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**OSWEGO COUNTY
BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**
COUNTY ROUTE NO. 64
MEXICO, NEW YORK 13114

To President Bill Clinton
The White House
National Service Corp.
1500 Pennsylvania Ave., N.W.
Washington, D.C. 20500

National Service Correspondence Rating Sheet

Code: _____

Date: _____

MS
1/2

Purpose of Letter:

- Wants to Participate
 - Summer of Service
 - National Initiative
- General Commentary
 - Pro
 - Con
 - Suggestions for Programs
- Requesting General Information
 - Summer of Service
 - General Program
- Offering their Services
 - Volunteer
 - Internships
 - White House
 - National Service (Jim)
 - Employment

II. Writer Information:

- A. Age (Circle One):
Under 17 17-25 Over 25 Unspecified
- B. Education Level (Circle One):
 - 1. Student:
 - Elementary
 - Secondary
 - College
 - Graduate
 - 2. Non-Student (Level Completed):
 - Secondary
 - College
 - Graduate

III. Response to Other Departments

- Commission
(Personal, service organizations,
or business proposals)
- Scheduling/Gloria
- Other _____

IV. Certified Mail

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

MEXICO, NEW YORK 13114

(315) 963-4251



Weston T. Hyde
District Superintendent

Louis R. Pettinelli
Assistant Superintendent for
Programs and Operations

Barbara A. Iwinski
Director,
Migrant Tutorial Program

March 24, 1993

President Bill Clinton
The White House
National Service Corp
1600 Pennsylvania Ave., N.W.
Washington, D.C. 20500

Dear Mr. President,

Enclosed in this packet you will find several descriptions of adolescent volunteer activities which have been sponsored or conducted by the New York State Migrant Tutorial Outreach Program located at the Oswego County B.O.C.E.S. in Mexico, New York.

Our program, which services a 7500 square mile area in Oswego, Onondaga, Jefferson, Lewis and parts of Madison and St. Lawrence counties, addresses the needs of migrant students 0 to 22 years of age and their families.

We provide in-school, one on one tutoring, adolescent outreach, family literacy, early childhood education, ESL and GED preparation classes in English and Spanish, Farm camp classes, summer school and night school.

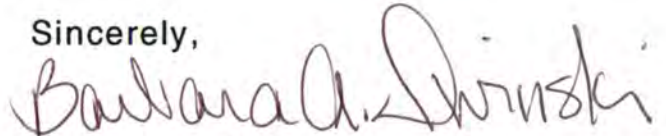
Based on the dropout indicators and at risk factors identified by our needs assessment program we utilize, we have found that if adolescents are provided with the opportunity to serve those less fortunate than themselves, in a meaningful manner, then not only will this service enhance the lives of those served but also their own educational, social and personal lives.

Being a child in today's world is difficult enough, but when this is compounded by being the child of a migrant farmworker, the burden can become unbearable. Yet, these same children will respond with tremendous enthusiasm when asked to volunteer at an old age home, homeless shelter or food bank.

We hope that these volunteer program descriptions which we have enclosed will prove beneficial to you and the national service project.

If you have any questions or if you would prefer to see our program in action, please do not hesitate to contact us. Thank you for your time and consideration in this matter.

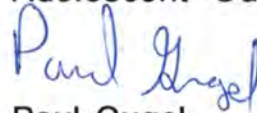
Sincerely,



Barbara A. Iwinski
Director



Dale Carman
Adolescent Outreach Specialist



Paul Gugel
Adolescent Outreach Specialist

**TUTORIAL
OUTREACH
CENTERS**

- 1 Fredonia
- 2 Batavia
- 3 Brockport
- 4 East Bloomfield
- 5 Wayne/Finger Lakes
- 6 Oswego
- 7 Cortland
- 8 Potsdam
- 9 Herkimer
- 10 Oneonta
- 11 Capital District
- 12 New Paltz
- 13 Suffolk



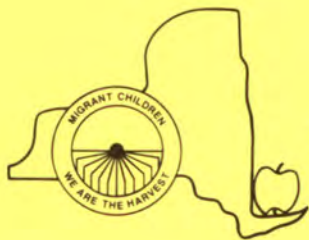
NEW YORK TUTORIAL OUTREACH PROGRAM NETWORK

FOR FUTHER INFORMATION CONTACT:

New York State Education Department
School Improvement & Migrant Education
State Education Department
Room 883, EBA
Albany, NY 12234
518-474-1231/1233

Richard A. Bove, Director
Thomas P. Fitzgerald, Chief
Leo Denault, Associate
Mary Lou Lougheed, Associate

- | | |
|---|--|
| <p>1) Patricia Muldowney
SUNY College at Fredonia
2145 Fenton Hall
Fredonia, NY 14063
716-673-3526</p> <p>2) Margaret Raley
Batavia City Schools
39 Washington Ave.
Batavia, NY 14021
716-343-2480 ext. 246</p> <p>3) Sr. Beverly Baker
SUNY College at Brockport
B-9 Cooper Hall
Brockport, NY 14420
716-395-2356</p> <p>4) Patrick Crowley
East Bloomfield Central School
Oakmount Avenue
East Bloomfield, NY 14443
716-657-7161</p> <p>5) Basil Dobush
North Rose-Wolcott
Central School
Salter Road
Wolcott, NY 14590
315-587-2352</p> <p>6) Barbara Iwinski
Oswego County BOCES
County Route 64
Mexico, NY 13114
315-963-4265/4266</p> | <p>7) Barbara Wyman
SUNY College at Cortland
B-105 Van Hoesen Hall
Cortland, NY 13045
607-753-4706</p> <p>8) William Davis
SUNY College at Potsdam
100 Satterlee Hall
Potsdam, NY 13676
315-267-2503</p> <p>9) Mary Kline
Herkimer County BOCES
400 Gros Blvd.
Herkimer, NY 13350
315-867-2079</p> <p>10) Lorrie Wolverton
SUNY College at Oneonta
310 Bugbee School
Oneonta, NY 13820
607-432-6511</p> <p>11) Diane Albano
Rensselaer/Columbia/
Greene BOCES
P.O. Box 26
Brookview, NY 12026
518-732-7266</p> <p>12) Margaret Taylor
SUNY College at New Paltz
304 Van den Berg Learning Center
New Paltz, NY 12561
914-257-2958/2959</p> <p>13) Sr. Margaret Quigley
Suffolk County BOCES #1
313 West Main Street
Riverhead, NY 11901
516-727-1692</p> |
|---|--|



NEW YORK STATE MIGRANT EDUCATION PROGRAM

Migrant Education is designed to provide supplemental services to meet the special educational needs of children of migratory farmworkers. In New York State, this is done through a Tutorial Outreach Program network.

Tutorial

- Individual student needs assessment
- One-to-one or small group academic instruction in congruence with local school staff

Outreach

- Home Visits
- Literacy Training
- Advocacy
- Parent Involvement

Programs

- Summer School
- Parent Education Program
- Adolescent Outreach Program

Services

- Identification/Recruitment
- Transfer of School Records
(Migrant Student Record Transfer System)
- Health
- Interstate Coordination
- Public Relations

The following adolescent volunteer activities were implemented in 1992 and 1993 to address student needs as indicated by our assessment procedures.

- A) Samaritan Keep Nursing Home, Watertown, New York.
 - 1. Visitation with residents to foster intergenerational understanding and compassion.
 - 2. Easter programs 1992 and 1993: non-denominational holiday programming designed to enrich the lives of the residents through songs, cards, decorations and visitation conducted by students.
 - 3. Farm Day programs 1992 - a summer program designed to bring a bit of the country to the residents. Utilizing a county fair theme, students conducted games, prepared and served food, tended livestock, transported residents between floors and visited with residents.

- B) Whispering Pines Nursing Home, Watertown, New York.
 - 1. Students conducted intergenerational visits with residents and toured facility to enrich their educational pursuits.

- C) Madonna Home, Mercy Hospital, Watertown, New York.
 - 1. Easter 1992 - students volunteered to conduct egg coloring with residents and spend time visiting with them. During this activity, students helped color approximately 500 eggs which were then distributed in the Watertown area.

- D) Food Bank of Central New York.
 - 1. During the summer of 1992, student volunteers weeded bean fields operated by the Food Bank which services the entire Central New York area.

E) 4-H of Oswego County, Mexico, New York.

1. Volunteers conducted a car wash to benefit 4-H Teen programs. The majority of volunteers were not from Oswego county, but volunteered because of the cause.
2. Volunteers participated in a trail repair program at the 4-H Environmental center in Amboy, New York. Project was designed to enhance the educational aspects of the center.

F) Teen Volunteer Center of Syracuse, Syracuse, New York.

1. Students volunteered to clean, paint and repair a teen homeless shelter located in Syracuse, New York.

G) Other Activities:

1. Teen volunteers have helped distribute new and used clothing to client families who are in need.
2. Volunteers have helped distribute donated food to client families in need.
3. Students have helped conduct holiday programs designed to provide clients with an opportunity to experience a family style get together, receive gifts and partake of a holiday meal.
4. We have promoted teen leadership through our Migrant Adolescent Youth Advisory Teams. This concept which is unique in migrant education promotes empowerment and enables teens to participate in shared decision making.
5. Volunteers have conducted benefits to create funding for a migrant family who lost their mother due to an act of violence.

6. Student volunteers have helped conduct family oriented activities designed to promote multicultural awareness and sensitivity.
7. Pending 1993: Establishment of rural victory gardens by student volunteers to provide elderly and rural poor with nutritious food (see attached grant application).

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

MEXICO, NEW YORK 13114

(315) 963-4251

Weston T. Hyde
District Superintendent

Barbara A. Iwinski
Director,
Migrant Tutorial Program



January 12, 1993

ACTION Regional Office
8 World Trade Center
Room 758
New York, N.Y. 10048-0206

To Whom It May Concern:

Please accept the following grant proposal from the Oswego County BOCES Migrant Tutorial Program, on behalf of the migrant families living and working within a 6 county area of Central New York.

The proposed project addresses our students' desire to continue and expand their community service efforts. This plan was developed with interagency support and will allow students to make a direct impact in alleviating hunger within their community.

Thank you for your time and consideration in this matter.

Sincerely,

Barbara A. Iwinski
Director

BAI/bap
Encls.

Burden per response estimated at 16 hours. Send comments regarding this estimate or suggestions for reduction to (1) ACTION Clearance Officer, 1100 Vt. Ave., NW, Wash., DC 20525, and (2) Paperwork Reduction Project, OMB #3001-0098, New EOB, Wash., DC 20503.



STUDENT COMMUNITY SERVICE PROGRAM

GRANT APPLICATION

For use by prospective and existing sponsors of all Student Community Service projects. Follow instructions in the appropriate Operations Handbook or other guidance available through ACTION State Program Offices. Submission of a grant application does not assure the receipt of a grant award.

Note requirements for signatures on pages **1, 7, 8, and 9.**

Note also that all pages are identified as "Instructions for Page ____" or "Page ____." When you assemble your final document, it is not necessary to reproduce and return the "instructions" pages. Send original, signed application and two copies of your submission to your ACTION State Office unless otherwise instructed.

As required by Section 504 of the *Rehabilitation Act of 1973, as amended*, this application may be available in alternate formats. Make TDD inquiries to: (202) 606-5256. Direct written or commercial telephone inquiries to: Assistant Director, VISTA, 1100 Vermont Ave., N.W., Washington, D.C. 20525, Commercial # (202) 606-4845.

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|---|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application). Note that falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both. (18 U.S.Code Section 1001.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

APPLICATION FOR FEDERAL ASSISTANCE

PART I

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: Oswego County BOCES Migrant Tutorial Prog.	Organizational Unit
Address (give city, county, state, and zip code): County Route 64 Mexico, New York 13114	Name and telephone number of the person to be contacted on matters involving this application (give area code): Barbara A. Iwinski (315) 963-4265

6. EMPLOYER IDENTIFICATION NUMBER (EIN) 03 - 5930004	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): <u>BOCES</u>
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):	9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE:	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Harvest of Hope for Migrant Families
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): New York State counties of: Onondaga, Oswego, Jefferson, Lewis, Madison and St. Lawrence	

13. PROPOSED PROJECT: Start Date: 3/15/93 Ending Date: 3/14/94	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 25-26-27-29 b. Project: 25-26-27-29
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15. ESTIMATED FUNDING: a. Federal: \$ 20,000.00 b. Applicant: \$ 4,000.00 c. State: \$.00 d. Local: \$.00 e. Other: \$.00 f. Program Income: \$ 250.00 g. TOTAL: \$ 24,250.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u>January 13, 1993</u> b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Weston T. Hyde	b. Title District Superintendent	c. Telephone Number 315-963-4251
d. Signature of Authorized Representative 	e. Date Signed 1/12/93	

Instructions for Part II – Budget (ACTION Form 424AA)

ACTION requires budgets to be shown separately by function or activity. All applications should contain a breakdown by the object class categories shown in this part.

NOTE: A DETAILED BUDGET NARRATIVE, IDENTIFYING AND FULLY JUSTIFYING EACH LINE ITEM AND COST INCLUDED IN THE BUDGET, MUST ACCOMPANY PART II.

If in-kind contributions are included, provide a brief explanation on a separate sheet, unless covered in Budget Narrative Justification. Explain amounts for individual direct object class categories that may appear to be out of the ordinary or provide details as required by ACTION.

In columns (3) through (5), enter the appropriate amounts of Federal and non-Federal funds [including cash and in-kind] in either Section (1), Volunteer Support Expenses, or Section (2), Volunteer Expenses, by object class category. Applicants for Older American Volunteer Program grants will use column (6) for Excess Non-Federal funds according to Section 224, Public Law 93-113.

Section (1), VOLUNTEER SUPPORT EXPENSES:

- a. **PERSONNEL (Project).** Persons currently employed or to be employed by applicant organization for the grant activities. Enter the total amount of Federal and non-Federal funds estimated for salaries and wages of each individual to be charged to the grant project.
- b. **FRINGE BENEFITS.** List the fringe benefits and total cost dollars in ratio to the percentage of time spent on the project.
- c. **TRAVEL.** This item is only for travel by staff listed under Project Personnel in (1)a. All travel must be for the purpose of supporting the grant activities described in the application. Any anticipated travel away from the project site should be explained in full along with cost calculation.
- d. **EQUIPMENT.** Attach itemized list.
- e. **SUPPLIES.** Consult program guidelines.
- f. **CONTRACTUAL SERVICES.** Includes consultant's costs.
- g. **OTHER.** Include the total of all other Volunteer Support Expenses not included in lines a through f.

h. **INDIRECT CHARGES.** If applicable, enter total indirect charges applicable to Volunteer Support. In your Budget Narrative Justification, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense. Attach a copy of your current negotiated indirect cost agreement with name of Federal agency and date.

i. **TOTALS.** Enter the sum of the Total Direct Charges plus the Indirect Charges applicable to Volunteer Support.

Section (2), VOLUNTEER EXPENSES:

- a. **PERSONNEL (Project).** Enter the total cost of Stipends and allowances that are paid directly to volunteers.
- b. **FRINGE BENEFITS.** Enter the volunteer fringe benefits, such as meals, insurance, FICA, uniforms, physical exams, recognition, etc.
- c. **TRAVEL.** Includes all volunteer transportation costs, including the cost of vehicles (leased or purchased), insurance, prorated maintenance costs applicable to those vehicles based on usage, and drivers' salaries and fringe benefits chargeable to the grant.
- d. **EQUIPMENT.** Attach itemized list.
- e. **SUPPLIES.** Consult program guidelines.
- f. **CONTRACTUAL SERVICES.** Consult program guidelines.
- g. **OTHER.** Includes all other Volunteer Expenses not included in lines a through f, such as volunteer training costs. Does not include training materials included in Volunteer Support Expenses.
- h. **TOTAL VOLUNTEER EXPENSES.** Enter total Volunteer Expenses listed in lines a through g.
- i. **TOTALS.** Enter the sum of the total applicable to Volunteer Support Expenses and Volunteer Expenses.

Section (3), PERCENTAGES: Follow program guidelines.

PART II — BUDGET

(1) VOLUNTEER SUPPORT EXPENSES						
a. GRANTEE PERSONNEL EXPENSES Position Title	(1) Annual Salary	(2) % Time Spent on Project	(3) Total Cost	(4) Federal Funds Requested	(5) Non-Federal Resources	(6) Excess Non-Federal Resources
2-Director/AOP Spec. Reg. Term	\$ 16,765	12%	\$ 4,000	\$ 0	\$ 4,000	
2-Director/AOP Spec. Summer	3,200	100	6,400	6,400	0	
1-P/T Ass't-19hr/wk x \$6.42/hr x 50 wks	6,099	100	6,099	6,099	0	
TOTAL PERSONNEL EXPENSES	\$20,064	212%	\$16,499	\$ 12,499	\$ 4,000	
b. FRINGE BENEFITS			300	300	-	
c. (1) GRANTEE STAFF LOCAL TRAVEL			1,000	1,000	-	
c. (2) GRANTEE STAFF LONG DISTANCE TRAVEL			2,000	2,000	-	
d. EQUIPMENT						
e. SUPPLIES						
f. CONTRACTUAL SERVICE						
g. OTHER:						
Communications			75	75	-	
Printing			100	100	-	
Space						
h. INDIRECT COSTS 4.2%			842	842	-	
i. TOTAL VOLUNTEER SUPPORT EXPENSES			20,816	16,816	4,000	
(2) VOLUNTEER EXPENSES						
a. PERSONNEL EXPENSES						
Stipends						
Living Allowance						
End of Service Allowance						
Food and Lodging Allowance						
b. FRINGE BENEFITS						
Meals						
FICA						
Uniforms						
Insurance						
Recognition			500	500	-	
Other:						
c. TRAVEL			500	500	-	
d. EQUIPMENT			1,725	1,725	-	
e. SUPPLIES			459	459	-	
f. CONTRACTUAL SERVICE						
g. OTHER:						
h. TOTAL VOLUNTEER EXPENSES			\$ 3,184	\$ 3,184	\$ -	
i. TOTAL COSTS			\$24,000	\$ 20,000	\$ 4,000	
(3) PERCENTAGES			100%		20%	

SECTION B. PROJECT ANALYSIS
(Complete in space provided.)

1. How would your proposed project address needs of the low-income community not now being addressed by other organizations? List changes anticipated as a result of this project:

The rural poor are normally more isolated and therefore less likely to benefit from community based poverty programs. At this time, no agency is currently assisting the above group with the establishment of rural victory gardens. Through our program we will be able to provide the rural poor with a supplemental source of nutrition, thereby increasing their overall wellness. This project will also assist these families in establishing their own self-sufficiency.

2. Does this application represent a new or expanding community activity? New Expansion
 If an expansion, specify the increased activity and the additional outcomes:

3. List the names of public agencies and private nonprofit organizations which are potential volunteer stations for Student Community Service volunteers. Attach three letters of support referencing specific volunteer assignments. If the project has only one or two sites, one or two support letters will suffice.

This project is designed to benefit the following agencies:

- a) Oswego County Rural Opportunities
- b) Food Bank of Central New York
- c) Community Action Planning Council
Jefferson County, New York
- d) Lewis County Opportunities
- e) Cooperative Extension/4-H
- f) Local Food Pantries in 4 county area

The above agencies will benefit directly from the creation of the gardens and may serve as a location for placement of some of our volunteers.

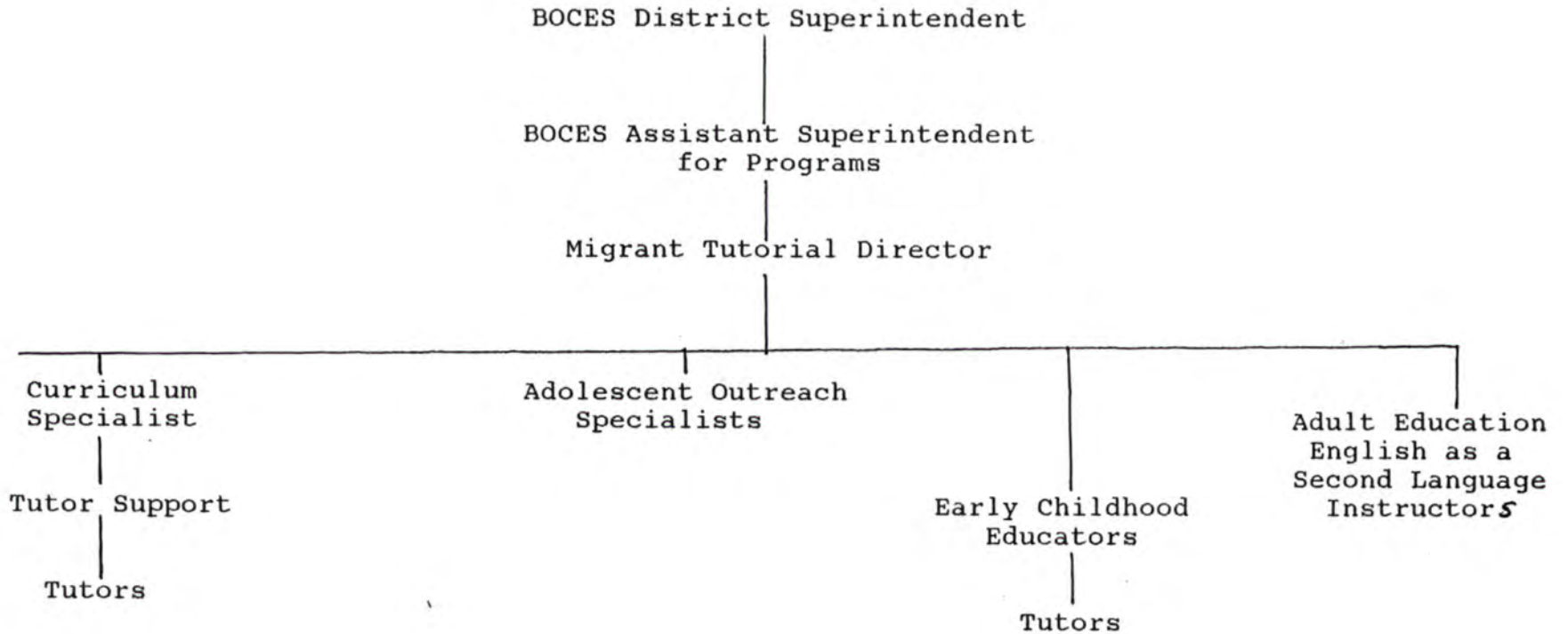
4. Describe the learning experiences that students would derive from assignments in the community as SCS Volunteers.

Students will learn plant husbandry, marketing techniques, Spanish/English translation, writing, editing, publishing and distribution techniques; interpersonal relations and management skills.

5. Identify sources of volunteer recruitment, e.g., schools, service organizations, churches, others. Describe any initial contacts made to these groups.

Sources	Contacts
a. <u>Migrant Adolescent</u>	<u>Group Meetings</u>
b. <u>Parents Advisory Council</u>	<u>Parent Meetings</u>
c. <u>Rural Opportunities Inc.</u>	<u>Continuing Interagency Coordination</u>
d. _____	_____
e. _____	_____

OSWEGO COUNTY BOCES
MIGRANT TUTORIAL PROGRAM



SECTION C. PROJECT MANAGEMENT
(Complete in space provided)

1. Attach a position description for the Project Director. State percentage of time the Director will spend on project: 100 % Summer 12% Regular

If less than 100% provide a rationale: The position of Project Director will be a split placement due to the size of the region (over 7000 sq. miles) to be administered. They will be responsible for the overall coordination, supervision and implementation of the program. Project Directors will also be in charge of recordkeeping, educational programming, interagency coordination, recruitment and retention of student volunteers, identification and implementation of program sites, equipment rental and purchase and inventory control.

2. Describe plans for supervision of volunteers:

All volunteers will be supervised on site by the Project Director, the project assistant or by one of the Parent Advisory Council volunteers. Small garden home sites will be supervised by plot owners and project staff.

3. Describe your proposed system for recording and reporting numbers of volunteers and numbers of volunteer service hours:

All student volunteers will sign a "volunteer contract" which will stipulate expectations and goals. A master file for recording the numbers of volunteers and the hours worked by each will be established. Individual logs will be kept, for and by each volunteer, which will track the number of hours worked by the week, month and year. The master file will be updated monthly. Quarterly reports will also be provided to document the program's progress.

4. Describe specific plans to meet:

- a. **Transportation needs of volunteers:**

Transportation needs will be met through the project director or other staff, parents and on occasion students will provide their own transportation when possible.

- b. **Volunteer recognition, e.g., annual event:**

There will be recognition awards for hours worked to be broken down in increments of 25 hours. There will also be a recognition dinner, press releases and TV coverage in students' hometowns.

- c. **Volunteer insurance:**

(Each of the above items should also be addressed in the budget and budget narrative.)

5. Describe sponsor plans for assessing the progress of the project in meeting its goals and objectives:

We will assess the progress of the program through the number of volunteers and time served. A detailed analysis of how much food is harvested, how much was distributed and where. Benefiting agencies, families, and volunteers will fill out a project evaluation survey.

6. Describe plans for continuation of project activities by the community after ACTION support ends:

Following ACTION support, it is planned that the Parents Advisory Committee, with interagency cooperation and coordination, will take over responsibility for project continuation. Money which has been generated from produce and cookbook sales will be reinvested to ensure project continuation. The tutorials Adolescent Outreach Program will continue to be the primary source of volunteers.

INSTRUCTIONS FOR SECTION D—PROJECT WORK PLAN

The Project Work Plan outlines precisely *what* is to be accomplished, *when* it is to be accomplished, and an estimated achievement level against which progress is measured. The Work Plan is to be prepared in terms of goals and objectives.

DEFINITIONS

A goal is the sponsoring organization's intended annual achievement level. Each goal should represent a specific quantitative level of project achievement the sponsor intends to attain by the end of the funded period.

An objective is an interim achievement level or a stage in reaching the goal.

A goal must be:

- Achievable
- Measurable
- Long term in duration (annually)

An objective must be:

- Achievable
- Measurable
- Short term in duration (monthly, quarterly)

DEVELOPMENT OF THE PROJECT WORK PLAN

Identify your project's specific goals. The Work Plan must also include all of the appropriate goals listed below. Outline as objectives the monthly or quarterly achievements the project must attain in order to assure that each goal is met. The Project Work Plan should be considered a twelve-month plan of goals and objectives

for, as a minimum, each of the major project activities. Other activities may be outlined in the same manner to serve as a management guide and as a yardstick for measuring progress.

In preparing the Project Work Plan, please use the form on page 6 and 6a. Attach as many reproduced copies of this form as is necessary to fully convey the goals and objectives of your proposed project. Begin by entering Goal #1 in Column A, and then enter in Column B the monthly or quarterly period when you plan to accomplish the goal. Return to Column A and list the objectives below the goal. In Column B, enter the quarterly periods when you plan to complete the objectives throughout the twelve-month period.

GOAL: Recruitment and Placement of Volunteers — Specify the numbers, by quarters, of volunteers to be recruited and placed, considering the entry and attrition patterns of volunteers.

GOAL: Training — Identify orientation and training activities for volunteers and volunteer station personnel.

GOAL: Community Relations — Identify activities for public awareness and generation of local support.

GOAL: Hours — State the number of volunteer hours anticipated to be served by the students per quarter.

GOAL: Self-Sufficiency Plan — Specify activities to achieve self-sufficiency after ACTION support is withdrawn.

Position Descriptions:

Project Director:

The Project Director/AOP Specialist will be responsible for the following:

1. Overall project coordination.
2. Recruitment, retention, training and supervision of volunteers.
3. Interagency coordination.
4. Project record keeping (completing quarterly reports).
5. Identification and implementation of garden sites.
6. Educational programming.
7. Project publicity.
8. Volunteer recognition.
9. Other duties as requested by the tutorial director.

Project Assistant:

1. Supervising and training volunteers.
2. Delivering produce to distribution points.
3. Facilitating transportation of student volunteers.
4. Participate in project record keeping.
5. Assist in the coordination of volunteer work schedules.
6. Transport needed equipment and supplies to project sites.

SECTION D—PROJECT WORK PLAN

FOR PERIOD FROM March 15, 1993 TO March 14, 1994

Column A GOALS AND OBJECTIVES OF PROJECT	Column B Planned Period of Accomplishment	Column C ACTUAL PROJECT ACCOMPLISHMENTS (Complete this column only when submitting ACTION project progress reports.)
<p>GOAL I: To increase the self sufficiency of the rural poor through the establishment and maintenance of community and individual victory gardens</p> <p>Objective I: Migrant student volunteers will establish, maintain and harvest a minimum of 2 community victory gardens. Produce from these gardens will then be donated to local food pantries, the Food Bank of Central NY and Rural Opportunities Inc. for distribution to needy families and individuals throughout our 4 county service area.</p> <p>Objective II: Student volunteers will work in crews directed by the project leader or other staff to establish a minimum of 8 private, smaller victory gardens for the use of identified families and individuals in need. These gardens will be maintained and harvested by the families, except in cases where the client is not physically able to perform this. The food produced will be used to benefit the identified families.</p> <p>Objective IIa: The project directors will coordinate with local social service agencies, churches, community groups and others to identify needy families or individuals who are interested in having a victory garden.</p>	<p>3/15 - 4/15 Determine</p> <p>4/15 - 5/15 Prepare ground for planting</p> <p>5/15 - 6/15 Begin Planting</p> <p>6/15 - 7/15 Tend and plant</p> <p>7/15 -10/15 Harvest, distribute, market and preserve crops.</p> <p>3/15 - 5/15 Identify needy families/individuals who want individual victory gardens</p> <p>5/15 - 6/15 Break ground and begin planting</p> <p>6/15 - 7/15 Tend and Plant</p> <p>7/15-10/15 Assist with tending, harvesting and perserving where needed</p> <p>3/15 - 5/15 Identify families/individuals (Prioritize according to financial need and interest in the project)</p> <p>3/15/93 - 4/14/94 Year round recruitment for 93/94 project participants</p>	<p>Garden Sites</p> <p>und for planting</p> <p>ing</p> <p>plant</p> <p>distribute, market crops.</p> <p>needy families/individuals who want individual victory gardens</p> <p>and begin planting</p> <p>Plant</p> <p>tending, harvesting and perserving where needed</p> <p>families/individuals (Prioritize according to financial need and interest in the project)</p> <p>recruitment for 93/94 project participants</p>

SECTION D—PROJECT WORK PLAN

FOR PERIOD FROM March 15, 1993 TO March 14, 1994

Column A GOALS AND OBJECTIVES OF PROJECT	Column B Planned Period of Accomplishment	Column C ACTUAL PROJECT ACCOMPLISHMENTS (Complete this column only when submitting ACTION project progress reports.)
<p>GOAL II: To facilitate the volunteer service of 100 migrant students and 25 migrant parents in order to successfully implement the victory gardens.</p> <p>Objective: To have volunteers contribute a minimum of 4500 hours of volunteer service.</p>	<p>3/15/93 - 3/14/94</p> <p>Quarter 1 Quarter 2 Quarter 3 Quarter 4</p>	<p>3/15 - 6/14 50 volunteers x 15 hrs. = 750 hrs. 6/15 - 9/14 100 volunteers x 25 hrs. = 2,500 hrs. 9/15 - 12/14 50 volunteers x 15 hrs. = 750 hrs. 12/15 - 3/14 50 volunteers x 10 hrs. = 500 hrs.</p> <p style="text-align: right;">Totals: 250 (duplicated) 4,500</p>
<p>Goal III: Student and parent volunteers will receive instruction and experience in the agricultural, marketing, distribution, planning, inter-personal and other skills necessary to effectively complete the project objectives. Volunteers will also learn the value and importance of contributing to one's community.</p> <p>Objective III: The student volunteers will assemble a recipe book detailing different ways to prepare the fruits and vegetables harvested. A minimum of 3 recipes will be included for preparing each item. Volunteers will translate the recipes from English to Spanish (Spanish to English where necessary). This recipe book will be especially important for migrant farmworker families, who frequently are given free produce while working on the farm. However, many do not take advantage of this opportunity because they lack the recipes or food preparation skills necessary. This book will help participants stretch their scant resources.</p>	<p>3/15/93 - 3/14/94</p> <p>10/15-1/31 (volunteers will compile, edit translate and print the cookbook)</p>	

SECTION D—PROJECT WORK PLAN

FOR PERIOD FROM March 15, 1993 TO March 14, 1994

Column A GOALS AND OBJECTIVES OF PROJECT	Column B Planned Period of Accomplishment	Column C ACTUAL PROJECT ACCOMPLISHMENTS (Complete this column only when submitting ACTION project progress reports.)
<p>Objective II: Project Directors will conduct a weekend training seminar for 40 volunteers and 5 parents, May 21-23. During this period volunteers will be instructed in the growing cycle, safety, project goals, time management and record keeping and individual goal setting.</p> <p>Objective III: Project Directors and staff will conduct on site training prior to commencement of any activity. Emphasis will be placed on safe and timely completion of assigned tasks.</p> <p>GOAL V: To ensure continuation of the project after ACTION support is withdrawn.</p> <p>Objective I: To sell produce, canned goods and recipe books to generate funds for reinvestment in the project.</p> <p>Objective II: To identify 2 additional funding sources to support the project.</p>	<p>5/21 - 5/23</p> <p>Quarter 1 Quarter 2 Quarter 3 Quarter 4</p> <p>3/15/83 - 3/14/94 (\$250+ anticipated profit)</p> <p>3/15/93 - 3/14/94</p>	<p>20 on site trainings 80 on site trainings 20 on site trainings 5 on site trainings</p>

SECTION D—PROJECT WORK PLAN

FOR PERIOD FROM March 15, 1993 TO March 14, 1994

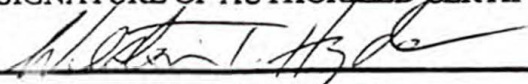
Column A GOALS AND OBJECTIVES OF PROJECT	Column B Planned Period of Accomplishment	Column C ACTUAL PROJECT ACCOMPLISHMENTS (Complete this column only when submitting ACTION project progress reports.)
Objective IIIa: Student volunteers will distribute recipe books to identified families and agencies free of charge. Additional copies of the book will be marketed, with the proceeds from the sale being reinvested in the project.	2/1 - 3/14 Distribute	and market recipe book
Objective IV: Student volunteers will help can or freeze a minimum of 2 vegetables. This will help ensure longevity of supply. Students will also provide preserving instructions and assistance to families and individuals participating through the individual victory gardens.	7/15-10/15 Can or freeze produce from Community Victory Gardens 7/15 -10/15 Offer instruction and assistance to individual Victory Garden owners	
Objective V: Student volunteers will operate produce outlets at various locations. The revenue generated from sales will be reinvested in the project to support its continuance.	7/15 -10/15 Operate produce outlets	
Objective Va: Through running these outlets the students will receive instruction, and gain experience, in the marketing, accounting and budgeting skills needed to successfully run such an operation.	6/15 -10/15 (Train volunteers and operate outlets	
GOAL IV: All volunteers and staff will receive training prior to project participation.		
Objective I: Project Directors will conduct training seminars to inform, recruit and train volunteers.	Quarter 1 Quarter 2 Quarter 3 Quarter 4	3/15 - 6/14 # of seminars completed -40 6/15 - 9/14 # of seminars completed -20 9/15 - 12/14 # of seminars completed -20 12/15 - 3/14 # of seminars completed -20

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE District Superintendent
APPLICANT ORGANIZATION Oswego County BOCES	DATE SUBMITTED January 12, 1993

Instructions for Certification Regarding Drug-Free Workplace Requirements

This certification is required by regulations published in the *Federal Register* on January 31, 1989, covering government-wide implementation of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), a part of the omnibus drug legislation enacted on November 18, 1988. This statute requires grantees of Federal agencies to certify that they will provide drug-free workplaces. Making this required certification is a precondition of receiving a grant from ACTION beginning on March 18, 1989.

This certification is a material representation of fact upon which reliance is placed when ACTION determines to award a grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, ACTION, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

By signing and submitting this certificate the applicant is providing the certification set out below.

Certification Regarding Drug-Free Workplace Requirements

The grantee certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about—
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will—
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
5. Notifying the ACTION Grants Officer within ten days after receiving notice under subparagraph 4b, from an employee or otherwise receiving actual notice of such conviction;
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted—
 - a. Taking appropriate personnel action against such an employee up to and including termination; or

- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 6.

The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

Oswego County BOCES
and BOCES approved sites

Typed or Printed Name and Title of Authorized Applicant Representative (a copy of the governing body's authorization for you to sign this certification as official representative must be on file in the applicant's office)
<u>Oswego County BOCES</u> Applicant Organization
<u>Weston T. Hyde</u> Name and Title of Authorized Representative
<u>District Superintendent</u> Signature of Authorized Certifying Official
<u>January 12, 1993</u> Date

Instructions for Certification Regarding Debarment, Suspension and other Responsibility Matters

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the required certification will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with ACTION'S determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, ACTION may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to ACTION if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact ACTION for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it

shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by ACTION.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions," provided by ACTION, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, ACTION may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions)

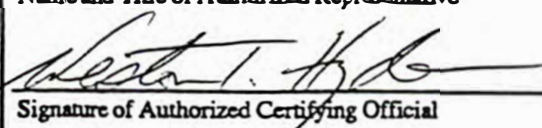
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 1229, Section 1229.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, *Federal Register* (pages 19160-19211).

(Before completing certification, read instructions above)

1. The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with

commission of any of the offenses enumerated in paragraph 1 b of this certification; and

- d. Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Oswego County BOCES
Applicant Organization
Weston T. Hyde District Superintendent
Name and Title of Authorized Representative

Signature of Authorized Certifying Official
January 12, 1993
Date

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

MEXICO, NEW YORK 13114

(315) 963-4251

Weston T. Hyde
District Superintendent

Joseph L. Vianese
Assistant Superintendent



June 2, 1992

To Whom It May Concern:

For the period 7/1/92 – 6/30/93, Oswego County BOCES has liability insurance coverage for any BOCES sponsored activity, such as the summer migrant program to be held at SUCO, in the amount of \$1,000,000 with a \$5,000,000 umbrella.

Sincerely,

Joseph L. Vianese
Assistant Superintendent

JLV:mp

January 11, 1993

Dale Carman
Paul Gugel
Adolescent Outreach Program
Oswego County BOCES
Mexico, NY 13114

Dear Dale and Paul,

We believe that the grant proposal for the rural Victory Gardens would be beneficial both in that it will not only feed, but educate and give our children as well as adults a sense of pride in raising, picking, selling and/or canning of the fruits of their labor.

It will build their self-esteem by being able to donate a part of it to the food banks. Therefore a sense of pride in helping others who are in need.

Sincerely yours,



Charlotte Dwello
Jefferson-Lewis County PAC
President



RURAL OPPORTUNITIES, Inc.

N.Y.S. Operations
Oswego County Office

**RURAL OPPORTUNITIES INC
12 CANALVIEW CENTER
FULTON NY 13069**

January 11, 1993

To Whom it May Concern:

Rural Opportunities, Inc. supports the efforts of the Oswego County BOCES Migrant Tutorial Program in applying for a grant for a project to enable youths to be of service to the community

Rural Opportunities has worked cooperatively with the Migrant Tutorial Program staff many years. We have seen the excellent results of their dedication and hard work with their participants.

Thank you for your time in this matter.

Sincerely,

Carmen Rebeor
Project Office Director
CR/cf



COMMUNITY ACTION PLANNING COUNCIL
OF JEFFERSON COUNTY, INC.

January 8th, 1993

Dale Carmen
Adolescent Outreach Specialist
NYS Migrant Tutorial Program
Oswego County BOCES
Mexico N.Y.

Dear Mr. Carmen:

The staff of the Community Action Planning Council of Jefferson County Inc. wishes to express our support in your efforts to begin a Victory Garden Program in the four county area you cover. The concept of planting and growing nutritious food is in keeping with our development of a policy for a "hunger free" community.

Your plan to teach teens to grow and preserve food and then to distribute this more nutritious food to rural elderly and indigent persons is commendable.

CAPC coordinates a Limited Purpose Food Bank Operation that receives and distributes emergency food to a county-wide food pantry network utilizing FEMA and SNAP funds to purchase food staples as well as locally donated perishable food. In our 1991-92 program year we received and distributed food that would serve well over 200,000 meals.

If we can help in any way with your victory garden plan for Jefferson County, please feel free to call myself or Paula Adams at 315-782-4900. We have fought for victories in the war on poverty for over 25 years.

Sincerely,

Kay McClure

Kay McClure,
Community Services Department Head, CAPC

KARL REUTLING
EXECUTIVE DIRECTOR



P.O. BOX 111
NEW BREMEN, N.Y. 13367
(315) 376-8202
TDD (315) 376-2980
FAX (315) 376-8421

January 8, 1993

Migrant Tutorial Program
ATTN: Dale Carman
Oswego County BOCES
County Route 64
Mexico, NY 13114

Dear Dale Carman:

Lewis County Opportunities, Inc. is extremely pleased to learn of your endeavor to receive funds to start a Community Garden Project. A project such as this will enhance the educational value of those who participate in the project as well as provide food for the rural poor.

As the Community Action Agency for Lewis County one of our responsibilities is the five food pantries distributed through out the county. Over the past four months the services in this area have increased by 60%. We are always appreciative of efforts to assist with the food pantries. We also have six garden plots open during the summer months, and they are always quickly reserved. A need for this service is evident.

We wish you success in your funding. Should you need any further assistance feel free to contact us.

Sincerely,

Stephanie A. Graf
Deputy Executive Director

SG/sg



01/11/93 10:40 315 458 8292 FOOD BANK-CNY 444 OSWEGO BOCES 002/002

FOOD BANK

OF CENTRAL NEW YORK

555 Stewart Drive W.. N. Syracuse, NY 13212-3441

Tel: (315) 458-1554 Fax: 458-8292 1-800-444-1562

January 11, 1993

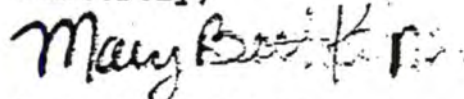
To whom it may concern;

On behalf of the Food Bank Of Central New York, I would like to express my support of the Oswego Migrant Tutorial Outreach Program. The Food Bank is a non-profit organization, which works to alleviate hunger by distributing food that might otherwise be wasted and by educating the community about hunger issues. It is the heart of the emergency and supplemental food network, serving 11 counties, including Oswego.

This past growing season, Paul Gugel from the Outreach program organized volunteers to harvest produce from a local farm for the Food Bank. This fresh produce was distributed to our food pantries and soup kitchens across the counties. In addition, it added necessary poundage to our Gleaning program.

I have found staff members and volunteers from the Oswego Migrant Tutorial Outreach Program to be professional, hard working and caring. Based on my experience working with them, I would not hesitate to support this program and deem it a success. I would be happy to provide any more information necessary. I can be contacted at 315-458-1554 or 1-800-444-1562.

Sincerely,



Mary Beth Kehoe
Volunteer Coordinator

A United Way Agency

Certified Member of Second Harvest

SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT



"Home of Spartan Pride"

ELEMENTARY BUILDINGS
Wilson: (315) 583-5418
Scholtz: (315) 232-4841
Mannsville-Manor: (315) 465-4281

DISTRICT OFFICE
P.O. Box 10
Adams, New York 13605-0010
Phone: (315) 583-6104
Fax: (315) 583-6381

OTHER OFFICES
Senior High & Guidance Office: (315) 232-4531
Transportation: (315) 583-5221
Food Service & Maintenance: (315) 232-4519

January 11, 1993

New York State Migrant Outreach Program
Oswego County BOCES
Mexico, New York 13114

To Whom It May Concern:

It has been brought to my attention that the New York State Migrant Outreach Program has planned under the auspices of the Adolescent Outreach Program, if grant is approved, to plant a number of gardens this summer to grow vegetables which could be distributed to elderly needy. In my opinion this would be beneficial to our students who are currently receiving services from the Migrant Outreach Program. Not only would it give them experience in working at gardening but it would also give them the opportunity to provide service to others. I recommend your support of this program.

Sincerely,

A handwritten signature in cursive script that reads "Ronald Sloan".

Ronald Sloan
Principal

RS/cbn