feeds the CSA members; the members support the farm and share the inherent risks and potential bounty.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Q7	<p><b>Entrepreneurial Food and Agricultural Activity:</b> any activity related to the marketing of food products. Examples of these could include a single farm stand (as opposed to a farmers' market) and a value-added food product cottage industry.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Q8	<p><b>Emergency Food Collection and Distribution:</b> collection and procurement of edible foods that are then distributed through food banks, food pantries, and congregate feeding programs, including but not limited to, gleaning, farmer/grower donations, food drives, and institutional donations of prepared and perishable foods.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Q9	<p><b>Farm/Grower Cooperative:</b> a group of farmers who are working together to market their products. This group may or may not have articles of incorporation or other agreed upon guidelines or rules.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Q10	<p><b>Farm to Cafeteria Project:</b> included in this category are Farm to School, Farm to College, Farm to Institution projects. Farm to Cafeteria projects link local farmers with nearby schools or institutions to increase consumption of fresh, nutritious fruits and vegetables and learn about the origin of their food, while small and medium-sized farmers are able to avail themselves of a local market to supplement their income. One project may include a single or multiple schools, school districts or institutions depending on the structure of project activities.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Q11	<b>Farmers' Market:</b> organization that provides resources and a gathering place for farmers and consumers to exchange products.	<input type="checkbox"/>	<input type="checkbox"/>
Q12	<b>Food Access and Outreach:</b> informational and educational activities and campaigns to inform low-income people of their potential eligibility for and benefits available from government nutrition assistance programs, including but not limited to, food stamps, school lunch and breakfast, WIC, summer food, elderly meals, and farmers' market nutrition programs.	<input type="checkbox"/>	<input type="checkbox"/>
Q13	<b>Food-buying Cooperative:</b> a group of people or organizations that purchases food together in bulk to receive discounted prices or increased access.	<input type="checkbox"/>	<input type="checkbox"/>
Q14	<b>Food Policy Council/Network:</b> a Food Policy Council (FPC) is comprised of stakeholders from various segments of a state or local food system. Councils can be officially sanctioned through a government action (such as legislation or an Executive Order) or can be a grassroots effort. While this category is not limited to policy initiatives, many FPCs' primary goal is to examine the operation of the local food system and provide ideas or recommendations for how it can be improved.	<input type="checkbox"/>	<input type="checkbox"/>
Q15	<b>Immigrant/Migrant Farm Project:</b> a project that works with immigrant or migrant farm workers to support their ability to make a living in agriculture through providing additional social services or employment development support.	<input type="checkbox"/>	<input type="checkbox"/>
Q16	<b>Job Skills Training:</b> training to support someone in developing the necessary skills to obtain and keep a job.	<input type="checkbox"/>	<input type="checkbox"/>
Q17	<b>Micro-enterprise/Entrepreneur Skill Training:</b> training to support someone in starting and maintaining a small-scale, food-related business venture. These projects are typically capitalized at under \$35,000 with three or fewer employees initially.	<input type="checkbox"/>	<input type="checkbox"/>

Q18 **Planning Grants:** Many community food project activities include some degree of project planning. This activity is for proposals specified as planning grants. These activities often include some form of community assessment, business planning, and/or building collaborations and partnerships.

Q19 **Promoting Local Food Purchases:** an education, outreach or public relations campaign that highlights the benefits of purchasing raw and value-added local foods and food products. This may encompass support for activities such as outreach to growers, buy-local campaigns, community supported agriculture, farm-to-cafeteria efforts, farmers' markets, etc.

Q20 **Restoration of Traditional Foods/Agriculture:** activities (other than immigrant farmer projects) that focus on supporting the use of traditional food and agriculture and rely on agricultural knowledge bases held by indigenous people.

Q21 **Training and Technical Assistance:** most of the community food project activities listed will include some element of training and technical assistance focused on that activity. There will be an opportunity to report on these education efforts in Part B for each project activity. This category, however, is for programs that are primarily T & TA in focus and are not part of another core activity.

Q22 **Youth/School Gardening or Agriculture Project:** this category is to include all youth activities related to community food systems, other than farm to school projects. These activities could include composting and Vermiculture.

## Section 2: Media Contact

This section collects information on media contacts made by your project for all of your combined project activities during this reporting period.

For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY08 (10/1/07 to 9/30/08).

**Q23**      **Number of different media contacts and/or exposures**

Number of media events held	_____
Number of press releases distributed	_____
Number of press conferences	_____
Number of media interviews conducted	_____
Number of letters to the editor published	_____
Number of articles published	_____
Number of media advertisements/sponsorships	_____
Number of PSA's produced	_____
Number of contacts or referrals made (that are not counted above)	_____
Number of other media contacts	_____

## Section 3: Production and Distribution of Educational Materials

This section collects data on the educational materials produced and distributed by the project (for all services and activities combined) during this reporting period.

You are first asked to check off each type of educational material you produced (Q24). In the following questions, you are asked to indicate the 'Number of unique produced', 'Number of unique translated' and the 'Number of all distributed' for those types you used.

*Tip: Within this reporting period, you produced a monthly newsletter that was distributed to 100 people each month. April's newsletter was translated into Spanish and distributed to an additional 50 people. Number of unique produced  $(12+1) = 13$ , Number of all distributed  $[(12 \times 100) + (1 \times 50)] = 1,250$ .*

**For any values, if the number is unknown, you can make a reasonable estimate or leave it blank. If the category is not applicable, please leave blank. All responses should be for FY08 (10/1/07 to 9/30/08).**

**Q24 Materials Produced**

- CFP newsletters
- Activity/event flyers
- Informational brochures
- Audio tapes, video tapes or CDs
- Internet Web site
- Other

Specify "other" above \_\_\_\_\_

**Q25 CFP Newsletters**

Number unique produced \_\_\_\_\_  
 Number unique translated \_\_\_\_\_  
 Number of all distributed \_\_\_\_\_

**Q26 Activity/Event Flyers**

Number unique produced \_\_\_\_\_  
 Number unique translated \_\_\_\_\_  
 Number of all distributed \_\_\_\_\_

**Q27 Informational Brochures**

Number unique produced \_\_\_\_\_  
 Number unique translated \_\_\_\_\_  
 Number of all distributed \_\_\_\_\_

**Q28 Audio tapes, video tapes or CDs**

Number unique produced \_\_\_\_\_  
 Number unique translated \_\_\_\_\_  
 Number of all distributed \_\_\_\_\_

**Q29 Internet Web site**

Number of new sites produced/created *(Tip: this could include a new webpage on an existing site that includes a new feature.)* \_\_\_\_\_

Number of existing sites edit/updated \_\_\_\_\_

Number of hits on combined sites listed above \_\_\_\_\_

**Q30 Other**

Number unique produced \_\_\_\_\_  
 Number unique translated \_\_\_\_\_  
 Number of all distributed \_\_\_\_\_

**Thank you for your responses. Click the "Back" button to review your responses. Please remember to "Print responses" to generate a hardcopy. This record will come in handy for completing Part B of the COTF, for future data collection, form submission, and in case of an error with your submission.**

**Once you have completed, reviewed and printed this form, click "Submit" to send Part A: Overview results for your project. Once you submit Part A of the COTF, you will be unable to make any changes to your responses.**

**After submitting these results you will be given the opportunity to go to Part B: Activity Reporting. In Part B, you will enter specific data for each of the project activities you checked off in Part A: Section 1.**