

RECREATION, LIBRARIES AND AUTHORITIES COMMITTEE

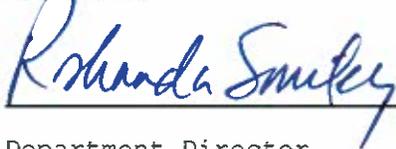
13-0055R

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF DULUTH AND DULUTH COMMUNITY GARDEN PROGRAM FOR IMPLEMENTATION OF AN IMPACT SERVICE INITIATIVE, LET'S GROW LINCOLN PARK.

CITY PROPOSAL:

RESOLVED, that the proper city officials are authorized to enter into an agreement with Duluth Community Garden Program for the purpose of implementation of the Let's Grow Lincoln Park Initiative. Duluth Community Garden Program was approved to facilitate the Lincoln Park program by Cities of Service. Fund for Cities of Service, Inc. awarded a \$25,000 grant to the City of Duluth for the purpose of increasing residents' access to affordable fresh and healthy food by developing community gardens. The Lincoln Park neighborhood was selected because the park/neighborhood is considered a food desert. Funds are to be paid from fund 205-130-1220-4270 (Parks Fund, Community Resources, Parks Capital, Other Grants).

Approved:



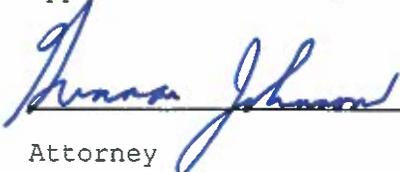
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

STATEMENT OF PURPOSE: This resolution authorizes the implementation by the proper city officials of the Let's Grow Lincoln Park Impact Service Initiative. The City of Duluth (the fiduciary agent) and Duluth Community Garden Program (the service provider) jointly applied for the Cities of Service grant. Cities of Service selected 18 U.S. cities to receive a grant intended to support mayors who are harnessing the power of volunteers to address priority problems in their communities. Cities of Service Impact Volunteering Fund, on behalf of Bloomberg Philanthropies, awarded the \$25,000.00 grant to the City of Duluth.

**AGREEMENT FOR PROFESSIONAL SERVICES
(SERVICES)
(DCGP)**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk, by and between the CITY OF DULUTH, a municipal corporation under laws of the State of Minnesota, hereinafter referred to as "City", and Duluth Community Garden Program hereinafter referred to as "DCGP".

WHEREAS, City applied for and received a Cities of Service Impact Volunteering Fund Grant (the "Grant") in the amount of \$25,000 (the "Grant Funds"); from Fund for Cities of Service, Inc. ("Cities of Service"). A copy of the City's application (the "Application") is attached hereto as Exhibit A; and

WHEREAS, City entered into a Memorandum of Understanding with Cities of Service which governs the terms of the Grant (the "MOU"), a copy of the MOU is attached hereto as Exhibit B; and

WHEREAS, *Let's Grow Lincoln Park* (the "LGLP Initiative") is the approved impact service initiative to benefit from the Grant and Grant Funds; and

WHEREAS, DCGP is qualified to implement the LGLP community gardening initiative; and

WHEREAS, City desires to have DCGP implement the LGLP Initiatives as described herein

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Professional Services

DCGP will act as the City's community partner in the LGLP Initiative by assisting in the implementation of the LGLP Initiative. Cheryl Skafte, or the City's authorized designee, will serve as the lead contact (City Lead) in the implementation of LGLP Initiative. DCGP will perform all (general scope of services) in accordance with the attached Application and MOU including but not limited to carrying out the LGLP Initiative goals and activities, all as directed by the City Lead and perform such other related services as the City Lead shall reasonably request. In the event of any conflict between Exhibit A, Exhibit B and this Agreement, the terms and conditions of this Agreement shall be

deemed to be controlling. In the event of a conflict between Exhibit A and Exhibit B, Exhibit B shall be deemed to be controlling.

DCGP will provide reports on the Project progress as may be requested by the City Lead from time to time.

2. Professional Fees and Payment

It is agreed between the parties that the DCGP's maximum compensation for services provided herein shall not exceed Twenty-five thousand dollars and no/100ths, (\$25,000), payable from Fund 205-130-1220-5434 (Parks Fund, Community Resources, Parks Capital, Grants & Awards) inclusive of all approved travel and other expenses associated with the Services provided and subject to the budget incorporated in the Application. Requests for reimbursement of expenses shall be made as follows: Upon receipt of said request and the appropriate documentation, City shall reimburse DCGP for the approved expenses up to the amount set forth above.

- a. DCGP shall submit monthly invoices for expenses related to the services provided including documentation reasonably requested by the City.
- b. If larger expenses arise that the DCGP cannot advance to the City, one of the following options will be done:
 - I. DCGP will submit for approval and payment a request for advancement of reimbursable Grant funds
 - II. If it is a purchase of supplies, have the invoice for the supplies sent directly to the City to be paid by the grant account
- c. Upon execution of this Agreement and DCGP's submission of an invoice, DCGP will receive an advance payment of \$10,000 for grant administration (\$3,000) and for Cities of Service approved site prep work (\$7,000) both of which are detailed in the grant budget.

3. Assignability

DCGP shall not in any way assign or transfer any of its rights or interests under this Agreement in any way whatsoever.

4. Term and Termination

DCGP shall commence performance of this Agreement on the Effective Date and performance shall be completed, unless earlier terminated as provided for herein, by February 15, 2014, including providing the City with a final written report,. The City may, by giving thirty (30) days written notice, specifying the effective date thereof, terminate this Agreement in whole or in part without cause. In the event of termination, all property and finished or unfinished documents and other writings prepared by DCGP

under this Agreement shall become the property of the City and DCGP shall promptly deliver the same to the City. DCGP shall be entitled to compensation for services properly performed by it to the date of termination of this Agreement. In the event of termination due to breach by DCGP, the City shall retain all other remedies available to it, and the City shall be relieved from payment of any fees in respect of the services of DCGP which gave rise to such breach.

5. DCGP represents and warrants that:

a. DCGP and all personnel to be provided by it hereunder have sufficient training and experience to perform the duties set forth herein including but not limited to the desired qualifications outlined in the RFP and are in good standing with all applicable licensing requirements.

b. DCGP and all personnel provided by it hereunder shall perform their respective duties in a professional and diligent manner in the best interests of the City and in accordance with the then current generally accepted standards of the profession for the provisions of services of this type.

c. DCGP has complied or will comply with all legal requirements applicable to it with respect to this Agreement. DCGP will observe all applicable laws, regulations, ordinances and orders of the United States, State of Minnesota and agencies and political subdivisions thereof.

6. Data and Confidentiality.

a. The City agrees that it will make available all pertinent information, data and records under its control for Consultant to use in the performance of this Agreement, or to assist Consultant wherever possible to obtain such records, data and information.

b. All reports, data, information, documentation and material given to or prepared by Consultant pursuant to this Agreement will be confidential and will not be released by Consultant without prior authorization from the City.

c. All notes, reports, records and other data prepared under this Agreement shall become the property of the City upon completion or termination of the services of Consultant.

d. Records shall be maintained by Consultant in accordance with the requirements prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.

e. Consultant will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents

pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

f. Consultant shall be responsible for furnishing to the City records, data and information as the City may require pertaining to matters covered by this Agreement.

g. Consultant shall ensure that at any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination, all of its records with respect to all matters covered by this Agreement. Consultant will also permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

7. Ownership of Data and Media Use

a. DCGP agrees that all work created by DCGP for the City is a "work made for hire" and that the City shall own all right, title, and interest in and to the work, including the entire copyright in the work (the "Deliverable"). DCGP further agrees that to the extent the Deliverable is not a "work made for hire" DCGP will assign to City ownership of all right, title and interest in and to the Deliverable, including ownership of the entire copyright in the Deliverable. DCGP agrees to execute, at no cost to City, all documents necessary for City to perfect its ownership of the entire copyright in the Deliverable. DCGP represents and warrants that the work created or prepared by DCGP will be original and will not infringe upon the rights of any third party, and DCGP further represents that the Deliverable will not have been previously assigned, licensed or otherwise encumbered. Notwithstanding the foregoing, DCGP may use the Deliverable solely for marketing or promotional purposes or to further DCGP's mission and not for commercial purposes.

b. DCGP must provide the City Lead with a copy of all media releases, public announcements and reports relating to this Agreement for review and approval prior to any publication or distribution in any format of such media materials.

8. Independent Contractor.

a. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting DCGP as an agent, representative or employee of the City for any purpose or in any manner whatsoever. The parties do not intend to create any third party beneficiaries of this Agreement. DCGP and its employees shall not be considered employees of the City, and any and all claims that may or might arise under the Worker=s Compensation Act of the State of Minnesota on behalf of DCGP=s employees while so engaged, and any and all claims whatsoever on behalf of DCGP=s employees arising out of employment shall in no way be the responsibility of City. Except for compensation provided in Section II of this Agreement,

DCGP=s employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker=s Compensation, Unemployment Insurance, disability or severance pay and P.E.R.A. Further, City shall in no way be responsible to defend, indemnify or save harmless DCGP from liability or judgments arising out of DCGP=s intentional or negligent acts or omissions of DCGP or its employees while performing the work specified by this Agreement.

b. The parties do not intend by this Agreement to create a joint venture or joint enterprise, and expressly waive any right to claim such status in any dispute arising out of this Agreement.

c. Contractor expressly waives any right to claim any immunity provided for in Minnesota Statutes Chapter 466 or pursuant to the official immunity doctrine.

9. Indemnity and Insurance

a. Indemnity: DCGP agrees that it shall defend, indemnify and save harmless, City and its officers, agents, servants and employees from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons, including agents or employees of City or of DCGP, by reason of the death of or injury to person or persons or the loss of or damage to property arising out of DCGP's performance of its obligations under this Agreement. On ten (10) days' written notice from any of City, DCGP will appear and defend all lawsuits against City growing out of such injuries or damages.

b. Liability Insurance: DCGP shall procure and maintain continuously in force Public Liability Insurance written on an "occurrence" basis under a Comprehensive General Liability Form in limits of not less than One Million and No/100s Dollars (\$1,000,000.00) aggregate per occurrence for personal bodily injury and death, and limits of One Million and No/100s (\$1,000,000.00) Dollars for Leased Premises damage liability. If person limits are specified, they shall be for not less than One Million and No/100s Dollars (\$1,000,000.00) per person and be for the same coverages. The City shall be named as an additional insured therein. Insurance shall cover:

- I. Public liability.
- II. Independent contractors--protective contingent liability.
- III. Personal injury.
- IV. Contractual liability covering the indemnity obligations set forth herein.

c. Workers Compensation: DCGP shall procure and maintain continuously in force Workers' Compensation Coverage in statutory amounts with "all states"

endorsement. Employees' liability insurance shall be carried in limits meeting or exceeding the requirements of the State of Minnesota for such insurance.

d. Requirements for all insurance: All insurance required in this paragraph shall be taken out and maintained in responsible insurance companies organized under the laws of the states of the United States and licensed to do business in the State of Minnesota. City shall be named as an "additional named insured" on each liability policy of DCGP.

e. Certificates of Insurance: DCGP shall provide the City with a Certificate of Insurance evidencing such coverage with 30-days notice of cancellation, non-renewal or material change provisions included. City does not represent or guarantee that these types or limits of coverage are adequate to protect the DCGP's interests and liabilities. If a certificate of insurance is provided, the form of the certificate shall contain an unconditional requirement that the insurer notify the City without fail not less than 30 days prior to any cancellation, non-renewal or modification of the policy or coverages evidenced by said certificate and shall further provide that failure to give such notice to City will render any such change or changes in said policy or coverages ineffective as against the City. **The use of an "Accord" form as a certificate of insurance shall be accompanied by two forms – 1) ISO Additional Insured Endorsement (CG-2010 pre-2004) and 2) Notice of Cancellation Endorsement (IL 7002) – or equivalent, as approved by the Duluth City Attorney's Office.**

10. Civil Rights Assurances

DCGP, for itself and all Team members and their officers, agents, servants and employees as part of the consideration under this Agreement, does hereby covenant and agree that:

- a. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation and/or disability shall be excluded from any participation in, denied any benefits of or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- b. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code and any regulations and executive orders which may be affected with regard thereto.

11. Rules and Regulations

DCGP agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and City and their respective agencies which are applicable to its activities under this Agreement.

12. Notices

Notice to City or DCGP provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time:

City: Cheryl Skafte, City Lead
411 W 1 St., Ground Floor
Duluth, MN 55802

DCGP: Jahn Hibbs, Program Coordinator
Duluth Community Garden Program
206 W 4th Street, Ste 214
Duluth, MN 55806

13. Waiver

Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision.

14. Applicable Law

This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

15. Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and shall be binding upon the parties to this Agreement.

16. Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date first above shown.

CITY OF DULUTH

**DULUTH COMMUNITY GARDEN
PROGRAM**

By: _____
Its Mayor

By John Hobbs
Its PROGRAM COORDINATOR

Attest:

Date: Jan. 15, 2013

By: _____
City Clerk
Date: _____

Countersigned:

City Auditor

Approved as to form:

City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/09/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Young & Associates Agency Inc 202 W. Superior St. #400 Duluth, MN 55802 Thomas M. Young, Jr.	Phone: 218-722-1481 Fax: 218-722-6564	CONTACT NAME: Jill N Gustafson PHONE (A/C, No. Ext): 218-722-1481 E-MAIL ADDRESS: jngustafson@younginsure.com	FAX (A/C, No): 218-722-6564
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Plant-A-Lot Community Garden Program 206 W 4th Street Duluth, MN 55806-2713	INSURER A: Auto-Owners Insurance Company		18988
	INSURER B: SFM Mutual Insurance Company		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	914606-08510503-12	03/23/2012	03/23/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	027670.207	06/20/2012	06/20/2013	WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is named as an Additional Insured in respects to the General Liability Policy subject to the conditions and limitations of the policy. See attached form 55202. The Notice of Cancellation Endorsement (IL 7002) has been added and endorsement to follow.

CERTIFICATE HOLDER CANCELLATION

CITY OF DULUTH 411 West 1st Street Duluth, MN 55802	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Thomas M. Young, Jr.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED EXCLUSION - PRODUCTS-COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization (Additional Insured):

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Under **SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions**, the following exclusion is added:

2. Exclusions

This insurance does not apply to:

The Additional Insured for the "products-completed operations hazard".

B. Under **SECTION II - WHO IS AN INSURED**, the following is added:

The person or organization shown in the above Schedule is an Additional Insured, but only with respect to liability arising out of "your work" for that insured by or for you.

C. Under **SECTION III - LIMITS OF INSURANCE**, the following is added:

The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.

D. Under **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, the following is added:

This insurance is primary for the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that person or organization by or for you. Other insurance available to the person or organization shown in the Schedule will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.

Initiative Template - Cities of Service Impact
Volunteering Fund 2012
*Cities of Service
Report Fields*

Contact Information
Cheryl Skafte
Duluth City Hall
411 West First Street
Duluth, MN 55802 USA
218-730-4334
cskafte@duluthmn.gov

City, State*

Character Limit: 100

Duluth, MN

Initiative name and summary

Please complete the following information for each initiative. If you have multiple initiatives use a separate form for each initiative. Note that anything with an asterisk is a required field.

Initiative name*

Character Limit: 150

Let's Grow Lincoln Park

Overview of initiative*

Please provide a brief description of the initiative.

Character Limit: 1500

Our local Let's Grow initiative proposes to develop community gardens in the Lincoln Park neighborhood, a food desert, to increase residents' access to affordable fresh, healthy food.

The community partner is the Duluth Community Garden Program (DCGP,) a not-for-profit organization that has been connecting would-be gardeners with garden land, knowledge, resources and volunteerism since 1977. DCGP is eager to work with the City of Duluth to expand these opportunities to neighbors in Lincoln Park.

The Healthy Duluth Area Coalition (HDAC), Local Initiatives Support Coalition (LISC) and other community partners have been engaging neighbors in Lincoln Park on food access issues. With their support, DCGP proposes to coordinate Lincoln Park neighbors in planning and creating garden sites that will integrate well into their neighborhood, with features such as pedestrian friendly seating areas, fruit trees and shrubs, tool sheds, and rainwater collection systems, and vegetable gardens.

Amount requested for this initiative*

Specify amount requested for one initiative only on this form. Total amount requested for a single initiative should equal \$25,000. If multiple initiatives will be proposed, the amounts requested should add up to either \$50,000 or \$100,000.

Character Limit: 20

Indicate if initiative is based on Service as a Strategy Blueprint*

Choices

Let's Grow

Intended impact

Please specify the impact your initiative is intended to achieve by answering the questions below.

What is the specific challenge the initiative addresses?*

Please state the specific challenge your proposed initiative addresses (e.g., sustainability, education, health). Include any facts about the specific need in your city or in a specific neighborhood targeted by the initiative, or information about the target population that will benefit.

Character Limit: 1500

6,145 people live in Lincoln Park neighborhood, one of the larger and more densely populated neighborhoods in Duluth. In 2010, the Median Household Income (MHI) of the neighborhood is \$34,847, significantly lower than Duluth's overall MHI of \$45,135. Lincoln Park has been identified to be a "food desert," a neighborhood with both physical (distance) and economic barriers to food. No part of Lincoln Park's neighborhood is even a one-mile walk away from a grocery store.

In the summer of 2012, the Fair Food Access Campaign was created to address the need for fresh, affordable food access in the Lincoln Park Neighborhood. The collaboration is a partnership between the Healthy Duluth Area Coalition, CHUM, Community Action Duluth and Duluth Local Initiatives Support Corporation (LISC). The goals are to improve access, engage the neighborhood in creating the solutions, and using creative approaches to food access. The campaign led a neighborhood-wide canvas. Volunteers knocked on over 1,300 doors, talking with 470 residents and surveying 346 of them on their food access needs. Of the 346 surveyed 144, or 42 percent, said that food access was an issue for their household. In addition, 44 residents surveyed said they currently grew a portion of their own food. 95 residents, or 27 percent, said they would like help with gardening at their home or would like to participate in a community garden in Lincoln Park.

How does the initiative advance a priority of the Mayor?*

Include specific information that demonstrates why the issue is a priority for the Mayor, how the Mayor has communicated that it is a priority, and related Mayoral efforts to address it. Indicate if the initiative is part of the city's service plan (if one exists).

Character Limit: 1500

Mayor Ness supports local and state efforts to increase food access. He's especially interested in the food access needs of the Lincoln Park neighborhood as a USDA identified "food desert." He has voiced his support of local programs addressing this priority, including the Duluth Community Garden Program and Community Action Duluth's Seeds for Success program. Duluth is an Early Adopter of the Sustainable Twin Ports initiative, dedicating staff resources to develop and implement environmentally, economically and socially sustainable practices and has also endorsed the Lake Superior Good Food Charter, supporting systems change for food justice and community health.

Mayor Ness' administration supports developing community gardens and planting fruit trees on city property: "AmeriCorps members helped plant 10 apple trees and build four handicapped-accessible raised beds for vegetable gardens outside Grant Recreation Center. In all, more than 50 people participated [...] along with community volunteers including Duluth Mayor Don Ness [...]" (Duluth News Tribune, May 2011)

Mayor Ness recently spoke at the sold-out MN Food Access Summit, where he stated: "Everyone should have access to healthy, affordable, and locally produced food." He continued, "This is a health and nutrition issue, as well as a larger community issue that impacts current and future generations. We also want to help support local producers which in turn leads to more locals jobs and a more vibrant local economy."

Initiative goal*

What is the specific goal of the initiative (e.g., home energy conservation, increased graduation rate, reduced crime in specific neighborhood)? If available, include measures that will be used to determine if the goal has been achieved or advanced.

Character Limit: 1500

The City of Duluth is teaming up with the Duluth Community Garden Program (DCGP,) Healthy Duluth Area Coalition's Fair Food Access Campaign to creatively address hunger and diet related health issues in our Cities of Service "Let's Grow Lincoln Park" initiative. The primary goal of this initiative is to increase consumption of fresh vegetables and fruits in the Lincoln Park neighborhood through creation of a community garden that includes a mix of family and collective vegetable gardens along with fruit trees, herbs and other perennials for public harvest. A unique part of our initiative is its strong emphasis on supporting and empowering new gardeners through year-round gardening and healthy food education, on-site garden mentoring, and community outreach events.

We are confident that this initiative will also generate the following community benefits:

Increase sense of well-being and neighborhood connectedness

Increase in volunteerism and pride in the Lincoln Park neighborhood

Continued investment from local businesses in this neighborhood resource

Measures include:

Volume of fresh fruits and vegetables harvested and distributed

Number of individuals benefitting from the harvest

Number of residents involved in cultivating the garden

Number of volunteers engaged in planning, creating & maintaining the garden.

Pre & Post-season Perception Surveys

Impact Survey measuring inputs and outputs of family gardens to quantify impact on a family's food budget

Projected impact*

Please include numeric output and outcome goals for the initiative, along with timing for when they will be achieved.

Character Limit: 1500

Outputs:

2-Pre-season neighborhood meetings to plan site design & establish core gardening group

1-Post-season neighborhood meeting & harvest celebration
1-New Lincoln Park community garden established for the 2013 growing season, complete with:
6 20x20 vegetable garden plots
rainwater system
tool storage
deer fence
compost bins and use signage
2 old apple trees returned to production, plus new fruit trees, shrubs & other perennials for public harvest
4-Gardening 101 Workshops (February-March 2013)
3-Site Visits by DCGP garden educator (Summer 2013)
4-Community Volunteer Days at the Lincoln Park Garden site (Spring-Fall 2013)
1-Spring Fling Garden Kick-Off & Healthy Eating event (March 2013)
1-Harvest Celebration Dinner (September 2013)

Outcome goals:

Minimum of 6 families directly involved in cultivating & harvesting veggie gardens
25-Lincoln Park residents engaged in planning & implementing the community garden
50-additional volunteers engaged in this initiative
200-people attend Spring Fling Kick Off & Healthy Eating event
60% of surveyed participants report an increase in consumption of fresh fruits and vegetables, positive impact on their family food budget, increase in sense of well-being, and deeper community connection
Lincoln Park community gardeners share their story at Harvest Celebration Dinner
2-Lincoln Park residents move into leadership roles within Duluth Community Garden Program (join a committee or the board of directors) for the following season

Measurement plan*

How do you plan to measure the impact of this initiative? Outline your overall goals for the initiative as well as the specific quantitative impact metrics that you will collect. This should include the scale of the initiative (e.g., the number of students to be served) and the depth of impact (e.g., the increase in reading levels).

Character Limit: 1500

We will use the following to measure and record impact:

Collect numbers, ages, and income demographics of gardeners directly engaged in cultivating & harvesting the veggie gardens from garden plot agreements (Goal: 6 Lincoln Park families gardening at the new site)

Sign-ins & volunteer logs at meetings, events and community work days (Goal: 25 Lincoln Park residents & 50 additional volunteers actively engaged)

Keep logbook in tool locker to record a) volunteer hours & activities maintaining the garden throughout the season, b) facilitate communication & sharing observations among gardeners, and c) weigh and record harvest

Pre & post Perception Survey distributed to all participants in the community gardening group, including the planning process. (Goal: 60% or more of surveyed participants report an increase in sense of well-being, community connectedness, & consumption of fresh fruits and vegetables)

Impact Survey to generate hard data on inputs and outputs from 6 individual garden plots (minimum of 2 at Lincoln Park garden, 4 additional at surveyed at existing community garden sites in other neighborhoods) (Goal: To provide hard data that demonstrates whether or not keeping a garden enables families to stretch their food budget while also increasing their consumption of fresh fruits and vegetables.)

Note: All of the above will include checkbox to indicate residence in Lincoln Park. Events, workdays, and ongoing volunteer hours will be reported quarterly

Existing initiatives

If the proposed initiative is already being implemented, please describe how an Impact Volunteering Fund grant will help you achieve higher levels of impact (greater than what is already planned).

Character Limit: 1500

In 2012, the Fair Food Access Campaign engaged the Lincoln Park community to identify strategies for increasing food security among residents; nearly 30% of residents surveyed indicated interest in opportunities to grow their own food.

The Duluth Community Garden Program connects area residents with garden space and resources at 16 community gardens throughout Duluth, and has observed a need for gardens in Lincoln Park through our inquiry process and waiting list. An Impact Volunteering Fund grant will bring us together in partnership with the Mayor's office and City of Duluth Volunteer Coordinator to achieve a higher level of impact by focusing more resources on community engagement, volunteerism and educational support, including:

- 1. Garden site planning & design at neighborhood meetings.**
- 2. Providing a stipend to an emerging leader in the neighborhood to serve as a community liaison and garden coordinator**
- 3. Basic gardening skills training and garden mentoring for new gardeners to achieve a strong and confident start**
- 4. Empowering opportunities for Lincoln Park gardeners to share their knowledge and experience with other community gardeners**

The Impact Volunteering Fund grant will also enable us to install all basic infrastructure such as fencing, water, compost and tool storage at the start, putting new gardeners ahead of common physical hindrances at day one.

No displacement of city resources*

Please certify that the proposed initiative will not displace city employees, functions, or expenses, nor duplicate existing services.

Choices

No

Detailed initiative description

Volunteer activities*

What are the service activities that will be performed by volunteers? Please be specific.

Character Limit: 1500

Service activities can be divided into 4 areas, and volunteers may participate in any or all of these areas. Frequency of participation may also vary (see "Frequency of Activities," below)

1) Community engagement & outreach. Service activities will include distributing flyers and spreading the word about this initiative, volunteering at neighborhood meetings and events.

2) Installation of the garden. Helping prepare the site by cutting brush, tilling, spreading compost, erecting a deer fence, building a rainwater catchment/tool storage structure, building a 3-bin pallet compost system, planting fruit trees and shrubs and installing signage.

3) Ongoing maintenance and cultivation of the garden. Volunteers will take on regular roles such as monitoring and turning compost, mowing or weed shipping as needed, caring for fruit trees. Regular cultivation and harvest of the veggie gardens may or may not be considered a volunteer activity, depending on whether or not the participant is the primary recipient of the benefits of their efforts.

4) Leadership service. DCGP is run largely by volunteers, with leadership roles serving as site coordinators, committee members or board members. Lincoln Park gardeners will be welcome and encouraged to participate in leadership roles.

Location of volunteer activities*

Where will the service activities be performed and what is the target population served?

Character Limit: 1500

Service activities will be performed in the Lincoln Park neighborhood. The community garden itself is located on West 4th Street & 20th Ave W in a residential area in close proximity to the DTA bus line, the Midtown Manor apartment complex, and services and businesses on Superior Street. Meetings and events will be held at a neighborhood community center or church. The target population is low-income residents of the Lincoln Park neighborhood. Participation is open to all, however, regardless of income. DCGP has found it important to involve gardeners of all economic strata, drawing on a wide variety of shared resources not limited to financial capacity. It doesn't matter if you have a high-powered job or are unemployed – everyone has something to contribute. This aspect of community gardening is especially empowering and strengthens the fabric of our community.

Frequency of activities*

Describe the volunteer activities, the frequency with which volunteers will participate (e.g., a one-time project or ongoing throughout the school year), whether a consistent set of volunteers will serve over time, and how the activities relate to the desired goal.

Character Limit: 1500

Activities include volunteer opportunities at all levels, from highly invested neighbors (including but not limited to those who intend to garden there) who play an ongoing role to volunteers from service groups around Duluth who help for a day.

Ongoing activities, consistent core group of volunteers:

Regular garden maintenance (trails, mowing picnic area, etc) – will vary from 1x/week -1x/month depending on conditions

Cultivation & harvest – will vary from 2x/week to every day

Gardener meetings & communication to plan for the following season – will vary

Periodic volunteer opportunities – variety of core volunteers & one-timers

Help with events & meetings (greet, post flyers, etc.) – approximately 1x/month

Class helper, assist instructor setting up for classes and greeting people – 4-8 per year

Community Work Day. 4-6 the first year as we install the garden

Pruning fruit trees – 1 per year

Ongoing leadership activities:

Community liaison & garden coordinator (stipend offered.) Community building, troubleshooting & gardener support - Approximately 10 hrs/month commitment for one year.

“Garden Ambassadors.” Help the community liaison, word of mouth, & keep the neighborhood connected. 2-4 hrs/month

DCGP Land Stewardship Committee. The LSC creates policy, assesses condition and works on infrastructure improvements for community gardens. The LSC will take the lead on designing and developing the new community garden. Reports to the DCGP Board of Directors. 1x/month

Number of volunteers*

Please provide the number of volunteers required for this initiative, grouped by volunteer activity.

Character Limit: 1500

A total of 93-148 volunteers will be required for this initiative.

Gardening 101 Classes – 2-6 class assistants

Neighborhood planning meetings – 6-8 assistants

Community Liaison/Garden Coordinator – 1

Garden meetings/work days (e.g. fall clean-up & regular maintenance) – 6-20

Installing the garden:

Site prep – 2-6 (working with contractor)

Put up sign – 2-4

Deer fence – 6-10

Tilling in compost & marking the site – 8-10

Build rainwater catchment – 2-4 (working with contractor)

Install rainwater catchment – 2-4 (working with contractor)

Install 3-bin pallet compost system – 4-8 people

Spring Fling & Healthy Eating Fair – 30-40

Neighborhood Harvest Fair – 4-8

Annual DCGP Harvest Dinner Celebration – 12-20

Types of volunteers*

Please include information about the types of volunteers needed such as age, residence in the community served, skills, professional qualifications, prior work experience, background check requirements, and other relevant demographic information.

Character Limit: 1500

See attached

Timeline

High-level timeline*

Please provide a timeline for the initiative, including start and finish dates as well as key milestones. You may enter information in the text box or upload a file.

Character Limit: 3500 | File Size Limit: 1 MB

See attached

Resources

Budget*

Please upload a budget for the initiative and use of grant funds.

File Size Limit: 3 MB

See attached

Plans to secure resources*

What are your plans to secure the financial and in-kind resources required, outside of funds requested through this grant? Please provide detail on the sources and amount to be secured from each source. We are particularly interested in what city resources are committed to the initiative as well as how the grant funds will leverage other resources. Note that grant funds may not be used to supplant existing city-supported activities or personnel.

Character Limit: 1500

Professional in-kind support has already been pledged in several key areas. Lisa Luokkala of Healthy Duluth Area Coalition will assist with designing the perception surveys. Dan Kislinger, an architect & Land Stewardship Committee member, will draw & refine site plans. The City of Duluth is offering graphic design support for creating posters and promotional materials.

We will solicit donations & matching support for activities such as signage and printing costs from the specific vendors involved.

There is support in the local business community and service organizations for developing community gardens in Lincoln Park. Once this initiative is underway, we will make formal proposals to these groups to secure matching funds for items such as fruit trees and shrubs, picnic tables and other neighborhood requests (as part of the site design).

We have a Garden Mentor/Educator, which is a part-time grant funded position. This grant will enable us to cover her time on this initiative and we are also seeking other grants to continue and expand this position throughout the year.

This initiative will help leverage future support for this and similar projects. The broad base of support among the partners on this initiative – DCGP, Parks & Recreation, Healthy Duluth Area Coalition and the Mayor’s office – will make it of interest to local funders. The impact assessments in this initiative will generate data of great value as we pursue funding for future projects, as well.

Risks

Possible risks*

What risks do you foresee in launching and implementing the initiative (such as legal risks, challenges to effective execution, etc.)? For each risk, include your plans to address the risk.

Character Limit: 1500

The Lincoln Park neighborhood, through both academic and community research, has shown a strong desire for fresh food options and has even cited community gardening as a strategy to address the food access need. Intensively focusing on an underserved neighborhood has its foreseen risks. The largest perceived risk is building and maintaining community engagement and buy-in around the community gardening program – meetings, classes, events, and the actual gardening itself. Gardening is labor intensive and requires dedication of time. Working specifically in a low-income neighborhood that has experienced a disinvestment of food for decades, we anticipate a need to invest resources to support new gardeners and cultivate understanding of gardening. DCGP aims to reduce this foreseen risk by creating a stipend for a community liaison/garden coordinator for the Lincoln Park neighborhood. This position will be filled by a resident of the neighborhood who will maintain day to day communication with gardeners, increase awareness of the DCGP in the neighborhood and offer support to gardeners throughout the growing season.

Role of Mayor

Role of Mayor in Initiative*

Describe the role of the Mayor in implementing the initiative.

Character Limit: 1500

The Mayor will be invited to play an active role in rolling out the initiative in Lincoln Park - from inviting residents to get involved to highlighting the importance of the effort to the broader community. Mayor Ness will also be asked to speak at key initiative events.

Team and responsibilities

Design team*

List the members of the design team that created this initiative plan, including names, titles, and organization.

Character Limit: 1500

Jahn Hibbs – Program Coordinator, Duluth Community Garden Program

Lisa Luokkala – Executive Director, Healthy Duluth Area Coalition

Cheryl Skafta – Volunteer Coordinator, City of Duluth

Jessica Tillman – Office of the Mayor, City of Duluth

Advisory roles:

Dan Kislinger – Land Stewardship Committee, Duluth Community Garden Program
Paul Treuer – Land Stewardship Committee, Duluth Community Garden Program
Sarah Nelson – Board President, Duluth Community Garden Program

Lead organization*

Provide information about the organization responsible for leading the implementation of the initiative, including organization name, number of staff working on the initiative from the organization, and amount of time to be spent on the initiative.

Character Limit: 1500

The Duluth Community Garden Program (DCGP) will lead implementation. DCGP is a not-for-profit organization, with over 30 years of experience developing, maintaining and administering community gardens. DCGP's mission is growing healthy food in community, which is accomplished by providing access to garden land, knowledge, physical resources such as tool lending and affordable seeds, and opportunities to build and participate in community.

DCGP Program Coordinator - 8 hours per week to develop, oversee & assess this initiative

DCGP has been assigned a MN GreenCorps member for 2012-13 to work on community engagement and volunteer coordination around developing new and optimizing existing community gardens. This member will be able to contribute an average of 10 hours per week to this initiative.

DCGP Gardening Mentor/Educator – Approximately 60 hours for classes & site visits

The Land Stewardship Committee, while volunteer, will also contribute an additional 80 hours of skilled support in designing and installing the garden.

Implementation team*

Indicate additional organizational partners that will play roles in implementing the initiative.

Please include the operating partner responsible for recruiting, training, and supervising volunteers and other key partners, including anyone else in city government.

Character Limit: 1500

Cheryl Skafte, Volunteer Coordinator for the City of Duluth, will assist with recruiting volunteers.

Lisa Luokkala of Healthy Duluth Area Coalition will design perception surveys and assist with other measurement tools.

Staff in the City Planning Department will assist with legal set-up for usage of the property for community gardening.

Partner letters

Upload a letter of commitment from each partner confirming their role in implementation of the initiative.

File Size Limit: 1 MB

See attached.

The Duluth Community Garden Program is planning to establish a community garden in the Lincoln Park neighborhood. We are strongly encouraged by the genuinely grassroots nature of this project. This process began and will continue with community input. What the Cities of Service initiative allows us is the opportunity to connect with the Mayor's office and the Fair Food Access Campaign in very intentional ways to broaden the impact of our work and leverage additional community support for the project.

One element emerging through neighborhood meetings that we believe has great potential, if adequately funded, is the opportunity to blend the traditional community garden model of private individual plots with a more recently emerging 'public produce' model where plots are collectively gardened for free and open harvest by the neighborhood. This blend along with the intense community engagement focus in a single neighborhood is a new approach for the Duluth Community Garden Program that we are eager to implement; it would naturally allow for more people personally connected to the garden and the harvest, regardless of their personal gardening abilities. We believe it is more sustainable to offer a blend of the two models as the individual plots would establish a critical mass of participants at the garden with the skills to cultivate a garden themselves while also connecting with neighbors who are interested in hands on learning in a group with a lot of support.

The specifics of the final site plan, who will be involved with the day to day gardening, and how the harvest will be shared will be decided largely through the neighborhood planning meetings this winter. That naturally creates some ambiguity on the final harvest outcomes, but the following should help clarify estimated yield and projected impact.

Estimated yield:

A conservative estimate for the site is 1700 lbs of fresh fruits and vegetables in the first year -250 lbs of produce per each 400 sq. ft garden plot plus 200 pounds of apples from the existing trees. There is future yield potential of hundreds more pounds of fresh fruits as new trees and shrubs are established. How this harvest will be distributed will be determined by the community through neighborhood planning meetings and informal meetings with the gardeners as the season progresses.

Projected impact:

Minimum 1300 people directly and indirectly impacted -

- "The gardeners" - people there regularly, doing the day to day work of cultivating the gardens - 12-36 people
- Neighbors harvesting at collective gardens - 100 people
- Participants at 4 different neighborhood based Gardening 101 workshops - 24-80 people

- Participants in community volunteer days at the garden - 120
- Participants at Spring Fling Garden Kick-Off & healthy eating event (free & open to the public, hosted in Lincoln Park) - 200-350 people
- Harvest Celebration Dinner - 100-200 people
- Many hundreds more will be indirectly impacted through the beauty added to the neighborhood, media coverage of the project, and a new community gardening model which will be shared via our website and interactions with other community gardening organizations.

Cities of Service Impact Volunteering Fund: Let's Grow Lincoln Park

PROJECT BUDGET

Amount requested: \$25,000

Date of request: August 31, 2012

		In-kind or Match	COS funds
OUTREACH & EDUCATION			
Neighborhood meetings x2 *goal 25 people at each	Facilities fee		\$300
	Refreshments/light supper		\$300
	Copies/handouts		\$12
	50 posters		\$50
	Childcare (CAD)		\$325
Spring Fling Garden Kick-Off & Healthy Eating Fair *goal 200 ppl	Facility fee		\$150
	Cooking demos - offer \$ for supplies	\$100	\$100
	Healthy refreshments	\$200	\$400
	Posters	\$60	\$0
	Gardener packets & handouts		\$200
Harvest Dinner celebration event *goal 200 ppl	Facility fee		\$150
	Paper goods, coffee, other basics		\$200
Lincoln Park Community Garden Post-season meeting & Harvest Celebration	Facility fee		\$100
	Light supper or refreshments		\$150
	Invitations & postage		\$25
Gardening 101 Classes x 4 *participation is free for community gardeners	Facility fee - Harrison Community Center	\$200	
	Materials & handouts - \$100/class		\$400
	Publicity		\$100
	Instructor (see personnel)		
Complimentary DCGP Membership	6 low-income memberships x \$15		\$90
Volunteer thank you letters Graphic design support	printing plus postage		\$145
	City of Duluth	X	
	Outreach & Education Subtotal:	\$560	\$3,197

SITE DEVELOPMENT			
Site Prep	Brush removal, erosion control on bank, tilling		\$4,200
	Soil testing		\$45
	Compost - 6 cu yds @ \$22 ea	\$150	
Infrastructure	Deer fence		\$600
	Rainwater system - tank + catchment structure		\$360
	3-bin compost system w/signage		\$100
	Labor for rainwater & compost builder - 12hrs x \$22/hr		\$264
	Drafting support	Dan Kislinger - Site plans & renderings	\$700
Tools		\$200	
Signage		\$200	\$200
Fruit trees & shrubs		\$350	
Picnic table & benches		\$500	
	Site Development Subtotal:	\$2,100	\$5,769
ASSESSMENT TOOLS			
Photographer	Document multiple events, including garden visits plus		\$800
	Perception Survey - preseason & post-harvest	HDAC - Lisa Luokkala	\$400
Garden Harvest Impact Study Incentive for impact study participants	UMD UROP Student (Undergraduate Research Opportunity)	\$1,700	\$0
	\$100 grocery gift card x 6 participants		\$600
	Assessment subtotal:	\$2,100	\$1,400
PERSONNEL			
DCGP Program Coordinator	8 hrs/wk x \$20/hr x 52 wks + 17% payroll taxes		\$9,734
Community Liaison/Garden Coordinator	Stipend for one year commitment		\$1,000
DCGP Gardening Educator/Mentor	3 site visits, 4 classes, planning training at Spring Fling (approx 60 hours)		\$900
	Personnel subtotal:	\$0	\$11,634
GRANT ADMINISTRATION			
	12%		\$3,000
	Administration subtotal:		\$3,000
TOTAL PROJECT BUDGET:		\$4,760	\$25,000

**Cities of Service Impact Volunteering Fund: Let's Grow Lincoln Park
TIMELINE**

PHASE 1: FALL INTO WINTER 2012		
Gathering key stakeholders Fall site prep	Announce initiative	November
	Neighborhood meeting 1	November
	Class planning	October (due to Community Ed by 11/10)
	Cut brush, mark out the site	November
	Install temporary "coming soon" sign	November (before ground freezes)
Agreement with Community Liaison	December	
PHASE 2: WINTER INTO SPRING 2013		
Community engagement Planning the garden Classes Indoor construction projects Spring Fling Kick-off Event	Neighborhood meeting 2:	January
	*Finalize site design	
	*Establish core group of gardeners	
	*Work plan & schedule volunteer work days	January-February
	Seek local business sponsorships	February
	Prune existing apple trees	February & March
	Gardening 101 Classes	January-March
Plan Spring Fling & healthy eating event	late March	
Spring Fling & healthy eating event		
PHASE 3: SPRING INTO SUMMER 2013		
Installing the garden Planting & summer maintenance Site visits & mentoring support	Community Work Days to build the garden	April-May (effected by thaw & moisture)
	*Install rain catchment system & compost	
	*Tilling, marking plots, erecting deer fence	
	*Planting the garden	June, July, August - 1 per month
	Site visits by DCGP garden educator/mentor	June, July, August - 1 per month
Summer classes/garden walks	June, July, August - 1 per month	
Food preservation classes	August	
PHASE 4: SUMMER INTO FALL, 2013		
Evaluation & celebration Harvest Putting the garden to bed	Food preservation classes continue	September, October
	Fall work day & Harvest Potluck	Early October
	*Prepare beds for winter	
	*Plant garlic	
	Final evaluation & report	
Thanksgiving - thank you's to volunteers & project supporters	November	