PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: GreenHouse17 Inc

Mailing Address: PO Box 55190; Lexington, KY 40555-5190

Street Address: 4400 Briar Hill Road; Lexington, KY 40516

Phone: (800) 544 - 2022

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net? ☑ Yes ☐ No

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: GreenHouse17.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Darlene Thomas, Executive Director 859-519-1904, dthomas@greenhouse17.org

Person Completing Application *(Name, Title, Phone, Email):*

Corissa Phillips, External Relations Director, 502-435-8021, cphillips@greenhouse17.org

Program Information

Name of program for which funds are being requested: **Trauma-informed Farm Program**

Total Funding Amount Requested: $ **50,000**

RFP #13-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

The GreenHouse17 Trauma-informed Farm Program reduces food insecurity and improves nutritional access for adult victims of domestic violence and their dependent children in Lexington-Fayette County.

One in three women and as many as one in six men will be the victim of domestic violence. When these rates are applied to Lexington-Fayette census data, nearly 80,000 current residents will be victimized in their lifetimes. Kentucky Court Records report 1,673 domestic violence cases were filed in Fayette County Family Court last year. Domestic violence victims must navigate complex socio-economic obstacles to flee abuse. Fear of increased violence and homelessness are among the most prevalent barriers. Victims face loss of employment, reliable transportation, support networks, and other resources when able to safely escape violence. CDC research finds prolonged exposure to domestic violence increases likelihood of obesity, heart disease, gastrointestinal disorders, and depression.

Chronic and transitory food insecurity is common among domestic violence survivors and complicate physical, emotional, and economic healing after abuse. Our trauma-informed farm program responds to these challenges by offering survivors the opportunity to grow vegetables, greens, and berries for healthy field-to-table meals; heal body, mind, and spirit through nature-based activities; and participate in agricultural job training. Collectively, these efforts address the complex intersections of poverty, health, and food insecurity related to domestic violence.

Set amongst the 40-acre rural Fayette County property that surrounds the agency's emergency shelter, our farm is the only program in the region and one of only a handful in the nation providing nature-based services specifically responding to the needs of domestic violence victims.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

1.) Daily Healthy Lunches and Dinners -- Engaging adults and children living in shelter through planning, preparing, and consuming healthy meals made with produce grown on the farm improves access to nutritious food, while addressing chronic and transient food insecurity.
2.) Daily Seasonal Nature-based Support Groups: Facilitated support groups connects adults and children to age-specific connections to the benefits of physical exercise, outdoor socializing, quiet reflection, and nature-based crafts while healing from physical and emotional abuse.
3.) Weekly Counseling Sessions: Conducted by program staff at least once weekly with program participants, a 30-minute counseling discussions, typically facilitated in the fields from March - October or other farm space during cold months, address and assess emotional well-being and healing progress of participants.
4.) Weekly Healthy Kitchen Workshops: 1-hour facilitated workshops impart education about nutrition, benefits of healthy food consumption while healing from abuse, and opportunities for skills development related to the identification, preparation, and appreciation for budget-friendly produce-centered meals.
5.) 6-week Farm-based Job Training: Completed through approximately 10 hours per week. Training improves job readiness (reporting on time, working with others, problem-solving,), encourages development of skills specific to the agricultural sector (seeding, tilling, harvesting); and provides cash stipend for emergency financial needs or deposit in matched savings account providing up to $4 for every $1 saved.
6.) Regular Healing Environment: The farm creates and provides therapeutic benefits by creating safety, privacy, and confidentiality on a private 40-acre rural property for duration of average 52 night stay in emergency shelter.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

GreenHouse17 commits to low-barrier service access and voluntary service philosophy. Victims are never required to participate in farm program as condition of receiving other domestic violence services. No fees are assessed for program participation. Farm tools, clothing, and other supplies are provided by agency.

Program eligibility is determined by self-disclosure of domestic violence victimization and expressed interest in benefits of farming, nutrition, and/or nature-based healing. Program participants agree to do no harm, to themselves or others, respect the farmland, and maintain confidentiality of other victims participating in the program. If choosing to engage in job training on the farm, participants agree to standard workplace expectations for timeliness, responsibility, and teamwork. Weapons, alcohol, & illegal drugs are prohibited on program property.

Policy requires staff to make every effort to counsel residents not abiding by these expectations prior to involuntary exit from the program. Should behavior inconsistent with expectations continue, policies require agency to provide ample notification of program exit and, if requested, assist with grievance process. Exit from the farm program does not exclude participant from receiving shelter, advocacy, or other traditional domestic violence assistance provided by the agency.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

1.) Trauma-Informed Care, a best practice supported by Substance Abuse and Mental Health Service Administration, adopted by National Network to End Domestic Violence, and integrated with Kentucky Coalition Against Domestic Violence Member Program Service Standards. Examples include honoring need for victims to be respected, informed, connected, and hopeful; respecting connection of trauma to depression and anxiety; and committing to solutions that have been self-determined by the victim.
2.) Therapeutic Horticulture best practices defined by Centre for Child and Family Research in the United Kingdom. Examples include therapeutic intent and practice, space for groups to socialize and eat together; opportunities to contribute to production activities; and routine and regular schedule of expectations.
3.) Evidence-based research of therapeutic horticulture benefits for women combat veterans (Department of Labor, 2011); patients in health care settings (Kirk et al, 2010); and “social farming” for inclusion in rural areas (Di Iacovo and O’Connor, 2009). Input from food access and nutrition experts from the University of Kentucky Department of Agriculture and Grow Appalachia informs program design.
4.) A $4.5 million three-year federal research investment from the Department of Justice Office on Violence Against Women awarded to the University of Kentucky Center for Research on Violence Against Women to evaluate effectiveness of our farm program’s therapeutic horticulture outcomes to serve as evidence-based practice.
5.) Integration of the farm program with traditional domestic violence services has been identified as a national promising practice by the Mary Byron Project Celebrating Solutions Award and Kentucky Nonprofit Network Innovative Programming Award.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

Our Trauma-Informed Farm Program commits to individualized and survivor-centered goals that respond to each participant's unique experiences, barriers, and healing needs. An estimated 300 participants (175 adults/125 children) surviving domestic violence during the one-year grant term will develop unique nature-based healing plan with the support of program staff. The following anticipated outcomes are informed by past years' program data:

-95% of adult victims and dependent children experience decreased food insecurity through consumption of healthy and nutritious meals prepared with field-to-table produce grown on the farm.
-75% of adult victims and dependent children experience physical and emotional healing benefits from nature-based support groups and activities on the farm.
-50% of adult victims and dependent children improve understanding, appreciation, and skills related to nutritious meals and snacks; fresh produce processing and preparation; and healthy budget-saving recipes during participation in age-appropriate kitchen workshops.
-30% of adult victims improve workplace readiness and agricultural skills through participation in farm-based job training program.
-25% of adult victims completing farm-based job training program are connected to employment opportunities, benefit from positive current work reference from farm manager, and secure living-wage employment before exiting shelter to transitional or permanent housing.
-15% of adult victims completing the farm-based job training program establish Individual Development Account (IDA) providing matched savings for purchase of reliable vehicle or education tuition to overcome barrier to economic stability.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

Food insecurity will be reduced for an estimated 300 adult victims of domestic violence and their dependent children through access to nearly 4,000 pounds of local vegetables, greens and berries grown on the farm and more than 25,000 nutritious meals. Physical, emotional, and financial well-being of program participants will benefit from improved understanding, appreciation, and attitude related to benefits of nature-based experiences. This outcome is especially important when research relating contact with nature to stronger community ties and violence prevention.

A consideration of reflections written by farm program participants, shared with their permission, provides further evidence of empowerment and community impact:

1.) "I never knew how relaxing working outside could be. I guess when it's warm and the sun is shining makes a lot of difference working in the greenhouses." 2.) "Working outside today has taken my mind off a lot of other things that I have going on inside my head. No matter what I'm doing in the garden, I love it all. The weeding, planting, and harvesting are my favorite and most rewarding. It's been so great to see the vegetables growing especially, the tomatoes and apples and the flowers. I can take what I've learned and use it for the rest of my life." 3.) "Working out on the farm, can make you be independent and enable you to be on your own. It makes me feel powerful and create positive friends in my life."

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Program staff and administrators prioritize continuous improvement and evidence-informed practice. Staff and administrators review the following information during weekly check-ins and monthly meetings for formative program evaluation:
- 100% sample of participant data includes demographics, duration and severity of abuse, earned and non-cash income, language accessibility needs, etc.
- 100% sample of service-level data tracks counts for all formal and informal counseling, support groups, skills workshops, plates of healthy meals served, etc.
- 100% sample of job training experience includes number of training hours scheduled and completed; timely or untimely reporting to training; demonstration of new skill development; observed improvements in job placement readiness; resume/application submission assistance; positive work referrals provided to employers; number of participants securing job.

Farm management data points measured daily, weekly, and seasonally provide critical information for effective programming. Examples include soil-quality measurements, pounds of produce harvested, weight of produce used in shelter meal preparation, inventory of produce from the farm processed and preserved for later use; number of meals prepared featuring farm produce.

All program participants are asked to complete a satisfaction and feedback survey upon completion or exit from the program, with typical 75% response. Data tracking is maintained in a Victim Service Provider database, which adheres to federally mandated confidentiality requirements and provides HMIS-equivalent reporting. Staff and leadership review

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Program staff complete 40 hours of training by Kentucky Coalition Against Domestic Violence to become Certified Domestic Violence Training within first year of hire. Responsibilities of four program staff include farm management, group facilitation, and victim advocacy:

- Christina Lane, Farm Co-manager, began career as a domestic violence crisis counselor. She was one of the first employees of the agency and planted the first garden on the farm. Lane contributes 100% of full-time focus to program.
- Savannah McGuire, Farm Co-manager, is a recent graduate of the UK Sustainable Agriculture program. She brings research experience, land and water management, and network of agricultural partnerships. McGuire brings research experience and contributes 100% of full-time focus to program.
- Bekah Fulcher, Farm Advocate, is a long-time employee of the agency. She began her tenure with the agency more than 15 years ago and contributed substantially to the vision and development of the farm's handmade enterprise. Fulcher contributes 100% of full-time focus to program.
- Tim Perkins, Food and Nutrition Specialist, brings Chef de Cuisine experience, training, and education to meal planning, preparation, and services. He also facilitates activity-based kitchen workshops for program participants. Perkins contributes approximately 60% of his full-time focus to program.

Diane Fleet, Associate Director; Diane Willoughby, Finance Director; and Corissa Phillips, External Relations Director, provide program oversight. Darlene Thomas, Executive Director, is a long-time and nationally recognized advocate for victims of intimate partner violence. Collectively the administrative leadership team has over 60 years of nonprofit

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Social services for domestic violence victims are identified as high priority in Consolidated Plan to end homelessness, while violence intervention and prevention is a Community Wellness & Safety priority.

Working relationships with Grow Appalachia, an effort funded by John Paul Dejoria, an international entrepreneur, and the University of Kentucky Department of Agriculture provide technical expertise. Internship partnerships with area universities provide assistance with day-to-day farm operations. Local gardening clubs regularly provide donations of seedsand gently used tools. Donations of produce from Glean Kentucky and Reed Valley Orchard augment our annual harvest. Partnerships with Seedleaf and local landscaping companies provide food and yard waste for onsite composting. The program also benefits from marketing associated with Kentucky Proud certified producer.

The farm provides tangible and meaningful opportunities for individuals, organizations, and companies to understand the mission and participate in solutions to end intimate partner abuse by volunteering on the farm and purchasing value-added products from the farm, such as fresh-cut flowers and handmade self-care products.

A diverse funding model provides additional program support, including a portion of our agency's annual member program subcontract with the Kentucky Coalition Against Domestic Violence, received per KRS and KAR statutes as the primary provider of domestic violence services in Fayette County and surrounding region; Victims of Crime Act federal pass-thru funding from the Kentucky Justice and Public Safety Cabinet; donations and special event fundraising; and revenue

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

GreenHouse17 commits to inclusivity and accessibility. We have adopted a comprehensive non-discrimination and inclusion policy that exceeds federal requirements. As a matter of policy and commitment, no person will be denied program participation, nor will they be subject to discrimination, on the basis of actual or perceived protected status.

Partnerships with Global Lex, Kentucky Refugee Ministries, and Pride Community Organization Services (PCOS) exemplify community outreach to assure diverse awareness of services. Recent expansion of the service publications, available in print and online, include translations (Spanish, French, Arabic) and topics specific to LGBTQIA+ and rural victimizations. Two Spanish bilingual advocates employed by the agency often provide farm-based interpretation, and the agency maintains interpreter and translator contracts to assure access for more than a hundred languages.

Parking, walkways, entrances, and corridors are handicapped accessible and meet ADA Accessibility Guidelines for Buildings and Facilities. Farm programming and services often are adapted to meet physical, mental, and other disabilities experienced by participants.

Every program participant earned less than 30% AMI for the region, with majority claiming zero income. Farm program services inherently respond to needs of persons living in poverty and economic distress through food access, job training with stipend, and matched savings accounts.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **GreenHouse17 Inc**

Program Name **Trauma-informed Farm Program**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	3	114,035	20,000	94,035
Part-Time	1	42,500	10,000	32,500
Total Salaries		156,535	30,000	126,535
3. Consultant Services	$	0	0	0
list details				
4. Space/Facilities	$	8,150	0	8,150
list details		Electric, garbage, gas, water, sewage, pest control, minor renovation		
5. Operating Expenses	$	86,750	20,000	66,750
list details		Consumables (seeds, fertilizer, cuttings, etc.); equipment (hand, small farm); fuel, farm truck repair/maintenance; subscriptions/memberships, value-added product packaging and labels, publication printing, copies, postage, business fees, portion of auidt, accounting, CPA fees, basic office supplies, postage,		
6. Scholarships / Stipends	$	16,500	0	16,500
list details - numbers & amounts		Participant stipends for job training program		
7. Other	$	0	0	0
list details				
8. TOTAL PROGRAM BUDGET	$	267,935	50,000	217,935

Cost per Program Participant: $ 893

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Darlene Thomas

Title: Executive Director **Date**: 4/15/19