Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2010–2011
****Request for Proposals****

An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@ci.carson-city.nv.us

Return Completed Applications To: **CARSON CITY PLANNING DIVISION**
2621 NORTHGATE LANE, SUITE 62
CARSON CITY, NV 89706

APPLICATIONS ARE DUE: **JANUARY 19, 4:00 P.M.**

DEADLINE: *The date and hour deadline established is **FIRM** due to HUD submittal deadlines. Any proposal received **AFTER** the deadline **WILL NOT** be considered for funding.*

APPLICATION COVER SHEET

1. Agency Name: The Greenhouse Project, A Ron Wood Family Resource Center Program
2. Agency Mailing Address: 963 Topsy Lane, St. 306-381, Carson City, NV 89705
3. Project Name: Community Greenhouse and Garden
4. Project Address/location: Carson High School, 1 acre at end of Robinson Street
5. Agency Director: Karen Abowd
6. Board Chairperson: Karen Abowd
7. Contact person (see instructions): Karen Abowd
   Phone number: 775.232.8626 E-Mail: karenabowd@msn.com
   Fax: _____ Website (if applicable) www.carsoncityculturalcommis
8. What is your funding request for FY 2010–2011? $ ___ $105,904
9. Type of funding requested (Check One):
   _____ Public Service
   _____ Economic Development
   _X_ Public Facility/Improvement
   _____ Housing

BRIEF PROJECT DESCRIPTION:
Please provide a one-sentence description of your project (not your organization).
To build a sustainably-operated greenhouse used for three purposes: (1) to provide healthy food year-round to school programs and to people in need in the Carson City Community; (2) to provide experiential educational opportunities in a garden setting to all Carson City youth; (3) to produce flower baskets used to beautify the downtown Carson City corridor.

Carson City
Community Development Block Grant Program (CDBG) Application

I. PROJECT ELIGIBILITY

A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)

xxx 1. Benefits low/moderate income individuals/households
____ 2. Addresses the prevention or elimination of slums or blight
xxx 3. Meets a particularly urgent community development need

B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:

____ ***L/M Area Benefit***: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. ***Examples:*** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

xxx ***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. ***Examples:*** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

____ ***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

xxx ***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. ***Examples:*** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

____ ***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

____ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

____ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project Category (check one):

____ Acquisition of Real Property

____ Disposition of Real Property (sale, lease or donation)

X Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).

____ Privately-Owned Utilities

____ Public Service (i.e., a new service or an **increase** in the level of service

____ Relocation Payments and Assistance to Displaced Persons

____ Removal of Architectural Barriers, Handicapped Accessibility

____ Housing Rehabilitation

____ Historic Preservation

____ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

____ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

   In November of 2008, the Carson City Cultural Commission identified the need for a community greenhouse. The Commission formed a citizen Action Group that identified the project's mission to *establish and sustainably operate a community-based greenhouse. The greenhouse will be used to* provide educational and vocational opportunities for students, youth groups, and special needs individuals in a garden setting and serve as a year-round source of locally-grown organic agricultural and horticultural products for the Carson City Community. Through the educational programs, students will cultivate and distribute vegetables for school-based programs and local food banks, and will produce flower baskets to be used for the downtown Carson City corridor. The flower basket program started last spring and currently operates through the Downtown Business Owners Consortium

2. Describe who will benefit from the proposed activity:

   The greenhouse will serve the needs of Carson City's low-income population by increasing access to fresher, more nutritious food supplies. The project will also promote revitalization of Carson City's downtown commercial corridor by enhancing its appearance. The greenhouse will also serve as a teaching facility for hands-on training programs for all Carson City youths.

3. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

   _____ Abused Children _____ Illiterate Persons _____ Homeless Persons
   _____ Battered Spouses _____ Elderly _____ Severely Disabled Adults
   _____ Migrant Farm Workers xx____ Other (Please explain) Low income

4. If your project will not be serving one of the above categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

   A majority of the food produced will be distributed directly to local food banks serving low-income members of the Carson City Community. Food distributed directly to individuals will be limited to students pre-qualified by the school district as eligible for school nutrition or similar programs. Flower baskets produced are for use on public streets; downtown businesses may also request baskets for their store fronts provided that they pay the cost of producing and maintaining them.

5. How will the CDBG funds be used on this project?
The funds will be used to purchase the greenhouse and install the required utilities and access. BAWN has agreed to donate the labor to erect the greenhouse. They will also assist with installation of wind turbines, heat pump, generator, solar panels, to the extent feasible. Fundraising efforts have produced approx. $17,000 to date and there is a pledge of $50,000 for matching funds.

6. Where will the project be located and what is the geographic target area that will be served by this project?

__ Target Area (specify geographic area) _____
OR
xx Community-wide

For Public Improvement Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

The erection of the greenhouse is a stand-alone project, but its exact location on the 10-acre parcel at Carson High is being determined by the Major Plan Review Committee for Carson School District.

2. Can this project be done in different phases? _X_ Yes _____ No
If YES, explain.

① Access and Site work can be done as Phase 1
② Erection of the Greenhouse could be phase 2
③ Installation of heater and monitoring systems would be phase 3

3. Have CDBG funds been used for an earlier phase? _____ Yes _X_ No

4. Who currently holds title to the property involved?

Carson City School district has entered into a letter of intent to lease the property to The Greenhouse Project.

5. With whom will title be vested upon completion?

The Greenhouse Project will own the greenhouse and Carson City School District retains title to the land and site improvements.

6. Do any rights-of-way, easements or other access rights need to be acquired?

_____ Yes _X_ No

7. If the project requires water rights or well permits, have they been acquired?

_____ Yes _X_ No

For Economic Development projects:

1. identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that ***outputs*** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and ***outcomes*** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.
   Fresh produce, bedding plants, and cut flowers
   Class hours related to greenhouse-related educational programs.
   Number of flower baskets provided for downtown corridor.

2. Please quantify the **total** number of persons intended to benefit from program/project output.
   Production numbers for total output of greenhouse will be provided to determine anticipated number

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?
   Anticipated that almost all benefited will be low income

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)
   Food banks will be provided with fresh produce
   Carson City students will be provided class hours in agricultural/business related education
   80 to 90 flower baskets will be produced
   1/2 acre of cut flower will be produced to provide funding for operations

5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
   Greenhouse director will be hired to operate and maintain the greenhouse; will produce production and distribution data and reports and standard accounting financial documentation

IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title: The Greenhouse Project **Program Expenses FY 2010-11**	**CDBG Funds Requested**	**Leveraged Funds**	**Total Funds**
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment	See below		
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Greenhouse Kit	27,554		
Heating/Cooling Systems & Water	35,350		
Wind turbine & Backup Generator	33,000		
Electrical Service Center & Monitoring System	10,000		
Construction Labor		Donation	
TOTALS	105,904		

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:
   Karen Abowd 775.232.8626 karenabowd@msn.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:
   Karen Abowd 775.232.8626 karenabowd@msn.com
   Mark Lopiccolo 775.690.2906 markl@lopiccoloconstruction.com

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:
   Karen Abowd 775.232.8626 karenabowd@msn.com
   Ben Steele 775.882.7198

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.
   Janette Bloom 775.291.8117 jmbloom@inbox.com

VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	July 13, 2009
Date of IRS certification	Ron Woods Program
Tax exempt number	86-0865470

2. DUNS Number: Do not have yet
   For information on DUNS, go to: http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf

3. Attach the following to each copy of the Proposal for Funding:

   a. IRS Tax Exempt "501(c)(3)" letter.

   b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)

   c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.

   d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).

   e. *For all 501(c)(3) non-profit organizations*: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

   Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Signature of Authorized Official	Jan. 21, 2010 Date
Janette M. Bloom, Treasurer Typed Name and Title of Authorized Official	775.291.8117 Phone Number

Signature of President of Board of Directors	Jan. 21, 2010 Date
Karen Abowd, President Typed Name of President of Board of Directors	775.232.8626 Phone Number

CDBG Application Questions The Greenhouse Project

1. Please tell us how the Greenhouse will be staffed?
   - The Greenhouse will be staffed by a full-time Greenhouse Manager and a part-time Assistant Manager. Both positions will be paid.
   - Volunteers, students enrolled in education/vocational programs, and youth involved in after-school programs will provide additional labor for the greenhouse and gardens.
2. Has CC School District committed to provide the water for these operations?
   - Water for the operations will be provided through a hook-up to the Carson City water system. The Carson City School District is not responsible for these costs.
3. Will LMI students be paid ala "work study" to provide labor, marketing, distribution, maintenance, operations, management for this project?
   - Yes. Students pre-qualified as LMI will be eligible for 20 paid, work-study positions. Pre-qualified students are those qualifying for the free/reduced lunch program.
4. What resources does the Greenhouse Project have to sustain the operation of this facility into the future?
   - The funding for the Greenhouse Project's operations will come from several sources, none of which compete with local for-profit enterprises:
     a. Sales of cut flowers produced on the greenhouse grounds through a community supported agriculture program.
     b. An annual summer fundraising concert and silent auction.
     c. An annual dinner and silent auction.
     d. Sales of sponsorships for flower baskets for downtown Carson City.
     e. Grants will be requested to fund equipment and other improvements.
5. Are there any commitments to purchase cut flowers or flower baskets for the downtown beautification efforts?
   - There are no commitments to purchase cut flowers at this time. The projected revenue for the cut flowers is $38,400. (We project that 200 participants in the community supported agriculture program will purchase a $12 bunch of flowers for 16 weeks -200 x $12 x 16 = $38,400.)
   - In 2009, there were 60 sponsorships purchased for flower baskets totaling $16,000. The initial campaign for the 2010 flower baskets has sold 45 sponsorships; a follow-up campaign that begins in February is expected to produce at least 15 more sponsorships. For 2010, we have raised $5,825 and there are pledges for $1,125.
   - As noted in the application, fund-raising efforts have produced $17,000 in donations. One donor has pledged up to $50,000 to match additional donations or grants. Volunteer labor has also been pledged for the construction of the greenhouse and related work. Several lawyers are also providing no cost legal services to the project.

6. The application states (page 4, #1) that the greenhouse will used for 1) growing food for distribution a) to low income groups and b) for school-based programs; 2) providing educational and vocational opportunities; and 3) producing flower baskets for downtown. Only 1a is a CDBG-qualifying activity, and the others provide a community-wide benefit that does not target LMI persons. How will you document that at least 51% of those benefited by the greenhouse are LMI persons?

- It is projected that the Greenhouse will produce 400 pounds of produce per month and will donate 90% of the produce grown to local food banks and pre-qualified LMI individuals; the other 10% will be donated to the Carson High programs.

  Production records will be kept by the Greenhouse Manager to verify the total amount of crops grown.

  Produce donations will be verified by the recipients with a receipt indicating the weight or amount of produce received and the date of receipt.

- Based on figures provided by the Ron Wood Family Center, the Center currently provides 1,200 pounds of produce monthly to 3,000 people in need of emergency assistance, some of which must be purchased. The Greenhouse donation is expected to provide approximately 1/3 of this food bank's current need and result in cost savings for the food bank.

  Cost savings will be verified by the recipient food bank.

- The Northern Nevada Food Bank provides approximately 110 partners with food, including the Carson City-based food banks. The Greenhouse Project will increase the amount of produce available in Carson City food banks by decreasing their reliance on the Northern Nevada Food Bank.

  Increases in the availability of fresh produce will be verified by the recipient food bank.

- Student participants in the educational/vocational programs in the greenhouse are expected to mirror the demographics of the Carson City School District. The District's Accountability Report for 2008-2009 includes statistics that 37.5% (2,974) of the district's students qualify for the free/reduced lunch program. School District representatives indicate that Carson High's numbers for the free/reduced lunch program at 19.8% (469) are well below the district's other schools because students are unwilling to apply for the program. Eagle Valley Middle School is on the other end of the scale with 77.0% (438) qualifying.

  At least 200 students are expected to participate in the educational/vocational programs. Verification of 51% LMI will be based on Carson City School District's demographic statistics.

  To ensure that this number is met, the educational programs will target students at Eagle Valley Middle School, where the student population is 77.0% LMI. In addition, high school students will be urged or required to qualify for the free/reduced lunch program in order to participate. At least 51% of the work-study students hired will qualify for the free/reduced lunch program.

- Cut-flower and flower basket production will produce income for the greenhouse operations. Profits will be returned to the greenhouse to support its operations.

  Work-study students will be provided with a share of any profits from the cut-flower and flower basket production. As noted above, at least 51% of the work-study students hired will qualify for the free/reduced lunch program.

The Greenhouse Project

Janette M. Bloom

By: Janette M. Bloom, Treasurer

Date: January 29, 2010