



# OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

To: The Honorable David Chiu, President, Board of Supervisors  
From: Naomi M. Kelly, City Administrator  
Re: Urban Agriculture Recommendation

Date: April 19, 2013

CC: Mayor Edwin M. Lee  
Members, Board of Supervisors  
Phil Ginsburg, General Manager, Recreation and Park Department  
Interested Parties

Pursuant to Ordinance 162-12 the City Administrator convened community stakeholders and departmental representatives to engage in a strategic planning process for urban agriculture. The effort was designed to provide baseline data, as defined, on urban agriculture activities. The strategic plan is attached.

It is clear that San Franciscans and their City government support urban agriculture. The City spends \$4.4 million on urban agriculture in the current year and we project City spending of \$3.6 million next year. Thousands of San Franciscans are involved in local urban gardens on public and private land throughout our City.

My office convened four working group meetings and three community town halls attended by departmental representatives and community members. We conducted more than 30 one on one interviews with key public stakeholders. This effort has produced original research which will be shared with the City agency that takes responsibility for this program.

My recommendation is as follows:

- 1. The Recreation and Park Department, San Francisco Public Utilities Commission, Department of Public Health and Department of the Environment should continue their leadership roles on urban agriculture.** Due to the unique constraints of the Charter and state law, it is impractical to establish an Urban Agriculture Program in one department with complete jurisdiction over all aspects of the urban agriculture area.

The Recreation and Park Department has unique jurisdiction over its lands, the San Francisco Public Utilities Commission controls the water, wastewater and power enterprises and use of ratepayer funds, and the Agriculture Commissioner in the Health Department has state mandated authority. Therefore, it is advisable that these departments, along with the Department of the Environment,

maintain their existing leadership roles in implementing urban agriculture programs and projects. Their existing programs, budgets and positions should remain at their respective departments.

**2. The Recreation and Park Department should be the lead agency for the Urban Agriculture Program.**

Notwithstanding the limitations outlined above, the Recreation and Park Department is the most logical place to house an Urban Agriculture program that convenes multiple departments. My basis for this recommendation is as follows:

(a) The Recreation and Park Department has Charter authority over its lands, meaning it can easily implement new and existing urban agriculture efforts.

(b) The Recreation and Park Department has properties throughout all of San Francisco, assuring geographic equity in the program.

(c) The Open Space Fund provides an ongoing, dedicated source of funding for the program.

(d) Through its partnership with the San Francisco Parks Alliance, the Recreation and Park Department has experience working with community partners in the urban agriculture space.

(e) Senior level management, up to and including the General Manager, express support for the program.

**3. San Francisco's public spending on Urban Agriculture is significant, and should be used to leverage new private investment.** Many City grant programs match public funds with private investment. Kaiser Permanente and other corporate funders have made community gardens a focus of their charitable giving. The San Francisco Foundation will also be making a new investment in this area. Given our existing public budget limitations and the robust funding urban agriculture currently enjoys, it is worth increasing private support for these programs.

I have appreciated the opportunity to work on this matter. My understanding is that the Recreation and Park Department will take the lead at the Board of Supervisors on presenting the proposal outlined in recommendation two. If you require further information, please contact Deputy City Administrator Linda Yeung or Bill Barnes, Project Manager, in the City Administrator's Office.



Edwin M. Lee, Mayor  
Philip A. Ginsburg, General Manager

**DATE:** April 9, 2013  
**TO:** Naomi M. Kelly  
City Administrator  
**FROM:** Phil Ginsburg, General Manager  
**THROUGH:** Dawn Kamalanathan, Capital Program Manager  
**CC:** Sarah Ballard, Director of Policy and Public Affairs  
**RE:** Urban Agriculture Program Administration

The Recreation and Park Department (RPD) proposes that the newly created Urban Agriculture Program, per San Francisco Administrative Code Sections 53.1 through 53.4, be administered by the Recreation and Park Department as outlined below.

RPD was actively involved in the interdepartmental working group that crafted a preliminary strategic plan for meeting the goals of the Urban Agriculture ordinance. RPD has also run a Community Gardens Program for over twenty years, and currently manages 25 community garden sites, 9 DPW sites and 1 PUC site. The following areas of expertise that extend beyond the Community Gardens Program make RPD a strong candidate for accomplishing the work of the new citywide Urban Agriculture Program:

- Fundraising
- Close, productive working relationships with other city departments
- Successful volunteer recruitment and management
- Inclusive, comprehensive community processes
- Established "partnerships pathway" for working in collaboration

The Department proposes to take the lead on advancing the Urban Agriculture Program by dedicating one full time FTE staff member to the administration and advancement of San Francisco's Urban Agriculture Program. This dedicated staff person will work closely with RPD's Community Gardens Program Manager (25% FTE for 1 staff member (5261 classification)), who is funded through existing Open Space funding for RPD Community Gardens Program and who has been actively involved with the interdepartmental urban agriculture strategic planning working group.

(See Next Page)



The Urban Agriculture Program Coordinator, housed within RPD, will perform the following tasks:

1. Work in close coordination with an interdepartmental staff working group comprised of representatives from departments that were actively involved in developing a preliminary strategic plan (such as RPD, SF Environment, DPW, PUC, Planning, Real Estate);
2. Work in close coordination with community stakeholder groups (such as SPUR, SFUAA) and individuals;
3. Outline year 1 deliverables and refine the strategic plan to accomplish these deliverables; such as
  - A. Identifying specific new sites and resource centers or “hubs” for urban agriculture, including specific budgets for each and opportunities for communal gardening;
  - B. Refine the strategy to reduce the waiting list for San Francisco residents seeking access to a community garden plot and to optimize plot use;
  - C. Expand the Department’s recently improved Community Gardens Program website pages to be even more of a citywide resource;
4. Provide technical assistance to community gardening and urban agriculture organizations;
5. Develop and distribute materials and resources for urban agriculture;
6. Evaluate, at the close of year 1, whether more resources are needed, and make recommendations to the Board of Supervisors.

FY 2013 Budget (for one-time Addback from Supervisor David Chiu):

100% FTE for 1 staff member (3374 classification) for 1 full calendar year	\$ 104,000
5% FTE for 1 RPD staff member (5261) to support work of 3374 Urban Agriculture Program Coordinator	+ \$ 16,000
Identified Urban Agriculture Program Funding through Addback	\$ 120,000



# Urban Agriculture Strategic Plan

## *Office of the City Administrator*

**Background:** On July 10, 2012, the Board of Supervisors passed legislation on Urban Agriculture, which designated that the Mayor's Office and/or the Office of the City Administrator should produce several items related to Urban Agriculture.

**Recommendation:** After careful review, the Office of the City Administrator recommends that the City move the Urban Agriculture program formally to the Recreation and Park Department (RPD). RPD will employ one-full time FTE that will spend 100% of their time on Urban Agriculture. This person will coordinate closely with the other staff working on Urban Agriculture in the City, (most notably 50% of an FTE at the Department of Environment and 25% of an FTE at the Public Utilities Commission), and they will serve as one point of contact for the public on Urban Agriculture and as "Urban Agriculture experts". The Recreation and Park Department will use all of the information gathered by the Office of the City Administrator over the last several months to inform their "work plan" on Urban Agriculture over the next year.

**Appendices:** Attached to this document are several items that were requested as part of the strategic plan:

- **Appendix A:** List of All Urban Agriculture Programs
- **Appendix B:** Count of all Active Sites and their Coordinators
- **Appendix C:** Accounting of all City Funding and Resources (and full-time equivalent positions spending more than 10% of their time on Urban Ag).
- **Appendix D:** Audit of Rooftops of City Owned Buildings potentially suitable for Urban Agriculture
- **Appendix E:** Waiting Lists for Community Gardens – what do other localities do?
- **Appendix F:** Urban Agriculture Needs Assessment
- **Appendix G:** Department Specific Urban Agriculture Programs
- **Appendix H:** Streamlined Application Process

The Office of the City Administrator would like to formally thank everyone involved in this strategic planning process over the last several months.

Program Name	Contact Name
18 Reasons	Rosie Branson Gill, Director
Agriculture Program of the SF Department of Public	
Alemany Farm	Emme Levine
Aunt Em's Urban Inn and Farm	Kirsten Schwand, Co-founder
Bay Localize	Steven Brown, Chair of
CCSF's Environmental Horticulture Classes	Gia Nicole Grant - Executive
City Grazing	Nora Brenton - Programs
Clean City Coalition	Heather Knape
Community Grows	Sam Hartman
Design Ecology	Arden Bucklin-Sporer
Eating Dirt	Jonathan Silverman
Ecology Center of San Francisco (ECOSF)	Nancy Hahn
Education Outside (Formerly Green Schoolyard Alliance)	Iso Rabins
Feel The Earth	Tree Rubenstein
Feeling Good Project	Kristi Adams
Food Runners	Robyn Waxman
Forage SF: Forage SF's community kitchen	Blair Randall
Free Farm Stand	Art Neulight
From the Ground Up	Greta Caruso
Future Action Reclamation Mob (FARM)	Jeremy Madsen
Garden for the Environment	Kasey Asberry
Glide's roof garden/Graze the Roof	Ellen Burke
Global Exchange	Tim West
Good Eggs	Jay Rosenberg
Green Earth Gardeners	Laura Critchfield
Greenbelt Alliance	
Green LLC (Green Tenderloin Coalition)	
GrowCity	
Grubly	
Hayes Valley Farm	
Hearthbeets	
Her Majesty's Secret Beekeeper	
How to Homestead	
Hunters Point Family - Girls 2000	
Ivy Betty Farm in the City	
Just One Tree	
La Cocina	
Little City Gardens	
Locavores	
Master Gardeners	
Mission Community Market	
Mission Pie	
Neighborhood Fruit	
	Jessica Prentice
	Jeremy Shaw
	Krystin Rubin
	Kaytea Petro

Nextcourse	<a href="http://www.nextcourse.org">www.nextcourse.org</a>	Susie White
Om Organics	<a href="http://www.omorganics.org">www.omorganics.org</a>	
People Organized to Win Employment Rights	<a href="http://www.peopleorganized.org">www.peopleorganized.org</a>	Mishwa Lee (POWER)
Pesticide Watch	<a href="http://www.pesticidewatch.org">www.pesticidewatch.org</a>	Dana Perls
Produce to the People	<a href="http://www.producetothepop.org">www.producetothepop.org</a>	Lauren Anderson
Quesada Gardens Initiative	<a href="http://www.quesadagardens.org">www.quesadagardens.org</a>	Jeffrey Betcher
Rainbow Grocery	<a href="http://www.rainbow.coop">www.rainbow.coop</a>	
Recology	<a href="http://www.recology.com">www.recology.com</a>	Bob Besso
Saint Vincent de Paul Society	<a href="http://www.svdp-sf.org">www.svdp-sf.org</a>	
San Francisco Bee-Cause	<a href="http://www.sfbee.org">www.sfbee.org</a>	Karen Peteros
San Francisco Beekeepers Association	<a href="http://www.sffoodbank.org">www.sffoodbank.org</a>	
San Francisco Food Bank	<a href="http://www.sfdph.org/dph/files/missGrps/default.asp#foodsecurity">www.sfdph.org/dph/files/missGrps/default.asp#foodsecurity</a>	Paul Ash
San Francisco Food Security Task Force	<a href="http://www.sfhdc.org/index.php/what_we_do/community_development">www.sfhdc.org/index.php/what_we_do/community_development</a>	Paula Jones
San Francisco Housing Development Corp	<a href="http://www.sflandscapes.com/">www.sflandscapes.com/</a>	Diane Bryan
San Francisco Landscapes	<a href="http://www.sfproduce.org/">www.sfproduce.org/</a>	Casey Allen
San Francisco Wholesale Produce Market	<a href="http://www.sfgov3.org/index.aspx?page=1183">www.sfgov3.org/index.aspx?page=1183</a>	Michael Jans
SEFA: Southeast Food Access	<a href="http://www.sfgro.org/index.php">www.sfgro.org/index.php</a>	Tracey Patterson
SF GRO	<a href="http://www.permaculture-sf.org/">www.permaculture-sf.org/</a>	
SF Permaculture Guild	<a href="http://www.sfeuvironment.org/article/urban-forestry-urban-agriculture-climate-">www.sfeuvironment.org/article/urban-forestry-urban-agriculture-climate-</a>	David Cody
SFE's Urban Orchards program	<a href="http://www.shapeupsf.org/HZ">www.shapeupsf.org/HZ</a>	Mei Ling Hui
Shape Up Bayview	<a href="http://www.slideranch.org">www.slideranch.org</a>	Cheryl Davis
Slide Ranch	<a href="http://www.slowfoodsanfrancisco.com">www.slowfoodsanfrancisco.com</a>	Marika Bergsund
Slow Food San Francisco	<a href="http://www.tndc.org/our-services/community-garden">www.tndc.org/our-services/community-garden</a>	John Casazza
Tenderloin People's Garden	<a href="http://www.cuesa.org">www.cuesa.org</a>	Ryan Thayer
The Center for Urban Education about Sustainable	<a href="http://www.thefreefarm.org">www.thefreefarm.org</a>	Julie Cummins
The Free Farm	<a href="http://www.gardenproject.org">www.gardenproject.org</a>	Tree Rubenstein
The Garden Project	<a href="http://www.sfseedlibrary.org/">www.sfseedlibrary.org/</a>	Melinda Stone and David Silver
The Seed Library	<a href="http://www.tndc.org">www.tndc.org</a>	
TNDC	<a href="http://www.transitionsf.org/">www.transitionsf.org/</a>	Ryan Thayer
Transition SF	<a href="http://www.welcomemistry.org/garden/">www.welcomemistry.org/garden/</a>	
Urban Share	<a href="http://www.urbansprouts.org">www.urbansprouts.org</a>	Angela Moskow, Director
Urban Sprouts	<a href="http://www.usgbc-ncc.org">www.usgbc-ncc.org</a>	
US Freen Building Council - Northern California Chapter	<a href="http://www.usfca.edu/catalog/artsci/urag/minor/">www.usfca.edu/catalog/artsci/urag/minor/</a>	
USF's Urban Ag minor (lead by Melinda Stone and	<a href="http://virtuallygreen.com/scuifs/scuif-program/">http://virtuallygreen.com/scuifs/scuif-program/</a>	Melinda Stone
Virtually Green - SCUFI		James Kalin

Name of Garden	Location of Garden	Managed By
Adam Rogers Park	1220 Oakdale at Ingalls	RPD
Alioto Mini Park & Community Garden	20th & Capp	RPD
Arkansas "Friendship" Community Garden	22nd & Arkansas	RPD
Arlington Garden	Arlington btw. Highland and Richland	RPD
Bernal Heights	Bernal Heights Blvd. between Gates/Banks	RPD
Bridgeview Garden	Newhall at Bridgeview	RPD
Brooks Park	Shields & Ramsell	RPD
Candlestick Point Garden	Carroll & Fitch	N/A
Connecticut Friendship Gardens	22nd & Connecticut	RPD
Corona Heights	Between States St. and Museum Way, next to the States Street Playground	RPD
Corwin Street	Corwin and Douglass	RPD
Craggs Court Community Garden	Craggs Court & Berkeley Way	RPD
Crocker Amazon	Moscow & Geneva	RPD
Dearborn Community Garden	Dearborn & Bird. (off of 18th btw Valencia & Guterro)	Street Parks Program
Dog Patch/Miller Memorial Grove or Brewster Street Community Garden	Franconia & Massasoit or Brewster/Rutledge	RPD
Fort Mason Community Garden	Bay & Franklin (near Youth Hostel)	Fort Mason Community Garden
Fort Scott Community Garden	End of Wisser Court, near Upton/Kobbe intersection	Presidio Trust
Good Prospect Garden	Cortland & Prospect	RPD
Hooker Alley	Mason, btw Bush & Pine	RPD
Howard Langton Community Garden/Langton Mini Park	Howard St. & Langton Alley btw 7th and 8th	RPD
Kid Power Community Garden & Park	45 Hoff btw. 16th & 17th, 45 Hoff Street	RPD
Koshland Park & Community Garden	Page & Buchanan	RPD
La Grande Mini Park & Community Garden	End of Dublin St., near Russia, in park	RPD
Lessing & Sears Mini Park & Community Garden	Lessing & Sears	RPD
Little Red Hen Garden	350 Amber Drive	Friends of Glen Canyon Park
McLaren Park Community Garden	Leland & Hahn	RPD
Michelangelo Playground & Community Garden	Greenwich btw. Leavenworth & Jones	RPD
Minnie and Lovie Ward Rec Center Garden	650 Capitol Ave	RPD
Noe Beaver	Noe & Beaver	RPD
Ogden Terrace Community Garden	Ogden & Prentiss	RPD
Page and Laguna Mini Park (aka Rose/Page Mini Park)	Page & Rose btw Laguna & Octavia	RPD
Page Street Community Garden	438 Page St. (btw. Buchanan and Webster)	RPD
Park St. Garden	San Jose Walkway btw. Park & Richland	RPD
Parque Ninos Unidos/Treat Commons	23rd & Treat	RPD
Portola Street Community Garden (in the Presidio)	Intersection of Portola St and Rodriguez St, next to Building 760	Presidio Trust
Potrero del Sol Park & Community Garden	Potrero & Cesar Chavez (eastside)	RPD
Potrero Hill Community Garden	20th & San Bruno	RPD
South Baker Beach Community Garden (in the Presidio)	Brooks Rd off Lincoln Blvd	Presidio Trust
Victoria Manalo Draves	Cleveland & Sherman (Folsom & 7th)	RPD
Visitation Valley Greenway	Arlena btw. Rutland & Alpha	RPD



Name of Garden	Location of Garden	Managed By
West Washington Community Garden (in the Presidio)	Compton Road, across from Building 1417	Presidio Trust
White Crane Springs Garden	End of Locksley Ave. near 7th; Lawton	RPD
Wolfe Lane	Rutledge and Mallen, on hillside	RPD
22nd & Kansas	22nd & Kansas	Street Parks Program
Alemamy Farm / St. Mary's Urban Youth Farm	700 Alemamy Blvd (In St. Mary's Park, next to housing authority)	RPD
Anza Vista & O'Farrell	Anza & O'Farrell	Street Parks Program
Carver Garden	Mayflower St & Carver	Street Parks Program
Danvers / Market / Merritt Triangle	Danvers & Market	Street Parks Program
Double Rock Community Garden, Alice Griffith Farm	Griffith & Fitzgerald	N/A
Eco SF's School Farm at Ruth Asawa School of the Arts	555 Portola Drive	Education Outside and Eco SF
FARM - Hooper Street & 8th	On Hooper St near 8th, Next to California College of Art	Street Parks Program
Garden for the Environment	7th & Lawton	Garden for the Environment
Gates Street Wildlife Garden	Gates at Powhattan	Street Parks Program
Goettingen Steps	Goettingen at Dwight	Street Parks Program
Hayes Valley Farm - Parcel O	Laguna btw Fell & Oak	Street Parks Program
Hayes Valley Farm - Parcel P	Laguna btw Fell & Oak	Hayes Valley Farm
Hidden Rec Center Garden	Golden Gate and Laguna	Hayes Valley Farm
Hidden Garden Steps	16th Ave between Kirkham and Lawton	CommunityGrows
Hopkins Walkway / 899 Corbett	Corbett & Hopkins	Street Parks Program
Innes Community Garden	Innes Community Garden	Street Parks Program
La Playa	Mendell & Innes	Street Parks Program
Los Palomos Garden	La Playa, between Judah & Kirkham St	Street Parks Program
Mayflower & Bradford	Foerster & Los Palomos Drive	Street Parks Program
Mayflower Garden	Mayflower & Bradford	Street Parks Program
Meitrose at Detroit	100 Mayflower at 50 Bradford, Bernal Heights	Street Parks Program
Noe Valley/Sally Brunen Branch Library	Meitrose at Detroit	Street Parks Program
Ord Street Retaining Wall	451 Jersey Street	Street Parks Program
Pennsylvania Garden	Ord & 18th Street	SFPD
Please Touch Community Garden	Pennsylvania Ave between 18th & Mariposa	Street Parks Program
Progress Park	165 Grove Street	Street Parks Program
Quesada Gardens	Indiana Street, between 25th & 23rd, 280 on ramp	Lighthouse for the Blind
Rincon Hill Dog Park	3rd and Quesada	Street Parks Program
San Francisco General Hospital	Beale & Bryant Street	Quesada Garden Initiative
Sanchez & Liberty	1001 Potrero Avenue	Street Parks Program
Saurin Street Park	Liberty @ Sanchez	Joan Varney
Saurin Street Stairs	Saurin Street & Lower Terrace	Street Parks Program
Tara / Geneva Garden	Saurin Street & Stairway	Street Parks Program
Urban Horticulture Program at SF State; Mobile Garden and Native Plant Nursery	Deadend of Tara, adjacent to 280	Street Parks Program
Vista Pointe Garden	1600 Holloway Ave; mobile garden	Street Parks Program
Walter Steps	Carver & Bradford	Sustainability Office in the Physical
	Walter, between Broderick & Buena	Street Parks Program
		Street Parks Program

Name of Garden	Location of Garden	Managed By
Laguna Honda Hospital Therapeutic Farm & Gardens Project	375 Laguna Honda Blvd	SFDPH
Clipper Garden (aka Paige Bros. Clipper Garden)	Clipper Street & Grandview Avenue	RPD
Growing Home Community Garden	250 Octavia Blvd. (Between Lily & Oak)	DPW
MacArthur Community Garden (in the Presidio)	MacArthur Ave, near Building 857/859	Presidio Trust
<b>Total: 84 Gardens Existing on Public Land with No Sign Up Restrictions</b>		

CCSF Urban Agriculture Budget - FY11-12 through FY13-14							
Dept/ Agency	Program	Fund	One time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	Notes
ADM	Real Estate - 1 South Van Ness - rooftop garden	2SRPFSRZ		\$ 15,000	\$ 20,000	\$ 25,000	One 0922 Manager I and one 7334 Stationary Engineer each spending 5% of their time. Funds gardening services for a rooftop garden on top of 1 South Van Ness office building.
ADM	Real Estate - McAllister/Larkin garden	2SRPFSRZ	X	\$ -	\$ -	\$ 2,500	Permits for vertical garden addition.
ADM	Real Estate - Octavia parcel gardens	2SRPFSRZ		\$ 4,708	\$ 4,708	\$ 4,708	Staff time on licenses and permits - for Hayes Valley Farm, and DPH/DPW Homeless outreach garden projects.
ADM	Urban Agriculture	1GAGFAAA	X	\$ -	\$ 120,000	\$ -	\$120K total addback in FY12-13 - will go towards the department that will hold the program.
CPC	Urban Agriculture	1GAGFAAA		\$ -	\$ 1,711	\$ 1,711	One 5293 Planner spending 1% of their staff time on Urban Agriculture each year.
DPH	Community Based Health Services - Growing Home Community Garden	1GAGFAAA	X	\$ 108,608	\$ -	\$ -	Contracting funds to Walden House, Study Center. Project implementation and evaluation funds. Funds for supplies, food, incentives and etc.)
DPH	Environmental Health - Agriculture Program	1GAGFAAA		\$ 3,511	\$ 3,511	\$ 3,511	Agriculture Commissioner - (time is estimated at 4 hours per month) responding to public inquiries regarding bees, labeling requirements for selling urban agriculture products to businesses.
DPH	Environmental Health - Agriculture Program	1GAGFAAA		\$ 1,064	\$ 1,064	\$ 1,064	One 3450 Agriculture Inspector (time is estimated at 2 hours per month)- respond to public inquiries, certification of producers.
DPH	Environmental Health - Food System	1GAGFAAA		\$ 1,588	\$ 1,588	\$ 1,588	One 2820 Senior Health Planner (time is estimated at 2 hours per month)- staff time to attend urban agriculture meetings.
DPH	Environmental Health - Regulatory Food Program	1GAGFAAA		\$ 2,144	\$ 2,144	\$ 2,144	0932 Manager (estimated at 2 hours per month) to certify farm stands, respond to public inquiries around selling urban agriculture products, other public health questions.
DPH	Environmental Health - Regulatory Food Program	1GAGFAAA		\$ 1,626	\$ 1,626	\$ 1,626	One 6122 Senior Environmental Health Inspector (estimated at 2 hours per month)-time to respond to public inquiries.

CCSF Urban Agriculture Budget - FY11-12 through FY13-14							
Dept/ Agency	Program	Fund	One-time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	Notes
DPH	Environmental Health Services - Lead Testing for Gardens	2SCHSPHF	X	\$ 10,000	\$ -	\$ -	Testing for School Gardens and City owned. State Lead Poisoning Grant.
DPH	Environmental Health Services - Mirant Settlement dollars	2SCHSPHF	X	\$ 159,600	\$ -	\$ -	To be used over 3 years to support community gardens. Costs were sent over to DPW.
DPH	Laguna Honda - Orchard, Flower and Vegetable Garden	5LAAAAAA		\$ 52,500	\$ 52,500	\$ 52,500	One 3417 Gardener spending 25% of their time, and \$30K for materials and supplies.
DPH	SF General Hospital - Community Gardens	5HAAAAAA		\$ 2,416	\$ 2,416	\$ 2,416	Volunteer run, with some help from one 3417 gardener spending about 3% of their time.
DPW	Street Parks - Materials & Supplies	2SGTFGTN		\$ 1,000	\$ 1,000	\$ 1,000	Average tool loss to tool lending library.
DPW	Street Parks - Support Staff	1GAGFAAA		\$ 15,469	\$ 16,704	\$ 16,920	One 9922 Public Service Aide spending 30% of their time dedicated to supply delivery.
DPW	Street Parks - Water Bill	2SGTFGTN		\$ 14,400	\$ 15,000	\$ 15,500	Street Park stewards pay for installation of water meters, DPW pays monthly water bill.
DPW	Street Parks - Management Staff	1GAGFAAA		\$ 22,112	\$ 23,244	\$ 23,544	One 2917 Program Support Analyst spending 20% of their time dedicated to program management.
DPW	Urban Gleaning Materials & Supplies	1GAGFAAA	X	\$ 2,500	\$ -	\$ -	Materials and supplies, including ladders, wheel barrows, bags, fruit pickers, buckets and outreach materials for the program.
DPW	Urban Gleaning program coordination	1GAGFAAA	X	\$ 18,534	\$ -	\$ -	One 9922 Public Service Aide spending 35% of their time dedicated program coordination.
DPW	Urban Gleaning program support	1GAGFAAA	X	\$ 5,608	\$ -	\$ -	One 9916 Public Service Aide spending 15% of their time on program support.
ECN	Relocation of Hayes Valley Farm	3CSIFOCT	X	\$ 21,525	\$ -	\$ -	Grant provided to San Francisco Parks Alliance to provide community outreach and planning activities required to facilitate relocation.
ENV	Bret Harte School Garden	2SAGFACP	X	\$ 25,000	\$ -	\$ -	Garden and outdoor science education program for elementary school.

CCSF Urban Agriculture Budget - FY11-12 through FY13-14									
Dept/Agency	Program	Fund	One-time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	Notes		
ENV	Garden for the Environment	2SPWFSWN	X	\$ 50,000	\$ 38,000	\$ -	Competitive grant for diverting organics from household waste. Gardening and Compost classes, adult education, garden management.		
ENV	Southeast Food Access Workgroup	2SAGFACP	X	\$ 17,500	\$ -	\$ -	Campaign to increase access to healthy food, nutritional food.		
ENV	TBD	2SPWFSWN	X	\$ -	\$ -	\$ 44,000	Competitive grant for diverting organics from household waste. TBD for gardening and composting classes.		
ENV	Urban Ag	2SAGFACP		\$ 58,567	\$ 62,565	\$ 63,960	One 5638 spending 41% of their time on Urban Agriculture programming.		
ENV	Urban Orchards Program	2SENVCPR	X	\$ -	\$ 32,966	\$ 30,000	Planting fruit trees through the Local Carbon Fund.		
ENV	Urban Orchards Program	2SAGFACP	X	\$ 15,000	\$ -	\$ -	Incoming grant from San Francisco Foundation.		
ENV	Urban Sprouts	2SAGFACP	X	\$ 26,881	\$ -	\$ -	School garden program for middle and high schools.		
ENV	Urban Sprouts*	2SAGFACP	X	\$ 51,178	\$ 34,000	\$ 16,000	Juvenile Probation Department project at Log Cabin Ranch.		
PUC	Bonnie Sherk - Living Library	SCAAAAAA		\$ 100,000	\$ 100,000	\$ 100,000	At each site, children and youth participate in transforming their schoolyards and neighborhoods by planting organic vegetable gardens. Students develop green-job-skills training through hands-on participation with gardening, water conservation, rainwater harvesting, leadership opportunities, service learning, and other areas. Funds from the Public Utilities Commission will be used for personnel, materials, and administrative support, to deliver this program at SFUSD schools, as well as to help maintain the learning environments that are created at the Living Library & Think Parks sites.		
PUC	Crocker Amazon	SCAAAAAP	X	\$ -	\$ 100,000	\$ -	Funds for urban agriculture at Crocker Amazon demonstration project.		

CCSF Urban Agriculture Budget - FY11-12 through FY13-14							
Dept/ Agency	Program	Fund	One-time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	Notes
PUC	Education Outside - school gardens	SWPUCOPF	X	\$ -	\$ 100,000	\$ -	Funds for the San Francisco Green Schoolyard Alliance to: (1) develop educational outcomes related to the PUC's water, sewer and power services and operations through the Green Schools Corps program, including green schoolyards; and (2) develop, capture, and present the experience K-5 grade San Francisco Unified School District (SFUSD) students will have related to the PUC's water, sewer and power services and operations.
PUC	Environmental Justice & Land Use	SWPUCOPF		\$ -	\$ 39,301	\$ 40,001	One 1824 Principal Administrative Analyst spending 25% of their time on Urban Agriculture, (implementing pilot Urban Ag programs through the department and implementing land use policies to support urban agriculture on PUC owned land).
PUC	Garden For the Environment	5CAAAAAA 5WAAAAAA 5CAAAAAA		\$ 135,000	\$ 135,000	\$ 135,000	Demonstration Garden on PUC land, providing gardening workshops, SFUSD fieldtrips, and demonstration garden areas for pollution prevention and water conservation.
PUC	Garden Project*	5CAAAAAA 5TAAAAAP 5WAAAAAC		\$ 1,600,000	\$ 2,318,682	\$ 2,320,000	Provides job training and support to former offenders and at-risk youth through counseling and assistance in continuing education. Garden Project Apprentices learn horticulture skills and grow vegetables that feed seniors and families in San Francisco.
PUC	Low Impact Design - College Hill Urban Ag Pilot	5CAAAAAA	X	\$ -	\$ 300,000	\$ -	Low Impact Design - College Hill Urban Ag Pilot - educational demonstration garden pilot.
PUC	Pilot Water Efficiency for Community Gardens Grant Program	5WAAAAAC	X	\$ 100,000	\$ -	\$ -	Grant program to provide installation of dedicated irrigation water services and meters at community gardens, urban ag sites, demonstration gardens, and small scale urban market gardens in San Francisco.

CCSF Urban Agriculture Budget - FY11-12 through FY13-14							
Dept/ Agency	Program	Fund	One-time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	Notes
PUC	SAGE*	5WAAAAAA		\$ 72,500	\$ 65,000	\$ 65,000	The Sunol Ag Park is an 18-acre farm on PUC land. The park is dedicated to promoting sustainable farming, public education and natural resources stewardship. The park's tenants are local farmers who grow food for families and market outlets in nearby communities, share infrastructure, get training in organic agricultural practices, and pay rent and water costs.
PUC	Urban Ag Pilot Program (College Hill)	SWPUCOPF	X	\$ -	\$ 99,228	\$ -	Funds for the design and planning of the PUC's College Hill Reservoir Urban Agriculture and Environmental Education Center.
PUC	Urban Ag Pilot -SE Treatment Plant at Evans & Phelps	SCAAAAAP	X	\$ -	\$ 99,000	\$ -	Funding to support the development of an urban ag site on PUC land at Evans & Phelps.
PUC	Wastewater Utility Specialist	SCAAAAAA		\$40,167	\$ 42,380	\$ 42,380	Funds one 5602 Utility Specialist spending 25% staff time on technical review of Urban Ag pilot programs.
REC					\$ 40,000	\$ 80,000	Funds one 5261 for 50% of their time - new addition as of the outcome of this process.
REC	OS Community Garden Baseline	2SOSPCPR	X	\$ 120,000	\$ 96,000	\$ -	Funds capital improvements such as irrigation, erosion control, signage, access, etc., as needed, to RPD's community gardens.
REC	OS Community Garden Baseline**	2SOSPCPR		\$ 80,000	\$ 104,000	\$ 200,000	Funds one 5274 Landscape Architect who spends approximately 25% of their time managing RPD's community garden program.
SHF	Garden Apprentices*	1GAGFAAA		\$ 401,073	\$ 401,073	\$ 401,073	CBO Contract with the Garden Project to facilitate job training program for ex-offender, and at-risk youth, (linked with PUC program above).
<b>TOTAL</b>				<b>\$ 3,357,779</b>	<b>\$ 4,474,411</b>	<b>\$ 3,693,146</b>	

\*Programs are run outside the City and County limits, but employ and service City residents.

\*\*The Open Space Fund includes an annual baseline requirement for community gardens of \$150,000 per year. RPD increased the community garden set-aside to \$200,000 in FY11-12.

CCSF Urban Agriculture Budget - FTEs - FY11-12 through FY13-14*									
Dept/ Agency	Program	Fund	One time?	FY11-12 Funding	FY12-13 Funding	FY13-14 Funding	FTE	Notes	
DPH	Laguna Honda - Orchard, Flower and Vegetable Garden	5LAAAAAA		\$ 52,500	\$ 52,500	\$ 52,500	0.25	One 3417 Gardener spending 25% of their time, and \$30K for materials and supplies.	
DPW	Street Parks - Support Staff	1GAGFAAA		\$ 16,469	\$ 16,704	\$ 16,920	0.30	One 9922 Public Service Aide spending 30% of their time dedicated to supply delivery.	
DPW	Street Parks - Management Staff	1GAGFAAA		\$ 22,112	\$ 23,244	\$ 23,544	0.20	One 2917 Program Support Analyst spending 20% of their time dedicated to program management.	
ENV	Urban Ag	2SAGFACP 2SPWFSWN		\$ 58,567	\$ 62,565	\$ 63,960	0.41	One 5638 spending 41% of their time on Urban Agriculture programming.	
PUC	Environmental Justice & Land Use	5WPUCOPF		\$ -	\$ 39,301	\$ 40,001	0.25	One 1824 Principal Administrative Analyst spending 25% of their time on Urban Agriculture, (implementing pilot Urban Ag programs through the department and implementing land use policies to support urban agriculture on PUC owned land).	
PUC	Wastewater Utility Specialist	5CAAAAAA		\$40,167	\$ 42,380	\$ 42,380	0.25	Funds one 5602 Utility Specialist spending 25% staff time on technical review of Urban Ag pilot programs.	
REC					\$ 40,000	\$ 80,000	0.25	Funds one 5261 for 50% of their time - new addition as of the outcome of this process.	
REC	OS Community Garden Baseline**	2SOSPCCR		\$ 80,000	\$ 104,000	\$ 200,000	0.25	Funds one 5274 Landscape Architect who spends approximately 25% of their time managing RPD's community garden program.	
<b>TOTAL</b>				<b>\$ 269,814</b>	<b>\$ 380,693</b>	<b>\$ 519,305</b>	<b>2.16</b>		

\* FTEs spending greater than 10% of their time on Urban Ag. (also removed any "one-time" FTEs).

\*\*The Open Space Fund includes an annual baseline requirement for community gardens of \$150,000 per year. RPD increased the community garden set-aside to \$200,000 in FY11-12.



# Audit of Rooftops of City Owned Buildings potentially suitable for Urban Agriculture

Department of Real Estate – John Updike

## **Audit of City Owned Buildings with Rooftops potentially suitable for both commercial and non-commercial Urban Agriculture**

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The City and County of San Francisco owns over 1,100 buildings scattered over seven counties in Northern California. With the assistance of the City Administrator's Office, the Department of Real Estate connected with environmental consultants that provided some assistance on the best practices and approaches used to analyze building portfolios and begin to identify potential candidate locations for rooftop urban agriculture. It was made clear this will be a multi-step, painstaking process that will take many months.

With the assistance of the Capital Planning staff, the Department of Real Estate began with the database of all non-Enterprise assets owned by the City and County of San Francisco. This list excluded the following departments:

- Municipal Transportation Agency (MTA)
- Airport
- Port
- Mayor's Office of Housing (MOH)
- Public Utilities Commission (PUC)

This list produced 547 buildings. The Department reviewed this list and removed the following:

- All structures of less than 2,000 square feet;
- Structures not capable of carrying the load of a rooftop garden;
- Structures that were industrial in nature (where conflicts between heavy equipment and pedestrians would be problematic);
- Structures of high security (where access is limited, such as jails, police stations);
- Incompatible uses (fire stations, modular buildings, buildings within compounds with high security for entry).

This reduced the list of buildings to 208 buildings. The Department did not pursue SFO Airport assets, due to its location outside the County, and security restrictions. Most likely all MTA assets would be incompatible, with the possible exception of parking garage locations (further investigation to follow). The Department of Real Estate is working closely with colleagues at the PUC, who already have a robust urban agriculture program in place, to review their in-county assets. The Department also plans to work closely with Mayor's Office of Housing staff to review their inventory, recently greatly expanded as a result of the transfer of assets from the Successor Redevelopment Agency.

Real Estate worked with Port staff to review their assets, and after an extensive engineering review, found no assets capable of accepting the weight-bearing load of a green roof.

#### Needs/Concerns:

Next steps involve more in-depth review of the remaining 208 potential building locations (and any other potentially suitable locations of the PUC, MTA or MOH). This will include a structural analysis, security review, and rooftop visit. Visits will focus on whether railings around the perimeter of the roof exist, required exiting from the roof are code compliant for additional rooftop occupancy, type of access to the roof (stairs, ship's ladder or ceiling hatches would rule out a roof for further consideration), vertical circulation within the building and reasonability of bringing tools and volunteers through building to elevators to reach roof. We'll also review existing roof penetrations and eliminate those roofs where no reasonably proximate, flat, unobstructed surface areas are available.

Next steps: The Department of Real Estate will work with the Recreation and Park Department to continue this important process.

# Waiting Lists for Community Gardens – what do other localities do?

Participating agency staff: San Francisco Recreation and Park Department – Melinda Stockman, San Francisco Public Utilities Commission – Yolanda Manzone, San Francisco Real Estate Division – John Updike, SF Environment – Mei Ling Hui and John Ribeiro-Broomhead

**Analyze wait lists for residents seeking access to a community garden plot in other localities.**

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The Recreation and Parks Department, Real Estate Division, Public Utilities Commission, and SF Environment participated in this working group. In addition to focusing on garden waitlists, the group also focused on an inventory of all garden locations and garden related programs; additional reports have been provided for those work items.

The pod determined it was necessary to request information on coordinated garden waitlist programs in other cities to gain insight into best management practices and learn from their experiences. SF Environment led the research, requesting information from seven municipalities: Chicago, Seattle, Vancouver, New York City, Los Angeles, Austin, and Portland, OR. Data on some programs was gathered online and one city, Portland, Oregon, provided an in-depth interview on their waitlist management program.

It appears that in most municipalities, garden waitlist are managed by each garden individually. Portland reported that their cohesive garden waitlist management program was instituted last year and oversees only gardens within their Recreation and Parks Departments community garden program, which serves approximately 1,800 gardeners. Portland's program allows individuals to sign up for the waitlist at more than one location; once the individual receives a plot they are removed from all waitlists. If the individual wants to move to another plot within their garden, to a larger plot, or another garden altogether, there is a separate waitlist and protocol. Garden plots dues are based on plot size. Portland reported that they have been able to reduce garden wait times through developing a cohesive garden waitlist management program, by providing city staff to cite and remove noncompliant gardeners (as opposed to having the garden coordinator perform this duty), by providing city staff to oversee the reassignment of garden plots and collection of garden dues, and by strategically splitting some of the largest

available plots into 2 or 4 new plots. Portland's coordinated garden waitlist and oversight program requires the equivalent of one full-time staff person, with hours and assignments spread among 2-3 staff, depending on the season.

**Update on San Francisco's Program:**

San Francisco Recreation and Parks Department (RPD) is in the process of changing the administration of waiting lists for all gardens managed as part of the RPD Community Gardens Program. RPD's Community Gardens Manager, Marvin Yee, is leading this process, which involves the consolidation of existing site-specific lists into one master list and transferring the responsibility of managing the waiting list from individual Garden Coordinators to Community Gardens Program management. Now that Melinda Stockman at RPD will also spend 50% of her time on Urban Agriculture, she will work closely with Marvin Yee to implement this change and also work towards other reforms as needed. A consolidated waiting list could allow applicants to identify more than one community garden site that they would like to join, so that whichever garden has a space available first could accommodate their interest. This could alleviate pressure on certain sites that are currently more popular and have longer waiting lists.

# Needs Assessment on Urban Agriculture

Participants: The Office of the City Administrator – Amy Torregrossa and Joseph Baxter, San Francisco Recreation and Park Department – Melinda Stockmann, San Francisco Public Utilities Commission – Yolanda Manzone, Department of Public Works -- Jerad Weiner, Department of Public Health -- Paula Jones, SF Environment – Mei Ling Hui

## **A Needs Assessment of Community, Resident and Business Needs**

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The Office of the City Administrator took on the task of carrying out the needs assessment of resident, community and business needs. With such an aggressive timeline it was imperative that there were multiple ways for individuals to participate. The decision was made to create a two pillar strategy: Qualitative Interviews and Town Halls.

### Methods:

1. Qualitative Interviews: Participants are those who are currently involved in Urban Agriculture. Therefore, their answers will not reflect the needs or views of those who are not yet participating in Urban Agriculture in San Francisco.
  - a. One-on-one confidential interviews were conducted where a series of 15 open ended questions were asked.
  - b. The questions addressed: current trends of Urban Agriculture in San Francisco, goals outlined in the ordinance, ideas for the future Urban Agriculture Program to consider among others topics.
  - c. Interviewees identified themselves as community garden coordinators, practitioners, backyard gardeners or support organizations.
2. Town Halls:

- a. Ortega Branch Library November 27, 2012 from 6:00pm-8:00pm
- b. SE Community Facility November 29, 2012 from 6:00pm-8:00pm
- c. Veterans War Memorial December 8, 2012 from 1:00pm-3:00pm

### Summary of Findings:

#### **Three main themes were evident throughout the 31 interviews and town halls:**

1. A variety of activities take place on Urban Agriculture projects on public land in San Francisco. These different projects have different end goals.
2. There is a perception that existing community garden plots and garden projects are underutilized.
3. Prior to this process, there was a lack of communication among Urban Agriculture sectors in San Francisco.

#### **Fifteen questions were asked 31 interviewees.**

#### **Below is a summary of the answers to three key questions asked among the varying Urban Agriculture Sectors:**

#### **Breakdown of Question 1: What do you, and or the community you represent, see as indicators of success within Urban Agriculture activities in San Francisco?**

- 65% of respondents indicated that produce was not the primary output of their Urban Agriculture Project, meaning that other activities such as educational workshops, job training and community building were mentioned before food production.
- 29% of respondents mentioned a major indicator of success for projects are returning volunteers to help with workshops, harvest days or data collection.
- 52% of respondents believe that tracking the amount of food produced is not worth tracking as a metric or indicator of success.

The interviews presented a number of opportunities for the respondents to discuss the many activities that they either participate in or run in their Urban Agriculture Projects. Below in Table 1 are the activities that respondents mentioned they either participate in or are hosting on their Urban Agriculture site. Next to the activity are the benefits respondents mentioned while discussing such activities.

Table 1: Shows activities and corresponding benefits mentioned by respondents

Activity	Benefits mentioned by respondents
Animal Husbandry	Youth Development
Bee Keeping	Well Being, Ecological
Composting	Conservation
Community Engagement	Access to Food, Usable Community Space
CSA	Access to Food, Food Education
Education Workshops	Health, Environmental
Grey Water Treatment	Conservation
Growing of Produce/Flowers	Access to Food
Job Training and Job Readiness	Access to Food
Transforming Lots	Usable Community Space
School Garden Programs	Access to Food, Healthy Eating
Seed Library and Seed Saving	Conservation
Tree Planting	Exercise
Youth Training	Empowerment, Access to Food, Healthy Eating
Volunteer Programs	Education (health, environmental, job training)

**Breakdown Question 2:** What is your experience accessing a plot in the City of San Francisco? Particularly regarding wait lists.

- 71% of respondents emphasized the importance of addressing underutilized plots or projects throughout the city; particularly in community gardens.
- 58% of respondents mentioned the need for more Community Garden Coordinator training and/or oversight.

**Breakdown of Question 3:** What would consider as a successful Urban Agriculture Program?

- 90% of respondents mentioned institutional or infrastructure support of Urban Agriculture activities as an indicator of a successful Urban Agriculture Program.
- 96% of respondents mentioned needing a clear point of contact and someone within the City that can provide correct information on Urban Agriculture.

**Next Steps:** With the helpful information provided to the Recreation and Park Department through these interviews, the feedback provided will inform the work plan over the next year for the Department. The Recreation and Park Department will work hard to address these concerns and improve Urban Agriculture citywide by providing one point of contact and becoming Urban Agriculture experts within the City.

# Department Specific Urban Agriculture Programs

Participants: Mei Ling Hui – Department of Environment, Yolanda Manzone – Public Utilities Commission, Holly Pearson – Department of Recreation and Parks, Melinda Stockman – Department of Recreation and Parks, Jerad Weiner – Department of Public Works

**Outline of current City and County of San Francisco Urban Agriculture programs within each department.**

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## Current Program / Resources

Department of Recreation & Parks – The Department of Recreation & Parks (RPD) manages community gardens under their Community Garden Program. RPD provides construction and repair of basic garden infrastructure, in addition to providing compost bins at garden sites.

Department of Environment – The Department of Environment (SFE) supports urban agriculture by connecting requests for support with existing resources and agencies. SFE has also worked with other organizations to provide compost on a limited basis at special events.

Department of Public Works – The Department of Public Works (DPW) supports urban agriculture efforts through the Street Park program. The Street Park program turns over maintenance responsibility of DPW owned land to neighborhood stewards. Many of the Street Parks have a gardening or urban agriculture component. DPW also provides tools to program participants. DPW also provides compost to residents at our Community Clean Team events citywide. DPW also runs a public tool lending library.

SF Public Utilities Commission – The Public Utilities Commission supports Urban Agriculture through a grant program that provides free installation of dedicated irrigation water services and meters at community gardens, urban agriculture sites, demonstration gardens, and small scale urban market gardens in San Francisco.



Also, basic Urban Agriculture supplies such as compost, manure, and soil amendments are available locally for low or no cost from private companies. Delivery costs and quantities can be challenging for individual gardeners. The Recreation and Park Department will become an expert on these available resources and be able to direct citizens to this information in the future.

# Streamlined Application Process

Participants: Planning Department – Diana Sokolove, SF Environment – Mei Ling Hui, Recreation and Park Department – Melinda Stockmann, SPURR/SFUAA – Eli Zigas, SF Parks Alliance – Jill Brashares

**Develop a streamlined application process for Urban Agriculture projects on public land, with clear evaluation guidelines that are consistent across all agencies.**

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Currently, people who are interested in starting a new urban agriculture project need to contact individual city departments to determine whether there are parcels available for gardening. There is not a point person dedicated to assisting applicants. This will change with the move of the program to the Recreation and Park Department – now there will be one point of contact within this department to assist the public with urban agriculture projects.

Below is a draft Urban Agriculture Project Screening Form. This form will now be circulated to for feedback. The Recreation and Park Department will take this feedback and then issue a “final” application form along with instructions and contact information for help filling out the form.

## Agriculture Project Screening Form

Submit this screening form to request assistance with starting a new urban agriculture project. Complete as much of the form you can. After your application is received, we'll contact you to schedule a meeting to discuss your proposal.

Email or Fax Completed Form To: XXXXX

Today's Date: \_\_\_\_\_  
 Name of Person Completing Form: \_\_\_\_\_  
 Signature: \_\_\_\_\_

### Part I - Applicant Information

<b>Your Organization and Individual Name and Primary Mailing Address:</b>   Website: _____	<b>Type of Organization (check one):</b> <input type="checkbox"/> Individual <input type="checkbox"/> For-profit entity <input type="checkbox"/> Non-profit entity <input type="checkbox"/> Other _____
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Organization Members		
Primary Contact(s)	Phone and Email	Role
Additional Member's Names	Phone and Email	Role


**Part 2 - Site Information**

Provide as much information as you can. The Urban Agriculture Program can assist you with completing the form, as needed.

<b>Property Owner Name and Address:</b>	<b>Site Address:</b>
	<b>Block/Lot Number:</b>
	<b>Project Square Footage (approximate okay):</b>
<b>Any Known Safety Concerns Onsite:</b>	<b>Any Information about Soil Quality:</b>
<b>Existing Land Use:</b>	<b>Adjacent Land Use:</b>
<input type="checkbox"/> Photo Attached	<input type="checkbox"/> Photo Attached
<b>Describe Attractive on-site features, such as level of sun exposure, size of lot, location, etc.:</b>	
<b>Zoning District:</b>	<b>Height/Bulk District:</b>

**Closest Similar Urban Agriculture Project to Site. For example, if your project is a plot-based community garden, note the closest plot-based garden to your project:**

**Address:**

**Part 3 –Project Description**

Please fill in the boxes using the space below for summary answers to the questions. Attach additional pages to provide more detail as needed.

**Project Description. For example, include base line project goals, proposed programming plans and project scope, plans for classes or events, proposed use of produce grown on site, any plans for bees or other animal husbandry projects, etc.:**

**Long-Term Objectives:**

**Describe how the site will be managed. Include both day-to-day and long-term oversight:**

**Describe proposed capital improvements and construction plans. For example, include any proposed built structures or signage, tool sheds, raised planting beds, terracing, greenhouses, gathering spaces, fruit trees, etc.:**

**Describe how you will engage the local community in building and starting your project:**

#### **Part 4 – Budget**

If you don't yet have a budget for your project, please indicate that below.

- 1) Please attach information on your project's construction budget. Include existing and proposed funding sources. See Urban Agriculture Program website for a budget template.
- 2) Please attach information on your project's operational budget. Include existing and proposed funding sources. See Urban Agriculture Program website for a budget template.