PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: GreenHouse17

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

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

Phone: (859) 519 - 1900

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 Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: GreenHouse17.org

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

Darlene Thomas, Executive Director 859-519-1903, 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 #5-2020 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.

Our Trauma-informed Farm Program improves food security and nutritional access for homeless victims of domestic violence and their dependent children. One in three women and as many as one in six men will be the victim of domestic violence. More than 81,000 of current residents in Lexington-Fayette will be victimized in their lifetimes. Kentucky Court Records report 1,810 domestic violence cases were filed in Fayette County civil courts last year.

Kentucky victims of domestic violence must navigate complex obstacles to establish safety. Homelessness, loss of employment, and isolation from support networks are common while attempting to escape abuse. Issues of poverty complicate barriers for victims. Last year, 90% of adults entering our emergency shelter reported below poverty incomes, with the vast majority certifying no income source. The resulting food insecurity comprises healing and stability after abuse, especially when the long-term health consequences of abuse are considered. Beyond the immediate physical injuries and emotional trauma, CDC research concludes victims and their children experience higher rates of heart disease, digestive disorders, depression, anxiety, post-traumatic stress, and other diseases.

The farm on our 40-acre emergency shelter property in Fayette County responds to these intersections of poverty, health, and food insecurity. Farm-based programming provides a reliable access to nutritious food; improves understanding and integration of healthy eating habits; and encourages healing of body and mind for adults and children. Further, the farm's voluntary agricultural training program encourages job-readiness to improve self-sufficiency and reduce recurrence of food insecurity after exit from shelter.

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.

Program activities respond to food insecurity and lack of access to nutritious food experienced by adults and children healing from abuse at our shelter, while promoting prevention of recurring challenges after exit from the shelter:

1) Field-to-Table Meals (Twice Daily) – Improve access to nutritious food through the consumption of healthy meals made with produce from the farm.
2) Healthy Eating Support (Weekly, 1 hour) – Increase understanding and integration of nutritious eating habits during support groups facilitated by farm and kitchen advocates.
3) Field-to-Table Cooking (Weekly, 1 to 3 hours) – Improve fresh produce prep, storage, and cooking skills during workshops conducted by kitchen and farm advocates.
4) Children's Gardens (Weekly, 90 minutes, Mar to Oct) – Improve understanding and appreciation of nutritious foods, while fostering discovery of vegetable gardening, during age-appropriate gardening and cooking activities facilitated by farm and kitchen advocates.
5) Job Training (6 weeks, 10 hours per week, Mar to Oct) – Establish or maintain recent work history; improve job readiness; develop skills specific to the agricultural sector; and provide up to $75 weekly training stipend for adults who choose to participate in six weeks of job training facilitated by farm advocates.

Our public-facing 12-week Autumn Vegetable & Herb CSA improves community access to affordable and local produce, while offering meaningful support for our mission. Further, no-fee shares of the farm's harvest are available to survivors who live in the transitional apartments on the backside of our farm property after their exit from 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.)

Program eligibility is determined by self-disclosure of domestic violence victimization and intake to our emergency shelter facility. We are committed to low-barrier service access and a voluntary service philosophy.

• Victims are never required to participate in farm programming or consume field-to-table produce as a condition of receiving domestic violence services.
• No fees are assessed for program participation.
• Farm tools, clothing, and other supplies are provided by agency.
• Program participants agree to do no harm to themselves or others, maintain confidentiality of other victims participating in the program, and respect the farmland.
• 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 our staff to make every effort to counsel residents and document agreed upon change of behavior prior to involuntary exit from the program. Should participant not fulfill these expectations, staff must obtain management approval, give ample notification, and offer assistance with the grievance process before exit. Victims who are exited from the shelter facility and/or farm program remain eligible for non-residential domestic violence advocacy and support services 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.

Our farm program is a national promising practice model. This designation is substantiated by our Mary Byron Project Celebrating Solutions Award, a competitive national recognition for promising practice in response to domestic violence, and recent substantial grant investment awarded to University of Kentucky Center for Research on Violence Against Women by the Department of Justice Office of Violence Against Women to evaluate the program over several years. Research is on-going.

• Our agency and programming adhere to Victim Service Standards set forth by Kentucky Coalition Against Domestic Violence (KCADV), which monitors adherence to these standards annually and requires service staff to complete 40 hours of training to become a Certified Domestic Violence Advocate during first year of employment.
• Farm programming is based in the Trauma Informed Care Model, an evidence-based best practice adopted by KCADV and National Network to End Domestic Violence that honors need for victims to be respected, informed, connected, and hopeful; acknowledges connection of trauma to depression, anxiety, and other mental health issues; and empowers victims to self-determine their service needs.
• Our farm also meets Standards of Practice for Horticultural Therapy, a best-practice model for administration of activity-based services in therapeutic, rehabilitative, or vocational settings.

Department of Labor research related to therapeutic horticulture benefits for women veterans (Kirk et al, 2010) and “social farming” for inclusion in rural areas (Di Iacovo and O’Connor, 2009) informed the development of our farm program. Experts from University of Kentucky Department of Agriculture and Grow Appalachia also contributed critical early input.

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?

300 adult victims of domestic violence and dependent children (175 adults/125 children) will benefit from increased food access and consumption of nutritious foods during the 12-month grant term. Although program participants will develop individualized healing goals that respond to their unique safety and healing needs (see previous discussion, 5.1.4), successful program participation will be measured through these common outcomes:

1) 99% of adults and children living in shelter will improve food security and nutritious food consumption through access to twice daily field-to-table meals during their stay.
2) 75% of adults and children living in shelter will improve understanding for importance of healthy eating while healing from abuse through participation in weekly support groups.
3) 60% of adults in shelter will increase skills related to nutritious cooking and preservation/storage of fresh produce during weekly cooking workshops.
4) 30% of adults living in shelter will improve job readiness and increase agricultural skills through participation in farm-based job training while living at the shelter.
5) 25% of adults living in shelter will increase earned income or non-cash benefits, including Supplemental Nutrition Assistance Program (SNAP), which can be used at area farmers markets to sustain healthy eating after exit from shelter.

Service efficacy and outcomes reflect 42-bed shelter occupancy with average shelter stay of 59 nights. Some victims need only a few days of emergency shelter, while others may require stays of more than a year to assure safety, healing, and stability after abuse. We do not impose limitations on shelter stay duration.

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.)

More than 4,000 lbs of harvested produce and 29,904 healthy meals served in our shelter will make an immediate meaningful difference in the lives of 300 adult victims and their children.

Increased access to nutritious food options and improved appreciation for healthy eating will encourage short-term physical wellness to mitigate negative health consequences of domestic violence. Long-term health and wellness benefits will result from integration of field-to-table cooking, fresh produce storage/preservation, and home-based gardening skills after exit from shelter. For victims participating in farm-based job training, improved job-readiness and increased employability will encourage economic stability after abuse, which in turn will improve long-term food security. A consideration of reflections written by farm program participants, shared with their permission, provides further evidence of empowerment and community impact:

1.) "Coming out to the farm gave me something to look forward to. I was working with my hands to feed others living in the shelter. I love helping people and that kept me going."
2.) "The farm has taught me so much. Patience, gratitude, and how to love your garden as much as you love the grocery store."
3.) "Today I tried my first mint leaf, and it was amazing! I love learning about all the herbs. It makes me feel like I can learn so much."
4.) "This past week has helped me so much! I am excited to learn more, and I want to work in a plant nursery, and do things like this for a career."

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. Farm management data points are measured daily, weekly, and seasonally to 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; and number of meals prepared featuring farm produce. The following victim service data is reviewed 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.

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.

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.

Responsibilities of the following four program staff include farm management, support group/workshop facilitation, field-to-table meal preparation/service, and general victim advocacy:

1.) Christina Lane, Farm Co-manager, is a Certified Domestic Violence Advocate. She was one of the first employees of the agency and planted the first garden on the farm. She brings nearly a decade of farming experience and contributes 100% of full-time focus to program.
2.) Savannah McGuire, Farm Co-manager, is a graduate of the UK Sustainable Agriculture program and Certified Domestic Violence Advocate. She brings agricultural research, land and water management experience, and a network of agricultural partnerships. McGuire contributes 100% of full-time focus to program.
3.) Tim Perkins, Food and Nutrition Specialist, brings Chef de Cuisine experience to his program role and is a Certified Domestic Violence Advocate. His experience as a culinary trainer benefits activity-based kitchen workshops for program participants. Perkins contributes approximately 60% of his full-time focus to program.
4.) Part-time Seasonal Farm Worker, TBD, assists with day-to-day operations of the farm during the busy harvest season.

Darlene Thomas, Executive Director, is a long-time and nationally recognized advocate for victims of intimate partner abuse. Diane Fleet, Associate Director; Diane Willoughby, Finance Director; and Corissa Phillips, External Relations Director, provide program oversight. Collectively, service and administration staff bring more than 85 years of collective experience to the program.

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.

Our farm program responds to community wellness and safety priorities of services to support victims of domestic violence. Research and practice indicate that access to safe, confidential programming that responds to the holistic needs of victims, especially intersecting poverty and health ramifications of abuse, reduces likelihood of re-victimization.

Partnerships with area colleges provide assistance with farm operations. Local gardening clubs provide seeds and used tools. Food donations from Glean Kentucky, God's Food Pantry, and FoodChain augment our annual harvest. Partnerships with Seedleaf and local landscaping companies provide yard waste for composting. The program also benefits from marketing associated with Kentucky Proud certified producer.

The farm provides tangible and meaningful opportunities for individuals and companies to understand our mission and participate in solutions that nurture lives harmed. Contributions are made to the farm's operation through volunteer service projects and purchase of value-added products from the farm, such as weekly flowers and handmade soaps, lip balms, and bath salts.

A diverse funding model provides program support, including a portion of our agency's 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 funding from the Kentucky Justice and Public Safety Cabinet; and revenue generated from fund raising and previously mentioned farm-based enterprises.

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?

Our agency and program policies commit to safety and self-determination for all persons who have suffered domestic violence. We are dedicated to inclusion and non-discrimination in our organization and the community, and we honor the link between domestic violence and other forms of oppression. These commitments are set forth in a comprehensive non-discrimination and inclusion policy that exceeds federal requirements

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

Facility parking, walkways, entrances, and corridors meet ADA Accessibility Guidelines for Buildings and Facilities. Farm programming and services often are adapted to meet physical, mental, and other disabilities as determined by need of participants. As previously discussed (see section 5.1.1), issues of poverty and economic distress are common during and following domestic violence. For this reason, all agency services, including farm programming, responds to financial needs and barriers to self-sufficiency, while providing opportunities for economic stability.

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.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

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 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 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**

Program Name **Trauma-informed Farm Program**

FY 2021 (July 1, 2020--June 30, 2021) 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	125,675	50,000	75,675
Part-Time	1	15,000	0	15,000
Total Salaries		140,675	50,000	90,675
3. Consultant Services	$	0	0	0
list details	No paid consultants will be contracted to provide program services.			
4. Space/Facilities	$	20,600	0	20,600
list details	Reflects a percentage of the shelter mortgage, utilities, and maintenance attributed to farm program operation. Program services are not delivered from an LFUCG owned building or office space.			
5. Operating Expenses	$	19,750	0	19,750
list details	Includes program consumables (seeds, fertilizer, etc), supplies, and equipment direct costs and a percentage of annual phones, printing, and business expenses attributed to farm program operation.			
6. Scholarships / Stipends	$	20,000	0	20,000
list details - numbers & amounts	Includes stipend payments made directly to victims participating in the program's job training.			
7. Other	$	800	0	800
list details	Includes fees related to annual certifications, professional membership groups, and journal subscriptions/publications.			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	201,825	50,000	151,825

Cost per Program Participant: $ 673

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**: 03/30/2020