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1995 Renewal Applications [1]

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We encourage you to become involved in this grassroots program. Units wishing to participate should read the FY 1996 AmeriCorps Process Paper attached and complete Appendix 1, Concept Paper Form. Refer to the AmeriCorps Operations Manual for further guidance on participating in the AmeriCorps program. Copies of the Manual can be obtained from Lou Woltering, (202) 205-1784, if necessary. Field units should forward their Concept Papers to the Washington Office through their Regional AmeriCorps Coordinators and limit the total value of papers to no more than \$2,000,000. FY 1996 Concept Papers will be ranked against the criteria in Appendix 2, Sample WO Concept Paper Ranking Sheet. Concept papers must be received by Lou in the Washington Office, Administration, no later than November 14.

J. LAMAR BEASLEY
Deputy Chief
Administration

Enclosure

1996 AMERICORPS PROCESS PAPER

The National and Community Service Trust Act of 1993, Public Law 103-82, provides legislative authority for the creation of the Corporation for National and Community Service (CNCS) and its oversight of national service programs. The national service programs have been delineated by the CNCS as:

- AmeriCorps*USA
- AmeriCorps*VISTA
- AmeriCorps*National Civilian Community Corps (NCCC).

The law authorizes Federal agencies to apply for and receive cooperative agreements or contracts from CNCS to implement AmeriCorps programs. Currently the Forest Service (FS) is involved in AmeriCorps*USA with the Public Lands and Environment Team and the Rural Development Team. We are also involved in AmeriCorps*NCCC with members performing fire fighting activities. To become involved in FY 1996, the FS is required to participate in competitive processes at the United States Department of Agriculture (USDA) and the CNCS level. This is described in some detail in the USDA/AmeriCorps Operations Manual.

These competitive processes must be accommodated in such a way so as to allow the FS the most flexibility in seeking partners and cooperative agreement recipients, yet not provide firm commitments to those parties prior to CNCS confirmation of FS selection. Therefore, the WO process provides a mechanism for field units to receive an assurance that their proposed projects stand a strong chance of being approved by the USDA and CNCS prior to commitments being made to partners and recipients. To accommodate this need, the WO has implemented a two-step process.

- Step 1: The WO shall objectively rank and select proposed AmeriCorps projects from short, concise Concept Papers. The Concept Papers should be submitted by field units to the Washington Office through their Regional AmeriCorps Coordinators. The Concept Paper format provides for easy, simple construction that requires a minimal amount of time.
- Step 2: Once WO selections are made, those most highly ranked, standing a strong chance of approval by the USDA and CNCS, will be asked to submit a Field Proposal to WO covering all of the specific details on project design and implementation. The Field Proposals must provide a greater amount of detail, including any and all anticipated partner, interagency, or recipient involvement, and donations or contributions. The Field Proposals should be submitted by field units to the Washington Office through their Regional AmeriCorps Coordinators.

This process paper includes a detailed discussion of all the steps and procedures for participation in the AmeriCorps program. The schedule of proposal target dates, requirements, and actions is listed chronologically for the entire fiscal year.

1. NOTIFICATION LETTER TO FIELD UNIT - TARGET DATE: OCTOBER 15.

To initiate the process, each year the WO will issue a letter to all field units requesting the submission of "Concept Papers". The Concept Paper is a short document, which explains the units conceptual approach to a proposed AmeriCorps project. Field units choosing to submit Concept Papers will be in effect competing against one another at the WO level, for the purpose of targeting those proposed projects which are determined to be the most beneficial to the CNCS AmeriCorps program, the USDA, and the FS. The field units will use the format shown in Appendix 1 to complete their concept papers, which will include a:

- cover page.
- brief concept narrative of the proposed project.
- preliminary budget breakdown.
- preliminary Milestone schedule.

The letter to the field units will include the WO projected ranking criteria so that there is a clear understanding of those elements considered most valuable by the CNCS, USDA, and the FS. It will also include a required response date for submission by the field units.

A sample WO Concept Paper Ranking Sheet is included as Appendix 2.

2. AMERICORPS TELECONFERENCE - TARGET DATE: NOVEMBER 1.

WO personnel will conduct a teleconference call with all field unit representatives involved in developing proposals. The objective of the call is to ensure that field unit representatives have a chance to ask questions and obtain a good understanding of the Field Proposal process, the Concept Paper, and the AmeriCorps processes as a whole. This is particularly important, as many of the remaining steps in the process may require a substantial amount of staff time with relatively short deadlines.

3. WO SELECTION PROCESS - TARGET DATE: NOVEMBER 14.

The WO will receive the field unit Concept Papers by November 14 and a panel of AmeriCorps Coordinators will meet to review and rank them. Those projects determined to be most beneficial to CNCS, USDA, and the FS will receive high rankings and be included in the group selected for the next step, which involves completion of a Field Proposal.

4. TENTATIVE SELECTION LETTER TO FIELD UNITS - TARGET DATE: NOVEMBER 21.

Once the top ranked Concept Papers are selected, field units will be sent a selection letter notifying them of their selection. The selection letter will provide detailed instructions for completion of the Field Proposals. The field units will use the forms in Appendix 3 for completion of the Field Proposal, which will include a:

- cover page.
- detailed project.
- organizational plan, partnerships, and collaboration.
- discussion of organizational capacity.
- discussion of the potential for innovation and replicability.
- discussion of outcome objectives and measurements of success.
- complete detailed budget supporting the narrative.
- detailed workplan and milestone schedule.
- detailed budget.

5. AMERICORPS WORKSHOP - TARGET DATE: DECEMBER 1.

Soon after field units have been notified of selections, WO personnel will hold an AmeriCorps Workshop for all selected agency representatives. The purpose of the workshop will be to ensure agency field representatives understand all of the requirements and processes involved in AmeriCorps program. The workshop will include a variety of concurrent working sessions for representatives to construct pertinent program elements needed at different points in the process. For example, working sessions would include:

- How to complete the Field Proposal
- How to compose competitive announcements for AmeriCorps projects involving contracts or cooperative agreements to nonFederal parties or States (a mandatory Departmental requirement)
- Construction of procurement solicitation packages and sample contract documents
- Coordination and completion of member forms involved in the program
- In-depth discussion of the total competitive process for involving nonFederal third parties and the statutory requirements
- In-depth discussions on the use of agency appropriated funds vs CNCS funds, statutory wording and funding areas of concern/difficulty
- How to seek cooperation and partnerships with other parties to participate in a given project, etc.

Agency field representatives would pick and choose to attend those sessions most useful to their own situation and perhaps over the course of the workshop attend all sessions. A workshop like this will ensure consistency in the overall USDA AmeriCorps program and provide much needed guidance for all field unit participants.

6. WO SELECTION AND CONSOLIDATION - TARGET DATE: FEBRUARY 15.

The WO will receive the Field Proposals by this target date and the selection panel will reconvene to review and rank them. Those projects determined to be

most beneficial to CNCS, USDA, and the FS will receive high rankings. The WO will at this point have a good idea of the human resources and facilities available for implementation of the overall FS AmeriCorps program. They may find that the number of Field Proposals or some individual Field Proposals must be scaled down to accommodate agency needs and potentially available CNCS funds. In this case, the field units will be notified and mutually agreed modifications to the Field Proposals made. All of these factors will result in the selection of the final Field Proposals that will be consolidated by the WO for submission to the USDA. The field units having Field Proposals in the consolidation will be notified.

7. PROPOSAL SUBMISSIONS TO USDA - TARGET DATE: ~~MARCH 1~~ 25

The USDA National Service Office must receive consolidated proposals from all agencies by no later than March 1.

8. USDA SELECTIONS AND TRANSMITTALS TO CNCS - TARGET DATE: APRIL 1.

The USDA will hold its own competitive process, which in effect, will allow USDA agencies to compete against one another for AmeriCorps funding and participation. Once received, Department personnel will review and rank agency proposals and select those which are determined to be most beneficial to CNCS, USDA, and the agencies for participation in the AmeriCorps program. The USDA National Service Office will consolidate the selected USDA agency proposals to the CNCS no later than April 1.

9. USDA SELECTION NOTIFICATIONS TO AGENCIES - TARGET DATE: APRIL 15.

Agencies will be notified by the Department of all selections or rejections by April 15.

10. CNCS COMPETITIVE SELECTION PROCESS - TARGET DATE: MAY 30.

The CNCS must receive the USDA consolidated proposal by no later than April 1. Once received, the CNCS personnel will review and rank all of the Federal proposals and select those which are determined by the CNCS to be the most beneficial for Federal agency implementation of the AmeriCorps program. The Departments will be notified of their selection or rejection and the conditions of future award by letter or receive a formal letter of cost incurrence.

11. CNCS COOPERATIVE AGREEMENT - TARGET DATE: JUNE 1.

If selected for award, the USDA will receive a CNCS cooperative agreement providing approval, program requirements, and Corporate funding no later than June 1. It will be a fairly substantial document and will be flowed-down by the USDA to the FS and from the FS to any nonFederal third parties involved in FS implementation of the AmeriCorps program (see Appendix 4 for the Flow of Contracts or Agreements).

12. USDA INTERAGENCY AGREEMENT - TARGET DATE: JUNE 15.

The USDA will compose an Interagency Agreement (IA) for each selected USDA agency to transfer the Corporate funding to the agency level.

13. FS COOPERATIVE AGREEMENTS OR CONTRACTS - TARGET DATE: AUGUST 1

Field units that proposed the involvement of nonFederal third parties in their proposal to the CNCS, which requires a competitive process and matching contributions, will compose and award the cooperative agreements and contracts at this point (see Appendix 5 for sample FS cooperative agreement).

14. RECRUITMENT INSTRUCTIONS - TARGET DATE: SEPTEMBER 1.

Once all cooperative agreements, contracts, or other agreements are executed, field unit recruitment of AmeriCorps members may begin (see Appendix 6 for sample recruitment instructions).

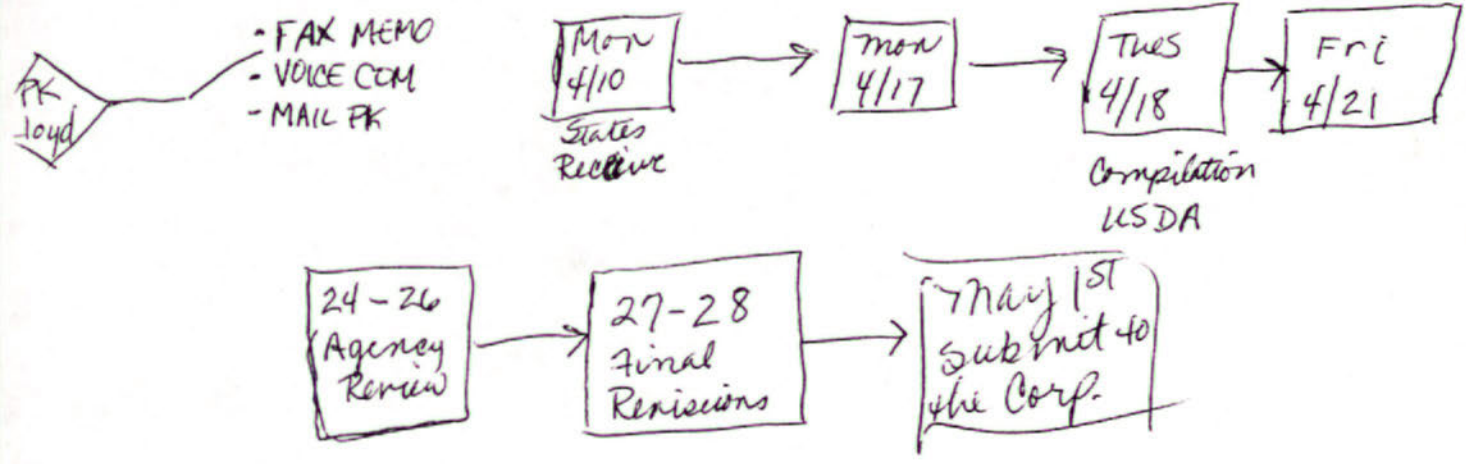
15. AMERICORPS MEMBER AGREEMENTS OF PARTICIPATION - TARGET DATE: OCTOBER 1.

Field units will complete and execute AmeriCorps Member Agreements of Participation by October 1. (see Appendix 7 for sample AmeriCorps Member Agreements of Participation).

The discussion above, provides a listing of all the processes involved to participate in the FS AmeriCorps program. Two additional appendixes have been included for your convenience:

- Appendix 8 - Timeline Schedule
- Appendix 9 - WO and Regional AmeriCorps Coordinator Listing

If you have any questions, feel free to contact your Regional AmeriCorps coordinator or the WO AmeriCorps liaison.



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April 13, 1995

Joel Berg
USDA Office of National Service
538A USDA
14th and Independence, SW
Washington DC 20250

Dear Joel:

I have enclosed Oregon Food Bank's proposal in application for a USDA Americorp Anti-Hunger Team. Oregon Food Bank is applying for the Americorp volunteers on behalf of our partnership with hunger-relief agencies, businesses, and universities throughout the state of Oregon.

Please call me if you have questions, or if you would like further dialogue about our proposal (282-0555).

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Rachel Bristol Little". The signature is written in dark ink and is positioned above the printed name.

Rachel Bristol Little
Executive Director

Description of needs

Hunger in Oregon continues to be a growing problem. More families, individuals and children live in poverty, struggling to meet all of their most basic needs. The faces of the 424,000 Oregonians who suffer without enough to eat cannot be captured by the statistics used to portray them. But the names and faces of these people are real. It is difficult to determine a precise number of men, women and children who go hungry each day. We must rely on census data and service statistics to tell us the grave problem we face.

According to the 1990 Census, nearly 323,000 Oregonians live at or below the poverty level. People are hungry because they lack the financial means to purchase their own food; therefore, lack of adequate income is a root cause of hunger. People are impoverished because of unemployment, inadequate wages, and the escalating cost of living. Many people hold full-time, year-round jobs, but do not earn enough to support a family above the poverty line. These working poor are most likely to be women and adults with limited education. At the same time that a large number of Oregonians are going hungry, the federal government has drastically cut food available to Oregon's emergency food banks.

In 1994, nearly 424,000 individuals received emergency food box assistance. Single-parent families make up 24.6% of all households receiving emergency food boxes and 40.4% of households with children aged 17 and younger. Children 17 and younger account for 47.6% of the total household members receiving food assistance.

Although the demand for nutritional assistance has increased, the supply of food available for distribution to low-income Oregonians has been perilously reduced. The Emergency Food Assistance Program (TEFAP), which once provided 10 million pounds of USDA commodities for Oregon's emergency food boxes, will make only 1.8 million pounds available in Federal Fiscal Year 1995 and will likely be abolished in FFY'96. Private-sector food donations have leveled off at 10 million pounds per year. Without a major escalation of new resource-development efforts, such as innovative projects that build communities' capacity to address local issues, resource levels will remain flat.

AmeriCorp Anti-Hunger Teams could be effective catalysts to achieving local resource development.

To address the growing gap between the nutritional needs of low-income Oregonians and the diminished supply of food and volunteers available to meet those needs, Oregon Food

Bank proposes to establish an AmeriCorps Anti-Hunger Team with 20 members and one program manager for these key activities: creating a community garden; educating clients on nutrition and food preparation; developing community resources; collecting, packaging and distributing perishable and prepared foods; increasing community volunteers; developing a hunger curriculum; and conducting a hunger study. Oregon Food Bank will work with a partnership of more than 600 agencies to establish sustainable models of collaboration that ultimately can be replicated in other areas. Partners include Oregon State University-Extension Program, Oregon State University, University of Portland, the food industry, Oregon Department of Agriculture, Community Action Agencies, food pantries, residential shelters, soup kitchens, day care centers, youth programs, homeless shelters, senior programs, and rehabilitation centers. The problem of hunger in Oregon relates to the national priority area of Human Needs by helping people who are hungry.

In order to provide low-income Oregonians with ready access to low-cost, nutritious food and to provide an alternative to emergency food boxes, the Oregon Food Bank network and the Oregon Housing and Community Services Department are working on a feasibility study to establish a food-buying cooperative. If the study determines that a food buying cooperative is viable, program members will be able to help conduct research, organize general meetings in target areas, contact individuals/families who indicate interest in membership, design training programs for volunteers who will distribute and receive food orders, develop a cooperative newsletter and other activities.

OFB sponsored the first-ever Oregon Hunger Summit in 1994, bringing together about 200 people from throughout the state. Committed individuals came from food banks, churches, private non-profits, local and state government and community organizations. Many critical issues were raised during the presentations and the discussions that followed. Participants identified six top issues for action groups to address. Task groups were able to outline future action plans. Two of the needs identified can be addressed by this project. They are: the involvement of people directly affected by poverty and hunger in leadership and decision-making processes, and the need to educate the public about the root causes of hunger.

Program Design

The mission of the AmeriCorps Anti-Hunger Teams: Help local communities achieve excellence in performance while addressing the issues of hunger and poverty and building responsible citizenship. To improve the utilization of emergency and commodity food sources through community based, informal experiential education that builds basic living skills and decision making capability and enables the recipients to feel successful and "in-control" of this area of their lives.

Oregon Food Bank's mission is: To assume a leadership role in feeding Oregon's hungry by recovering, securing and delivering quality food in cooperation with a well-established network of food banks, and playing a strong education and advocacy role on local, state and national levels on hunger-related issues.

Proposed activities

OFB continues to working with the selected sites to refine the goals, objectives and activities. The need for AmeriCorp Anti-Hunger teams to work with local community partners in the following proposed activities has been identified.

Getting Things Done:

Goal: To help local communities identify untapped resources and develop a model projects which brings together community members to initiate and implement a solution.

PROJECT 1: CLIENT LEADERSHIP DEVELOPMENT

GOAL: An anti-hunger team member working in Portland will establish a mechanism for input and leadership by emergency food box clients into the planning and policy development process at emergency food pantries.

Objectives: Using a community organizing model developed by Sisters of the Road Cafe (in conjunction with a group formed at the 1994 Oregon Hunger Summit) and through partnerships with Portland metro area low-income leadership groups (Oregon Human Rights Coalition, JOIN: A Center for Involvement), develop a leadership program at one food pantry in the Portland metro

and 1. The program will train food box recipients in leadership and train agency staff and volunteers how to incorporate food box recipients in planning and policy development for their agency.

PROJECT 2: COMMUNITY RESOURCE DEVELOPMENT

GOAL: Anti-hunger teams will initiate a gleaning project that collects donated produce from backyard and community gardens during the growing season and work with the food industry to substantially increase the quantity of food contributions to provide a consistent, reliable food source, and to increase community involvement in the area of food

Objective: A garden gleaning project will be established in the Salem area.

Objective: A Gleaning Program will be introduced and the 5000 Neighbors program will be revitalized in Lane County.

Objective: To recruit community volunteers to form a garden gleaning group.

GOAL: An anti-hunger team will develop a method of collecting and distributing the product, and help establish a mechanism to market the fresh produce to member agencies.

Objective: To establish a mechanism for marketing fresh produce to food box agencies.

Objective: Creating a community garden.

Objective: Educate clients on nutrition and food preparation.

Objective: Increase community volunteers involvement.

Objective: Increase collection and use of produce.

PROJECT 3: FOOD AND NUTRITION EDUCATION

GOAL: An anti-hunger team will provide a culturally sensitive and literacy appropriate food and nutrition education program for emergency food recipients at sites in Clatsop, Lincoln, Washington, Clackamas and Multnomah Counties.

Objective: At least 20% of recipients at the participating sites will attend two or more demonstrations or mini classes.

GOAL: Provide a training program for AmeriCorps Anti-Hunger Team members that enables them to share appropriate food, nutrition and food safety education information with emergency food recipients and volunteers working at the sites where the team member is assigned.

Objective: Increase the knowledge of safe food handling procedures, basic nutrition, and food preparation skills among all AmeriCorps team members.

GOAL: Strengthen current and develop new partnerships with staff, volunteers and recipients at emergency food sites in the participating counties.

PROJECT 4: COMMUNITY GARDEN

GOAL: An anti-hunger team will work to develop a community garden in Lincoln County which serves low-income families.

Objective: To create one community garden which provides food for emergency food boxes.

Objective: Utilize the local Master Gardener Club as a resource for training clients in container gardening practices.

Objective: Collaboration with local service clubs in the implementation of the garden(s).

PROJECT 5: PERISHABLE AND PREPARED FOODS

GOAL: An anti-hunger team in Portland will establish a model for rescuing perishable foods.

Objective: Work with volunteers to identify and solicit sources of nutritious from food retailers and industry.

Objective: Work with volunteers to collect and distribute the product to low-income people and emergency food box recipients.

Objective: To market the produce to member programs during the off-season, building on the model of the garden gleaning project.

Strengthening Communities

PROJECT 1: VOLUNTEER DEVELOPMENT

GOAL: An anti-hunger team will increase the communities participation in providing service to emergency food recipients and identifying solutions to problems of hunger in their local community.

Objective: To recruit and train volunteers to work with local Portland metro area emergency food box programs.

Objective: Train volunteers in nutrition education so they can educate clients.

Objective: Facilitate community discussion on reasons for hunger and work to identify solutions in their local area. Address issues of how to increase availability of food, education needs, low paying jobs and other issues.

PROJECT 2: HUNGER CURRICULUM

GOAL: An anti-hunger team will develop a hunger curriculum which is service learning based for K-12 students in Multnomah County in partnership with the University of Portland, Portland Public School District, Oregon State Extension and Oregon Dept. of Education.

Objective: During the fall of 1995, develop a hunger curriculum to be utilized in the spring of 1996 during Project Second Wind with 57,000 students in the Portland Metropolitan area.

Objective: Recruit volunteers to speak with students K-12.

Objective: During the spring of 1996, work in Portland Public Schools with teachers to implement the hunger curriculum.

PROJECT 3: DATA COLLECTION

GOAL: An anti-hunger team will work with Oregon State University to complete a Hunger Factors Assessment to provide information on hunger in Oregon. The assessment will be used with the business community, public education, foundations and evaluation of service delivery.

Objective: Update data on the characteristics of emergency food recipients for the purpose of educating the public and funding sources regarding the need for emergency food services.

GOAL: In Portland, establish a model for rescuing prepared foods for emergency food programs to distribute to homeless and low-income people.

Objective: Work with partners and the community to develop warehouse and kitchen operations to properly sort, package and store recovered prepared and perishable foods.

PROJECT 6: CHILDHOOD HUNGER PROJECT

GOAL: An anti-hunger team will coordinate the activities of KIDS EAT TOO, a childhood nutrition program.

Objective: To alleviate the devastating effects of childhood hunger and malnutrition through cooperative projects and resource development.

Objective: To implement an already-funded vitamin distribution pilot project.

PROJECT 7: CORPORATE RESOURCE DEVELOPMENT

GOAL: An anti-hunger team will work in Eugene to substantially increase food contributions from food processors, wholesalers and retailers and from the Harvest Share program.

Objective: To assist the implementation of the Harvest Share project, and substantially increase the number of food processors, wholesalers and retailers making food contribution.

- Objective: Develop and implement method of collecting Client Characteristics Profile information
- meet Oregon Housing and Community Services Omniplan quarterly reports requirement.

Member program design

AmeriCorps Anti-hunger team members will each have a job description which outlines their responsibilities and ensures that 80% of their time will be in direct service and 20 % will be participating in training. Each members As each activity is developed, it will include measurable objectives and activities. A workplan will be established for each AmeriCorp Anti-Hunger team member. Goals and objectives will be clearly outlined and monitored by the program manager.

Both on individual job training and group training will be scheduled. Group training will be held on a quartely basis and will begin with orientation training. Training will be provided by OFB, project partners andthe state commision office. Targeted training areas will include: decision making, problem-solving skills, communication, CPR, work site specific skills, group facilitation, nutrition, hunger, community organizing, volunteer training, presentation skills.

Communication with State Commission:

Oregon Food Bank and its partners have coordinated with the Oregon Commission on National and Community Service during the project's development through meetings, phone conferences and written materials. Research on anti-hunger teams across the nation was coordinated with the Commission Office. Site location was based on need and capacity within Oregon communities and on the balance between urban and rural areas. Oregon Commission on National and Community Service staff members were instrumental in sharing the work and location of other AmeriCorps teams in Oregon, and will be used as a member recruitment referral source as well as a training resource.

Links between sites:

Sites will be linked through the already established Oregon Food Bank network. Quarterly training will coincide with OFB network meetings to ensure all members will attend national training sessions together.

OFB staff will provide technical assistance to members across sites. Technical assistance also will be provided through the Oregon Commission on National and Community Service, Oregon State University-Extension Program and other partners on an as-needed basis. All sites are linked with FAX numbers, an 800 phone number and weekly mailings.

Site identification:

Initial target areas for organizing anti-hunger models will be the Portland, Eugene, and Salem urban areas as well as rural Lincoln County, on the Oregon Coast, and four counties in Northeastern Oregon, based in the community of La Grande.

The urban areas were selected for initial organizing activities because of the concentration of emergency food box recipients in these areas. Of the 424,000 Oregon households that received food box assistance in 1994, nearly 58% were in these areas (129,481 in Portland, 61,000 in Eugene and 29,797 in Salem). Because of this geographic concentration, the needs for providing low-income residents with nutritional assistance is especially critical. In rural Oregon, building local capacity to generate resources is essential to feeding hungry people.

According to 1990 Census data, the project's target area contains 94% of Oregon's African-American population (42,781), 47% of the state's Native American population (19,348), 83% of its Asian and Pacific Islander residents (56,748) and 62% of the Hispanic population (70,045). Census data also indicate that 45% of the state's population with incomes at or below the poverty level (189,137) live in the target area.

In addition to needs, sites were selected by the communities interest in establishing partnerships to address hunger with innovative projects. These activities would be self-sustaining after one year, could be replicated in other areas or would produce a document that would affect the community for years to come.

Member profile, recruitment and selection:

The proposed activities and site locations require diverse skills/education and serve diverse populations. Members will be recruited using the national and state AmeriCorps referral system as well as recruitment from local community neighborhoods.

Cost-effectiveness and sustainability

OFB's proposal is cost-effective due to the structure and partnerships that already exist. AmeriCorps Anti-Hunger Teams would provide the resource for communities to organize and accomplish the proposed activities, finding solutions to hunger and poverty within their neighborhoods.

The impact would be long lasting since many of the projects likely will be replicated or will leave tools such as the hunger curriculum, gardens and trained volunteers who will enable the work to continue long after the AmeriCorps Anti-Hunger teams leave. The projects are all in line with the core mission of the partnerships, so individual donors, foundations and businesses can be approached with the results of the working models and solicited for their financial support.

C. Organizational Background and Capacity.

The beauty of the Oregon Food Bank Network working with a national service project is its organizational capacity it do the work, meet national criteria and benefit Oregon communities. By its very nature, the network is a partnership with businesses, corporations, government, individuals, clients, volunteers, universities, cities, counties, non-profits and coalitions. Oregon Food Bank is the voice of hunger in Oregon. It is the source of information for media, state statistics and policy. The network has a presence in almost every neighborhood in the state. Oregon Food Bank and its partners have solid, community-based projects, that would help address the issue of hunger in Oregon long into the future. What is missing is the catalysts to accomplish the projects that have been identified.

It is important to note that Oregon Food Bank began as a collaboration. Built on equitable distribution and sharing. In 1980, Oregon Food Share was established to develop a statewide network of food banks. By 1983, the year in which the Temporary Emergency Food Assistance Program (TEFAP) began, the network consisted of 20 Regional Coordinating Agencies that served all of Oregon's 36 counties with emergency food box programs. When TEFAP began, Oregon decided to use the Oregon Food Share network to distribute USDA commodities. By 1990, a reorganized Oregon Food Share was renamed Oregon Food Bank.

Grants Administration - OFB administers several grants to benefit the OFB network and the work of the Oregon Hunger Relief Task Force. They include: USDA TEFAP, USDA SK/FB, CFNP, State Food Grant, State Linkage Grant, FEMA, OFB Emergency Food Fund, OFB Food Subsidy Fund, & OFB RCA Travel Fund.

OFB provides training and technical assistance through network training conferences; production and distribution of training manuals, nutrition information and other organizational materials; and coordination of trainers for presentations at meetings. OFB staff technical assistance is available for grantwriting, direct mail, special events, media relations and corporate relations.

OPERATING SITE BUDGET NARRATIVE

Item A: Member Support

Living Allowance: All 20 members will be full time members, receiving a living allowance of \$7,945. Grantee will fund 15% of the living allowance, and all other Item A expenses.

FICA: Grantee will provide 15% matching funds.

Workers' Compensation: Oregon has variable rates, based upon the workers specific activity. An average rate of 1% is assumed, which allows for activity away from the prime site.

Health Care: The grantee, Oregon Food Bank, provides health care to all employees at the rate of \$175 per month.

Item B: Other Member Costs

Training is budgeted at \$500/ member to enable each to perform his/her assigned responsibilities, and unique jacket and cap will be provided each member. Grantee will fund 25%.

Item C: Staff

Salaries: Grantee will hire one full time staff person to recruit, coordinate training, and monitor activities of all members. The wage for this position will be \$30,000 annually. Other salary is comprised of pertinent professional staff providing direct training and assistance to members. The total equivalent full time support is two people, and the associated salary of \$54,000 is based upon averaging all support person's actual projected salary for the period of the grant. Grantee will fund 25%.

Benefits: Benefits, including FICA, health care, worker's compensation, unemployment insurance, and other Oregon Food Bank employee benefits are calculated in total at 25.65% of staff salaries. Grantee will fund 25%.

Training: Because of the unique requirements associated with the OSU Extension Food and Nutrition Education Program, \$3000 is budgeted for professional staff.

Item D: Operating Costs

Travel: Activities for members vary widely, but specific requirements have been projected for individual members. Travel is based upon a per diem meal rate of \$30 and a lodging rate of \$50. Mileage is calculated at \$.29 per mile. Grantee will fund 25%.

Supplies: Supply requirements, which again vary widely by position, have been projected for each position. Supplies include \$4820 of general office supplies; \$4000 for demonstration supplies; project forms and mailers-\$1500; and postage-\$100. Grantee will fund 25%.

Transportation: Local transportation varies widely by position, from very little in the case of the development of the Hunger Curriculum to substantial for activities where the local area is an entire county. Transportation is calculated at the rate of \$.29 per mile. Grantee will fund 25%.

Equipment: Telephones, although individually costing less than \$500, represent a substantial portion of equipment expense-\$1158.

Personal computers are another significant item, budgeted at \$2000 each for a total of \$10,000. Sharing between projects is planned to as great a degree as possible, within geographic limitations and project demands. Computers will be required in supporting Hunger Studies and Curriculum Development, Community Resource Development in multiple communities, and for the project manager. No other equipment needs exceed \$500 per item, but office furniture is budgeted at \$3,500. The total equipment budget is \$23,308, which represents 7.9% of items A through E. Grantee will fund 25%.

Other: The largest single expense is the video production associated with the Hunger Curriculum project-\$26,000. Space requirements also represent a primary expense in this category. Sites seeking an individual member will generally have sufficient space to house that individual. Those that will employ multiple members will generally be forced to seek additional space. The current rate per office employ at Oregon Food Bank is \$1200 per year, including space, utilities, and insurance. This rate is assumed for all members, regardless of location. Total space is \$24,000. Other significant items are consulting charges in support of Hunger Data Analysis-\$5000, and printing Curricula material-\$3000. All other expenses in this category are for monthly telephone charges. Grantee will fund 25%.

Item E: Internal Evaluation

Program evaluation will be performed by the project manager upon project completion, with the continued assistance of those staff professionals who provided direct support to the members. Considering the multiple sites and projects represented, it is projected that this evaluation will require two months to complete. The expenses shown represent two months of the project manager's salary and benefits, plus the two full time equivalent professional staff. Grantee will fund 25%.

Item F: Administration

Indirect administrative support is calculated at 5.26% of items A through E.

Please attach the operating site budget narrative to this page.

OPERATING SITE BUDGET FORM

Legal Applicant/Parent Organization OREGON FOOD BANK
 Program Name _____
 Site Location (City, State, Zip) _____

ITEM A: MEMBER SUPPORT COSTS

LIVING ALLOWANCE TYPE	Number of Members	Corporation Share	Grantee ¹ Share	Total Program
1 Year FT 1700	20	135,065	23,835	158,900
1 Year PT 900	_____	_____	_____	_____
2 Year PT 450	_____	_____	_____	_____
Subtotal		135,065	23,835	158,900
(7.65%) FICA	_____	10,333	1,823	12,156
Workers Compensation	_____	1,351	238	1,589
Health Care*	_____	35,700	6,300	42,000
AmeriCorps Member Health Care Policy** (\$1200 per eligible participant)	_____	_____	_____	_____
Subtotal A		182,449+	32,196 =	214,645
		85% <small>(max 85%)</small>	15% <small>(min 15%)</small>	100%

ITEM B: OTHER MEMBER COSTS

Training and Education	7,500	2,500	10,000
Uniforms	750	250	1,000
(please specify in budget narrative) Other	_____	_____	_____
Subtotal	8,250 +	2,750 =	11,000

ITEM C: STAFF

Salaries	63,000	21,000	84,000
Benefits	16,160	5,386	21,546
Training	2,250	750	3,000
(please specify in budget narrative) Other	_____	_____	_____
Subtotal	81,410 +	27,136 =	108,546

1 Except for health care, federal funds cannot be used as a match in Sec.A
 * For programs with an existing policy that meets minimum benefits.
 ** For programs utilizing the AmeriCorps Member Health Care Policy.

ITEM D: OPERATING COSTS

Travel	<u>17,085</u>	<u>5,695</u>	<u>22,780</u>
Corporation-sponsored meeting	<u>750</u>		<u>750</u>
Supplies	<u>7,815</u>	<u>2,605</u>	<u>10,420</u>
Transportation	<u>7,072</u>	<u>2,357</u>	<u>9,429</u>
(no greater than 10% of A through E) Equipment	<u>17,481</u>	<u>5,827</u>	<u>23,308</u>
(please specify in Budget Narrative) Other	<u>67,046</u>	<u>22,349</u>	<u>89,395</u>
Subtotal	117,249 +	38,833 =	156,082

ITEM E: INTERNAL EVALUATION

13,194 4,398 17,592

ITEM F: ADMINISTRATION

26,674 - 26,674

To arrive at the Corporation's maximum share of 5%, multiply the total of Items A through E in the Corporation Share column by .0526.

ITEM G: TOTAL PROGRAM OPERATING COSTS (B-F)

246,777 73,117 319,894

ITEM H: TOTAL OPERATING SITE BUDGET (A+G)

429,226 105,313 534,539

Items below are not part of the grantee budget and should not be included in totals that are transferred to the title page.

ITEM I: CHILD CARE

Estimated # of Children	Grantee Share (if applicable)
<u>10</u>	<u> </u>

ITEM J: EDUCATION AWARDS

	Number of Members	Amount per Member	Total
Full-Time Members	<u>20</u>	X \$4725 =	<u>94,500</u>
Part-Time Members	<u> </u>	X \$2363 =	<u> </u>

SUBJECT: Request for State Consolidated Farm Service Agency (CFSA)
USDA\AmeriCorps Projects

President Clinton signed into law the National and Community Service Trust Act (the Act) on September 21, 1993. Promising that national service will "strengthen the cords that binds us together a people," the President created AmeriCorps, a new program which will allow 20,000 young people to earn education benefits in exchange for grass-roots community service. The centerpiece of the President's initiative is a program offering opportunities for education, human, public safety, and environmental needs at the community level. Participants earn education awards in return for their service.

The national service programs are administered by a new Federal entity created by the Act, the Corporation for National and Community Service. USDA is implementing the President's initiative through AmeriCorps/Team USDA, a group of USDA agencies working together to promote three of AmeriCorps central programs, **Anti-Hunger, Nutrition and Environment, Public Lands and the Environment, and Rural Development.**

USDA's AmeriCorps project is the largest single federal agency component of the AmeriCorps initiative with more than 1,200 members at sites in 38 states in every region of the country. USDA was awarded such a large program in FY 1995 because agencies such as the FS, the National Resource Conservation Service (formerly SCS), the Rural Housing and Community Development Service (formerly FmHA), and the Rural Business and Cooperative Development Service (formerly RDA) committed portion of their mission funding for AmeriCorps projects. It is expected these agencies will commit at least the same amount of funding in their FY 1996 budgets as they did in FY 1995 for AmeriCorps projects.

As you may know, CFSA's (formerly ASCS) role in USDA's AmeriCorps program was limited during FY 1995, because of legal constraints on mission authorities and funding,. However, 23 CFSA serve as Regional/State facilitators in **Arizona, California, Colorado, Illinois, Iowa, Kansas, Kentucky, Maine, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oregon, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Erie County, New York.**

While CFSA's role as Regional/State facilitators in the AmeriCorps Rural Development Team program proved to be an integral part of the overall program, we believe the opportunity exists for CFSA to do **more** to support this **important** Presidential and Administration's initiative particularly in light of the realignment of CFSA's mission and funding authorities as a result of reorganization.

We believe State and County CFSA Committees can develop and administer, through AmeriCorps projects, outreach programs specifically designed to educate and assist small, disadvantaged, and beginning farmers about CFSA mission areas including disaster relief; sustainable agriculture; farm safety; Native American feeding programs; farm credit loans; and catastrophic crop insurance protection for insurable crops.

To become involved, CFSA must participate in a competitive process at the Departmental and Corporate level. We are currently working with Administrator Buntrock and DAM/BUD regarding FY 1996 funding proposal for CFSA AmeriCorps projects in ten States with at least ten AmeriCorps members per State.

CFSA needs to be "on record" as a federal agency that **strongly** supports the President and Administration in this important initiative.

CSFA

A. Mission Statement

The objective will provide assistance to small, disadvantaged, or beginning farmers in rural areas in assessing CFSA loans programs, and catastrophic crop insurance initiatives.

B. Situation Statement

This project site will serve (name of county(s) where project will be carried out). Through the program, AmeriCorps members will assist small, disadvantaged, and beginning farmers in rural areas in assessing CFSA loans programs and catastrophic crop insurance protection for insurable crops. The AmeriCorps members will help educate applicants about the availability of farmer agricultural loans and crop insurance protection and assist these individuals through the applications process for agricultural loans and catastrophic crop insurance protection for insurable crops.

These counties have historically had the highest unemployment and poverty rates in the State of (name of State). Generally, in the (name of geographical area where project will be located) only about __ percent of the population has participated in CSFA programs especially the small, disadvantaged, and beginning farmer. The area is generally distressed with many small, disadvantaged, or beginning farmers with limited resources. Many of these farmers would like to continue in farming but lack the necessary capital and program knowledge to make their farming interests successful. The AmeriCorps members can be used to improve CFSA's customer service image as they assist local individuals and communities identify and assess the available agricultural resources.

C. Objectives and Evaluation Plan

The AmeriCorps members will identify and establish a network with community leaders and other groups that provide services to the small, disadvantaged, or beginning farmers in rural areas. The AmeriCorps members will provide general information concerning CFSA agricultural loans and catastrophic crop insurance protection for insurable crops and assist these individuals in accessing the other Agency programs.

The AmeriCorps members will assist the small, disadvantaged, or beginning farmers by meeting with various community groups to discuss Consolidate Farm Service Agency programs. The AmeriCorps members will work with church congregations, seniors citizens, young farmers groups, 4-H groups, etc. They will explain the advantages of CFSA programs and assist individual applicants in completing program applications. They will also direct individuals and applicants to other agencies providing similar or other agricultural services.

The general public and specifically the small, disadvantaged, or beginning farmer will be better informed about the availability of program assistance through the Consolidate Farm Service Agency and of other agency program services. The applicants will be able to select from a roster of service providers and services that best fit their farming needs. The AmeriCorps members should assist at least twenty families in receiving catastrophic crop insurance protection for insurable crops. The AmeriCorps members should assist at least five small, disadvantaged, or beginning farmers to obtain agricultural loans.

Evaluation will be based on feedback from community leaders regarding the level of program information provided to the general public and the number of small, disadvantaged, or beginning farmers that continue in farming as a result of services provided by participants.

D. Plan for AmeriCorps Members and/or Client Diversity

Maintain a list of leaders and their contacts in the target area. Meet with existing special interest groups or neighborhood groups which service the target area. County Office records should reflect an increase in application enrollment for small, disadvantaged, or beginning farmers. Community response and feedback from the community leaders and the general public should be favorable.

E. Action Plan and Timetable

October - December

Identify and establish a network with community leaders and groups that provide service to small, disadvantaged, or beginning farmers of a rural area. Visit with key leaders in the community in five counties. Contact organizations that service the target groups in the five counties.

January - September

Assist at least twenty families to receive catastrophic crop insurance protection for insurable crops. Assist five beginning farmers to obtain agricultural loans. Assist the applicants in completing program application process. Continually assist small, disadvantaged, and beginning farmers in five counties in obtaining agricultural loans and catastrophic crop insurance protection for insurable crops. Assist the families in obtaining other available assistance.

Meet with various youth groups and organizations including schools and churches. Assist the youth, sponsoring organization, and parents in better understanding agency programs. Follow-up with those individuals to ensure their continued compliance with programs regulations.

John Blunsell

3:00 P.M.

F: Resources

The project is designed to span two year period with an estimated annual budget of \$1,000,000. This program will focus on educating the small, disadvantaged, and beginning farmer about the program assistance available through Consolidate Farm Service Agency as well as encouraging them to continue their interest in farming. AmeriCorps members will also assist in educating the entire community about Agency programs.

E) Primary accomplishments:

Significant accomplishments include securing office space, equipment, supplies, vehicles, and housing for all Members on board. Each Member has received an orientation from the program manager and participated in the regional orientation. Each Member has met with individuals with whom they will be working at the local level, and begun the process of understanding what they will be doing, with whom, etc. Members are meeting with elected officials and county/city elected staff to explain the AmeriCorps program and to offer their assistance on selected projects.

F) Primary challenges:

The major challenge of the quarter has been attempting to get everything in place to bring the Members on. Understanding the program myself, and educating those who are in support roles (e.g. field office, state office, county volunteers, etc.) has been an overwhelming task. The challenge of getting each Member assigned to a project leader and defining specific tasks to accomplish yet remains. Attempting to carry on my "regular" work while getting AmeriCorps in place is an ongoing challenge.

G) Primary training and technical assistance needed:

Within the Four Corners AmeriCorps project we have ample knowledge, experience and expertise to make the AmeriCorps program successful. Our challenge is to manage our ongoing programs along with AmeriCorps. Training or technical assistance to help us do this would be welcome. The major way in which we need assistance (other than the above-mentioned) is to have all policies, procedures and requirements associated with AmeriCorps clearly and consistently communicated to program managers in an effort to help us do our jobs. Please minimize paperwork.

H) Media coverage:

Local newspapers carried articles about the AmeriCorps program during the recruitment stage. Articles are currently being written introducing the communities to AmeriCorps Members.

I) Other creative documentation:

None

AMERICORPS/USDA QUARTERLY REPORT
4-Corners Rural Development Program
New Mexico & Arizona

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

5/0

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

619 /150

C) Any major staff or structural changes you have made:

Currently in process of making an offer to fill the sixth position in R3.

D) Progress towards meeting community service objectives:

Members have initiated contacts with community leaders and Members of Action Teams in 5-10 communities in NM and AZ to begin to identify social and economic development needs.

E) Primary accomplishments:

Potential projects such as plan development and grant proposal writing assistance have been identified.

All Members attended a 3 day orientation session November 28-30, 1994.

F) Primary challenges:

Getting Members recruited, obtaining office furniture and supplies.

G) Primary training and technical assistance need:

Training in FS and other agency rural community assistance programs, grant writing. Too early to assess long term training needs for most Members. One Member has expressed the need to learn to speak Spanish as she will be working in communities where a large segment of the population is hispanic.

H) Media Coverage:

General coverage of Americorps in area newspapers.

I) Other Creative Documentation:

None at this time.

December 19, 1994

To: Joel Berg

From: Lou Woltering

Subj: Attached Documents

Attached please find:

- 1) A copy of the Forest Service AmeriCorps objectives cross-walked to our Contact list. We have a total of 31 major objective sheets and these are distributed to the appropriate field contacts (right hand column). We hope to update this in the near future.
- 2) A disk and hard copy of our First Quarter Report for the Forest Service AmeriCorps program. In talking with Ron DeMunbran on Wednesday December 14, he advised to get it in as is asap and that we'd follow the Corporations new format on the second quarter report. We will of course appreciate not having to do this over.

That's it for now. Do you and your staff, my best wishes for a very Merry Christmas or happy holidays as you so choose and a productive and happy New Year.

v/r

Lou



AMERICORPS/USDA QUARTERLY REPORT
San Bernardino National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

79/80

The San Bernardino N.F. program initially hired 80 AmeriCorps Members. These Members started their "Year of Service" on Monday, October 31, 1994. On November 30, we had 79 Members still enrolled in our program. One Member was released because of medical reasons.

B) Total number of hours of direct service performed by Members and total number of hours Members were in training:

Members have completed 10,143 hours of direct service.

Members have completed 561 hours of formal training.

C) Any major staff or structural changes you have made:

No major staff changes were made during this time. The program has basically the same organization that was proposed in our original application.

Operationally, we have made some changes. Our crews and teams are based geographically within and around the forest. Rather than have Members commute great distances to a single reporting location, we have Members service days begin at various locations:

Crew 7: BLM office in Riverside
Crew 8: Mill Creek Station, Mentone
Crew 9: Mill Creek Station, Mentone
Crew 10: Big Bear Station, Sky Forest Station, Apple Valley
Crew 11: BLM office in Riverside
Crew 12: Ontario/Supervisor's office in San Bernardino
Crew 13: BLM office in Palm Springs
Crew 14: Glen Helen Regional Park/San Bernardino

These reporting locations provide opportunities for shorter commute times to project locations on and off the forest. As an example, the Palm Springs crew can get to Joshua Tree N.P. within 45 minutes, rather than the 90-120 minutes of driving time required from San Bernardino or Mill Creek.

(Crew numbers 1 through 6 are reserved for Forest Service crews already assigned on the forest.)

D) Progress towards meeting community service objectives:

Many of our projects give direct benefits to the communities in which they are located. For instance, crews have put a lot of work into maintaining facilities in Yucaipa Regional Park. This is a popular park in the area that plays host to a lot of community events. Another example would be helping to construct a new visitor's center in the Big Bear, CA community. Visitors to that community and the surrounding forest can go there to receive information about the forest and surrounding communities. This is possible through AmeriCorps.

The education team is currently in the planning stage. By Jan. 17, 1995 the education team will be ready to take environmental education programs into classrooms in the surrounding area. Currently we are offering three educational programs; Smokey's 5 Rules, Hug-a-Tree and Habitat means Home. Future plans are to present a series of environmental education programs for in-class presentations. These would be interactive programs based on CA state science and social studies curriculum concepts. Teachers who have been surveyed about the program are very excited and eager to have us come and work in their classrooms.

E) Primary accomplishments:

One of our primary accomplishments has been the rehabilitation of the Devil fire burned area on the Arrowhead and Big Bear Ranger Districts on the forest. This was a 12,000 acre fire that stripped the hills of essential vegetation. Preventing erosion was the primary goal. This is crucial not just for saving the soil so vegetation can return but also to protect one of the very few remaining wild trout streams in Southern California. This project would not have been possible without the AmeriCorps, our project sponsor has said.

Another accomplishment is the contacts we have made with other agencies. We have good working relationships with various government agencies such as the BLM and the Park Service. We have also made initial contact with various local state and county agencies.

For the environmental education team, teachers from San Bernardino schools have been surveyed to obtain their input into program design. The response has been very positive and helpful. There is a lot of excitement about the program.

A week long training in education and interpretive techniques has been scheduled for the week of January 9 - 13th. Presenters will focus on the hot topics facing the forest as well as providing direct instruction on how to present programs. One of the main goals of this team is that the Members gain professional skills in interpretation and education. Much of the training will be devoted to working on these skills.

Meetings have been held to obtain input from other branches of the Forest Service as well as input from county school representatives.

County school representatives have been kept updated as to progress on the program and their input is actively sought on different aspects of the program

Advertisements for the programs available in January are being sent to teachers in the local area.

In progress, AmeriCorps Members from other crews are being interviewed to determine their ability to work well on the ed. team.

In progress, classes are being scheduled to review programs.

In progress, on going bi-monthly training sessions for Members and others interested in environmental education and the forest.

F) Primary Challenges:

Our biggest challenge is getting the Members where they need to go. Right now we must continue to rent vans from a private company at an expensive rate. We also must borrow vehicles from other agencies such as the BLM. These vehicles must be returned on request when that agency needs them. The rental vans are not equipped with four wheel drive, snow chains, or enough cargo capacity to carry equipment needed to complete projects. Most of the equipment must be brought up in a chase vehicle that is borrowed and in very high demand among the crews.

Southern California is very dependent on individual vehicles. Our communities are very spread out and our projects take us many miles in different directions. We need our own vehicles. The GSA has not delivered the vehicles we ordered months ago. We have made numerous attempts to get them to give us our vehicles. No attempts have been successful to date.

Education Team

Office space for our environmental education teams has been hard to come by, we are still working on meeting our physical space requirements.

A personal computer is needed in order to make our handouts look professional. Education Team Members will be required to create their own programs which will entail handouts for teachers.

G) Primary training and technical assistance needs:

Crew Supervisors

Time management training (training scheduled for December 12)
Supervisory training (40 hour Basic Supervision scheduled for Feb 13)
Sexual Harassment Training (Planned, but not scheduled)
Gov't drivers license training (Planned, but not scheduled)
Computer CEO Training (Some training planned for week of Dec 12)
Personal Computer Training (Some training planned for week of Dec 12)
Chainsaw Training (Planned for Jan'95)

Crew Boss Certification (Planned for Spring '95)
Interpretation Training (Planned for Jan'95)
Environmental Education Training (Planned for Jan'95)
Crisis management Training (Planned, but not scheduled)
CPR and First Aid Training (Training scheduled for Dec 15/16)
Defensive Driving (Planned for Jan'95)

Members

Defensive Driving Training (Planned, but not scheduled)
Sexual Harassment Training (Planned, but not scheduled)
CPR and First Aide (Training scheduled for Dec 15/16)
Gov't Drivers License Training (Planned, but not scheduled)
Chainsaw Use Training (Planned, Jan'95)
General Forest Education (Planned, not scheduled)
Environmental Education Training (Training scheduled for Jan'95)
Interpretation Training (Training scheduled for Jan'95)
Fire Prevention Programs (Training planned for Spring'95)
Continuing Education in Tool and Equipment Use (On-going)

H) Media Coverage:

Media coverage is progressing. We have had articles in small town weeklies that covered projects in their area. These articles give the "local angle" on our program. Their focus was on the project, which was the rehabilitation of a fire burned area near their community. They showed photos of our Members carrying straw wattles to place on the slopes to prevent erosion. They talked about the program's mission and its operations.

Another article, in a daily newspaper with a circulation of 90,000, focused on our program and its Members more than the project. The article portrayed us as a novel new program full of eager and giving young people that are very serious about saving the environment. The reporter told us that he had met a few very interesting and surprising people in our program. His article showed this, profiling a few of our many Members. The article included these Member's goals and motivations. It was a lengthy article as well.

The Governor of California's Commission on Improving Life Through Service has a newsletter in which an article on the AmeriCorps, specifically our program, will be included. Commissioner Clay Hage came to the opening week of our program and gave our Members a talk on responsibility. He is our contact with the Commission.

A news release about our program has been sent to the Pacific Southwest Region's Newslog. The focus of the release was to introduce to the Region to our program. A lot of our internal publics within the Forest Service do not know anything about the program and a lot of others who have heard of it, are very leary of it. Many think it is a program for the underprivileged or the hopeless. They will see what and who we are. The issue is coming out sometime before Christmas.

I) Other Creative Documentation:

Evaluation forms have been created for both Members and project sponsors. The evaluation form for Members covers the basic information for each project such as the objective, the location, the contact, the tools used, and the work involved. It covers these areas so that each Member, who will receive a copy of the completed form, can remember the specifics of each project for resumes and applications. It also covers how the Members feel about the project and how much they got out of it for their future. For instance, Members evaluate and record whether or not they were exposed to a new career field or to anything that interested them as far as future studies. It also covers their feelings on the logistical support, the safety precautions, the quality of the work and the quantity of work.

The evaluation form for project sponsors will be included in a post-project letter of appreciation for each sponsor. The letter will be a cover for the evaluation that they will send back to us. The form asks about their satisfaction with our work, our professionalism, and our attitude. It asks if they liked us enough to recommend us to others, and to use us again.

Another document that has been created is a monthly newsletter for the San Bernardino N.F. It has a standard format and is in the planning stages for a third issue. Its primary function is to keep up good relations with our internal publics on the forest that see us and work with us on many occasions.

A Member newsletter is now in the planning stages. It will be a conduit of information from the staff to the Members. Anything they need to know about, such as an upcoming training or anything they are interested in, such as articles on some of their stated career directions, will fill the issues. Each crew will know what the others are up to and also what is in store for them. Hopefully, the Members will participate in it as well. Articles will be solicited from the Members themselves on whatever they might want to contribute.

Letterhead for our program has been developed. It has the national symbol for AmeriCorps in the upper left hand corner. It is boxed in with lines that run from the that corner to the right and to the bottom. It has "AmeriCorps" written on the top above the line that goes to the right. It also has our address and the Forest Service shield in the lower left margin. Our official letters will be put on paper with this letterhead.

AMERICORPS/USDA QUARTERLY REPORT
Six Rivers National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

25/23. Six Rivers successfully recruited 120 applicants for our project. From this applicant pool we hired 25 Members. Our crew composition is composed of 54% women, 54% minority, and 4 % handicap. The ethnicity of the group represents 24% Native American, 12% Asian, 8% Black, 12% Hispanic, and 44% white. To date we have 23 Members, two Members have been released. One Member was released for compelling personal reasons, the other Member was released from the program for cause.

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

To date enrollees have have performed 5466 hours of direct service and 1366 hours of training.

C) Any major staff or structural changes you have made:

To date we have made no major staff or structural changes. Our original program format is working well with some minor adjustments. At the inception of our program implementation, the Project Director worked with a recruiting specialist to ensure that we obtained an applicant pool which was representative of the general population and also to meet the objectives of our recruitment plan which included targeting displaced timber worker families. As noted in response A, we were able to recruit 120 applicants and meet our recruitment plan objectives. Two weeks before the start of the program, we hired a crew supervisor who had the requisite skills in order to lead and direct a diverse group of AmeriCorps Members. This supervisor provides the direction and supervision to the crew Members on all project work. In accordance with our partnership arrangement, the College of the Redwoods provides college level instruction and training during the course of project work. AmeriCorps Members accumulate college level credit which leads to a Natural Resource Conservation Technician Certificate. We also have an assistant crew leader that is an AmeriCorps Member. This individual was selected based on his ability to provide guidance and leadership in the capacity of a crew leader. This Member is paid at higher pay rate in accordance with AmeriCorps guidelines.

D) Progress towards meeting community service objectives:

In our original objectives we planned a strategy for community and economic revitalization for our area by first developing a recruitment plan which targeted the families of displaced timber workers. During the last few years our locality has been economically depressed because of the decrease logging activities which has resulted in a large unemployment rate for Humboldt, Trinity, and Del Norte Counties. By being awarded an AmeriCorps grant we were able to recruit family Members of displaced timber workers to be part of our AmeriCorps project. Simultaneously we planned projects which support our ecosystem management practices and to enhance opportunities for tourism and recreation.

Fisheries - The projects which we have accomplished have given direct benefit and will provide sustainable long term benefits to the communities. One of our major projects was a fisheries/riparian/vegetation project on the Smith River. Our AmeriCorps crew went through an experiential learning exercise whereby they received college credit for an anadromous fisheries class and completing the class by working on on a fisheries project. Under the direction of Fish and Wildlife Service and the Forest Fisheries Biologist, they installed 16 instream structures (large woody debris and boulders) to restore critical salmon and steelhead habitat in the Smith River. Approximately .5 mile of anadromous fisheries habitat was rehabilitated. This project required labor intensive activity to anchored these structures. The benefit to the community will hopefully result in an increase of salmon population which will in turn stimulate community and also help to protect the salmon species.

Reforestation - The crew completed a reforestation project consisting of 10 acres of an old gold mine "waste' area to restore riparian vegetation, increase wildlife habitat, erosion control etc. on Red Cap Creek. This activity will benefit the community by supporting ecosystem management and public service conservation.

Trail maintenance - The AmeriCorps completed 3.5 miles of trail rehabilitation on the Little Bald Hills Trail. This trail is a major trail which connects to the Jedediah State Park. This trail is used by recreationists using all-terrain vehicles, horseback and foot traffic.

Watershed - Collection and processing of 15,000 willow cuttings for propagation at the USFS Nursery for future riparian revegetation projects.

Intern Projects - One of the AmeriCorps interns is working on water systems evaluation, water quality monitoring, and facilities design. To date we now have a contract prescription for Panther Flat Campground. This campground is utilized by many tourists and local community Members. This work is of such high priority but yet underfunded that this project would have not been done for several years without the AmeriCorps Program.

Other intern projects/assignments include the planning of environmental education programs which will be conducted starting next quarter at a number of the local schools. The sessions will cover the following topics and subject matter:

Introduction to Six Rivers National Forest, Describe a national forest and discuss recreational uses, Botanical and Wilderness Trails, and How to tread lightly in the Forest.

Trees - Specific trees within Six Rivers, Importance of redwood and old growth, Port Orford Cedar Alert, Aging Trees, Dead vs Live trees

Watersheds in Six Rivers NF: Identify the differences between rivers, lakes, and creeks. Identify the watersheds of Six Rivers, Wild and Scenic Rivers, Recreational Opportunities and uses of water, Restoration-fish habitat/erosion control, importance of water and ground pollution.

Animals on the Forest: Food webs; How all living things depend on each other; and discussion on wildlife safety and endangered species.

Fish: Fisheries in the Forest; Anadromous fish discussion; and Recreational Opportunities.

How We can Help? : Reduce/Reuse/Recycle; Give a Hoot; and Smokey Talks

Intern and crew Members will also coordinate two fishing derbies designed to provide a fishing and outdoor experience to school age children, many of these children come from disadvantaged backgrounds who may never experience this type of adventure.

One intern has completed a lobby display for the Supervisor's office and has created a Forest display for the Eureka Chamber of Commerce's Pride of Humboldt Room. She has also reformatted 3 different Recreational Opportunity Guides for public use. This work will have direct effect on the public for tourism and educating the public about the Forest lands.

E) Primary accomplishments:

Development/Implementation of a diversified recruitment plan.

Development/Implementation of an effective relevant orientation and training.

Implementation of a unique community college level "work/learn" education program.

AmeriCorps Members have participated in numerous volunteer/community service projects (blood drive, senior center, tutors, etc.).

One of our Members has been selected through statewide competition to serve as an Americorps Member on the California Commission on Improving Life Through Service "AmeriCorps Member Ad Hoc Committee".

F) Primary challenges:

The primary challenge which the administrators have actively dealt with during this first quarter is to implement the program and provide a well planned orientation for the Members. We have also been challenged in planning and coordinating project work because of weather conditions. We had to reschedule on reforestation project because the heavy rains prevented the nursery to obtain trees for planting. We feel our program is progressing well and the AmeriCorps Members are successfully acclimating to the program.

Implementation of the Child Care portion of our project.

Integration of AmeriCorps Members into the Del Norte CCC Community.

G) Primary training completed and technical assistance need:

Training Completed during this reporting period:

Orientation which included:

- Introduction to the AmeriCorps Program
- Forest Service Orientation
- Partnership/Collaboration
- Sexual Harassment
- Conflict Resolution
- First Aid
- Employee Assistance Program
- AmeriCorps Program Responsibilities and Benefits

Other Training:

Team Building (Working together) (10 hours)

Proper and safe use of hand and power tools

Chain Saw Use and Safety

Defensive driving and License Certification (for designated Members)

Electronic Office Automation (Computer Use) offered to interns

The following classes are college level classes which were conducted and which lead to a Certificate as a Natural Resource Conservation Technician:

This curriculum involves classroom lectures, examinations as well as forest on-site laboratory training while accomplishing project goals.

- Anadromous Fisheries Training (Aqua-Culture) (3 units)
- Trail Construction & Maintenance (2.5 units)
- Principles of Reforestation (1.0 units)
- Leadership (1.0 units)

H) Media Coverage:

Our project received media coverage during the nationwide AmeriCorps Launch day Activities. We had a number of representatives from State, Local and governmental groups. Congressman Dan Hamburg sent a representative to speak. Two local television stations covered our launch, as well as a number of local newspapers. We have also published articles in the local newspapers outlining our recruiting efforts and publicizing our AmeriCorps objectives (Copies of newspaper articles, photos and video tapes will be sent). Our project is fortunate to have as a Member an individual who has worked for CBS Broadcasting, we are taking advantage of this Member's skills and abilities in capturing many of the AmeriCorps Members experiences and program accomplishments. Her accounts which are being documented in the form of photos, video and written documentation will be used in the creation of an AmeriCorps historical account.

We have also been fortunate to have been visited by a number of key program supporters and leadership. The project has been visited by the State Director of the California Conservation Corps, Redwood National Park Superintendent, and Six Rivers National Forest Forest Supervisor. In addition, The Forest Service Americorps Director, Lou Woltering visited the project in November. The USDA Director for National Service, Joel Berg spent a day working side by side AmeriCorps Members on a trail maintenance project.

I) Other Creative Documentation:

One of the greatest strengths of our AmeriCorps Project is the educational component of the program. The program offers college level courses leading to a Natural Resource Conservation Technician Certificate. This certificate will qualify an individual to enter the natural resources and forestry fields at the entry level. The curriculum is unique in that both class room and experiential learning and experience is involved. This unique learning activity allows for the Members to receive actual hands-on experiences and the application of many of the academic principles gained in the classroom.

We have developed a number of different systems to keep track of program/project accomplishments.

1. Each AmeriCorps crew Member is responsible for keeping a journal of daily activities.
2. A project development form has been designed to assist and establish project goals, standards and accountability for projects performed on the forest.
3. Use of the CCC project documentation process (project evaluation, completion reports, monthly worksheet, tailgate safety, etc.)
4. Each project completed will have a final report documenting the project accomplishments, value associated, and other pertinent information associated with the project. This report will be prepared in conjunction with respective forest program managers.
5. Project completion - public notification.

AMERICORPS/USDA QUARTERLY REPORT
Rogue River National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

34 / 37

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

7448 / 2088

The number of education hours (28% of total) is slightly higher for the first quarter due to the intensive 2 week orientation of new Members.

C) Any major staff or structural changes you have made:

We have added a full time Project Manager position to help organize and facilitate all projects to be completed by AmeriCorps Members. One of the crew bosses hired by our contractor (Northwest Youth Corps) resigned and will be replaced as soon as possible.

D) Progress towards meeting community service objectives:

Campground enhancement: 230 trees planted in several campgrounds to restore overused areas. A kitchen shelter originally constructed by the Civilian Conservation Corps in the 1930's has been completely restored in the McKee Bridge picnic area. 700 feet of old fencing has been removed and 900 feet of new fencing has been constructed on the Applegate district.

Trail Maintenance: Over 13 miles of lower elevation hiking trails have been reconstructed.

Timber Stand Improvement: Over 55 acres of second growth timber has been pruned on the Prospect district. 2 acres of heavily wooded acres have been released to promote healthier trees.

Fish habitat enhancement: 4000 manzanita bushes have been pruned. Branches have been anchored in the Applegate Reservoir to improve native fish habitat.

E) Primary accomplishments:

One of our primary accomplishments was the completion of a nature trail at the local elementary school. It was really great to watch the AmeriCorps crews spend a day designing and constructing a trail to be used by hundreds of local children. The students will be able to use the trail on a daily basis for an outdoor educational experience. AmeriCorps Members decided to include a special area designed to accommodate an entire class at one time. Members created benches from old logs and placed them in a secluded area on the trail. Instructors will be able to utilize the site for various activities such as bird watching and story telling.

Another project that has been extremely successful is the restoration of fish habitat in the Applegate reservoir. The Members worked extremely diligently to carefully remove over 4000 Manzanita branches to be cabled to the lake bottom to provide cover for native species of fish. The Members enjoyed seeing their accomplishments and look forward to returning to the area in the spring.

Perhaps the most important accomplishment was the completion of the Star Gulch facility. The Members are housed at "The Gulch", and the existing facility required extensive restoration and expansion to accommodate the AmeriCorps program. The Members were invited to help complete the construction of the addition to the men's dorm and the dining hall. Watching them build their own community and having hands-on experiences creating their living environment have instilled an incredible pride and sense of accomplishment for all Members. The Members not only learned important construction and planning skills, but they were able to actually have a part in creating the community that they will live in for the next 11 months. The "can do" attitude of this project has carried over to all other projects performed by the AmeriCorps crews.

F) Primary challenges:

The biggest challenge has been working with the 6 week deadline for hiring new Members. Unfortunately, we lost 3 Members in the last 2 weeks. One Member was encouraged to leave, but the other 2 are a great loss to the AmeriCorps community. Both Members were leaders and well liked individuals. Difficult personal family problems required the Members to quit the program and return to their homes. I would like to replace these individuals with other qualified adults, but I am unable to do that with the 6 week hiring restriction.

Another challenge has been the early winter and the EXTREME amount of snowfall in the area! Many of the projects that could normally have been accomplished during the early winter months have been delayed until Spring due to the amount of snow. It has been quite challenging finding lower elevation projects to replace the planned projects. Next year, I will make sure that I have sufficient back-up projects in lower elevations!

G) Primary training and technical assistance need:

Partnerships have proven to be a vital part of the AmeriCorps program. Additional groundwork and/or existing working agreements between other federal agencies and city and county governments would be helpful. As the program progresses, I hope to become more familiar with the agreement processes needed to work with other agencies and organizations. It would also be helpful to coordinate with other AmeriCorps sites and utilize agreements that are already in place.

H) Media Coverage:

The media coverage has been excellent! The local interest in AmeriCorps has spurred numerous stories on local television newscasts and in local and regional newspapers. We have had one of the networks air two stories on AmeriCorps highlighting the crews on the job site in the local communities. The reporter is continuing the story with monthly updates on the progress of work being accomplished by the Members. Another major network has also aired a story on the camp. The Medford Mail Tribune (local newspaper) has been supportive of the program since its inception. One of the executive editors has followed the program for over a year, printing several full page cover photographs of some of the crews. All publicity has been extremely positive. I have been amazed at the support from the public. I always receive several phone calls after a major story has appeared. An interesting note: all publicity has been unsolicited. The only press release I have written was to announce the beginning of the application process. I can hardly keep up with the interest from local reporters. I need a full time Public Affairs person to organize media field trips!

I) Other Creative Documentation:

The impact of the AmeriCorps program is far greater than work being accomplished or public service in the communities. AmeriCorps is about growing up and becoming a productive citizen in the community. One of our Members, a 20 year old male, is supporting a wife and four children. He has been on the welfare program for 10 years and saw the AmeriCorps program as an opportunity to get out of the welfare "vicious circle". He feels that the sacrifice of time spent away from his family will be worth it in the long run. He does not want his family to have to experience the same hardships that he has had to experience. He has now completed his GED, and plans to use the educational award to help him achieve his personal goals.

Another Member, a Native American female, is being portrayed as a role model in her tribe. Her native tribe fully supports the AmeriCorps program, and wants her to return to the tribal community after the completion of the program to teach the importance of education. She will signify a "new generation of Native Americans", bringing education back as a focal point in society.

AMERICORPS/USDA QUARTERLY REPORT
Fort Worden Camp
Olympic National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

38 /36

Note: Target is 32 Members.

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

Program began November 01, 1994.

9020 hours of direct service and 2160 hours in training

C) Any major staff or structural changes you have made:

None

D) Progress towards meeting community service objectives:

Objective is to maintain 150 miles of trail. The Members have completed 4 miles of maintenance this quarter.

Objective is to rehabilitate 15 campgrounds. Members have completed rehabilitation on 4 sites.

Objective is to complete handicapped access in 30 developed recreation sites. Members have completed 6 sites this quarter.

Objective is to restore 2 historic sites. Members have completed restoration on one site.

Objective is to survey habitat on 50 acres for T&E species. Members have completed surveys on 700.

Objective is to install 3000 feet of fence. Members have completed 1500 feet of fence installation.

Objective is to hand prune 130 acres. Members have pruned 20 acres this quarter.

E) Primary accomplishments:

Members attended a two week orientation in which they participated in classes had in the field training discussed safety issues and policies and were certified in first aid and CPR. Members also attended AIDS awareness and blood borne pathogen training. Approximately one third of the Members had never attended a first aid or CPR class in the past. Members were trained in leadership skills, team building and conflict resolution.

Members have completed a large amount of work for both Jefferson and Clallam Counties. Members have replaced the shingle roof on two shelters which were originally constructed by the CCC. These shelters are high visibility to the public and achieved a real sense of accomplishment for the Members. In addition Members have completed a large amount of work in renovation of County recreation facilities including trails, camp sites and fence. County officials are very pleased with the high quality work being done by the Members. Members are very enthusiastic about the trail maintenance work that has been done. Work has been completed on both the Quinault and Quilcene Ranger Districts. This enthusiasm was evident in spite of the adverse weather conditions with rain, snow, cold temperatures, mud etc..

Members have formed an archives committee, a rules committee and recreation committee to look at ways to make the residential program better. We are looking forward to the suggestions from these committees.

F) Primary challenges:

The Members have a great desire to communicate with other AmeriCorps programs. We have been unable to come up with a quality computer that will allow the preparation of camp news letters or internet with other programs.

We are struggling with ways to balance the needs of the project on site contacts with the needs and design of the program. This is an issue that is fun to deal with but is time consuming. The reality is that there are some projects that may not get done because they can not be fit into the program. The reason it becomes more of a problem is because there is not shortage of project that can be done by the crews. Competition to get projects on the schedule is keen!

G) Primary training and technical assistance need:

None

H) Media Coverage:

Highly favorable articles have been published in the Port Townsend Leader, Bremerton Sun and the Port Angeles Peninsula Daily News. All articles have spoken highly of the AmeriCorps program and the work being done by the Members.

I) Other Creative Documentation:

Members are working on a newsletter that will document what they are up to and the human side of it all.

Members have documented all their work and activities through photos and journals. Photos of Members "getting things done" would be available upon request.

Special Note: Members of the local Port Townsend community have opened their homes to Members who were staying at the Fort Worden Camp over the Thanksgiving Holiday. All Members were invited to have dinner and spend the day with local families. Several Members took advantage of this special opportunity.

AMERICORPS/USDA QUARTERLY REPORT
National Forests in Arizona

First Quarter Report

A) Number of Members enrolled at the end of quarter vs. number who enrolled at the time of launch:

45 / 16

B) Total numbers of hours of direct service performed by Corps Members and total number of hours Corps Members were education/training:

11,879 / 600

C) Any major staff or structural changes you have made:

None

D) Progress towards meeting community service objectives:

<u>PROJECT</u>	<u>TARGET</u>	<u>COMPLETED</u>
TRAIL MAINTENANCE	200 MILES	15 MILES
TRAIL BRIDGES	2 BRIDGES	
CAMPGROUND REHABILITATION	25 SITES	10 SITES
CAMPGROUND MAINTENANCE	15 CAMPGROUNDS	3 CAMPGROUNDS
IMPROVE WILDLIFE HABITAT	6 TRICK TANKS	
WILDLIFE HABITAT STRUCTURES	7 MILES FENCE	
WILDLIFE HABITAT PROTECTION/ IMPROVEMENT	1000 ACRES	300 ACRES
RANGE FENCE CONSTRUCTION	5 MILES	.5 MILES
RANGE FENCE REMOVAL	15 MILES	2.5 MILES
RANGE WATERLOT REHAB	3 WATERLOTS	2 WATERLOTS
ROAD OBLITERATION	2 MILES	2 MILES

E) Primary accomplishments:

Getting the residential camp up and functional then relocating it three months later has been a major undertaking and accomplishment in itself. The recruitment of Corps Members has resulted in a diverse camp. Nearly all staff are in place. The quality and quantity of work being completed has been exceptional as evidenced by several documents to be faxed separately. Crew supervisors initially provided by the Forest Service helped to get the program going and was well received by all involved. Current crew supervisors and Corps Members have evolved into cohesive units. The unique mobile residential camp offered by the Arizona AmeriCorps program has provided the opportunity to implement projects on the ground on a year round basis.

F) Primary challenges:

We have had a total of seven Corps Members drop out of the program since the launch date. The primary reason is that the Members found the residential camp setting difficult to adjust to.

Majority of challenges are related to starting up a new program, especially one in which we have moved from the high country residential camp near Flagstaff to the current location in southern Arizona at Sierra Vista. Operating a mobile residential camp requires continuous logistical planning in order to make operational. Some basic administrative infrastructure components namely the lack of a dependable phone system has been a continuing problem. Crew radios are currently being borrowed from host units due to a backorder.

G) Primary training and technical assistance need:

Environmental education lesson plans for levels K-3, Grades 4-6, Junior High and High School would be valuable tools in implementing a successful environmental education program.

H) Media coverage:

Several media articles, which were previously sent to the Washington Office, were highly favorable of the program.

I) Other creative documentation:

Video diary is being produced by the Arizona AmeriCorps to document accomplishments. Each of the Corps Members is also keeping a journal and will be developing a portfolio which will document accomplishment of program objectives. Photo scrapbooks are also being developed. Selected photo's will be forwarded when they become available.

United States
Department of
Agriculture

Forest
Service

Mormon Lake
Ranger District

4825 S. Lake Mary Rd
Flagstaff, AZ 86001
(602) 527-3650

Date: November 28, 1994

Mr. Gary Burden
Program Manager
Team USDA Arizona-Americorps
Ft. Huachuca, Arizona

Dear Gary:

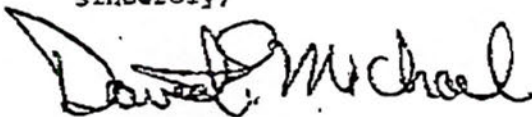
I would like to take this opportunity to express my feelings concerning my recent involvement with the Americorps program. Since my introduction to human resource programs in 1977 I've had many choice experiences. Characteristic of most programs are hectic start-ups, varied projects, meaningful interpersonal relationships with fine participants and a sense of sadness at good-byes. My experience for the past two or three months has followed a similar pattern. How grateful I am for it.

It has been a delightful experience working with the corpmembers, yourself and your staff. I believe I can speak for the Mormon Lake Ranger District and the Coconino National Forest in extending to you our thanks for the many projects the Americorps crews were able to accomplish. Each week I witnessed a closer and more cohesive group. They listened well, worked hard and received the benefit of knowing they did needed work to a high quality standard. Truly growth was taking place for all of us.

I was privileged to work with your crews on several fence projects involving both construction and removal. Additionally, we worked together on some site rehabilitation and trail projects.

I wish you personally and each member of your program my sincere best wishes for a successful tour at Ft. Huachuca. I look forward to seeing you back at Camp Navajo in the Spring.

Sincerely,



DAVID E. MICHAEL
Coconino Work Supervisor

United States
Department of
Agriculture

Forest
Service

Morrison Lake RD

4825 S. Lake Mary Rd
Flagstaff, AZ 86001

Date: November 28, 1994

To: Americorp

Dear Americorp Crews:

I personally want to take this opportunity to express my gratitude and deep appreciation for the work your crew accomplished at the Palatki Cliff-dwelling complex in Sedona. We had some trails constructed by contractor's in 1993 and they were already exhibiting wear and tear and crosspass of new trails was occurring at an alarming rate. The crew that worked at Palatki not only repaired the existing trails, they upgraded them in the bad areas and in sensitive areas as well as obliterated trails and disguising them in a sensitive and effective manner. The job they did looks terrific and I am very impressed by their work ethic and the professionalism and commitment that they showed on this project. I was delighted to meet with the crew and I was particularly impressed with their comments and questions after I showed them the rock art on the site. I think this is a terrific program and I hope to have another chance to work with Americorp in the future.

I wish I could thank each and everyone of the crew personally.

Sincerely,



Marietta A. Davenport
Zone Archaeologist Sedona/Morrison Lake

AMERICORPS/USDA QUARTERLY REPORT
Bienville National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

20/2

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

4,800/900

C) Any major staff or structural changes you have made:

This quarter we have made no staff or structural changes in our program

D) Progress towards meeting community service objectives:

Objective #1 is red cockaded woodpecker midstory work. The Members will begin work on this objective next quarter.

Objective #2 is brushing, replacing board walkways, replacing signs and adding clay-gravel to 1.8 miles of footpaths on the Bienville Scenic Pine Trail. The Members have completed 1.8 miles of light brushing.

Objective #3 is heavy brushing adding clay-gravel to path and signing the 23 mile Shockaloe Horse Trail. The Members completed 19 miles of heavy brushing and adding clay-gravel to low areas.

Objective #4 is road maintenance. The Members are constantly performing regular road maintenance.

Objective #5 is timber stand improvement. The Members will begin work on this objective next quarter.

Objective #6 is recreation maintenance and improvement. The Members have made numerous repair to water leaks and filled dirt around outdoor Sweet-Smelling toilets.

Objective #7 is 10 acres of wildlife habitat improvement. The Members developed food plots by seeding and planting desirable grasses on approximately five acres.

E) Primary accomplishments:

The Corps was able to obtain a satellite facility from the Scott County Board of Supervisors for a Dollar per year. All of the Members participated in the renovation of the old justice building. The Members repaired and painted the building. One of the major projects performed at the building was the installation of concrete sidewalls to the exterior doors. See Item #3

The Members attended a two-day training with the Mississippi commission on National and community Service in Jackson, Mississippi. During this time the Members participated in workshops dealing with team building cultural diversity, and conflict resolution. The Members also received an orientation and training session from the Mississippi Forest Service.

The work on the community service objectives is moving along smoothly. Since most of our work has already been formatted for us, we have been able to progress on several projects.

F) Primary challenges:

Three Members decided the program was not suited for them. Subsequently, they resigned from the program. They were replaced and the Corps is again operating with a full team of 20 Members.

More written communications between all parties involved in AmeriCorps is a must.

G) Primary training and technical assistance need:

We are still having trouble with our knowledge of the Forest Service as well as working in the Forest. It would be beneficial to us to get Foresters, Wildlife Biologists, and Rangers to speak with us about their experiences in the Bienville National Forest. Also videos on Forestry would help us learn more.

H) Media Coverage:

This article ran in the Scott County Times on November 30, 1994.

I) Other Creative Documentation:

Item 1 is a copy of our "HARD CORPS CHALLENGE" Agenda. HARD CORPS CHALLENGE was a two day outing that taught the Members about team work, conflict resolution, and togetherness. The Greater Jackson Youth service Corps also has in operation a second USDA Project/Corps, an Anti-Hunger Corps. The two Corps met and were engaged with numerous projects that broadened their diversity and really put meaning to the AmeriCorps Philosophy.

Item 2 is a copy of a project Area Map.

Item 3 is a picture of the USDA/AmeriCorps building before renovation.

Item 4 is a picture of the USDA/AmeriCorps new sign which received much praise and support from the area residents.

ITEM 1

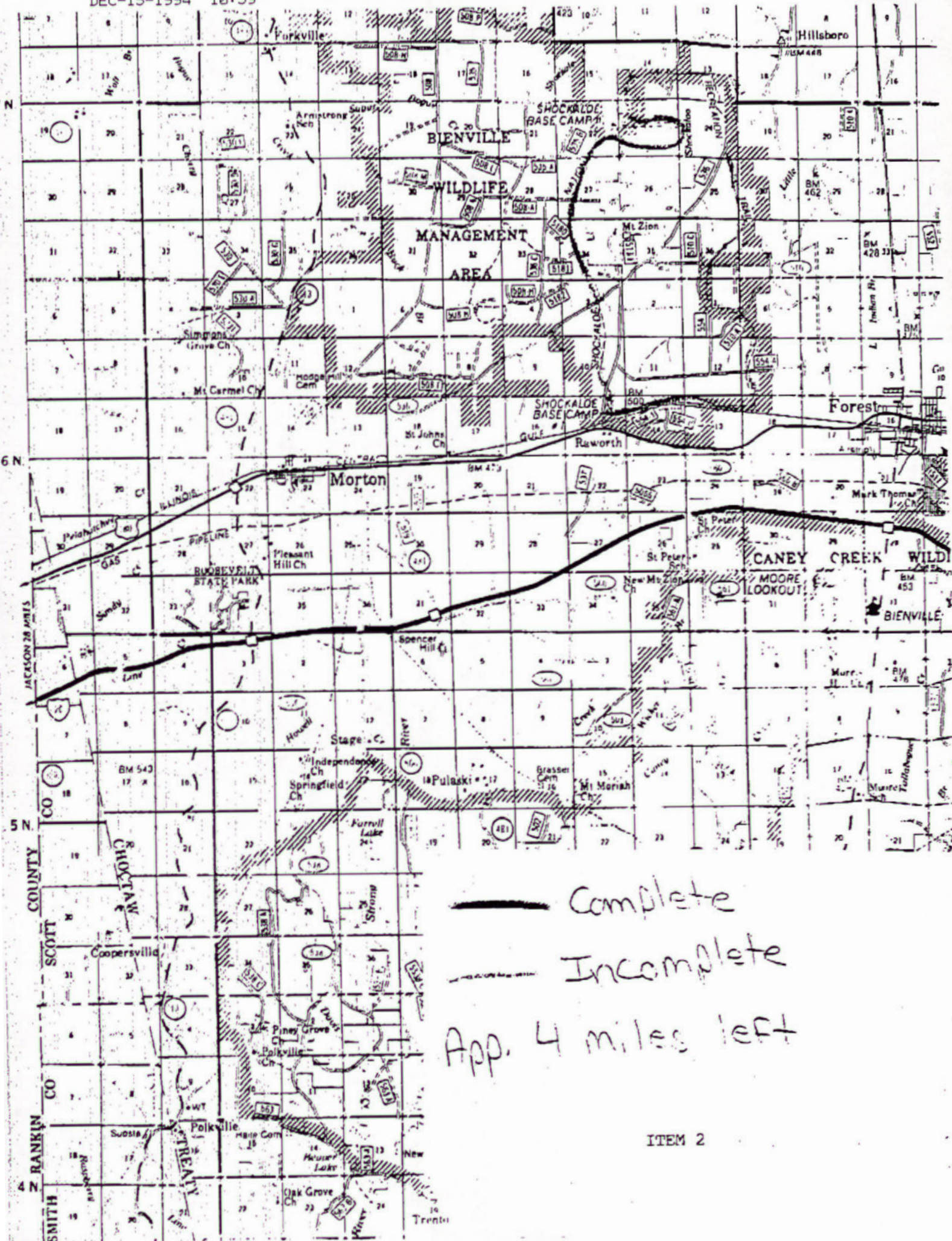
AMERICORP HARDCORP CHALLENGE
SCHEDULE OF EVENTS

THURSDAY NOVEMBER 10, 1994

- 9:00 A.M. - CONTINENTAL BREAKFAST AT PUBLIC LAND BUILDING
- 9:45 A.M. - ARRIVE AT ROOSEVELT/CHECK-IN
- 10:30 A.M. - ORIENTATION/INTRODUCTIONS
- 11:00 A.M. - OUTDOOR SAFETY TRAINING CLASS
- 12:00 A.M. - LUNCH (ROOSEVELT PROVIDES)
- 1:00 P.M. - CHALLENGE 1 (TRAIL BLAZING EXERCISE)
- 5:00 P.M. - BARBECUE CHICKEN COOKOUT (AMERICORPS PROVIDES)
- 6:00 P.M. - FREE TIME ACTIVITIES (BASKETBALL & GOOFY GOLF)
- 7:00 P.M. - SOFTBALL TOURNAMENT
- 10:00 P.M. - CAMPFIRE
- 12:00 P.M. - LIGHTS OUT

FRIDAY NOVEMBER 11, 1994

- 7:00 A.M. - BREAKFAST (ROOSEVELT PROVIDES)
- 8:00 A.M. - SCAVENGER HUNT (3 PER TEAM)
- 11:00 A.M. - PROBLEM SOLVING/TEAM BUILDING EXERCISE
- 12:00 A.M. - BAG LUNCH (AMERICORPS PROVIDES)
- 12:30 A.M. - GOOFY GOLF TOURNAMENT
- 2:00 P.M. - MEET-UP SESSION/THANK YOU



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ITEM 2

ITEM 3

P.07



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ITEM 4

AMERICORPS/USDA QUARTERLY REPORT
Green Mountain National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

The GMNF AmeriCorps team starts in January, 1995. We are actively recruiting Corps Members during this preoperational first quarter. Currently, we have made 14 Corps Member offers - 12 accepted, 1 declined, and 1 is trying to work out an apartment lease situation. The Corps Members range in age from 18 to 53 years old, and in education level from high school to master's degree.

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

The GMNF AmeriCorps is operational starting January, 1995

C) Any major staff or structural changes you have made:

Both of the Crew Leaders were hired. They have master's degrees in Environmental Studies and strong leadership, teaching, and conservation field experience.

An agreement was reached between the Vermont Youth Conservation Corps and Green Mountain College to utilize college facilities as the AmeriCorps residential site. (Explained in detail in the cover letter)

D) Progress towards meeting community service objectives:

The GMNF AmeriCorps is operational starting January, 1995

E) Primary accomplishments:

Camp Director, crew leaders and most of the Members have been selected.

F) Primary challenges:

The GMNF AmeriCorps is operational starting January, 1995

G) Primary training and technical assistance need:

GMNF AmeriCorps is operational in January, 1995.

H) Media Coverage:

The GMNF AmeriCorps program is operational in January 1995. However, we have already been evaluated and labeled as one of the countries exemplary AmeriCorps programs by an evaluator from the Corporation for National and Community Service.

I) Other Creative Documentation:

GMNF AmeriCorps is operational in January, 1995.

AMERICORPS/USDA QUARTERLY REPORT
White Mountain National Forest

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

The White Mountain AmeriCorps program will begin on January 14, 1995. We are in the process of gearing up, hiring crew leaders and AmeriCorps participants.

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

We have made offers to 22 individuals and will be making more offers to reach our target enrollment of 32 over the next two weeks.

C) Any major staff or structural changes you have made:

Rebecca Oreskes continues to be the White Mountain National Forest AmeriCorps Program Director. Our partner, the New Hampshire Conservation Corps, has hired Bryan Yeaton to be the Project Director.

D) Progress towards meeting community service objective:

Not yet applicable.

E) Primary Accomplishments:

Not yet applicable.

F) Primary challenges:

Recruiting for racial diversity in an area that remains mostly white; discovering that our program is very likely to be a one-year program; discovering that 20% of our program is now unfunded because it spans into FY '96.

G) Primary training and technical assistance needs:

We are currently cooperating with the NH AmeriCorps Commission to participate in state-wide training for AmeriCorps.

H) Media Coverage:

N/A at this time.

I) Other Creative Documentation:

N/A at this time.

AMERICORPS/USDA QUARTERLY REPORT
Northeastern Area (Minnesota & West Virginia)
Rural Development Program

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of the launch:

Minnesota 10/10
West Virginia 7/6

B) Total number of hours of direct service performed by Members and total number of hours Members were in training:

Minnesota 4431/1384
West Virginia 2953/672

C) Any major staff or structural changes:

None

D) Progress towards meeting community service objectives:

Objective 1: Inventories of 6 community forest resource inventories completed. Plans for community windbreaks and funding options underway.

Objective 2: Communications tools, assessment procedures and devices, necessary preliminary research, identification of candidate organizations and industries completed, inter-organizational relationships developed. "Field work" due to commence within two weeks.

Objective 3: Same as objective 2 above.

Objective 4: Leadership training provided to 20 people to date. Planned conferences in tourism development leadership practices planned for March or early April should nearly fulfill this objective.

Objective 4: Same as Objectives 2, 3 above

Objective 5: To date, 25 environmental education presentations have been made.

E) Primary Accomplishments:

All the Members in Minnesota and West Virginia have received a weeks training in community economic development and leadership training. This training was offered by the Heartland Institute from Lincoln, Nebraska. Both WV and MN Members have received training in teamwork, Aids awareness, basic citizenship and rural sociology, program rules, diversity, and sexual harassment. In addition, MN Members have also received training in time management, overpopulation and its implications for rural economic development, Meyers-Briggs Personality profile, training on tourism development, "how to" effectively use the media, and detailed training on the forest products industry in Minnesota and its evolution.

Electronic communications using the Forest Service DG system has been established, and Internet linkages should be on-line within a month for both MN and WV. A system for doing electronic searches for information relating to community/forest based economic development has been established. Information concerning the "how to's" of conducting natural resource based economic development and various other reference materials has been distributed. Weekly conference calls and written reports on Member activities/challenges have been on-going since program inception. Since most of our Members have been placed with individual community or regional economic groups, I will list some of their individual accomplishments:

- A survey of the technical assistance, technology, and training needs has been developed for the Wood Technology Center in West Virginia. This survey is being administered in order to find out what services are needed (customer driven approach) by the forest products industry in order for them to engage in more value added processing.
- The Barbour County Economic Development Authority is using their Members time to implement a business retention and expansion program. Nine presentations have been made to industry/business/community groups describing program objectives. The Member is taking the lead on the production and distribution of a monthly letter that is distributed to business, government, and community leaders throughout the county that is intended to improve dialogue, link communities together, and provide funding opportunities, etc. Two issues have been released to date.
- A Member placed with the West Virginia Division of Forestry has been instrumental in the development of a computer program that will soon be shared with small business owners that will allow them to calculate costs of producing various materials. The long term implications are that this information can be used to make decisions on whether it makes economic sense to invest in equipment that will reduce the use of natural resources and energy. Once completely developed, the Member will be assisting users with learning how to use its functions.
- A Member placed with the Wes Min & Prarie County RC&D's has developed a public access TV show that explains a project being conducted by the RC&D's to promote the development of a bio-fuels program in cooperation with the US Dept of Energy. Plans are to plant hybrid poplar on lands which have been part of the Conservation Reserve Program of the Dept. of Agriculture. Funding for the CRP program is scheduled to end soon. Planting these trees for the production of bio-energy or fiber can assist farmers avoid the need for re-planting these lands to crops (and avoid serious downturn in crop prices as the result of overproduction). This public access tv show is intended to communicate the benefits of this program to local farmers.

- A project that the author considers could be a "landmark" AmeriCorps program involves three organizations in Central Minnesota. The Central Minnesota Initiative Fund (who is a "subcontractor" to some of the largest foundations in the country), and two regional economic development groups are working with the US Forest Service to assess what must be done by foundations, state/local/federal governments and educational institutions, industry, and financial institutions to encourage the sustainable development of Minnesota's forest products industry. Initially, much of the early work on this project involves contacting communities to get THEIR definition of sustainability, surveying the financial community to better understand their apparent aversion to lending for capital improvements, assessing the needs of industry in regards to technology and technical/financial assistance, and researching previous work in regards to environmental impacts. The long term goal of this project is to communicate the results of this assessment to communities, legislators and those organizations listed above to develop support for a coalition who would cooperate to ensure that Minnesota has a sustainable future.
- Working with the River Bend Nature Center, one of our Minnesota Members has made presentations to 10 different community groups and organizations to stimulate awareness and use of the Nature Center by tourists. This Member has also been instrumental in assessing the recreational interests and needs of this group in order to develop programs that fit their interests.

In consideration of time/space limitations, I will not report on all accomplishments. All organizations are active, although some are moving at a faster rate than others. Three or four of the organizations could be classified as still doing preliminary work, and therefore concrete results have yet to have occurred.

F) Primary Challenges:

The primary challenges faced are:

- 1) Inexperience of Organizations. A few of the organizations have little experience in natural resource based economic development. Although they know they need to engage in it (most are located in heavily forested areas), many have little experience in the "how tos." Two of the organizations are located in areas of severe economic distress and have the potential to make a difference, but do not have the organizational resources/capacity to move decisively. We have found that we spend a lot of our time intensively assisting these organizations to get them "up to speed".
- 2) Inexperience of Members. I would consider all of our Members to be bright, articulate, organized, and committed to AmeriCorps ideals. Although the tasks they have been given are well within their abilities, some have been what could be called "paralyzed with fear." Coming from an academic setting, for some this is their first job experience. Though they have the talents to answer many of their own questions, lack of confidence/experience has made it necessary to spend an extraordinary amount of time with them to ensure they feel safe and empowered. Some of the organizations they work with have been helpful, although their time is limited due to other obligations.

- 3) Unresponsive Media. Although we have gotten some good press coverage, many of the small town newspapers have been unresponsive in running press released submitted to them by our Members. We are in the process of developing a new strategy to engage these papers and have intentions of aggressively implementing it in the coming quarter.
- 4) Time Constraints. Since all of us (in the country) got involved with AmeriCorps late in the game, their have been way too many things to do in a short time. Like most, this is "double duty" for us, being in addition to other regularly assigned duties. Our organization is small, and we had little "slack capacity" before AmeriCorps came along. Helping the organizations develop their programs, addressing the problems mentioned above, dealing with a multitude of administrative matters, coping with budget uncertainties (reallocation of dollars), and trying to keep up with electronic mail messages and reporting requirements has far exceeded our organizations capacity. Hopefully things will settle into place soon so that all of us can get a much overdue rest.

G) Primary training and technical assistance needs:

None

H) Media Coverage:

Minneapolis Star Tribune	- Sept 13
Charleston Gazette	- Sept 13
Fairbault Daily News	- Oct 23
Mille Lacs Messenger	- Nov 26
Central Min Init Fund	- Oct. '94
Bemidji Pioneer	- Nov, '94
The Barbour Democrat	- Sept '94
Preston Publications	- Sept 94

An informational piece describing AmeriCorps goals, activities, and general information was sent to 500 cooperators/potential partners.

I) Other creative documentation:

A media scrapbook, slide presentations, and video archives are being developed to document "The AmeriCorps experience".

AMERICORPS/USDA QUARTERLY REPORT
4-Corners Rural Development Program
Utah

First Quarter Report

A) Progress toward meeting community service goals:

The Utah portion of the AmeriCorps program is just beginning to get off the ground. At this point we have not made significant measurable progress toward meeting our goals. Our Members have been on board for 1 to 4 weeks and have spent their time getting acquainted with the area, meeting key individuals involved in community and rural development, reading information about the area's culture, economy, geography etc. From a management perspective, I have been overwhelmed trying to get adequate office space, equipment, vehicles, housing, work plans, etc. in place for the AmeriCorps Members. Once the logistical details are worked out, we will focus on progress toward the overall goals of the program.

B) Number of Members enrolled at end of quarter vs. number enrolled at launch:

At launch: none

At end of quarter: 3 for Castleland RC&D (SCS)
2 for the Forest Service with a third accepting the
remaining vacant position (agreeing to start service in
January, 1995).

In Utah the Forest Service and Soil Conservation Service programs are being managed jointly. This report applies to both agencies.

C) Total number of hours of direct service and performed and number of hours in training:

Hours of service: As of December 1, 1994 (for 5 people representing Forest Service and SCS) -- 698

Hours of training: As of December 1, 1994 -- 310 (including AmeriCorps regional orientation, individual orientations and on-the-job training).

D) Staff or structural changes made:

The only major change in our project is the combination of the Forest Service and SCS AmeriCorps programs. In order to reduce duplication of effort and to ensure that the AmeriCorps Members are working on locally identified and driven projects, the two agencies agreed to manage the program jointly. Details of this arrangement are available if desired.

AMERICORPS/USDA QUARTERLY REPORT
4-Corners Rural Development Program
Colorado

First Quarter Report

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of launch:

Enrolled at beginning of quarter--0
Enrolled at end of quarter-----2
Third Member will be on board within a week.

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training:

Hours of direct service-----280
Hours in training----- 65

C) Any major staff or structural changes you have made:

None

D) Progress towards meeting community service objectives:

In terms of fully implemented projects, the progress is just starting to show. With the enthusiasm and support that the partners, the communities, and the Members are showing, the progress will really pick up in the second and third quarters.

Great progress on networking and building relationships with communities and partners.

E) Primary accomplishments:

For the Four Corners Project as a whole:

1. Pulling together of the Interagency--USDA Team that planned and implemented the initial stages of the Four Corners project. This was a remarkable feat, since it involved over 5 different USDA agencies and over 20 different agency offices in the Four Corners area. This was not only remarkable--it was a pleasure to work with the group in a seamless/boundaryless fashion.
2. An outstanding Orientation that involved all members and sponsors from the Four Corners area. The end result was a strong Team commitment on a Four Corners basis, a lot of new networks, and a desire to work together and help each other out for the benefit of the communities.

For SW Colorado and San Juan NF:

1. Development of new contacts with groups, agencies, and governments in the Four Corners and particularly, southwest Colorado.
2. One Community Action plan has been updated already.
3. A lot of enthusiasm and support from communities and partners. They are already expressing strong desire to continue the program in 1996.
4. A lot of preliminary research of historical records in order to synthesize what the values, cultures, and issues have been in this area. These will be combined with same information that is developed in ongoing community planning processes to give a multi century perspective of culture and values.

F) Primary challenges:

1. Communications between the CNCS and our field units. Without a doubt this is the biggest challenge and frustration, so far. Information leaving CNCS goes through the Department to at least four agency offices in Washington DC, then to at least 15 agency regional or state offices, then onto at least 15 more agency field offices. Then, those at the field level compare information to see if it is the same, discuss it with our Four Corners Team USDA Project Coordinator, and collectively decide how to deal with it. Then we pass the information back through the channels which includes at least 34 different offices.

The Agency field personnel recommend that communications go directly to the Four Corners Team USDA Project Coordinator. He can disseminate the appropriate information to the field contacts. One unified response from the Project goes back to the Department. Copies can be distributed electronically to all the agency offices that want to stay abreast of the project.

2. Establishing strong contacts with Universities in the recruiting process. Some of it was done by mail and phone calls. Would recommend more personal contacts and on site visits in the future.

G) Primary training and technical assistance need:

Technical assistance of linking all the field offices with compatible electronic communications systems, or hands on training in how to use what we have more effectively.

Hands on, user friendly training in what telecommunications tools are available and how to use them more effectively.

H) Media Coverage:

Newspaper and radio coverage of Project during kickoff and for our recruiting.

TV and Newspaper coverage of the Orientation.

I) Other Creative Documentation:

None