



**Minnesota Pollution Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Minnesota GreenCorps Host Site Application

**Program Year 2011 - 2012**

*Doc Type: Application*



**City Instructions:** The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). Please complete the application, answer all questions, and send via e-mail to [mngreencorps.pca@state.mn.us](mailto:mngreencorps.pca@state.mn.us). For more information, refer to the *2011-2012 Minnesota GreenCorps Host Site Application Guide*. Applications must be submitted electronically by **5:00 p.m. on Thursday May 5, 2011**. If you have any questions, please contact Stephanie Souter at 651-757-2749 or e-mail at [mngreencorps.pca@state.mn.us](mailto:mngreencorps.pca@state.mn.us). Letters of support/Board resolutions may be faxed to the attention of MN GreenCorps at 651-215-0246 if unable to include electronically as a scanned document. Please note, operation of the 2011-2012 program year is contingent on funding.

Completed application checklist:

- All sections and questions answered.
- Board resolution from governing board and/or authorized representative (or expected timeline to submit it).
- Letters of support from any identified partners (either internal or external).
- For non-profit applicants: Proof of eligibility: 501(c) (3) status.

## I. Applicant and Project Information

Name of legal applicant organization: City of Saint Paul

Mailing address: 1100 Hamline Avenue N

City: Saint Paul State: MN Zip code: 55104

Main project contact: Cy Kosel Title: Natural Resources Manager

Phone: 651-632-2412 Fax: 651-632-5115

E-mail: cy.kosel@ci.stpaul.mn.us Web site: stpaul.gov/naturalresources

What type of host site is your organization (check one):  **New**  **Renewing**  
*Renewing host sites are not guaranteed selection as a 2011-2012 host site. Performance during previous years of the program will be taken into consideration.*

**Identify any partner organization(s) which would be involved in a MN GreenCorps member's project through this application:**

**Contact information for authorized representative** (individual responsible for signing legal agreements in your organization):

Authorized representative name: Michael Hahm Title: Parks and Recreation Director

Mailing address: 25 West 4<sup>th</sup> Street

City: Saint Paul State: MN Zip code: 55102

Phone: 651-266-6400 Fax: 651-292-7405

E-mail: michael.hahm@ci.stpaul.mn.us

Please indicate your organization type:

- Government agency (local, regional, state, tribal, or federal)  
*(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)*
- School district
- 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- Not for profit institutions of higher education

How many MN GreenCorps members are you applying for?  One  Two

Please specify the number of members you are requesting. For each focus area you may choose only whole numbers (e.g., 1 or 2). Applicants may not request more than two members. Refer to Application Guide for position descriptions.

| Position type       | Members requested | Position type                  | Members requested |
|---------------------|-------------------|--------------------------------|-------------------|
| Energy Conservation |                   | Waste Prevention and Recycling |                   |

## II. Narrative Questions

Carefully review the pre-scoped position description(s) for which you are considering a MN GreenCorps member. Details of the member position descriptions can be found in the accompanying document *Minnesota GreenCorps Host Site Application Guide 2011 - 2012*.

For each project for which you are requesting a MN GreenCorps member (if more than one), please respond to the following questions, in the provided text boxes.

### Project Scope and Proposed Member Activities

1. Provide an overview of the direct service project you propose, and how the project fits with MN GreenCorps' pre-scoped position description. Include the **project goals and objectives**, and **specific activities** that relate back to the position description. *If the position for which you are applying included a "track" option, please identify which track you are selecting (e.g., green infrastructure: stormwater or forestry).*

The Living Green Minnesota GreenCorps member will work with Saint Paul's forty existing community gardens and burgeoning urban agriculture programs and align them with policy created by the Saint Paul and Ramsey County Food and Nutrition Commission. The commission is working to expand urban food production and local food access within city neighborhoods and throughout the county. The member will assist with aligning city resources with commission recommendations through the promotion of backyard gardening, establishment of community urban agriculture partnerships, and identifying public land for urban food production. Saint Paul's existing program for overseeing community gardening is called Blooming Saint Paul and is managed through the Arts and Gardens Unit within the Parks and Recreation Department.

The goal of the project is to increase opportunities for people to grow their own food in the city of Saint Paul. This will be done through the following objectives:

- promotion of residential and backyard gardening through the Blooming Saint Paul program
- promotion of local food production resources and venues for purchase to the citizens of Saint Paul
- survey and promote available land for urban agricultural activities
- establish private/public partnerships for the production of food within the city limits

The member will develop web-based and print-based educational and marketing campaigns to help the community engage in the developing local food system. This will be in partnership with urban agriculture community organizations (Community Design Center, Afro-Eco, Frogtown Farms, Pig's Eye Community Farm, etc.), the Saint Paul Farmer's Market, the Department of Planning and Economic Development, the Food and Nutrition Commission and the Ramsey County Department of Health.

The Minnesota GreenCorps member will also do research and work with partners to determine the environmental and health impacts of urban food production. Research will include looking at programs in Seattle, Portland, Milwaukee and Detroit and working with the Ramsey County Department of Health.

2. Provide an estimated and realistic monthly timeline of the member's activities.

The GreenCorps member will attend all Food and Nutrition Commission, Natural Resources Section, and Arts and Gardening Unit meetings during their assignment. They will also:

August – October 2011:

- Establish relationships with city departments involved in zoning and use of land
- Identify city policy as it pertains to urban agricultural activities
- Survey available land in one City Ward; determining owners, usability, and any barriers to developing the land for food production
- Create an outline of possible promotion of surveyed land

November 2011 – February 2012

- Survey available land in three City Wards; determining owners, usability, and any barriers to developing the land for food production
- Finalize manner of promoting surveyed land to communities via print, web, etc.
- Promote community involvement in vegetable gardening through the Blooming Saint Paul Awards program
- Develop community outreach opportunities for homeowners through the Blooming Saint Paul program
- Support the planning of urban agricultural opportunities to begin in spring of 2012

March – May 2012

- Survey available land in the remaining three City Wards; determining owners, usability, and any barriers to developing the land for food production
- Support the installation of community-based urban agricultural initiatives through providing coordination of resources and expertise
- Promote land opportunities to the public
- Promote gardening resources to home-owners

June – July 2012

- Promote land opportunities to the public
  - Identify potential projects for the following year
  - Continue support for installation of community-based urban agricultural initiatives
  - Finalize reports and activities
3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position.

With the establishment of the Food and Nutrition Commission just eight months ago and heavy demands on city budgets, there is no staff within the city to work at integrating the findings and recommendations of the commission into the day-to-day activities of the public and urban food growers. If this integration is established, there are staff within each department who will then be responsible for implementing the food and nutrition policies. This is an activity that has an end point and helps to establish a clear path to more food production that city staff will then be able to support.

## Community Need/Involvement

1. Describe why you chose this area, including a discussion of how the proposed project will have a positive environmental impact on the community(s) that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations.

The impact of food production, preparation and distribution has a huge impact on our environment. Food grown locally can be picked when it is ripe, thus providing more nutrients to the consumer. Local food is not shipped tremendous distances, thus polluting the environment less. But there are also the community impacts of having more active green space within the neighborhoods of the city. These impacts are seen in research conducted by the University of Illinois – Champagne/Urbana, where active green spaces in communities provide healthier neighborhoods with less crime, more unity and healthier behaviors. Local food also keeps the money spent on food in the area, instead of leaving the area to provide the overhead of national and multi-national businesses

The people most affected by a broken food system are the under-represented and economically disadvantaged. Food desserts have been created in inner-city neighborhoods where it is hard to find easily accessible healthy food. The Food and Nutrition Commission is focused on dealing with these disparities and so will this program through the promotion of growing food opportunities in disadvantaged neighborhoods. .

2. What opportunities do you see for broader involvement by community members, including mobilizing volunteers, with the MN GreenCorps project(s) you are applying for?

The local food issue is a broad and complex one. The GreenCorps member will be directly involved with communities and individuals who want urban food production opportunities. The GreenCorps member will also be partnering with the Food and Nutrition Commission which has community representatives and a direction to integrate with the full community. Opportunities will include establishing and planting gardens, identifying and creating access to land and resources. Currently, communities in Saint Paul are looking at community based resource hubs for food production. These are grassroots driven centers throughout the city that can help to provide resources. This is another way that community members will be involved.

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully engaged in the project? Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

City Departments of Planning and Economic Development, Public Works and Parks and Recreation – these are all departments that own land within the city. As such, they partner together to look at land use issues and opportunities for food production

Ramsey County Department of Health – the Health Department currently staffs the Food and Nutrition Commission and does research on food and health within Ramsey County and the City of Saint Paul. We will work with them to determine areas of need and opportunity, including understanding and tracking the impact of healthy food.

The Saint Paul and Ramsey County Food and Nutrition Commission – we will partner with the commission to development food production implementation strategies as they develop policy recommendations.

Office of the Mayor, Saint Paul City Council and District Councils – we will partner with the administrative structure of Saint Paul to determine direction and resources available to communities.

Non Profits: Gardening Matters, Afro-Eco, Frogtown Farm, Permaculture Research Institute, Community Design Center, Keystone, Wilder Foundation, etc. – partner to identify additional resources and communities that are interested in urban food production, as well, as outreach to underserved communities and the disadvantaged.

For-Profit Businesses: Pig’s Eye Community Supported Farm, Egg/Plant Urban Farm Store, nurseries, restaurants, etc. – partner through the commission to determine local food needs and outlets for urban produced foods.

## Organizational Capacity and Commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization’s mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members.  
The City of Saint Paul Parks and Recreation Department services the community of Saint Paul through providing facilities and open spaces where people can recreate. The department consists of more than six hundred permanent staff whose numbers swell in the summer time to more than fifteen hundred.

### Mission Statement

To help make Saint Paul the most livable city in America, Saint Paul Parks and Recreation will facilitate the creation of active lifestyles, vibrant places, and a vital environment.

2. Describe how your organization’s current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate.

Prompts for each focus area:

- Energy conservation– status of data collection (e.g., B3); commitment to reducing Greenhouse Gas (GHG) (ICLEI, mayor’s climate pact, etc.); current outreach efforts.
- Waste prevention/recycling – current status of recycling/organics program; how your organization will measure progress in waste reduction/recycling.
- Living green – experience with environmental campaigns and outreach efforts; recent efforts in working with the public; budget for materials/supplies for public outreach; community assets available.
- Green Infrastructure – organization’s level of support for forestry and/or stormwater program; Tree City USA standing; inventory status (for trees or stormwater Best Management Practices (BMPs); current outreach efforts related to stormwater (e.g., Blue Thumb) and/or forestry (e.g., Arbor Day).

Saint Paul’s program for community gardening is called Blooming Saint Paul. Although Blooming Saint Paul is not a big program budgetarily, it has a large impact and outreach to the gardening community. Campaigns include the annual Blooming Saint Paul Awards program and annual hanging basket sponsorships. There is also community gardening outreach and development. There is a budget of \$2,000 for outreach materials, but that is augmented by the many avenues for outreach that are available within the city system; libraries, district councils, recreation centers, etc. The Blooming Saint Paul program works with many city departments, but it is housed in the Natural Resources Unit of the Parks and Recreation Department.

The City of Saint Paul hosts 14 Americorps VISTA members on an annual basis. The Natural Resources Unit hosted a VISTA member for the last three years and a GreenCorps member for the last two years.

3. A host site supervisor must be able to provide **at least 0.08 full time equivalent (FTE) per member, which equates to a minimum of 3.2 hours each week** to review member activities, provide guidance, and set future goals. **The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.**

Please provide the contact information, and background/qualifications of the staff member(s) in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member(s) from September 2011 through August 2012.

### Information for primary on-site supervisor:

Focus area: Living Green

Supervisor name: Mark Granlund

Title: Arts and Gardens Coordinator

E-mail: mark.granlund@ci.stpaul.mn.us

Telephone: 651-632-2454

Describe the background and qualifications of the supervisor:

Day-to-day supervisor of the Living Green Minnesota GreenCorps member will be Mark Granlund, the Arts and Gardens Coordinator for the Department of Parks and Recreation. He will provide 0.1+ FTE in supervision time.

Mark has been coordinating gardening programming for seventeen years with the City of Saint Paul. He began the education department at the Como Park Zoo and Conservatory and, since leaving that position in 2002, developed the Blooming Saint Paul program that promotes, recognizes and celebrates gardening within the City of Saint Paul. He is annually responsible for the maintenance of five hundred hanging baskets, three hundred garden beds and one hundred and fifty planters. He works extensively with the community. He has been Board Chair for Gardening Matters and has received many awards, including an acknowledgment for "significant contribution for Civic Improvement" from The Garden Club of America.

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**Information for primary on-site supervisor** (if applying for a second member):

Focus area: \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe the background and qualifications of the supervisor: \_\_\_\_\_

4. Minnesota GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not necessarily bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.

There are many opportunities for professional development and training in the Department of Parks and Recreation. There are regular trainings in equipment handling, driver safety, first-aid and CPR. The GreenCorps member will also be encouraged to take workshops and attend conferences dealing with urban food production, community organizing and related topics. There are many of these opportunities available through Gardening Matters, the Permaculture Research Institute and other community training organizations. Staff support is encouraging and professional. The Blooming Saint Paul program has horticulture experts and the coordinator has twenty years experience in community organizing around gardening issues. The GreenCorps member will also have access to environmental experts within the Natural Resources Section well versed in native plants, trees, rain gardens and plant propagation.

5. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed?

There is not a large budget for materials within the program (about \$2,000), but Blooming Saint Paul partners with the community to leverage resources into a completed professional product. The GreenCorps member will also have the resources of the Department of Parks and Recreation, from vehicles to rototillers, to help accomplish activities.

6. Describe the office space (with approximate square footage) the member will occupy and the equipment and services that will be made available to allow them to carry out their work (computer, telephone, email address etc).

As such, the Minnesota GreenCorps member will be provided a eight foot cubicle, a computer, phone and all basic office machines; copier, printer, etc. Once on site, they will have access to vehicles and equipment operators necessary to complete any activity pertaining to community gardens and urban agriculture.

7. Is your organization able to assist your member in securing local affordable housing? (*not required*)  Yes  No

8. Transportation requirements for member service activities: *Please keep in mind that some of our member applicants may not own a personal vehicle.*

- An organizational vehicle is available for service related activities.
- Personal vehicle may be necessary for member tasks and host site can reimburse mileage.
- Personal vehicle may be necessary for member tasks and host site *cannot* reimburse mileage.
- Public transit and/or a bicycle is adequate for the MN GreenCorps member to complete his/her tasks
- Bus passes/tickets for member service activities are available from the host site.
- Service activities will not require much if any travel.

**Note:** Transportation for member service activities is *not required* by host sites.

## Outcomes

Review the overall program performance measures, as well as those associated with the position descriptions your organization is interested in. (See the *Host Site Application Guide*)

1. What are the estimated results of the member's service activities?

The City of Saint Paul will have an inventory of land available for urban food production, a clear and effective tool for communicating this information and an increase in food production within city limits.

2. Describe how the results identified above will contribute to the overall program outputs and outcomes, as well as the specific position description.

Blooming Saint Pal is concerned with beautifying Saint Paul and creating opportunities to grow food in the urban setting. These outcomes will help balance the outcomes of the overall program, as it currently is weighted toward the beautification aspects. The GreenCorps member will specifically provide a great step forward in integrating Food and Nutrition Commission recommendations into the day-to-day activities of city staff with the development of this product and communication plan as the commission will need a survey of land to move their proposals forward.

3. What methods and tools will be used to measure project effectiveness?

The projects effectiveness will be measurable in terms of number of areas identified for food production, increase in number of garden plots and by the number of projects completed or begun. This will be measured against current indicators. The inventory of available land will also be evaluated on its effectiveness to communicate effectively.

## Sustainability

1. How does this project fit into your organization's long-term goals?

It is a long-term goal of the City of Saint Paul to provide access to healthy food for its citizens and visitors. The Department of Parks and Recreation has a long-term goal of responding to their clients needs for recreation - gardening is the number one form of recreation in the country.

2. How do you see this work continuing after the MN GreenCorps members complete their service?

The systems created by the GreenCorps member will be used by staff in the Departments of Planning and Economic Development, Public Works and Parks and Recreation to plan land use policy. City staff will have a tool for integrating with the public around food production issues.

## Current or past Host Sites only

1. Identify the program year you participated in, focus area, number of members hosted.

2010, 2011, Green Infrastructure - Urban Forestry, 2 members hosted

2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you might build on these results if awarded another member.

The previous GreenCoprps members have been Urban Forestry members, a project that is wholly different than a local food project. But we will build upon some of the technology improvements created by the current GreenCorps member: improved webpages, a Facebook page, etc..

3. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results.

Project oversight will be a bit different in this project as the GreenCorps member will be working directly with a commission. The GreenCorps member will have to take into account more influences into the direction of their project and report back to more people and governmental entities. The member will receive more coaching on presentation to these entities.

**Note:** For current or past sites, site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with MN GreenCorps program staff may be taken into consideration.

## III. Board Resolution/Letter(s) of Support

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If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be select (see example). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

City Council resolution pending

**Note:** A Board resolution *must* be obtained before an agreement is executed, if applicable.

Please also provide letters of support from other partner organizations or even internal departments that MN GreenCorps members may provide substantial service to.