



# Request for Applications

## *H<sub>2</sub>O to Grow Water Access Pilot Grant Fund*

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The Unified Government of Wyandotte County and Kansas City, Kansas (UG) is seeking applications from local residents and organizations looking to grow fruits and vegetables, reduce water run-off, and improve their community. This Request for Applications (RFA) offers local growers the opportunity to have a water tap installed for free, based on how well they fulfill a set of criteria. Essentially, the more criteria you meet, the higher you score, and the more likely we are to fund the full cost of your water tap and tap installation.

### Introduction

Since 2009 Wyandotte County has ranked as one of the least healthy counties in the state of Kansas. Our residents die too young, don't get enough exercise, and eat too few fruits and vegetables. According to the U.S. Department of Agriculture, more than 18,000 residents have low access to food. Unhappy with these statistics, community residents and leaders came together in 2011 to create a plan for improving health. These recommendations now serve as the blueprint for creating a better, healthier future for everyone in Wyandotte County.

A group of citizens and organizational leaders who helped craft those recommendations recognized access to water as a major barrier to healthy food access in Wyandotte County. Called H<sub>2</sub>O to Grow, the coalition has worked for nearly two years to partner with the Unified Government, the Board of Public Utilities, and everyday citizens to improve water access and make healthy eating easier for everyone. This project is a direct result of their efforts and partnership with the Unified Government's Health Department and Department of Public Works.

### Grant Criteria List

This list contains a set of criteria that will earn you points towards having a funded application. The first two elements are not optional; they are requirements for eligibility, meaning that any applications that do not satisfy these requirements will not be considered for funding. They are very important!

Below the eligibility requirements, applicants will find a list of ten factors that will earn their application points in the scoring process. The total number of possible points an applicant can earn are indicated in [brackets]. Every application must address at least three criteria to be eligible for review.

#### Eligibility Requirement:

**Nonprofit or not for profit status or sponsorship.** All applicants must partner with a nonprofit or not for profit organization who agrees to provide assistance to the person or persons looking to grow on the site. That organization has to commit to care for the site for the full term of the grant, act as a fiscal manager, and assume liability for the site. Growers can contact churches, Neighborhood Business Revitalization (NBR) organizations, neighborhood associations, nonprofits and others to serve in this capacity. This partnership must be reflected in a Memorandum of Agreement (*see Attachment A*), signed by an authorized representative from the organization and the lead grower, and submitted as part of the application.

**Size.** Only applications whose projects grow on 10,000 square feet or more will be considered.



## Scored Application Elements [worth up to 105 points]:

1. **Operations and maintenance plan [20 points, 400 words max].** Explain the scope and objective of the growing endeavor. Please describe the project management team members, their relevant experience and management qualifications, and why this group is ready to undertake such a project. Also detail how the project site will remain free of code violations. Applicants with outstanding plans can earn up to 20 points for this criterion.
2. **Water conservation strategies [10 points, 200 words max].** Applicants who employ one of the options below can earn up to ten points for this criterion. Possible strategies include:
  - a. Building a system where storm water is redirected and captured for growing food (e.g., water catchment for irrigation, swales, rain gardens), or
  - b. Building a system that conserves or uses less water for growing than typical overhead watering (e.g., drip tape, soaker hoses).For more info, please see Tips on Applying (*Appendix B*) or Glossary of Terms (*Appendix C*).
3. **Soil conservation strategies [10 points, 200 words max].** Applicants who employ one of the options below can earn up to ten points for this criterion. Possible strategies include:
  - c. Demonstrating soil conservation through organic growing practices, composting, no-till or minimal tillage practices, intercropping, or cover-cropping.
  - d. Planting trees or other perennial crops to improve water percolation and retention.For more info, please see Tips on Applying (*Appendix B*) or Glossary of Terms (*Appendix C*).
4. **Vacant land [10 points, 200 words max].** Growers who take on responsibility for a UG-owned, vacant, or Land Bank lot for 12 or more months can earn up to ten points. Responsibilities for growing on such a site include leasing the land, mowing, maintaining and picking up trash.
5. **High-runoff locations [10 points, 200 words max].** Planting in a location that is at a higher risk for storm water runoff and erosion (e.g., top of a hill, site with asphalt / gravel / highly compacted soil) or collection (e.g., flood plain or gully) can earn up to ten points. Growers must demonstrate that the garden's practices reduce the location's burden on city infrastructure.
6. **Beautification [10, up to 15 points, 300 words max].** Applicants who plan to install fencing, plant flowers, or make other aesthetic improvements to demonstrate the addition of a neighborhood amenity can earn up to ten points. Up to five additional points will be awarded for improvements to a site that currently contributes to blight. Applicants are encouraged to submit photos of a site they plan to transform that is currently blighted and describe their plans for turning it around.
7. **Food desert [10 points, 200 words max].** Growers who plant in a low-income or low-food-access neighborhood can earn up to ten points. Food production is required within 12 months of planting, as is documentation of low access (see *Tips on Applying, Appendix B*).
8. **Neighborhood engagement [10 points, 200 words max].** Applicants who partner with neighbors or schools, offer educational workshops, or create mentoring / apprenticeship programs can earn up to ten points.
9. **Community benefit [5 points, 100 words max].** Applicants who commit to donating a portion of the food they grow to local food pantries or schools, or selling their produce at local farmers' markets can earn up to five points.
10. **Planning practices [5 points, 100 words max].** Growers who use pre-planting assessment and planning tools such as water audits, crop mapping, and soil testing can earn up to five points.



## Required Application Documents

Applications to the H2O to Grow Grant must include the following:

1. **Grant criteria explanations.** For every grant criterion they choose to address, applicants are encouraged to submit no more than the maximum word count listed in [brackets]. This means that the entire application should be no more than 2100 words.
2. **Design drawings for preferred site #1.** Please illustrate planned changes to the existing site, proposed agricultural use (garden, orchard or farm), and water catchment systems. Any site modifications (e.g., raised bed planting areas, composting activities, fencing, structures, etc.) should be illustrated and noted on a simple site design drawing.
3. **Signed copy of the Sponsorship Memorandum of Agreement** (see *Appendix A*). Relevant only if applicants are not already a nonprofit or not for profit.
5. **Water Tap Cost Estimates** (see *Appendix B* for more information). Applicants must submit a competitive bid from a plumber based in Wyandotte County that breaks out all costs (parts, labor, fees, etc.)

## Deadline

All application materials must be submitted to Wesley McKain at Healthy Communities Wyandotte by August 22, 2013. Applications received by the deadline and meeting all requirements outlined in this request for proposals will be scored by a committee of community representatives and experts representing grant criteria. Scored applications will then be reviewed by the Director of Public Works who will select projects to be funded. Notice of awards will be distributed by October 1, 2013.

Application materials may be submitted electronically or in hard-copy. Those submitted electronically must be emailed by 4:00 p.m. Central Daylight Time on August 22, 2013 with forms attached as .doc, .docx, or .pdf files. Site drawings may be submitted as .jpeg files. Applications submitted in hard-copy must be received by 4:00 p.m. on August 22, 2013. Please address all applications to:

Wesley McKain  
UG Public Health Department  
619 Ann Avenue  
Kansas City, KS 66101  
[wmckain@wycokck.org](mailto:wmckain@wycokck.org)

Please feel free to contact Wesley if you have any questions or concerns about application procedures, requirements and the like. He can be reached at 913-573-8833 or through the email address listed above. If you need in-depth support, please schedule an appointment to meet with him before the application deadline.

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

## Eligibility Requirements

Applicants may not limit garden participation with regard to race, color, creed, national origin, age, sexual orientation or gender (except in instances when age or gender is a stated condition or admission to the project and is so disclosed in the grant application).



## APPENDIX A: Sponsorship Memorandum of Agreement

This AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 2013 is between \_\_\_\_\_ and \_\_\_\_\_ for one year from the H<sub>2</sub>O to Grow grant award date.

### The sponsoring organization agrees to:

1. Provide fiscal oversight of the grant award to ensure grant funds are spent appropriately and all grant reports are submitted in a timely manner.
2. Provide operational oversight and assume responsibility for the site in the event that the garden/farm is unable to maintain responsibility for the site.
3. Work with the community garden/urban farm to accomplish the list of criteria set forth in this grant application, including active participation in a site management and operations plan.
4. Participate in at least two site visits with the community garden/urban farm.
5. Ensure proper maintenance of the site as to prevent it from becoming a public nuisance or neighborhood eyesore.

### The gardener/farmer agrees to:

1. Be responsible for ongoing water costs, including the water bill.
2. Work hard to become a good grower and to build a successful community garden or urban farm.
3. Work with sponsoring organization to create a long-term operations and maintenance plan.
4. Manage their plot in ways that improve the soil and prevent stormwater runoff.
5. Participate in at least two site visits with the nonprofit/not for profit sponsor to provide updates on the progress of the community garden/urban farm.
6. Clean up the site at the end of the season; be responsible for winter maintenance.
7. Keep the garden/farm plots free from trash. Keep the site mowed. Ensure proper maintenance of the site as to prevent it from becoming a public nuisance or neighborhood eyesore.
8. In the event that the gardener/farmer can no longer maintain the site, they must notify the sponsoring organization in a timely manner so a management plan can be developed.

**FAILURE TO LIVE UP TO AGREEMENTS may result in a repayment of grant funds and, if using Unified Government property, may result in a forfeiture of the site.**

### Signatures:

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Name of garden/farm representative

Date

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Mailing Address

Phone

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Name of sponsoring organizations

Date



## APPENDIX B: Tips on Applying to the H<sub>2</sub>O to Grow Fund

PREPARED BY THE H<sub>2</sub>O TO GROW COALITION, an ad hoc group of gardeners, farmers, and food educators/activists that works to improve water access for growing good food in Wyandotte County.

1. Get **TECHNICAL ASSISTANCE**: We encourage you to get technical assistance (TA) in putting your grant application together. Because the H<sub>2</sub>O to Grow Fund is designed to promote good water and soil management strategies, use of Wyandotte County Land Bank land, alleviation of blight, and community engagement and benefit, putting your project together to meet as many of these criteria as possible will make your grant more competitive. The TA providers below have been part of developing the rating system and can help you both with figuring out how to address the rating criteria and with writing your application so the review committee can understand your project.
  - Get Growing KC/ Cultivate Kansas City: Teresa Kelly, [Teresa@cultivatekc.org](mailto:Teresa@cultivatekc.org), 913-944-7655
  - Get Growing KC/ KC Community Gardens: Bobby Wright, 816-231-4135, [bobby@kccg.org](mailto:bobby@kccg.org), or Sharon Goldstein, 816-931-3877, [Sharon@kccg.org](mailto:Sharon@kccg.org)
  - Kansas State University Extension: Linda Quinn, [lvquinn@k-state.edu](mailto:lvquinn@k-state.edu), 913-299-9300
2. Give yourself and your TA provider **TIME** to develop the project and the application: While the application is short, it has a lot of different elements that will need to be researched and developed! This is not a proposal that can be written in the three days before deadline. We suggest beginning the process at least 5 weeks before the August 22 deadline, to give the plumbers time to visit your site and prepare bids, to give yourself time to sort through soil and water management strategies, community engagement, etc. and to give your TA provider time to assist you and review proposal drafts and make suggestions.
3. GET **BIDS FROM CERTIFIED PLUMBERS** for water connection: Get 2-3 bids from plumbers certified to do BPU water connections, since our experience as fellow growers is that there can be big differences in the prices plumbers offer for the same job. A comprehensive list of plumbers is attached that the BPU has provided. Some of the gardens and farms in our coalition have worked with the plumbers listed below, who have committed to:
  - Respond quickly to requests for bids so you can meet the grant proposal deadline.
  - Offer competitive prices to multiple gardens/farms.
  - Be available for installations in the fall, with work to be completed by December 31, 2013.
  - Want to be publicly recognized for their support of a better quality of life for WyCo residents through healthy eating. Funded organizations will be asked to put signage at the site naming the partners that helped make the garden possible; we are also asking gardens/farms that have web sites to feature the logos and/ or names of the partners for 12 months after installation.

Company*	Contact for Bids	Phone	Email
<b>Vielhauer Plumbing</b>	Mike Vielhauer	913-268-9385	
<b>Stanger Industries</b>	Matt Stone, Plumbing Supervisor	816-861-2800; 816-285-5927	<a href="mailto:mtstone@stangerinc.com">mtstone@stangerinc.com</a>
<b>Dove Construction Company</b>	Arthur Easterwood	913-999-3009	

\* This list is not an endorsement but a sharing of information about plumbers that other growers have had experience with. Please email us at [info@getgrowingkc.org](mailto:info@getgrowingkc.org) or call (816)226-7979 to share your experience with these and other plumbers, and to suggest other certified plumbers for this short list.



When requesting a bid from a plumber:

- You must get a bid that breaks out the cost of BPU fees and permits, materials, excavation, and labor. You will need to submit a copy of the winning bid with your proposal, and it will need to have these costs separated.
- Find out if your location previously had water service. If it did, you should not be charged a System Development Fee. Make sure that the plumbers preparing bids are aware of this.
- Look to make sure there is a one-year warranty on materials and workmanship.

4. **DEVELOP A PLAN** for managing stormwater, building your soil, conserving water, and being a good neighbor! There are a lot of pieces to this application, and the more fully you address each of them, the more successful your application will be. A solid plan will also help you as a grower set out on a growing project that will be sustainable and manageable.

5. **OTHER RESOURCES**

Tree & Fruit Tree/bush planting

- Giving Grove- fruit tree planting, Rob Reiman, 816-931-3877, [rcreiman@gmail.com](mailto:rcreiman@gmail.com)
- Heartland Tree Alliance- tree planting, Noelle Morris, 816-561-1087

Rain gardens

- Keep Kansas City Beautiful- rain gardens Sadie Gardner, 816-561-1087

Water Catchment Systems & Growing Practices

- Get Growing KC/ Cultivate Kansas City: Teresa Kelly, [Teresa@cultivatekc.org](mailto:Teresa@cultivatekc.org), 913-944-7655
- Get Growing KC/ KC Community Gardens: Bobby Wright, 816-231-4135, [bobby@kccg.org](mailto:bobby@kccg.org), or Sharon Goldstein, 816-931-3877, [Sharon@kccg.org](mailto:Sharon@kccg.org)
- American Rainwater Catchment Systems Association, <http://www.arcsa.org/>
- Stormwater management that could be applied to urban lots: <http://bit.ly/11cGF0v>
- Fish Scale Swales:
  - <http://bit.ly/176Amjw>
- No-till Methods to build soil and manage water:
  - <http://bit.ly/176AsHl>
  - <http://bit.ly/196WG9M>
  - Examples of projects: <http://bit.ly/1bB8elc>
  - Stormwater management: <http://bit.ly/11z1LBB>
  - Large scale, adaptable for urban lots: <http://bit.ly/10got7k>
  - Blog with interesting suggestions for sites with not root to catch the rain: <http://bit.ly/10gotV2>
  - Rainwater catchment calculations: <http://bit.ly/11cH8j8>

Neighborhood Engagement

- Livable Neighborhoods (to find out what neighborhood your garden/farm is/will be within and the neighborhood association and/ or Neighborhood Business Revitalization organization that represents that area): Andrea Generaux, [ageneraux@wycokck.org](mailto:ageneraux@wycokck.org), 913-573-8645
- The Historic Northeast Midtown Association: Elnora Jefferson, [ejefferson@kc.rr.com](mailto:ejefferson@kc.rr.com)
- Kansas State University Extension: Linda Quinn, [lvquinn@k-state.edu](mailto:lvquinn@k-state.edu), 913-299-9300

Land Bank Land

- Wyandotte County Land Bank: Chris Slaughter, [CSlaughter@wycokck.org](mailto:CSlaughter@wycokck.org), 573-8977



## APPENDIX C: Glossary of Grant Terms

PREPARED BY THE H2O TO GROW COALITION, an ad hoc group of gardeners, farmers, and food educators/ activists that works to improve water access for growing good food in Wyandotte County.

### ***Blight***

a problem that happens when buildings are in poor condition due to abandonment or neglect, or when vacant lots are overgrown with un-mowed grass, weeds and trash from litter or illegal dumping.

### ***Erosion***

The washing away of soil by the flow of water; can result from too much tilling, bare soil without plant cover, low organic matter in the soil which makes it vulnerable to compaction, and hills or steep inclines.

### ***Fiscal sponsorship***

An organization that takes legal and financial responsibility for a project managed by another individual or group without tax-exempt status or legal structure. The sponsor ensures that the commitments made under a grant award, including programmatic and financial commitments, are fulfilled and reported on to the funder and others according to law.

### ***Nonprofit/Not for profit organization***

An organization that uses extra revenue to achieve its goals rather than distributing money as profit; can be a 501 c(3) tax exempt organization, a neighborhood organization, or other community organization. The organization must be registered with the Kansas Secretary of State.

### ***Plumbing bid***

An estimate of costs to perform installation of water tap and associated piping. It is not a bill- it is a suggested cost that can be compared to other bids to help select a plumber that meets your budget. Once you have accepted the plumber's bid, they are obligated to do the work within the estimate they provided you.

### ***Soil management/soil conservation***

Methods of gardening and maintaining land that improve soil quality (organic matter and nutrient levels), prevent erosion from rain or wind, and ensure that any application of nutrients (organic or chemical) or pesticides (organic or chemical) do not migrate off the land into groundwater or onto adjoining properties.

### ***Storm water runoff***

Unfiltered water that runs over a site during a rain storm, picking up soil and pollution as it flows.

### ***Storm water management***

Methods of capturing rain water on a site to absorb and clean it on that site, preventing it from running off the site into the sewer system.



### ***Water conservation***

The preservation and careful management of water resources. For a garden or farm, it can mean using the minimum amount of water necessary to maintain plant health and productivity ( for example, through using soaker hoses, drip irrigation, timed waterings, etc.), managing the soil in such a way that water is held in the soil rather than running off (through mulching, plantings that capture rain and slow down the movement of water across the soil surface, improving soil structure through addition of compost and organic matter, planting crops and ground covers whose root systems and leaf canopies slow rainfall down and hold water), and capturing rain water to reuse for irrigation through collection systems off rooftops or impermeable surfaces.

### ***Water catchment system***

A system to capture rainwater and store it for irrigation. It can involve capturing rain water from an existing roof and downspout into a container such as a rain barrel, or can be an above-ground or underground structure designed for a specific site.