



Participatory Budgeting · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4041 · Fax 707.648.4426

Community Gardens Questionnaire

Please prepare and complete this questionnaire containing the following components:

1. Overview of Organization Mission

Provide a detailed description of the organization's mission and history (including years in existence).

2. Site Location and Ownership Status

Provide the address of the garden and the name(s) of individual or entity that own the parcel. If the land is leased, please provide a copy of the lease as well as a letter from the property owner acknowledging the garden project (and permission for this use).

3. The Project Activities proposed with Action Plan

Describe the materials that will be purchased with the funds, the activities that will be undertaken with the materials, and how the funds will enable the garden to improve or increase their capacity and operations.

This should include (a) a proposed budget with applicable materials as well as (b) a description of specific benefits to the public as a result of receiving the funds, such as events, skill building and educational opportunities for the public and food distribution.

Additional information:

- Please also indicate if the garden will use the materials for minor construction or adding structures to the property.
- If the PB proposal requested funds for educational activities at your garden, please indicate if there is a specific audience intended for those activities, such as school children (persons under the age of 18).
- If your garden is operated by a public agency, such as the Vallejo Unified School District, please detail the financial or value in-kind contributions that will be provided.

4. Timeline/Project Schedule

Provide a timeline for how the funds will be expended and include other major events scheduled for the next year.

5. Organization Budget

Provide an overall organizational budget for the current year.

6. Key Personnel and Board of Directors (if applicable) and their history with the garden

Provide an organizational chart, and the names of key personnel and board of directors, if applicable, as well as their history with the garden. Please list the primary contact for this questionnaire to the City.

7. Non-Profit Status/501 (c) (3) Designation Letter (from the Internal Revenue Service)

Provide documentation that the garden is chartered as or is operated by an organization that is chartered as a non-profit 501 (c) (3) organization. If the garden is affiliated with a fiscal sponsor or fiscal agent, include a letter from the fiscal sponsor/agent acknowledging this relationship and the 501 (c) (3) Designation Letter from the organization serving as fiscal sponsor/agent.

8. Organizational Viability

Provide information and documentation to indicate that the organization will be active and financially viable in FY 2013/14 and FY 2014/15. Provide a summary of the organization's current strategic or operations plan.

9. Insurance Coverages

Provide documentation of current insurance coverages held by the garden or associated non-profit organization whose coverages apply to the garden. Please also describe any practices around the use of waivers or actions to limit access to the garden in off-hours.

Disclaimers and Conditions:

1. The City reserves the right not to enter into a grant contract with any proponent.
2. The City shall not be liable for any pre-contractual expenses incurred in the preparation of the questionnaire. The person or organization submitting a questionnaire shall not include any such expense as part of their questionnaire. Pre-contractual expenses are defined as expenses incurred by any person or organization in preparing questionnaire summaries, submitting questionnaire summaries, negotiating with the City, and any other expenses whatsoever incurred by or on behalf of any person or organization submitting a questionnaire.
3. A sample contract is attached, which provides an example of the liability and insurance requirements required by the City. The sample contract also includes, by exhibit, the forms that will enable monitoring and tracking as well as facilitate payment.
4. No prior, current, or post-award verbal agreement with any officer, agent, or employee of the City shall effect or modify any terms of obligations of this request, questionnaire, or any Agreement resulting from this process.
5. All materials submitted become the property of the City and will not be returned to proponents.
6. If the activities undertaken with PB funds or use of materials purchased with PB funds will require permits e.g., new water hook-ups, permit approvals and fees are the responsibility of the garden or associated organization. Permit applications are subject to the standard process. Being a recipient of PB funds does not guarantee permit approval or expedition.
7. Permit fees are not an eligible use of PB funds.
8. The garden must make the site and its activities open to the public, beyond its membership to the greatest extent possible.
9. All ongoing costs are the responsibility of the garden or associated organization.
10. If your garden is located on land owned by the City, the City will require an insurance coverage of at least \$1 million in general liability. If your garden site is on non-City-owned land, this does not apply.

Questionnaire FAQs

1. Why do I have to submit this questionnaire if my garden was already named in the PB proposal and resolution?

Answer: The City needs the information outlined above in order to enter into an agreement with your organization. This information will verify that your organization's nonprofit status, demonstrate your organization's readiness and capacity to make use of PB funds, ensure that the City and the organization have proper protections and describe the benefit to the public that will be provided by the grant. For newer gardens, the questionnaire may be a helpful exercise –current planning may produce future benefit.

Also, transparency and accountability are key principles in the PB process. The PB proposal was written by budget delegates, so the questionnaire provides an opportunity for the City to learn directly from your garden about how it intends to spend the funds with a greater level of specificity (e.g. if a greenhouse was listed in the PB proposal, it was not clear if those funds are to build a greenhouse, repair an existing greenhouse, stock it with plants, etc).

2. How will the funds get dispensed?

Answer: The City may provide funding through two channels:

- a. Direct payment to vendors e.g. purchase orders.
- b. Reimburse the garden for materials purchased.

3. We identified project costs for activities or materials last year, but moved forward with those improvements. Can we still be reimbursed for them or do we need to identify new uses for the funds?

Answer: The City will allow recipients to request reimbursements for eligible expenses starting on the date the Resolution passed the City Council authorizing the funds for this project. Resolution No. 13-117 N.C. passed on July 23, 2013.

4. Our needs have changed since the PB proposal was developed last spring. Can we request different items than we identified then?

Answer: Your garden is eligible to receive the same amount of funds specified in the PB proposal. However, with your questionnaire, you can submit an action plan naming different needs and materials, as long as it does not exceed your allocation in the PB proposal.

5. What are eligible expenses?

Answer: Per the intent of Participatory Budgeting funds, purchasing materials ensures accountability and avoids a windfall for selected groups or individuals. To a limited extent, funds for uses other than materials may be permitted. Eligible expenses for this project are those articulated in the PB proposal that went for the public vote. Permit fees are not an eligible expense of PB funds.

6. Who should I contact with questions or concerns as I prepare to submit this questionnaire?

Answer: Alea Gage, Administrative Analyst I – Participatory Budgeting, is looking forward to working with you. She will be reviewing questionnaires, preparing the contracts, processing requests for payment and monitoring progress. She can be reached at (707)648-4041 or agage@ci.vallejo.ca.us.