

**North Santa Clara Resource Conservation District  
CARCD Urban Agriculture Grant  
Work Plan**

<b>Project Goal: Garden Construction.</b> Expand capacity of one existing community garden and create one new community garden to allow members of disadvantaged communities to grow their own food. This will expand opportunities for urban food cultivation and increase food access within food insecure communities.			
<b>Measurable Objectives</b>	<b>Project Activities</b>	<b>Timeline</b>	<b>Performed by</b>
New community garden site identified.	<ul style="list-style-type: none"> <li>• Coordinate with the City of Santa Clara and ACHI to identify an appropriate site for community garden development.</li> <li>• Search property databases for vacant parcels to identify potential for community garden sites.</li> <li>• Facilitate property owner discussions.</li> </ul>	July 2024 – June 2025	Executive Director
Additional raised beds are available for community gardening.	<ul style="list-style-type: none"> <li>• Provide building supplies and technical assistance to construct raised beds.</li> <li>• Design at least one bed per garden to be accessible for wheelchair access.</li> </ul>	July 2024 – December 2025	Conservation Program Coordinator and collaborative partners

<b>Project Goal: Transportation.</b> Provide resources to offset mileage and public transit expenses for community members, staff and volunteers to access urban agriculture sites and attend workshops. This will provide additional resources for the RCD to leverage and help reduce transportation barriers for community members.			
<b>Measurable Objectives</b>	<b>Project Activities</b>	<b>Timeline</b>	<b>Performed by</b>
Transportation is not a barrier for community members participating in workshops.	<ul style="list-style-type: none"> <li>• Create a mechanism to offset workshop participants’ travel expenses (such as a stipend or free transit passes).</li> </ul>	July 2024 – June 2026	Executive Director
Program providers are compensated for costs associated with travel.	<ul style="list-style-type: none"> <li>• Develop and implement a policy and form for eligible parties to claim travel reimbursement.</li> </ul>	July 2024 – June 2026	Executive Director

<b>Project Goal: Workshops and Outreach.</b> Provide public education workshops and conduct targeted outreach to expand knowledge and skills needed to grow food. This will expand opportunities for urban food cultivation and increase food access within a food insecure community.			
<b>Measurable Objectives</b>	<b>Project Activities</b>	<b>Timeline</b>	<b>Performed by</b>
Community members have the knowledge and skills necessary to start growing their own food.	<ul style="list-style-type: none"> <li>• Host at least three (3) workshops in disadvantaged communities to provide community education needed to start their gardens.</li> <li>• Provide at least one (1) workshop in Spanish or Vietnamese.</li> </ul>	July 2024 – June 2026	Executive Director, Conservation Program Coordinators, Outreach Specialists and collaborative partners
Outreach information is available and accessible for members of the community to become familiar with available resources.	<ul style="list-style-type: none"> <li>• Develop outreach materials in at least three (3) languages widely used in Santa Clara County.</li> <li>• Conduct in-person outreach to community based organizations and local community centers and gathering places.</li> </ul>	July 2024 – June 2026	Conservation Program Coordinators, Outreach Specialists and collaborative partners

<b>Project Goal: Crop and planting expenses.</b> Provide plants, seeds and other resources needed to begin growing food. This will help create buy-in to community gardening for those living in a food insecure community.			
<b>Measurable Objectives</b>	<b>Project Activities</b>	<b>Timeline</b>	<b>Performed by</b>
Community gardens are planted and producing crops.	<ul style="list-style-type: none"> <li>• Purchase and distribute plants and seeds for raised beds.</li> <li>• Install drip irrigation systems in raised beds.</li> </ul>	April 2025 – October 2026	Conservation Program Coordinators, collaborative partners, and technical assistance providers
Community gardeners are familiar with basic IPM principles.	<ul style="list-style-type: none"> <li>• Purchase and distribute materials to support IPM activities.</li> <li>• Provide IPM technical assistance to community gardeners.</li> </ul>	April 2025 – October 2026	Conservation Program Coordinators, collaborative partners, and technical assistance providers

<b>Project Goal: Personnel and Technical Assistance.</b> Provide the personnel, technical service providers and construction specialists needed to successfully implement project. This will allow efficient and productive use of resources to successfully implement and complete the project.			
<b>Measurable Objectives</b>	<b>Project Activities</b>	<b>Timeline</b>	<b>Performed by</b>
Outreach Specialists are available to provide multilingual outreach and public education.	<ul style="list-style-type: none"> <li>• Prepare job description for bilingual outreach specialists.</li> <li>• Complete hiring process.</li> </ul>	July 2024 – August 2024	Executive Director
Personnel have the necessary skills and training to provide community education and technical assistance	<ul style="list-style-type: none"> <li>• Provide learning opportunities to ensure staff are kept up to date on agricultural and conservation practices related to urban agriculture.</li> </ul>	July 2024 – June 2026	Executive Director



A1 🔍 BUDGET

	A	B	C	D	E	F	G	H
3	<b>Salaries</b>				Santee Community Garden Group	NSCRCD and partner City of San Jose hosted a Spanish	X	
4	Stephanie Moreno, Executive Director	2,310.40	2,310.40		African Community Health Institute	NSCRCD has been working with ACHI since 2022 to help them build capacity. We will assisting them in locating and developing a community garden site within the City of Santa Clara.		
5	Andrew Lopez, Conservation Program Coordinator	8,000.00	0.00		City of San Jose	NSCRCD has been partnering with the City of San Jose on a Zero Emissions Project in the Santee neighborhood, and will be working with them on community garden group's garden enhancement project.		X
6	Nuoxian Peng, Conservation Program Coordinator: Bilingual - Chinese	0.00	1,600.00		Point Blue STRAW Program	We have been collaborating with Point Blue's STRAW program for a number of years, and will collaborate with them to provide technical assistance on the planting activities.	X	
7	Outreach Specialist: Bilingual - Spanish (tbd)	1,000.00	0.00		NRCS	NSCRCD has a long-standing partemship with NRCS and will be collaborating with them on technical assistance and outreach.		
8	Outreach Specialist: Bilingual - Vietnamese (tbd)	1,000.00	0.00		Valley Verde	NSCRCD has been working with Valley Verde on a USDA composting grant since 2021 and collaborated with them on presentations at a 2023 Spanish language workshop. We will collaborate with them to provide TA and workshops.		X
9	<b>Subtotal</b>	<b>12,310.40</b>	<b>3,910.40</b>					
10	<b>Benefits</b>							
11	Stephanie Moreno, Executive Director	598.40	598.40					
12	Andrew Lopez, Conservation Program Coordinator	1,448.00	0.00					
13	Nuoxian Peng, Conservation Program Coordinator: Bilingual - Chinese	0.00	289.60					
14	Outreach Specialist: Bilingual - Spanish (tbd)	120.00	0.00					
15	Outreach Specialist: Bilingual - Vietnamese (tbd)	120.00	0.00					
16	<b>Subtotal</b>	<b>2,286.40</b>	<b>888.00</b>					
17	<b>Direct</b>							
18	Transportation	3,406.00	0.00					
19	Workshops and Outreach	2,568.63	0.00					
20	Garden construction (beds, irrigation, fencing, sheds, etc.)	23,000.00	0.00					
21	Crop and planting expenses (plants, seeds, barriers, tools, etc.)	5,000.00	0.00					
22	Technical Assistance	5,000.00	0.00					
23	<b>Subtotal</b>	<b>38,974.63</b>	<b>0.00</b>					
24	<b>Contractual</b>							
25	Grant Administrator (64 hours @ 67.00)	0.00	4,288.00					
26	<b>Subtotal</b>	<b>0.00</b>	<b>4,288.00</b>					
27	<b>Total Direct</b>	<b>53,571.43</b>	<b>9,086.40</b>					
28	Indirect (12%)	6,428.57	0.00					
29	<b>Grand Total</b>	<b>60,000.00</b>	<b>9,086.40</b>					
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# North Santa Clara Resource Conservation District

(formerly the Guadalupe-Coyote RCD)

*An independent special district of the State of California*

Susan Hare  
President

Gail Bautista  
Vice-President

Frank Maitiski  
Director

Cynthia McColl  
Director

Paula Quintero  
Director

Larry Johmann  
Associate Director  
Director Emeritus

Rick Lanman, MD  
Associate Director  
Director Emeritus

Bill Leikam  
Associate Director  
Director Emeritus

Brian Schmidt  
Associate Director

Mel Sarmiento  
Associate Director

Kat Wilson  
Associate Director

Stephanie Moreno  
Executive Director &  
District Clerk

Julie Gantenbein  
District Counsel

1560 Berger Dr., Rm 211  
San Jose, CA 95112  
408-288-5888  
gcrd@gcrd.org  
www.rcdsantaclara.org

October 13, 2023

California Department of Food and Agriculture  
1220 N Street  
Sacramento, California 95814

Re: Letter of Support for the CARCD Urban Agriculture Program Grant Application

Dear CDFA Urban Agriculture Program Staff:

As Executive Director for the North Santa Clara Resource Conservation District (NSCRCD), I am writing to express our District's support for the Urban Agriculture Grant Program application submitted by the California Association of Resource Conservation Districts (CARCD).

NSCRCD is an independent special district of the State of California dedicated to the preservation of agricultural lands and the conservation of natural resources within northern portions of Santa Clara County. We currently work with urban gardeners in disadvantaged urban communities within Santa Clara County, but have not had sufficient resources to dedicate to the development and expansion of community gardens to increase urban food cultivation and facilitate better access to healthy food for those living in food insecure communities. This grant, if awarded, will allow CARCD to help us leverage our existing resources in order to create additional opportunities for members of our communities to grow their own food while also building the capacity of our urban agriculture program.

Please feel free to contact me if you have any questions. Thank you!

Sincerely,

*Stephanie Moreno*

Stephanie Moreno  
Executive Director  
[smoreno@gcrd.org](mailto:smoreno@gcrd.org)



October 13, 2023

California Department of Food and Agriculture  
1220 N Street  
Sacramento, California 95814

Re: Support for the CARCD Urban Agriculture Program Grant Application

Dear CDFA Urban Agriculture Program Staff:

I am writing on behalf of the California Association of Resource Conservation Districts (CARCD) to express support for their grant application for an Urban Agriculture grant.

If their grant is successful, CARCD will commit resources to the North Santa Clara Resource Conservation District, who will in turn help us site and develop a community garden within the City of Santa Clara for use by the population served by our nonprofit organization. Our community garden project is being developed as part of our Mindful Aging Program, which provides information and access to health, education, and economic resources to the immigrant population we serve. Your support will enable NSCRCD to leverage funding to help us reach our goal to have the garden in place by next year.

We have experience working with NSCRCD as they have provided us with grant-writing support in the past to help us build our capacity to serve our target population, and I have no doubt they have the capacity and expertise to implement their requested projects successfully.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Manna Teclmariam".

Manna Teclmariam, MPH  
CEO and Founder  
304 N 6<sup>th</sup> Street,  
San Jose, CA 95112



October 13, 2023

California Department of Food and Agriculture  
1220 N Street  
Sacramento, California 95814

Re: Support for the CARCD Urban Agriculture Program Grant Application

Dear CDFA Urban Agriculture Program Staff:

I am writing on behalf of the California Association of Resource Conservation Districts (CARCD) to express support for their application for an Urban Agriculture Program grant.

As a community based organization working with vulnerable populations in Santa Clara County, our work is guided by the principles of food sovereignty, where local communities form a just and participatory food system that honors the relationship between the people and the land, builds generational knowledge and skills, recognizes food as sacred and a right for all. If their grant is successful, CARCD will commit resources to the North Santa Clara Resource Conservation District (NSCRCD), who will in turn use those resources to continue to collaborate with our organization on the provision of urban agriculture technical assistance and educational workshops for members of disadvantaged communities.

We have experience working with NSCRCD through our collaboration to develop the San Jose Community Composting Network, and believe they have the capacity and expertise to implement their requested projects successfully.

Please feel free to contact me if you have any questions.

Sincerely,

Lovepreet Kaur

Executive Director  
Valley Verde