To: Primary Contacts of GreenThumb Community Gardens on NYC Parks property  
From: William LoSasso, Director of NYC Parks GreenThumb  
RE: 2019-2022 NYC Parks GreenThumb License Agreement  
Date: August 16, 2019

Dear GreenThumb Garden Primary Contact:

We write to inform you that we are extending the licensing deadline for GreenThumb gardens operating on NYC Parks property. We have heard from many garden groups that they are prepared to submit their licensing documents but need additional time to finalize their by-laws with their garden groups. The submission deadline will be extended by one month, with a new deadline of Friday, September 20, 2019.

Throughout this period of extension, garden groups that have not yet submitted the 2019-2022 License may operate their garden pursuant to the policies laid out in the 2016 GreenThumb License and the current GreenThumb Gardeners’ Handbook. As always, please feel free to contact your GreenThumb Outreach Coordinators with any questions that you may have.

**GreenThumb Gardeners’ Handbook updates**

In addition, we are making several updates to the GreenThumb Gardener’s Handbook, outlined below. As you know, the Gardeners’ Handbook includes valuable information about policies and best practices. GreenThumb will make necessary updates when the City passes new legislation or other applicable policy changes occur. Any future changes will be added to the Gardeners’ Handbook on a quarterly basis (if needed) and announcements will be communicated on the GreenThumb website, social media, and via email and US Mail. The following updates are effective immediately and will be added to the next version of the Handbook:

**Dogs (Page 36):** If a garden group wants to prohibit garden access to pets in its bylaws, it should contact its GreenThumb Outreach Coordinator and request updated signage from GreenThumb. Gardens may not prohibit service animals under any circumstances as per federal, state, and local law.

**Site Inspections (Page 20):** Outreach Coordinators will notify gardeners in advance of annual site inspections in order to invite them to attend the process, and we hope that garden groups will take this opportunity to participate in this annual event.
**Definition of Garden Abandonment (Page 20):** Garden groups that have abandoned their gardens or are determined by GreenThumb to be unable or unwilling to address and rectify violations will be at risk of having their License Agreement terminated by GreenThumb, and their access to the garden revoked. Abandonment includes but is not limited to failing to maintain the garden, respond to correspondence, or hold required public hours and events.

**Event Submissions (Page 52):** For any event that has not yet been scheduled as of the relevant submission date, gardens must notify their GreenThumb Outreach Coordinator as soon as the event is scheduled. GreenThumb will make best efforts to expedite its review of these submissions and provide a response as soon as possible.

**Community Supported Agriculture (CSA) (Page 72):** GreenThumb community gardens on NYC Parks property can serve as distribution sites for externally grown produce distributed via Community-Supported Agriculture programs (CSAs). Please note, however, that community gardens may not serve as the site of any financial transactions for CSAs unless all of the produce was grown on-site at a GreenThumb community garden or prior written approval has been provided by NYC Parks.

Thank you for your continued service to your community. We look forward to continuing to work with you and supporting you in stewarding public open spaces throughout New York City.

Sincerely,

William LoSasso