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FEDERAL DEPARTMENTS/INDEPENDENT AGENCIES
AMERICORPS PROGRAMS
DIRECT APPLICATION

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
	OVERVIEW Of the 49 million dollars available under this program, up to 16 million is reserved for award to Federal agencies. Federal Departments/Independent Agencies may apply for: * Funds to plan national service programs; * Operating funds to establish, expand or replication national service programs and educational awards to be provided to participants who successfully complete a term of service; or, * Educational awards only. Federal Departments/Independent Agencies may apply individually or they may enter into partnerships or participate in consortia consisting of other Federal Agencies, Indian Tribes, subdivisions of States, community-based agencies, institutions of higher education, or other non-profit organizations. NOTE: In accordance with Americorps regulations, agencies, bureaus, divisions, field offices that are part of a Cabinet-level department are eligible to participate but they must submit their applications as a project which forms part of their Department's single application. There are three basic types of grants: * Planning grants; * Operating grants; and, * Educational awards.				

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
	APPLICATION GUIDELINES				
	MULTI-PROGRAM APPLICATION PACKAGES				
	NOTE: AmeriCorps has strict limits on the size of the application packages they will accept. For this reason, the number of allowable pages is listed along side of the requirement. These limits must be adhered to for the application to be acceptable. Except where a form is to be completed all application information should be done using WordPerfect 5.1, double spaced, and in Times Roman 12 point font. The font should remain the same through out the application material done in WordPerfect. The letter C appearing in the "RESP." column means that the USDA national service coordinator is responsible for preparing that portion of the application. The letter A appearing in the "RESP." column means that the USDA agency proposing the program is responsible for completing a first draft of that portion of the application. The draft will be re-worked with the USDA national service coordinator, if necessary.				
C	1. Aggregate Title Page (one page)	Complete the provided form.			
C	2. Aggregate Table of Contents (one page)	Provide the page numbers of each item requested in the application format.			
C	3. Aggregate Application Summary (one page)	In one page provide an overview of the following:			
C		The specific needs to be met, particularly as they relate to the National priorities in the four issue areas (Education, Public Safety, Human Needs, and Environment);			
C		Key elements of the program design;			
C		Recruitment goals, including the percentage of participants to be drawn from the national recruitment system, if any; and,			
C		Description of the administering organization and identification of primary program partners.			
C	4. Aggregate Program and Mission Objectives (one page)	Complete the provided form.			
C	5. Aggregate Program Narrative (25 pages)	This section is intended to elicit an overall description of the applicant's proposal and using no more than 25 pages should include the following information.			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
C	(a) <u>Areas to be served, need(s) to be met and appropriateness for national service.</u> Identify the nature of the specific need(s), in the aggregate, to be met by the proposed national service program, including how and why these needs are appropriately or uniquely addressed by a multi-state national service program.				
C		<u>Geographic Area(s).</u> What geographic areas will be served by the program? What was the process used to select the program sites, including who was involved and what was the manner of their involvement?			
C		<u>Needs.</u> What specific need(s), in the aggregate, will the program address and how do these needs relate to the national priorities? If they do not relate to the national priority areas, please explain why they were selected.			
C		<u>Needs Identification Process.</u> What was the process by which the needs were identified? Who was involved in identifying the needs? To what extent were residents of the community in which the service will be provided involved in the needs assessment activities?			
C	(b) <u>Program Design.</u> Describe the concept of the program, including a discussion of how the proposed activities build on your institutional mission and goals.				
C		<u>Program Concept.</u> What is the basic concept for the design of the Program? How will the program be structured? Where will it be located? Describe any institutional or programmatic collaborations or partnerships that will be involved in operating the program, including the extent to which the program builds on existing infrastructures.			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
C		<u>Common Program Elements.</u> What activities will the participants engage in, and how do these projects or activities result in direct, measurable service that addressed the identified needs? If possible, describe a typical week in the life of program participants, giving concrete examples of the types of activities or duties participants will perform. How are the individual programs connected through common program elements or activities, including participant training, in-service education, or service-learning curriculum employed to improve participants' skills, prepare them for placement, and foster positive civic values? What will be the principal applicant's role in placing, training, and matching participants with assignments, and orienting and preparing sponsors or host-sites for that placement?			
C		<u>Multi-State Strategy.</u> How do each of the proposed programs relate to one another? How do they support an overall strategy to meet specific needs in the communities in which the programs will operate?			
C	(c) <u>Participant profile, recruitment strategy, and benefits.</u> Provide an aggregate description of the total number and type (full- or part-time) of participants to be recruited in the program, including the expected characteristics, attributes or skills of participants and describe the benefits these participants will receive.				

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
C		<u>Number and Characteristics of Participants.</u> What are the expected number and characteristics of participants, including racial or ethnic background, socioeconomic status, gender and educational attainment? If the program will recruit fewer than 20 participants, please explain why this small number is appropriate to the purpose and design of the program. What will be your role in achieving the desired number and characteristics of participants through recruitment and selection? If appropriate, describe outreach, recruitment, and selection strategies. Any discussion of participant selection should include a description of selection criteria (including minimum qualifications for participants) and whether any participants will be drawn from the national recruitment system.			
C		<u>Participant Benefits.</u> What benefits will participants receive? Describe the amount of the living allowance provided to each participant. Describe how national service educational awards will be apportioned among program participants, (if not provided to all participants). Describe any alternative post-service benefits that might be used.			
C	(d) <u>Internal Evaluation and Monitoring Activities.</u> Describe internal evaluation and monitoring activities.				
C		<u>Internal Evaluation and Monitoring.</u> How will you monitor progress toward aggregate objectives? How will the principal applicant assess, on an on-going basis, the quality of services and the satisfaction of both the participants and the individuals or institutions served? How will the principal applicant collect the required descriptive and demographic data?			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
C		<u>Previous Evaluation.</u> For applicants proposing to replicate an existing program in other areas, has the program proposed for replication or expansion been evaluated? If so, by whom and what were the results of the evaluation regarding community and participant impact? If the program has not been evaluated, what evidence of successful performance or of a track record does the program have that will demonstrate its appropriateness for replication or expansion?			
C	(e) <u>Institutional and Personnel Information.</u> This section should provide a description of hour past experience and institutional capacity to operate or coordinate a program comparable to the program(s) proposed. Describe the project director's background, experience and major accomplishments as they relate to his or her duties in and responsibilities for the proposed programs.				
C		<u>Administering Organization.</u> What is the principal applicant's past experience in operating and coordinating a comparable program, and capacity? Indicate your experience and capacity to administer the program.			
C		<u>Principal Staff.</u> What are the background, experience and major accomplishments of the program director and principal staff. How do their qualifications relate to their duties in and responsibilities for the proposed program. If no yet hired, what qualifications must the candidate fulfill? If appropriate, describe the outreach, recruitment, and selection strategies used.			
C		<u>Training.</u> What kind of orientation and training, if any, will you provide for staff?			
C		<u>Institutional Strengths.</u> What institutional resources or expertise will the administering organizations(s) provide that will contribute to the overall success of he program?			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
A	6. <u>Individual Program Applications.</u> The Corporation (AmeriCorps) is requesting additional information for each separate program to ensure that each program meets the Corporation's program requirements and objectives for community impact, strengthening communities, and participant impact. For each separate program, you must attach an individual title page, summary page, program mission and objectives form(s), and budget form.				
A	(a) Individual Title Page (one page)	Complete the provided form.			
A	(b) Individual Program Summary (one page)	In one page provide an overview of the following:			
A		The specific needs to be met, particularly as they relate to the National priorities in the four issue areas (Education, Public Safety, Human Needs, and Environment);			
A		Key elements of the program design;			
A		Recruitment goals, including the percentage of participants to be drawn from the national recruitment system, if any; and,			
A		Description of the administering organization and identification of primary program partners.			
A	(c) Individual Program and Mission Objectives (one page)	Complete the provided form.			
A	(d) Individual Program Narrative (6 pages)	In no more than 6 pages, organized and labeled in the stipulated categories, provide the following information in a narrative form with as much specificity as possible:			
A	(1) <u>Need(s) to be met and appropriateness for national service.</u> Identify the nature of the specific need(s) to be met by the proposed national service program, including how and why these needs are appropriately or uniquely addressed by a national service program.				

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
A		<u>Needs.</u> What specific need(s) will the program address and how do these needs relate to the national priorities? If they do not relate to the national priority areas, please explain why they were selected.			
A		<u>Needs Identification Process.</u> What was the process by which the needs were identified? Who was involved in identifying the needs? To what extent were residents of the community in which the service will be provided involved in the needs assessment activities?			
A	(2) <u>Program Design.</u> Describe the concept and design of the program, including the nature of specific service activities to be preformed by participants and how these activities address the identified needs and meet the program objectives.				
A		<u>Program Concept.</u> What is the basic concept for the design of the Program? How will the program be structured? Where will it be located? Describe any institutional or programmatic collaborations or partnerships that will be involved in operating the program, including the extent to which the program builds on existing infrastructures.			
A		<u>Service Activities.</u> What activities will the participants engage in, and how do these projects or activities result in direct, measurable service that addressed the identified needs? Describe a typical week in the life of program participants, giving concrete examples of the types of activities or duties participants will perform.			
A		<u>Relation to Need.</u> How do the service activities respond to identified needs?			
A		<u>Participant Training and Support.</u> How will participants be trained, supported, or otherwise prepared for their assignments or placements? Describe the key elements of the participant training, in-service education, or service-learning curriculum employed to improve participants' skills, prepare them for placement, and foster positive civic values.			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
A		<u>Participant Placement and Supervision.</u> How will participants be placed (in teams or individually) and matched with assignment? How will service sponsors or host-sites be oriented and prepared for that placement? How will participants be supervised within the program?			
A	(3) <u>Participant profile, recruitment strategy, and benefits.</u> Provide a description of the total number and type (full- or part-time) of participants to be recruited in the program, including the expected characteristics, attributes or skills of participants. Describe the benefits these participants will receive.				
A		<u>Number and Characteristics of Participants.</u> What are the expected number and characteristics of participants, including racial or ethnic background, socioeconomic status, gender and educational attainment? If the program will recruit fewer than 20 participants, please explain why this small number is appropriate to the purpose and design of the program.			
A		<u>Participant Recruitment.</u> What methods will be used or strategies undertaken to recruit participants? Describe your methods and strategies to achieve your recruitment goals.			
A		<u>Participant Selection.</u> What strategies will you use to select participant? Describe selection criteria, including minimum qualifications for participants. Will participants be required to possess any specialized skills to carry out service assignments? Will any participants be drawn from the national recruitment system?			
A		<u>Participant Benefits.</u> What benefits will participants receive? Describe the amount of the living allowance provided to each participant. Describe how national service educational awards will be apportioned among program participants, (if not provided to all participants). Describe any alternative post-service benefits that might be used.			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
A	(4) <u>Internal Evaluation and Monitoring Activities.</u> Describe internal evaluation and monitoring activities.				
A		<u>Internal Evaluation and Monitoring.</u> How will you monitor progress toward your program objectives? How will you assess, on an on-going basis, the quality of services and the satisfaction of both the participants and the individuals or institutions served? How will you collect the required descriptive and demographic data?			
A		<u>Previous Evaluation.</u> For applicants proposing to replicate an existing program in other areas, has the program proposed for replication or expansion been evaluated? If so, by whom and what were the results of the evaluation regarding community and participant impact? If the program has not been evaluated, what evidence of successful performance or of a track record does the program have that will demonstrate its appropriateness for replication or expansion?			
A	(5) <u>Institutional and Personnel Information.</u> Provide a description of the administering organization's past experience and institutional capacity to operate or coordinate a program comparable to the program(s) proposed, including the organization's ability to recruit and train staff.				
A		<u>Principal Staff.</u> What are the background, experience and major accomplishments of the program director and principal staff and how do their qualifications relate to their duties in and responsibilities for the proposed program. If no yet hired, what qualifications must the candidate fulfill?			
A		<u>Training.</u> What kind of orientation and training, if any, will you provide for staff?			
A		<u>Institutional Strengths.</u> What institutional resources or expertise will the administering organizations(s) provide that will contribute to the overall success of the program?			

RESP.	STEP	ACTION	ASSIGNED TO	DUE	COMPLETED
A	(e) Individual Budget Form Page(s) and Budget Narrative(s).	Complete the provided form(s).			
C	7. Aggregate Budget Form Page(s) and Budget Narrative(s).	Complete the provided form(s).			
C	8. Assurances Signature Form	Complete the provided form.			
C	9. Certification Signature Form	Complete the provided form.			

Title Page - AmeriCorps Direct Application

☐ Single-Program
☐ Multi-Program

Refer to the Title Page Instructions on Page XX. Please type or print in black ink.

1. Proposal Title: _____

2. Legal Applicant: _____
 Contact Person's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

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3. Institutional Information:
☐ Federal Agency
☐ Multi-State Program
 Employer Identification Number: _____
☐ Professional Corps Program
☐ National Non-Profit Organization

4. Project Director: _____
 Organization's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone/Fax: _____

5. Grant Type: ☐ Planning ☐ Operating ☐ Educational Awards Only

6. Issue Area and National Priorities:
☐ Educational
☐ School Readiness
☐ School Success
☐ Human Needs
☐ Independent Living
☐ Community Revitalization
☐ Environment
☐ Neighborhood Environment
☐ Natural Environment
☐ Public Safety
☐ Violence Prevention
☐ Crime Control

7. Area(s) to be Served: _____

☐ Urban ☐ Suburban ☐ Rural

9. Budget:
 Corporation Funds Requested:
 YR 1 _____ YR 2 _____ YR 3 _____
 Total Budget Amount:
 YR 1 _____ YR 2 _____ YR 3 _____

8. Participants:
 # of Full-time Participants _____
 # of Part-time Participants _____
 # of Full-time Participants Needing Educational Awards _____
 # of Part-time Participants Needing Educational Awards _____
 # of Unfunded Participants _____
 # of Participants Needing Child Care _____

11. Project Duration:
 Start Date _____ End Date _____
 Number of Program Terms _____

10. Program operates in an area of need as identified by the Corporation: ☐ Yes ☐ No
 Which one? _____

12. Certification:
 The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required of applicants if the assistance is approved.

Name: _____ Signature: _____
 Title: _____ Phone: _____ Date: _____

The Mission Statement should express the program's vision with regard to the three key goals of national service — meeting community needs, strengthening communities, and developing participant citizenship and skills. Here you should indicate the ultimate impacts that you wish to achieve — "reduce violence in schools," "improve the academic achievement of young people," "develop more skilled and more dedicated citizens," and the like. Please be aware that to demonstrate the impact of national service grants, the Corporation may assess your program's success in achieving its mission, but you will not be responsible for this type of evaluation. Your mission statement should therefore be geared to the most ambitious goals you believe that you can achieve, even if you do not believe you can measure them on your own.

Your Annual Objectives should be derived from your mission statement and should reflect as directly as possible your desired impacts. You will be responsible for assessing your success in achieving your annual objectives. These should be quantitative wherever possible and, in all cases, demonstrable. Each objective should address only one activity, include only one result, and provide at least one indicator of quality or customer satisfaction. For example: "To assist 500 homebound elderly to live independently with 80% of the involved elderly indicating that they could not live independently without this assistance."

To the extent possible, programs should develop outcome objectives that indicate real changes in the performance or activities of communities or individuals: in a tutoring program, level of improved academic achievement; in a safe schools program, percent of reduction in school violence; in a homelessness program, number of transitions to permanent housing. The Corporation recognizes, however, that impacts are often hard to measure and difficult to assign specifically to one intervention. In these cases, other indicators of success, such as staff satisfaction, may be more appropriate. The Corporation encourages programs to develop innovative ways to demonstrate impacts, such as customer surveys and before/after videotapes, along with the more traditional measures such as test scores, graduation rates, and staff satisfaction rates. As a rule, programs should seek to establish the most ambitious objectives whose achievement they will be able to clearly demonstrate.

Example objectives follow. They represent only a suggested form for such objectives; you are encouraged to be both creative and realistic as you design objectives for your own program.

Community Impact Examples

Education

- To provide an average of five hours of tutoring weekly to each of 200 junior high school students, with 50% improved test performance and 80% teacher satisfaction.

Human Services

- To rehabilitate 20 low-income housing units, achieving "significant improvement" ratings from 85% of neighborhood residents polled after project completion.

Environment

- To construct 10 miles of hiking trails, obtaining 85% "excellent" ratings on the trails from trail users surveyed after completion.

Public Safety

- To provide 2000 hours of violence prevention patrols in 10 high-violence schools, resulting in a 33% decline in violence.

Community-Building Examples

- To form partnerships with 5 companies as reflected by co-sponsored activities and substantial involvement by company personnel.
- To build program capacity by forming partnerships with 3 community-based organizations as demonstrated by co-sponsored projects and use of shared resources.

Participant Development Examples

- To develop a sustained commitment to education in 60% of participants, as demonstrated by continued work in the field of education during the next year.
- To improve citizenship of 80% of participants, as evidenced by continued commitment to improving their community.

National Service Programs Budget Form

☐ Aggregate
☐ Program

Please attach the Budget Narrative to this page.
Instructions for this form are on the following page.

	<u>Corporation (CNCS)</u>		<u>Match</u>		<u>Total</u>
	Funds Requested from the Corporation	+	Other Federal/ State/Local/ Private Funds	=	Total Program Funding
A. Participant Support Costs					
• Living Allowance (may not exceed 85% of CNCS funds)	\$ _____		_____		_____
• Education Awards (to be held in trust by the CNCS)	_____		_____		_____
• Health Care (may not exceed 85% of CNCS funds)	_____		_____		_____
• Child Care	_____		_____		_____
• Training and Education	_____		_____		_____
• Uniforms	_____		_____		_____
• FICA and Workers' Compensation	_____		_____		_____
• Other (specify in Budget Narrative)	_____		_____		_____
Subtotal	=====		=====		=====
B. Staff					
• Salaries	_____		_____		_____
• Benefits	_____		_____		_____
• Training	_____		_____		_____
• Other (please specify in Budget Narrative)	_____		_____		_____
Subtotal	=====		=====		=====
C. Operational					
• Travel/Transportation	_____		_____		_____
• Supplies	_____		_____		_____
• Equipment	_____		_____		_____
• Other (please specify in Budget Narrative)	_____		_____		_____
Subtotal	=====		=====		=====
D. Internal Evaluation/Monitoring	_____		_____		_____
E. Administration (may not exceed 5% of Corporation funds)	_____		_____		_____
TOTAL (in dollar amounts)	\$ 	+		=	
Percentages (Corporation% + Match% = 100%)	_____ %	+	_____ %	=	100%

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☐ Applicant Name: _____
☐ Program Name: _____

Mission Statement and Annual Objectives

What is your program's mission statement?

Each application must include statements of primary objectives in three areas: Community Service, Community Building, and Participant Development. Please use a separate copy of this form to describe your objectives in each area (i.e., Community Service, Community Building, Participant Development). In the case of community services, also use a separate form for each priority area, if you are working on more than one (i.e. education, environment, etc.).

This page applies to:

☐

Community Service

☐

Education

☐

Public Safety

☐

Environment

☐

Human Needs

☐

Participant Development

☐

Community Building

What are your annual objectives in the area checked above? List your three primary objectives.

A.

B.

C.

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Assurances

All recipients of Federal funding are required to assure that the recipient:

- 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.
- 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.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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 CFR 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: 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 disability (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. 290dd-3 and 290ee-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 National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 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.
- 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.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a and 276a-77), 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.
- 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 the 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.

- 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).
- 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.
- 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.).
- 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.
- 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.

- 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 residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

In addition, all recipients of Corporation assistance under this application are required to assure that the recipient:

- Will keep such records and provide such information to the Corporation with respect to the program as may be required for fiscal audits and program evaluation.
- Will not use the assistance to replace State and local funding streams that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- Will use the assistance only for a program that does not duplicate, and is in addition to, an activity otherwise available in the locality of the program.
- Will comply with the Notice, Hearing, and Grievance Procedures found in § 176 of the Act.
- Will comply with the nondisplacement rules found in § 177(b) of the Act. Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps participant; a service opportunity shall not be created that will in

fringe on the promotional opportunity of an employed individual: an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

Assurances - Signature

By signing this assurances page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the attached Assurances.

NOTE: This form must be signed and included in the application.

Organization Name

Project Name

Name and Title of Authorized Representative

Signature

Date

Certification Instructions

By signing the Certification Signature Page on page XX, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Certification sections in Part VI of this application.

Signing the Certification Page

1. Inability to Certify. The inability of a person to provide the certification required below will not necessarily result in denial of a grant. The applicant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Corporation determination whether to enter into this transaction. However, failure of the applicant to furnish a certification or an explanation shall disqualify such applicant for a grant.

2. Erroneous Certification. The certification in this clause is a material representation of fact upon which reliance was placed when the Corporation determined to enter into this transaction. If it is later determined that the applicant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Corporation may terminate this transaction for cause or default.

3. Notice of Error in Certification. The applicant shall provide immediate written notice to the Corporation to whom this proposal is submitted if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. Definitions. 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. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact the Corporation for assistance in obtaining a copy of those regulations.

5. Certification Requirement for Subgrant Agreements. The applicant 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 by the Corporation.

6. Certification Inclusion in Subgrant Agreements. The applicant 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 the Corporation, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. Certification of Subgrant Principals. A grantee 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 grantee may decide the method and frequency by which it determines the eligibility of its principals. Each grantee may, but is not required to, check the Nonprocurement List.

8. Prudent Person Standard. 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 grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Non-Certification in Subgrant Agreements. Except for transactions authorized under paragraph 6 of these instructions, if a grantee 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, the department or agency may terminate this transaction for cause or default.

Certifications

Before completing certification, please read Certification Instructions, page XX.

Certification - Debarment, Suspension, and Other Responsibility Matters. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

A. The applicant certifies to the best of its knowledge and belief, that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency,

- 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property,

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and

- 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;

B. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation to this application.

Certification - Drug-Free Workplace. This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

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

A. 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;

B. Establishing a drug-free awareness program to inform employees about—

- the dangers of drug abuse in the workplace,
- the grantee's policy of maintaining a drug-free workplace,
- any available drug counseling, rehabilitation, and employee assistance programs, and
- the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

C. 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);

D. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will

- abide by the terms of the statement, and
- notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

E. Notifying the Corporation within ten days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction;

F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted—

- Taking appropriate personnel action against such an employee, up to and including termination; or
- 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;

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, the applicant certifies that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, or cooperative agreement;

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Certification – Signature

Before You Start. Before completing certification, please read Certification Instructions, page XX.

NOTE: This form must be signed and included in the application.

Signature. By signing this Certification page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Certification sections in Part III of this application. The three Certifications are:

- Certification: Debarment, Suspension, and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

Organization Name:

Project Name:

Name and Title of Authorized Representative:

Signature:

Date:



U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and
Delinquency Prevention

Washington, D.C. 20531

Special Emphasis Division

From:

Name: Jonathan BuddDate/Time: 2/17/94 - 5:05Sender Phone: 307-5929

To:

Name: Joel BergOrganization: Dept of AgFax #: 720-5043Number of Pages, including cover sheet: 4Please call to confirm receipt: ☐ Yes ☐ No

Additional Comments:

FAX

YOUTH ENVIRONMENTAL SERVICE PROGRAM (YES)

SUMMARY OF YES ORIENTATION - 1/24/94

Background

For the past several months the Departments of Interior (DOI) and Justice (DOJ) have been working together to establish the Youth Environmental Service Program (YES). The purpose of YES is to increase the capacity of States and local communities to effectively correct, treat and rehabilitate adjudicated delinquents and/or "at risk" youth by implementing environmental conservation work programs on Federally-owned environmentally sensitive land, in keeping with the November 18, 1993 Sense of the Senate Resolution (see attached).

On January 24, 1994, DOI and DOJ convened an orientation meeting on the YES Program. Participants in the meeting included representatives of the three pilot sites - Florida, Utah and the District of Columbia, and officials from the Departments of Justice, Interior, Agriculture, Defense, Education, Labor, Commerce and Health and Human Services (see attached roster).

Memorandum of Understanding

DOJ and DOI have completed a Memorandum of Understanding (MOU) concerning the YES Program. This document is currently being routed through appropriate channels for signature by Attorney General Reno and Secretary Babbitt. The MOU provides a framework for YES and outlines general responsibilities for each Department.

DOI, through its land management agencies, will identify Federal lands and facilities where programs can be situated or where environmental work can be accomplished. DOI representatives will enter into agreements with appropriate State and/or local juvenile justice agencies that set forth the terms and conditions under which juvenile offenders can reside and/or work on Federal lands. DOJ, through its Office of Juvenile Justice and Delinquency Prevention (OJJDP), will assist DOI in the identification of sites and provide advice on the qualifications of the agencies and the programs proposed for implementation through the YES Program. Also, OJJDP will provide training and technical assistance to the projects, as needed. No direct Federal funding is being awarded to support these programs.

Interagency Working Group

An important goal of the YES pilot phase is to involve other Federal agencies in the initiative and to establish an Interagency Working Group that will guide YES as it expands to additional sites under this national effort. The current MOU is

structured so that other Departments and Agencies can easily become participants in the Program.

Pilot Sites

In an effort to get the program off the ground and demonstrate potential, the Departments of Interior and Justice have established three pilot sites for YES:

1. Florida

In Florida, there will be three program locations. The first is the Big Cypress National Preserve project which is designed to be a residential program, operated by Associated Marine Institute, for 30 serious and violent juvenile offenders. The second is the Loxahatchee National Wildlife Refuge project which is being designed to provide work and educational opportunities for 24 serious and violent juvenile offenders from Broward County. The youth will be housed in a former Veterans Administration Hospital in West Palm Beach and contract negotiations are ongoing with the Eckerd Foundation to operate the program. The site of the third program is still being negotiated and will also serve serious and violent juvenile offenders.

2. Utah

Utah's program will be used as an intermediate sanction for moderate offenders. The program will initially begin with 20 youth, who will be housed in a former adult detention facility near Salt Lake City and work on Bureau of Land Management lands. The youth will be bused to work projects and in some cases spend up to 30 days in remote areas.

3. District of Columbia

The District of Columbia will host two programs. One will involve "at risk" youth in the 16 to 18 year old age bracket. They will work at National Park Service facilities throughout the Metro area. This program will be operated under contract with the "City Lights" school and start with 12 youth. The second program will involve "at risk" youth in the 9 to 14 year old age bracket. This project will also utilize National Park Service facilities. It will be operated under contract by the National Boys and Girls Club of America, and will involve 20 youth.

Dedication Ceremony

The formal ceremony announcing the start of the YES Program will take place on February 18, 1994 at 11:00 AM at the Big Cypress National Preserve in Florida. Participants in the ceremony include Secretary Babbitt, Attorney General Reno, Governor Chiles, and Senator Graham. Other Federal agencies who are

interested in participating are welcome and will be recognized as being part of the YES Program. (A copy of the invitation is attached).

YES is a Win-Win program for participating Federal, State and local agencies. Work is done on Federal lands to preserve the environment while, at the same time, innovative programming is made available for troubled youth.

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AmeriCorps

IS COMING

Continuing Application Assistance for

AmeriCorps • Learn and Serve America • Summer of Safety

If you are interested in applying to the Corporation for National and Community Service for national and community service program funding and need more information, help is as near as your telephone or computer.

Application assistance is available through national video conferences, through a six-week schedule for telephone conference assistance, through Internet, and through the mail for the following national and community service programs:

AmeriCorps is the President's new national service program which engages the energy of the American people, especially its young people, in meeting the most critical education, public safety, human, and environmental needs of our communities. AmeriCorps offers opportunities for Americans age 17 or older to make a substantial commitment to serving their country and to earn money for college in return. Grants totalling over \$153 million will be awarded to not-for-profit organizations, to local, State, and Federal agencies, to Indian tribes, to institutions of higher education, to local school and police districts, and to partnerships among any of the above.

Learn and Serve America programs integrate service, and service-learning, into daily academic life for students in both K-12, higher education institutions, and community-based programs. Service-learning is a method by which young people learn and develop through active participation in service experiences that meet community needs and foster a lifetime commitment to service. The **K-12 School-based and Community-Based Programs** support projects that engage school-age youth in service-learning activities and involve adult volunteers in the schools. In fiscal year 1994, \$30 million will be available for teacher training, for the placement of service-learning coordinators in schools, and for grants to local partnerships through State Education Agencies, State Commissions, and grant-making entities. The **Higher Education Programs** will award approximately \$9 million to individual colleges and universities, consortia, or partnerships between higher education institutions and public or private nonprofits in order to develop high-quality programs that make service an integral part of students' education experience.

Summer of Safety is the summer service program which will leverage the energy and talent of over 6,000 Americans in a range of projects designed to strengthen the ability of communities to respond to problems of crime, violence and fear. Though emphasizing youth service, opportunities to participate in the Summer of Safety will be available for citizens of all ages, working through one of several programs sponsored by the Corporation. Some programs will provide full-time participants with minimum wage stipends and a \$1000 educational benefit. Others will provide part-time and non-stipended service opportunities for older adults and for youth in grades K-12.

Application Deadlines

Summer of Safety		March 14, 1994
Learn and Serve America:	K-12 School-based	April 1, 1994
Learn and Serve America:	Higher Education	April 9, 1994
AmeriCorps, National Service:	Direct (national & multi-state)	April 15, 1994
Learn and Serve America:	K-12 Community-based	May 27, 1994
AmeriCorps, National Service:	State	June 15, 1994

DRAFT

POTENTIAL USDA NATIONAL SERVICE EFFORTS

CORPS	NO. OF TEAMS	NO. OF PEOPLE PER TEAM	COST PER PERSON	TOTAL COST ¹
FY 94				
SUMMER OF SERVICE:				
CHICAGO ²	10	10	2,554	255,400.00
WESTERN AREA PROJECT ³	5	10	8,000	400,000.00
USDA NATIONAL SERVICE STAFF (Admin costs)				80,000.00
TRAINING AND START- UP FOR FY 95				250,000.00
				985,401.00
FY 95				
ENVIRONMENT AND PUBLIC LANDS	15	50	20,000	15,000,000.00
RURAL DEVELOPMENT	12	40	30,000	14,400,000.00
ANTI-HUNGER	8	50	15,000	6,000,000.00
USDA NATIONAL SERVICE STAFF				852,230.00
TOTAL				36,252,230.00

¹In many cases this number represents a mix of USDA and AmeriCorps funds.

²May be funded entirely by USDA or may include \$46,000 in private funds.

³Cost includes housing participants making it more costlier than Chicago project.

DRAFT

03/01/94

CENTER FOR NATIONAL SERVICE
FY 94 BUDGET
OFFICE OF THE DIRECTOR

SECTION I -----	OPERATING PLANS	ACTUAL OBLIGATIONS
1100 Salaries:		
Salaries	508,193	432,748
Overtime	1,000	4,957
Awards	0	0
Lump Sum Payment	0	48,883
1200 Benefits	141,122	97,336
TOTAL, SECTION I	650,315	583,924

SECTION II -----	OPERATING PLAN	ACTUAL OBLIGATIONS
2100 Travel	60,000 14,000	4,894
2200 Transportation of Things	1,000	46
2300 Rent, Comm, Utilities:		
Leases	0	786
GPO Storage	0	0
Rent/Etc., Subtotal	0	786
2400 Print, Reproduction:		
Printing	10,000	0
Photography	3,000	395
Inside Information	0	0
Reprint Fund	0	0
USDA Newsletter	0	0
Print/Repro, Subtotal	13,000	395
2500 Other Services		
Training	0	0
Design	5,000	0
Video and Film	5,000	0
Repair and Maintenance	1,000	997
Artwork	0	0
Contractors/Agreements	79,019	4,691
Labor Employment	0	0
Miscellaneous	23,423	1,916
Fees	1,000	674

*FY 94
Admin
costs*

Postage

Other Ser., Subtotal	114,442	8,278
2600 Supplies/Materials		
Subscript/Public	2,000	8,076
Supplies/Materials	7,455	8,252
ADP Software	4,000 0	0
Gasoline	0	0

Supplies/Mat., Subtotal	9,455	16,328
3100 Equipment:		
Equipment	4,018	0
ADP Equipment	19,000 0	0

Equipment, Subtotal	4,018	0
4100 Prompt Payment Act	0	0
Greenbook Costs	0	0
Yearbook	0	0
Reserve	0	0

TOTAL, SECTION II	201,915	30,727
TOTAL, SEC. I & II	852,230	614,651
=====		

60
14
46

80K

157492

78492

CENTER FOR NATIONAL SERVICE
FY 94 SUMMER OF SERVICE BUDGET
EXPENSE WORKSHEET

SECTION I -----	Number	No. OF WEEKS	RATES PER WEEK {health care rate is for the summer}	TOTAL	CORPORATION CONTRIBUTION
1100 Salaries:					
# of Participants	100	10	147	147,000	124,950
Participants requiring childcare	0	0			0
Health Care Allowance	100	10	300	30,000	25,500
Paid Staff Expense	0	0		78,400	58,800
TOTAL, SECTION I	200	20	447	255,400	209,250
USDA/PARTNER CONTRIBUTION					46,150
SECTION II -----	OPERATING PLAN	ACTUAL OBLIGATIONS	THROUGH 04/15/93	OBLIGATION/ COMMITMENTS	AS OF 04/16/93
2100 Travel	60,000	4,894	7,186	12,080	47,920
2200 Transportation of Things	0	46	9	55	(55)
2300 Rent, Comm, Utilities:					
Leases	0	786	0	786	(786)
GPO Storage	0	0	0	0	0
Rent/Etc., Subtotal	0	786	0	786	(786)
2400 Print, Reproduction:					
Printing	1,000	0	448	448	552
Photography	500	395	474	869	(369)
Inside Information	0	0	0	0	0
Reprint Fund	0	0	0	0	0
USDA Newsletter	0	0	0	0	0
Print/Repro, Subtotal	1,500	395	922	1,317	183
2500 Other Services					
Training	0	0	602	602	(602)
Design	0	0	0	0	0
Video and Film	0	0	3,330	3,330	(3,330)
Repair and Maintenance	0	997	0	997	(997)
Artwork	0	0	0	0	0
Contractors/Agreements	0	4,691	4,429	9,120	(9,120)
Labor Employment	0	0	0	0	0
Miscellaneous	0	1,916	893	2,809	(2,809)
Fees	1,000	674	0	674	326
Other Ser., Subtotal	1,000	8,278	9,254	17,532	(16,532)
2600 Supplies/Materials					
Subscript/Public	0	8,076	3,162	11,238	(11,238)
Supplies/Materials	300	8,252	958	9,210	(8,910)
ADP Software	0	0	1,390	1,390	(1,390)
Gasoline	0	0	0	0	0
Supplies/Mat., Subtotal	300	16,328	5,510	21,838	(21,538)
3100 Equipment:					
Equipment	0	0	0	0	0
ADP Equipment	0	0	0	0	0
Equipment, Subtotal	0	0	0	0	0
4100 Prompt Payment Act	0	0	0	0	0
Greenbook Costs	0	0	0	0	0
Yearbook	0	0	0	0	0
Reserve	0	0	0	0	0
TOTAL, SECTION II	2,800	25,833	15,695	41,528	(38,728)
TOTAL, SEC. I & II	3,000	25,853	16,142	296,928	(293,928)

	NUMBER	NUMBER OF WEEKS	WEEKLY RATE	TOTAL
1100 Salaries:				
Staff Director	1	20	400	8,000
Group leaders	2	18	360	12,960
Team leaders	10	13	320	41,600
Other	3	12	280	10,080
Admin	2	12	240	5,760

78,400

MEMORANDUM

TO: INTERAGENCY WORKING GROUP

FROM: SUSAN STROUD

RE: FEDERAL AGENCIES TECHNICAL ASSISTANCE

DATE: FEBRUARY 23

As you all know, a little less than two months remain before your applications for AmeriCorps grants are due. I am very encouraged that so many Federal agencies are planning to apply, and I want to make sure that you have the necessary support to turn in first-rate proposals.

My staff has been busy fielding questions from individual agencies, and it has become clear that it would be helpful to bring together everyone in the agencies with questions about the application process for some technical assistance.

I am, therefore, inviting you to a **Federal Agencies Technical Assistance meeting on Friday, March 4, at 10:00 a.m.**, in the **Truman Room of the White House Conference Center** (726 Jackson Place, in Lafayette Square).

I expect the final applications to be released by the end of this week, and that should give you time to digest the information before the meeting.

I encourage you to bring everyone in your agency working on national service.

See you next Friday!

#

January 28, 1994

MEMORANDUM

TO: ALI WEBB
JOEL BERG ✓
FROM: KIM SCHNOOR
RE: DECISION MEMORANDUM CONCERNING BUDGET FOR USDA
NATIONAL SERVICE PROJECTS

The January 21 decision memorandum regarding the budget for the USDA National Service Projects was forwarded to the Secretary for review. Attached to the memorandum was a memorandum in response to a requested review from the Office of Budget and Program Analysis for the Deputy Secretary. (I have attached this document for your additional information.)

Per the Secretary's direction, prior to return of the decision memorandum, please provide the following information:

- 1) Determine the source of funds for the national service projects. This should include the agency, the amount of resources available, and the projects of those agencies that will be reduced, eliminated, or altered due to the reallocation of funds to national service projects. You will need to speak with the agencies to determine if they have any funding or resources that can be reallocated.
- 2) Determine the amount of funds available, if any and the priority determinations that the Secretary will have to make. (Please coordinate the above to issues with the OBPA.)
- 3) Determine through Office of General Counsel whether the funds identified can be used for the national service projects. For example, it may be that there are statutory restrictions on what the monies may be used for. As a result, it would be useless for the Secretary to make a decision regarding funding such projects and the level of fundings, if there isn't sufficient statutory authority.

When you have determined the availability and extent of resources and whether sufficient authorization and legal authority exists to use those identified funds, please return the decision memorandum specifying such details. However, nothing should be forwarded to OMB or the White House until this work is complete. Please let me know if you have any questions.

cc: Steve Dewhurst

POTENTIAL USDA SUMMER OF SERVICE PROJECTS

This year's Summer of Service program sponsored by the Corporation for National and Community Service is aimed at crime and public safety. Therefore USDA will seek ways to sponsor summer programs that combine our traditional functions with combatting crime and improving public safety. Two ideas:

Urban Farming in Chicago

In conjunction with the Chicago High School of Agricultural Sciences, as well as with a partner school elsewhere in Chicago or its suburbs, USDA could help run a summer project aimed at mobilizing recent high school graduates with agricultural training to recruit gang members and other at-risk youth into running urban farms. The program participants would then help form community anti-crime patrols at the farms and create "safe-havens" surrounding the farms for other community activities.

We need to identify a partner school, seek potential private sector and foundation financial support, work with H.U.D to determine possible sites for farms or gardens at public housing developments, and ask the City of Chicago to investigate potential parcels of land for development as farms.

National Forest Work in Arizona or California

In conjunction with an existing youth service corps or a state department of youth rehabilitation, youthful offenders, gang members, and other at-risk youth could be recruited to work side-by-side with college students in conservation work in national forests. Organizations in Arizona and California have already expressed an interest in participating in such a program.

USDA would need to seek partners for this program and the Forest Service would need to identify housing facilities, management personnel, and potential tasks for such a project.

February 28, 1994

To: DOI, EPA, DOE, DOT AmeriCorps Projects
From: Joel Berg, USDA
Subject: Possible Joint DOI, EPA, DOE, and DOT AmeriCorps Projects

1) Everglades Recovery Corps (South Florida), 100 residential participants, budget about \$1.2 million

Possible agencies involved: USDA's Soil Conservation Service, USDA's Extension Service, EPA's Office of Water, Dept. of Interior's Fish & Wildlife Service, South Florida Water Management District

Malaluca Eradication Project

Malaluca is an exotic, rapid growing plant that absorbs a lot of water and has been disrupting the Everglades ecosystem. Removal of the plant and replacement with native flora is critical to restoring the health of the Everglades. Under the guidance and direction of USDA, EPA and the Fish and Wildlife Service, an Americorps ecosystem management project would be established and in operation by Fall 1994. This project would involve at least a 10 person crew, with one supervisor/crew leader, doing the physical removal of the plant and replacement with other native species. During the course of the project, volunteers would learn about the wetlands ecosystem, botany, and hydrology. Although the acreage covered would not seem extensive in relation to the size of the Everglades area, the project's benefits to the health of the ecosystem would be enormous.

The Florida Conservation Corps has been conducting a malaluca removal project north of Lake Okechobee. Coordination and cross-training with FCC would be critical to the success of an Americorps project.

Water Quality Management in the Everglades Agricultural Area

Water pollution caused by pesticide and fertilizer run-off from the approximately 600,000 acres of farm land is a major problem in South Florida. Water quality management education and training for farmers would help them adopt practices to decrease water pollution and improve the quality of the groundwater, rivers, and streams.

USDA's Extension Service and Soil Conservation Service would work with the EPA's water quality experts to design an educational and technical water quality management/enhancement program for farmers in the Everglades Agricultural Area. The program would be operating by Fall 1994.

USDA's Extension Service already has an effective national program called "Farm *A* Syst" which helps farmers do a voluntary assessment of their groundwater and the impacts their farming activities and farmstead structures have on water quality. Once the assessment is completed, voluntary actions to protect drinking water at the site are recommended. Participating farmers are also given information on available financial, technical, and educational resources available.

The Farm *A* Syst program is currently working with Future Farmers of America (FFA) students in Kansas to enable the students to help educate farmers about water quality. This concept could be adopted for Americorps volunteers.

Americorps volunteers would work with local conservationists, Extension agents, and EPA hydrologists and water quality analysts to teach surveying, assessment, and remedial activities to farmers. The volunteers would ideally have some science or engineering background because of the technical nature of the project.

USDA's Extension Service would coordinate with the EPA to provide educational and training materials for both volunteers and the participating farmers in this project.

This project would likely require coordination and consultation with the South Florida Water Management District.

2) River Corps (Hudson River, Columbia River), 50 participants each, \$1 million each; wide variety of water quality, physical clean-up, wildlife protection, environmental education, and pollution prevention work in and around rivers

3) Well Testing in South Texas - EPA Projects? (Exact location?, number of total participants?, cost?)

4) Pacific Northwest Public Lands Corps (Olympia Peninsula, Central Oregon, Northern California) Each residential site would have 50 participants and cost \$1 million. Because all team members will be at least 18 years old, all of them will be able to use equipment and machinery that will allow them to perform the most valuable work needed on public lands. One type of obvious work that team members can perform is trail maintenance.

Team members can also engage in some of the following types of work, which are already performed by YCC participants: recreation management, fish and wildlife management, timber management, facility construction and maintenance, water and soil work, range and forage management, administration, protection, and research. More specifically, they can build barricades around restoration areas, replace old fire pits with new fire grates/stoves, maintain anti-bear food storage bins, build foot bridges, build campsites, make facilities wheelchair accessible, and construct leach fields for collecting graywater.

5) Rural Development Teams (The Mississippi Delta, The Texas/Mexico Border, Maine, Kansas, The Pacific Northwest, Oklahoma, New England, The Dakotas, Southern Illinois, Four Corners, Alaska, Appalachia, Oklahoma, California) Each pilot site would have about 40 participants and each participant would cost about \$30,000 per year.

The Rural Development Team would establish regional clusters of "professional" and "paraprofessional" participants who could assist communities in identifying needs and resources necessary for economic well-being. The participants would have diverse education and training and would be matched up with individual communities or regions that have specific needs that can be filled by someone with that specific background.

The need to develop new leadership in rural America was a continuing theme of Secretary Espy's recent Rural Development Forum. Americorps/USDA Rural Development Team can help redress that need by playing a major role in developing that leadership.

We will make a concerted effort to recruit participants who want to return to areas similar to those in which they were raised. Thus, this program can help begin reversing the "brain drain" from rural America.

Individuals will be placed in communities where their particular talents can be best utilized. Experts in connecting rural homes to municipal water systems will be matched up to areas with that need. Experts in tourism will be matched up with communities that want to develop their tourism. Experts in sustainable agriculture will be matched up with groups of farmers who need technical assistance in that area. Experts in grant writing will be matched up with communities that need grant writing. Experts in attracting small businesses will be matched up with communities that want to attract more small business. Experts in watershed protection will be matched up with areas that need such help. General planners would also be matched up with communities that need to develop overall economic plans.

6) Sustainable Agriculture Teams - (Dakotas, Southern Illinois, Mississippi) Teams of 50 costing \$1 million each. Team members could work under the direction of Extension agents or other sustainable agriculture experts to help local farmers complete some of the labor intensive work - such as constructing fences -- that is needed to implement a sustainable agriculture plan.

7. Rural and Urban Environmental Corps (New York City, Atlanta, Seattle, Chicago, Mississippi Delta, New Jersey Shore, etc) Each project has fifty participants and costs \$1 million. Wide variety of task, including:

Environmental Education:

Team members --- going door-to-door, working in schools and speaking at civic clubs --- could teach a wide variety of topics: safe handling of food, how to make your household more eco-friendly, testing for radon.

Energy Conservation

Team members could work in crews to provide the physical assistance in weatherizing homes and generally making them more energy efficient. Participants could work in public housing and low-income areas in both urban and rural communities. Team members would need basic training in carpentry, electrical or plumbing skills. We would recruit professional carpenters, electricians, and plumbers to help with basic training or to serve as team leaders. Team members could also provide practical advice about basic ways to make homes more energy efficient. The participants could also develop educational material on energy conservation, such as "how to save dollars and help the planet" or a "guide to existing cost-saving programs provided by utility companies," etc.

Tree planting

As part of the Clinton Administration's initiative to combat global warming, the Public Lands and Environmental team could play a lead role in tremendously expanding the number of trees planted annually in America. Plantings could take place in urban and rural areas on both public and private lands.

Urban Conservation Projects

Team members can repair facilities in public parks, paint murals, fix playgrounds and other facilities at public schools, run recycling programs, and run urban farming programs in which low-income individuals grow their own food.

Urban Farming Projects

Team members could help low-income urban residents to grow their own food. We could possibly run such a program at public housing complexes in tandem with the Department of Housing and Urban Renewal. We could possibly run a city-wide program in Chicago in tandem with the Chicago high school of agriculture.

Other potential tasks include wetlands restoration and working with the Department of Transportation on right-of-ways and working with the Department of Commerce on Fisheries.

QUESTIONS THAT SHOULD BE ANSWERED BY
ANY POTENTIAL AMERICORPS/USDA PILOT PROJECT

Questions for All USDA Pilot Projects:

Where would the pilot project be located? What kind of communities would it serve?

Would the project be residential, non-residential, or both?

What kind of specific work would participants perform on a daily basis? Would participants stay on one project throughout the year or switch projects weekly or monthly?

How would the project provide valuable service to the community by systematically filling unmet social needs? How will the project ensure that none of the work performed duplicates the work performed of existing programs?

How might the project help priority areas affected adversely by federal policies?

How might the project operate in an empowerment zone or an enterprise community?

How would the work performed fulfill significant missions of USDA?

What kind of support would be needed from USDA for the participants to perform such tasks? How much of the program would be directly managed by USDA and how much would be managed by a sponsoring organization?

What kind of support would be needed from other federal agencies, state and local government, non-profit organizations, or the private sector for the participants to perform such tasks? How could we obtain such support?

How will the project planners consult with participants and potential participants, representatives of the communities to be served, community-based agencies with demonstrated record of experience in providing services, and labor organizations?

How will this project build upon existing programs, including federal programs?

How will this project relate to existing volunteer organizations? To existing 4-H programs? To existing youth service corps?

What kind of supervision of participants would be needed? What education and training will supervisors need? What kind of extra supervision will be needed in residential programs?

How would the projects recruit participants that are socio-economically diverse and include a balance of citizens by race, class, gender, and age? How will the project recruit a management team that is similarly diverse?

What percentage of participants could be recruited from a national pool of applicants compiled by USDA or the Corporation for National Service?

What kind of training would the participants need? What kind of ongoing training would be needed for participants during the course of the program?

What measurable goals can we set for personal benefits obtained by participants? How will the program promote civic responsibility and produce positive change in participants?

What kind of materials or equipment would the project need?

What kind of administrative staff will the project need? How many employees will it have and how much will they get paid?

How can the project expand significantly in the next few years as a full-scale national program is phased-in?

How much will the project cost in total? How much will it cost per person?

How will the project reinvent government by promoting opportunity, responsibility, and community? How will the project be managed entrepreneurially instead of bureaucratically?

How can the project build a distinct identity for the President's AmeriCorps program that is explicitly different from either targeted jobs programs or diffuse volunteerism efforts?

Could the project benefit from the use of former Peace Corps volunteers in the area in a volunteer capacity?

Questions for Rural Development Team Pilot Projects:

How will the project improve the economic conditions, protect watersheds, increase the delivery of running water, boost sustainable agriculture, promote leadership, leverage resources, build volunteerism, and/or improve the environment in rural areas?

What can this project achieve measurable goals in meeting economic, environmental, or human needs?

What kind of specific education will participants need? What kind of undergraduate or graduate degrees will they need? What kind of additional training will they need? Who will conduct the training? How much of the training should be identical for all participants and

how much should be unique to the specific jobs that each participant will be performing? What type of ongoing training will participants receive after they have started the program?

How will the participants be recruited and selected? How will specific skills of participants be matched-up with specific needs of individual communities? How will the project recruit local participants?

How will the project utilize the latest communications and information technologies?

Questions for Empowerment and Anti-Hunger Pilot Projects:

How will the project reduce hunger, improve nutrition education, increase participation by diverse socio-economic groups in USDA feeding programs, reduce food-borne illnesses, and empower poor citizens to lift themselves out of poverty?

What measurable goals can this project achieve in meeting human needs?

How will the project interact with state and local social service offices?

Will outreach be conducted door-to-door in neighborhoods, at special public events, in social services offices, or in some other manner?

Questions for Public Lands and Environment Pilot Projects:

How will this project protect, conserve, maintain, and improve public lands? How will this project protect soil, improve water quality, plant trees, teach environmental education, promote energy conservation, and boost sustainable agriculture?

What can this project achieve measurable goals in meeting environmental needs?

Can some participants meet the voucher requirement by working four summers in a row? Would such an approach hinder our ability to build diverse crews? Could a small percentage of people in each program be on the four-year plan?

How might the project interact with Youth Conservation Corps programs now managed by USDA and the Department of Interior?

How might the project interact with the Earth Team program now managed by the Soil Conservation Service?

Mike Kenefic - 606-5000

Budget

TO: SUSAN STROUD

Simon Woodard -

FROM:

RON DE MUNBRUN

Natalie Augustine
Michael Nunez

Answering Program questions

SUBJECT: QUESTIONS FOR THE MARCH 4 TECHNICAL MEETING

Attached is a list of questions that we have encountered in our efforts to develop national service projects. Please understand that these questions are in no way "official". I only identified them as coming from USDA so that you would have a better idea of where to communicate the response. Some of these questions have been raised by other Departments, but we felt they related to us as well. I just don't want anyone to infer that these questions imply that we will do certain things in our participation in the national service program.

50% would be covered under parents policy

use \$1,500
\$1,000 a year budget for health care for participant. they
would pay 85%.

Are Participants "Volunteers"?

How would Davis-Bacon apply to Earth team
Volunteers.

Not covered by workers comp, not tests

(sub-grantee)
Programs need liability coverage.

staff - no education award
Can staff be federal employees.

daily transportation cost
is a living allowance cost

travel is service related

is our giving money a "grant" requiring grant rules.

transportation - RFP for using aerospace program funds

the Betty
366-5742

USDA
QUESTIONS/ISSUES
FOR
THE CORPORATION FOR COMMUNITY AND NATIONAL SERVICE

1. What specific mechanism will the corporation use to transfer funds to those departments who receive approval for their projects?
2. In which fiscal year would the funds be transferred?
3. If projects are to begin soon after Labor Day 1994, does the corporation intend to fund the training of management personnel that would have to take place before that date (possibly in August 1994)? (This is training above and beyond that training the Corporation is intending to provide. Is it expected that Federal Departments will use funds provided in FY 94 to pay for start up costs in the summer of 1994 and program operation in FY 95?
4. What is the life span of the funds that would be transferred? If a project begins in September of 1994 and runs through June of 1995, that project would span Fiscal Years 94 and 95. Under what authority can the Departments spend money in FY 95 that was transferred to them in FY 94?
5. The draft regulations leave open the question of health care. Has this issue been resolved?
6. Is there any provision in the Community and National Service Trust Act of 1993 that would prevent or allow participants in programs run in partnership with Federal agencies to use that agency's office space, telephones, leased vehicles, FAX machines, copying machines, etc. in support of their work?
7. What "authorities", if any, transfer to Federal Departments when they receive funds from the corporation and approval to run a national service program? Is there any dollar amount that must be reached to transfer these authorities? Do the authorities transfer if the Federal Department is using its own funds to operate the program and is only receiving the education award for each participant from the Corporation?
8. Is there a limitation on the amount of money that can be paid to a manager and staff of a national service program? If so, does this limitation apply when the Department is using its own funds to operate the program and the Corporation is only providing the education award?
9. Has OPM made an official announcement that program participants will not count against and agencies Full-Time-Equivalent (FTE) ceiling? If so, how do we obtain a copy?

what is the child care allowance amount

10. If a Federal Department participates in a national service program and receives funds from the corporation, even if those funds are only for the educational award for the participants, does the department have the authority to receive donations from private for profit and non-profit organizations to support the program. Is the required match of funds by sub-grantees the only such type of donation allowable or can such organizations transfer money to the department that the department can use to support multiple projects? If such authority exists in the Act, please give the citation that would apply.
11. Can for profit organizations be partners in a national service program run by a federal department?
12. If a Federal Department uses its funds to operate a national service program and only receives the education award from the corporation, does the non-Federal partner in such a program have to match any amount of the education award?
13. If a Federal Department uses a mix of its funds and corporation funds to operate a program, is the non-Federal partner's match based on only the amount of Corporation funds provided to them?
14. What is the exact definition of administrative costs that are limited to 5% of the project budget by the legislation?
15. If a Federal Department gets approval for projects that involve a mix of Corporation funds and the department's funds for the operation of the project, how much of the Corporation's funds may be used to cover administrative costs for the project - 5% of the corporation's funds or an amount of money equal to 5% of the total funds (corporation and federal department) that are used to operate the projects?
16. Does the Act, through the Public Lands Corps provision or elsewhere, give members of the USDA Forest Service the authority to do work or manage work via an approved national service program that is done on private lands?
17. Are USDA State Extension Offices considered a Federal agency or are they eligible to propose projects through their state national service commissions to be funded by that portion of the corporation's funds reserved for States?
18. Does the Corporation have the authority to way the requirement for sub-grantees of Federal programs to match funds they receive from Federal Departments? [SEE #10] If the matching requirement cannot be waived can it be reduced by the Corporation. If it can be waived or reduced how does the Federal Department apply to have a waiver or reduction?
19. What is the maximum amount of child care allowance that could be granted to a participant?

20. *Jel's displacement issue, in the past YCC's did work, if we did that work now with corporation funds are we "displacing" someone.*

inside usda

Does running these programs conflict with procurement/contracting regulations?

How do we set up a volunteer program to support

Competition - do we have co-opted.

National Service 3/4/94
Tech meeting

Tony Russell

- OMB might say participants count.
- Do YCC participants count?
- Changes in Regs due (first regs) due Week of 3/7/94

Memo to Kim inviting her

internet
address

CNS@ESUSDA.GOV

Reg ?

Grant reviews

- peer review of reports in field of service
- they rank proposals
- Oversee staff & board.
- geographic distribution

20% quality 10% need

7205043 application is a 3 yr time period

but grant is only for year 1, years two & three

fuls - interagency transfer
interagency agreement

Priority given to renewals

We are bound by normal contracting rules.

Do we have to make a grants
Sub-grantees have to come up with the matches

#15 if we get funds / add our funds the match
requirements are
based on total.

Living allowance 15% match to sub grantees
\$7,660

Resident programs — you could take a portion
of the allowance to
~~also~~ cover utility costs,
rent,

JTPA - our funds are taken into account with
respect to food stamps

Social Security
but we consider it as part of AFDC

anything above 7,600 — we have to pay 100%

Still for — ~~the~~ grants for tech assistance
training of managers participants
Notice of funds availability

for

Does corporation use NFC?

Susan looking for volunteers to act on review panels
Strom for non-federal agencies.

FAX - efforts to serve on fed agency application review panels
202 606 4928

Corporation -

Ring allowance - ∇ this can be waived
but we must make sure
1590 match can't be federal funds

other agencies 2590 the match can be federal funds

9/

if your ring allowance is ^{less than 85% of} \$7,660
you don't need a match

Need a process $\longleftrightarrow$ for competing with in USDA
to get program funds.

What kinds of ^{accounting - auditing} info must be kept by us
and our sub agreement partners

See "National evaluation Standards" section of
law

EIS evaluation information system
from contractor - one these available.

Public Law 94-148
94th Congress

An Act

Dec. 12, 1975

[H.R. 10027]

Forest Service
programs.
Cooperative
agreements.
16 USC 565a-1.

To authorize the Secretary of Agriculture to enter into cooperative agreements which benefit certain Forest Service programs and to advance or reimburse funds to cooperators for work performed, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That to facilitate the administration of the programs and activities of the Forest Service, the Secretary is authorized to negotiate and enter into cooperative agreements with public or private agencies, organizations, institutions, or persons to construct, operate, and maintain cooperative pollution abatement equipment and facilities, including sanitary landfills, water systems, and sewer systems; to engage in cooperative manpower and job training and development programs; to develop and publish cooperative environmental education and forest history materials; and to perform forestry protection, including fire protection, timber stand improvement, debris removal, and thinning of trees. The Secretary may enter into aforesaid agreements when he determines that the public interest will be benefited and that there exists a mutual interest other than monetary considerations. In such cooperative arrangements, the Secretary is authorized to advance or reimburse funds to cooperators from any Forest Service appropriation available for similar kinds of work or by furnishing or sharing materials, supplies, facilities, or equipment without regard to the provisions of the Act of January 31, 1823 (Rev. Stat. 3648, as amended; 31 U.S.C. 529), relating to the advance of public moneys.

16 USC 565a-2.

SEC. 2. In any agreement authorized by section 1, cooperators and their employees may perform cooperative work under supervision of the Forest Service in emergencies or otherwise as mutually agreed to, but shall not be deemed to be Federal employees other than for the purposes of chapter 171 of title 28, United States Code, and chapter 81 of title 5, United States Code.

28 USC 2671

et seq.

5 USC 8101

et seq.

16 USC 565a-3.

SEC. 3. Nothing in this Act shall be construed as limiting or modifying the authority of the Secretary to enter into cooperative agreements otherwise authorized by law.

Approved December 12, 1975.

LEGISLATIVE HISTORY:

HOUSE REPORT No. 94-611 (Comm. on Agriculture).
SENATE REPORT No. 94-476 (Comm. on Agriculture and Forestry).
CONGRESSIONAL RECORD, Vol. 121 (1975):

Nov. 4, considered and passed House.

Dec. 1, considered and passed Senate.

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Telephone Conference Technical Assistance



The Corporation for National and Community Service will provide follow-up technical assistance through scheduled telephone conference calls. To sign up for the conference call, you must complete and return the registration form on the reverse side or call the Corporation to request a conference slot. Please note that your questions should be faxed to the Corporation at least 48 hours in advance of the conference call in which you are participating. Spaces are limited, so please fax or mail your completed registration form to the Corporation as early as possible. You will be notified at least 24 hours prior to your conference call(s) with your call-in number/access code.

Phone: 202-606-5000 at ext. 432 • Fax: 202-606-4816

Conference Schedule

Subject	Dates	Times*
AmeriCorps - Direct	March 24 and 31 April 7, 14, and 21	10:00 am - 12:00 noon
	March 22 and 29 April 5, 12, and 19	1:00 pm - 3:00 pm
AmeriCorps - Indian Tribes	April 13 and 20 May 4 and 18 June 15	1:00 pm - 3:00 pm
Learn and Serve America: (K-12)	March 22 and 29 April 5 and 12	1:00 pm - 3:00pm
Learn and Serve: America: Higher Ed.	March 24 and 31 April 7 and 14	1:00 pm - 3:00 pm
Training/Technical Asst.	March 31 April 7, 14, and 21	2:00 pm - 3:00 pm

* When scheduling your call, please note that all conference call times are Eastern Standard Time (EST). Thank you.