

**CITY OF TAKOMA PARK, MARYLAND  
EXTERNAL FUNDING REQUESTS FY 2013  
APPLICATION FOR GRANTS EXCEEDING \$2,500**

**GENERAL INFORMATION**

Organization Name Washington Adventist University (WAU) –Halcyon Hall

Organization Address: 7600 Flower Ave

City/State/Zip: Takoma Park, Maryland 20912

Program Name (if different): Halcyon Hall Courtyard/Rain Garden

Contact Person/Title: Adrienne D. Matthews, Dean of Women

Telephone Number: Day: 301-891-4177 Evening: 301-512-5831

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E-mail Address: amatthew@wau.edu

Use of Grant Funds:

Maintain Existing Program     Expand Existing Program     Start New Program

Fund One-Time or Limited Project

Amount Requested: \$4,000

Application Deadline: January 20, 2012

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for City of Takoma Park funding and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Adrienne D. Matthews January 20, 2012

Signature/Date

\_\_\_\_\_  
Signature/Date

Adrienne D. Matthews, Dean of Women, WAU

Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

**A. ORGANIZATIONAL STRUCTURE**

1. Number of current officers or board members   3  

<u>Name</u>	<u>Title</u>	<u>Term</u>	<u>Address</u>
A. Jean Warden	Vice President for Student Life	2001-Present	██████████, Silver Spring, MD 20904
Adrienne D. Matthews	Dean of Women	2007-Present	██████████ Takoma Park, MD 20912
Nemeka S. Mason	Assistant Dean Of Women	2007-Present	██████████ Takoma Park, MD 20912

**2. In what year did the organization begin operating?**

Washington Adventist University (WAU or the University) was established in 1904 as a coeducational institution known as the Washington Training Institute. Its purpose was to train young men and women in the liberal arts. In 1907, when the name was changed to Washington Foreign Mission Seminary, the more limited objective of special training for missionaries replaced the original concept of a liberal arts college. In 1914 the college resumed the status of a liberal arts college and took the name Washington Missionary College. In March of 1961 the college constituency voted to change the name of the college to Columbia Union College. In 2009, Columbia Union College attained university status, and the college constituency voted to change the name of the college to Washington Adventist University.

**3. In what year did this program begin operating?**

The desire to launch a revitalization program in the Halcyon Hall Courtyard began in the hearts of Adrienne Matthews and Nemeka Mason in Fall 2010. Within the learning community of WAU, faculty and staff who have been a part of WAU for over 10 years have shared that the Courtyard was once a pleasant gathering space for the students and even residents of Takoma Park. From tea party to marriage proposal to book club meetings, the Halcyon Hall Courtyard offered Takoma Park a small haven from the hustle and bustle of daily life as there are the space is entirely enclosed. Thus the desire to allow visitors to retreat from the day-to-day worries by providing a location where they are compelled to bask in the tranquility of nature grew.

**4. Is the organization incorporated? If so, in what state?**

No, Washington Adventist University is not an incorporated organization.

**5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? If so, under what section of 501(c)?**

Yes, WAU qualifies for tax exemption status and is classified as a 501(c)(3) organization.

**Federal Identification Number (if any):** 31056147

**6. Is this organization in compliance with all applicable federal, state and county laws and regulations?**

Yes.

**7. Staffing Profile: Identify the number and position/title of staff used to administer this program or project:**

**List Positions/Titles:**

Adrienne Matthews – Dean of Women, Halcyon Hall  
Nemeka Mason – Assistant Dean of Women, Halcyon Hall  
Ty Taylor – Supervisor, Facilities Services Department  
Royanne Richards – Student Resident, Halcyon Hall Volunteer Staff Coordinator

**Project Positions/Titles:**

Adrienne Matthews – Project Manager  
Nemeka Mason – Business Manager  
Tyronea Taylor – Facilities/Grounds Supervisor  
Royanne Richards – Volunteer Staff Coordinator

**How many volunteers are used to administer this program?**

It is estimated that about 20 student volunteers will be help to administer this project.

**B. FUNDING SUMMARY:**

**1. Grant request:**

To effectively execute the Halcyon Hall Courtyard Rain Garden, we are requesting funding of \$4,000.

**2. Funds secured from other sources (include status of funding/amount/source):**

WAU has allocated \$2,000 from the Improvement Expense line of the 2012-2013 Halcyon Hall Budget.

**3. Additional funds yet to be secured:**

Currently, WAU is actively seeking grants that align with the mission of this project. In the event that we are unsuccessful in obtaining these funds, WAU will launch several fundraising efforts to cover the additional expenses for completing this project.

**4. Estimated number of volunteer hours (provide number of hours x \$20.25):**

A total of \$1,620 is estimated from the project volunteers, and if calculated as follows:  
 $20 \text{ volunteers} \times 1 \text{ hour/week} \times 4 \text{ weeks} \times \$20.25 = \$1,620$

**5. Value of other in-kind donations (provide details):**

According to the Human Resources (HR) department of WAU, Adrienne Matthews makes \$30 per hour, Nemeka Mason makes \$17 per hour, and Tyronea Taylor makes \$18 per hour. Also, according to WAU HR policies, one work day is calculated as 8.5 hours.

Salaries & Benefits of Staff were calculated as follows. a) The cost of Adrienne Matthews' service is: \$1,275 (8.5hrs x \$30 x 5 days). The cost of Nemeka Mason's service is: \$722.50 (8.5hrs x \$17 x 5 days). The cost of Tyronea Taylor's service is : \$765 (8.5hrs x \$18 x 5 days) Thus, the total cost for salaries and benefits of staff is \$2,762.50 (\$1,275 + \$722.50 + \$765).

Royanne Richards who will serve as the Volunteer Staff Coordinator is projected to work \$627.75 [(2 hours x 2 days/week x 4 weeks x \$20.25) + (5 hours/day x 3 days x 20.25)]. The volunteer hours for those who will be engaged in the site clean-up and set-up phases is calculated to cost \$6,075 (20 volunteers x 5 hours/day x 3 days x \$20.25). Thus, the total volunteer in-kind donation will be \$6,702.75.

The in-kind cash donation that WAU has allocated is \$2,000 from the Improvement Expense line of the 2012-2013 Halcyon Hall Budget.

## **6. Total program revenues:**

The project will not generate any revenue as the Rain Garden can be utilized at no cost. If an organization or individual desires to reserve the space for private use, a deposit of \$25 will be charged and will be refunded if the facilities are left in a clean and orderly state. If, however, the organization or individual fails to leave the facilities in an appropriate manner, the deposit will not be refunded and the funds will be used to help with the upkeep (purchasing new plants, performing repairs, etc.) of the site.

### **C. OVERVIEW OF PROGRAM OR PROJECT FOR WHICH YOU ARE REQUESTING FUNDS:**

When it is raining, the water that passes through the streets can carry with it dirt, debris, bacteria, chemicals from pesticides and fertilizers, highway runoff, and other potentially dangerous pollutants. This water gets carried into our storm sewer system or dumps right into Sligo Creek. The problem grows when we consider that water that enters a storm sewer system is released into the eco system untreated.

The pollutants are only part of the problem from stormwater. The other part is the volume and force that can be generated when the water has nowhere to be absorbed. The currents can cause immense soil erosion.

This water, along with all the bad elements it carries, eventually flows towards the Anacostia River. The contaminants, as well as the soil, pollute the waters and degrade the habit of fish and other aquatic life. The EPA estimates that stormwater runoff is responsible for over 20% of polluted lakes and 45% of polluted estuaries, more than any other source of impairment.

This project would support the Stormwater Management Program of Takoma Park. Supporting the management of stormwater runoff pollutants will decrease and thereby improve water quality in Sligo Creek.

Restoring, preserving, and maintaining the beauty of the Takoma Park community landscape supports the Takoma Park's strategic initiative to continue to develop an environmentally sustainable community.

The rain garden established in the Halcyon Hall inner courtyard will increase community awareness and serve as an educational environment to the university and community guests on how to become more environmentally responsible, improve water quality, develop storm water management resources, and enhance the natural environment of the Takoma Park community.

#### **Identify the target recipients.**

The target recipients of this project are the local residents of Takoma Park, faculty, staff and students of WAU, and the educational institutions in Takoma Park.

#### **Identify the number of Takoma Park residents to be directly affected or served (if applicable).**

2,250 (faculty, staff, and students of WAU, and Takoma Park residents)

#### **2. Program/Project Summary: Briefly describe the purpose of the program or project and the services or activities to be provided.**

The purpose of the Halcyon Hall Courtyard Rain Garden Project is to enhance the awareness of being environmentally responsible within our of Takoma Park community.

The establishing of The Halcyon Hall Rain Garden will provide educational activities to the community in budgeting, site preparation, installation, and planting as well as practical uses for a rain garden and varied environmental benefits.

### **3. Address how the program or project fits within the Strategic Plan and Council Priorities.**

The Halcyon Hall Courtyard Rain Garden fits within the “sustainable community,” The “livable community,” and the “high level prioritized goals” of the Strategic Plan and within the “priority projects and initiatives” of the “environmentally sustainable community.”

The Halcyon Hall Courtyard Rain Garden will capitalize on the use of private property to educate Takoma Park residents and students attending schools within Takoma Park of how to develop and maintain environmentally and economically sustainable rain gardens. Through the engaging our Washington Adventist University student population and the surrounding community residents and educational institutions the Takoma Park community will meet its goal of increasing environmental awareness.

### **4. Program/Project Impact: List the anticipated outcomes. What will change as a result of this program or activity? How will the community benefit?**

The anticipated outcomes of establishing The Halcyon Hall Courtyard Rain Garden is to promote environmental awareness to the community, increase stormwater management by reducing stormwater runoff, and to enhance community awareness of stormwater runoff. Additionally, this project will provide environmental and economical sustainable options to protect the environment while fostering community involvement in environmental responsibility. The Halcyon Hall Courtyard Rain Garden will be maintained by the students of the campus. All educational institutions in the Takoma Park area will be allowed to volunteer time to the maintenance of the rain garden. The volunteer component of maintaining the rain garden will support the continued use of the site as an educational tool in promoting environmental awareness and a long term environmental benefit to the natural resources of Takoma Park.

To ensure that the project fulfills the anticipated outcomes, there will be six stages in the action plan: Arborist Analysis, Project Planning, Tree Pruning/Removal, Site Clean-up, Site Set-up, Site Re-Opening Ceremony.

Arborist Analysis – Within the courtyard, there is a cherry blossom tree that extends to the third floor of the surrounding residence hall. We will set an appointment with an arborist of Takoma Park to evaluate whether or not the tree is hazardous to the structure of the residence hall and those who will be utilizing the space. This is stage should take one visit but the time

between making the appointment and the actual site visitation is dependent on the availability of the arborist.

Project Planning – This initial phase would require Adrienne Matthews, Nemeka Mason and Tyronea Taylor to meet with landscaper – Thomas Clime of Thomas Clime Landscapes. It is believed that there will be a need for two to three meetings to ensure that all parties are unified in their vision for the courtyard. During the first meeting, measurements will be taken and a sketch of the area will be made to detail the existing items that would be removed. An analysis of the soil and the amount of sunlight will also be performed to ensure that the best trees and plants are selected for the site. The second and, if necessary, third meeting will allow the WAU team to see the projected look of the site with a professional blueprint. Each meeting should last approximately 60-90 minutes and span a maximum of three weeks.

Additionally, the project team will meet with Kitty Gage and/or Jenny Reed of the Friends of Sligo Creek to learn of local nurseries that we can purchase trees, flowers, plants, mulch, etc. at cost. Moreover, the team will gather any additional information that would aid in the successful completion of the Courtyard Rain Garden.

Tree Pruning or Removal – Based on the analysis of the arborist, the tree will either be trimmed or removed. This phase should take one visit.

Site Clean-up – This phase will occur simultaneous to the Project Planning phase and will involve having volunteers remove old gutters, trellis, and de-weeding the area. This activity should take approximately five hours on one day (this will most likely occur on a Sunday).

Site Set-Up – Based on a brief visit of the Courtyard, Thomas Cline Landscapes projects that this phase may have two days of labor, spread over one to two weeks. The variance in length is due to the level of complex decisions made during the project planning phase, however it is the desire of the entire team to have this project be open to the public for use as soon as possible.

Site Re-Opening – Upon completion of the site set-up, it will be the joy of the WAU team to conduct a re-opening ceremony for as many within the WAU community and Takoma Park residents to know that this new location is available for use. In preparation for this ceremony, City officials will be invited, along with the administration of WAU.

**6. Program Evaluation: Identify and describe the methods to be use to evaluate this program or project (questionnaire, interview, survey, observation)? How will you know if it is successful?**

The Office of Institutional Research and Effectiveness (OIRE) of WAU will be tasked with the creation and assessment of surveys regarding the courtyard. Each visitor to the courtyard will be strongly encouraged to complete one of these surveys so that the findings will aid in continuous upkeep and, if necessary, making improvements to the courtyard. Annual results

will be given to the City of Takoma Park for the first five years after the opening of the project to ensure that the City is aware of the positive impact of their investment. No monies will be spent on the program evaluation services.

**7. Organization Evaluation: Briefly describe one or two similar programs or projects your organization has undertaken and provide an assessment of their effectiveness. If the organization has not undertaken programs or projects, you may respond to this question by addressing the experience of the officers or project leaders.**

Although WAU has not directly initiated a similar project, Dr. Melinda Ekkens-Villanueva – Chair of the Biology department in the School of Health Professions, Science and Wellness has worked closely establishing a small rain garden on the campus of WAU. This rain garden is located between Wilkinson Hall and Morrison Hall and is an initiative of the Friends of Sligo Creek and Anacostia Watershed through the National Capital Region Watershed Stewards Academy. The site was chosen by the group and Dr. Ekkens-Villanueva,

The project is less than six months old. A series of assessment on the effectiveness is planned in the spring of 2012. Dr. Ekkens-Villanueva will lead one of her biology classes in an analysis of the soil the under grass and the soil under the garden to see if there is an improvement in the soil quality compared to the similar areas surrounding the rain garden.

Anecdotally, many individuals have commented on how visually appealing this rain garden and the variety of flowers.

**8. Collaboration: Is this a collaborative program involving other organizations? If so, please provide further information.**

During the planning phase, the project team will meet with Kitty Gage and/or Jenny Reed of the Friends of Sligo Creek to learn of local nurseries that we can purchase trees, flowers, plants, mulch, etc. at cost. Moreover, the team will gather any additional information that would aid in the successful completion of the Courtyard Rain Garden.

WAU believes that planting the seeds of service and environmental awareness in the youth will produce a world that is not only more engaged, but more improved for us all. Consequently, we will be mobilizing grade- through high-school students from three neighboring schools: John Nevins Andrews Elementary, Sligo Adventist Elementary, and Takoma Academy. WAU already has established and positive relationships with these schools. In order to mobilize these campuses Mrs. Matthews and Ms. Mason will work with principals of these schools to develop plans to incorporate the students and teachers from these schools into all phases of this project. Moreover, schools will be encouraged to visit the project site for Earth Day, Arbor Day, etc.



**D. BUDGET**

<b>Category</b>	<b>TK PK Grant Request</b>	<b>Matching Funds (Cash)</b>	<b>Matching Funds (In-Kind)</b>	<b>Total</b>
<b>Salaries &amp; Benefits of Staff # hrs/weeks x \$#/hr. x # weeks</b>	<b>\$1,500.00</b>	<b>\$1000</b>	<b>\$2,762.50</b>	<b>\$5,262.50</b>
<b>Volunteer Staff Time</b>	<b>0</b>	<b>0</b>	<b>\$6,702.75</b>	<b>\$6,702.75</b>
<b>Materials/Supplies</b>	<b>\$2,500.00</b>	<b>\$1,000.00</b>	<b>0</b>	<b>\$3,500.00*</b>
<b>Totals:</b>	<b>\$4,000.00</b>	<b>\$2,000.00</b>	<b>\$9,465.25</b>	<b>\$15,465.25*</b>

**Budget Narrative**

1) Salaries & Benefits of Staff. According to the Human Resources (HR) department of WAU, Adrienne Matthews makes \$30 per hour, Nemeka Mason makes \$17 per hour, and Tyronea Taylor makes \$18 per hour. Also, according to WAU HR policies, one work day is calculated as 8.5 hours.

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Thomas Cline Landscapes estimates that the cost of labor for this project will total \$2,500. Consequently \$1,500 of labor will be funded by grant monies while the \$1,000 will be paid for by in-kind cash matching funds from the Improvement Expense line of the 2012-2013 Halcyon Hall Budget.

2) Volunteer Staff Time. Royanne Richards who will serve as the Volunteer Staff Coordinator is projected to work \$627.75 [(2 hours x 2 days/week x 4 weeks x \$20.25) + (5 hours/day x 3 days x 20.25)]. The volunteer hours for those who will be engaged in the site clean-up and set-up phases is calculated to cost \$6,075 (20 volunteers x 5 hours/day x 3 days x \$20.25). Thus, the total volunteer in-kind donation will be \$6,702.75.

3) Materials/Supplies. The items that will be purchased with requested grant funds include \$2,500 in plant material (shrubs and trees), and \$1,000 in benches, mulches, fertilizing and finishing items.

The asterisk (\*) seen in the "Total" column for the Materials/Supplies line items is representative of the possibility that the tree that is currently in the Courtyard may have to be removed. From our initial research, based on the height of the tree and location, it may cost approximately \$2,000 to remove. Further evaluation of the Improvement Expense line of the 2012-2013 Halcyon Hall Budget will be performed to cover this potential cost.

## E. TIME LINE

<b>Project Phase</b>	<b>Month of Activity</b>	<b>Length of Time</b>
Notification of Award based on Adoption of FY 2013 Budget	May 2012	1 day
Arborist Analysis	May 2012	1 day
Project Planning	May 2012	3 weeks
Awarded Funds	July 1, 2012	1 day
Tree Pruning or Removal	July 2012	1 day
Site Clean-up	September 9, 2012	1 day
Site Set-up	September 12 & 19, 2012	2 days over the span of 1-2 weeks
Site Re-opening Ceremony	October 3, 2012	1 day