

# FOIA MARKER

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AMERICORPS/USDA QUARTERLY REPORT  
Pacific Northwest Rural Development Positions  
Oregon

First Quarter Report

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

4/2. Two positions were filled at the time of launch, but Members were not placed in communities until the first week of October. Since then, three more Members have been enrolled. One was placed 10/30, another on 12/5, and the third will begin work on 1/3/95.

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

The three members placed before 12/1 have provided 815 hours of direct service between 10/1 and 12/1. All five enrolled members have been involved in training since their enrollment, for a combined total of 88 hours.

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

Terry Black has joined to assist Paul Vitale with evaluations and monitoring duties. Catherine E. Southward has also joined the staff as a part time research assistant to help collect documents and do data research to support Members in the field.

D) Progress towards meeting community service objectives:

BLUE RIVER and MCKENZIE WATERSHED:

The Blue River/McKenzie Watershed area has two RARE workers, one of which is supported by USDA-Forest Service. These Members share space and work together to accomplish the objectives of their clients, the McKenzie Watershed Council and the Blue River Ranger District. Because of this cooperative arrangement, it is difficult to objectively separate the goal and accomplishment to date without overstating or omitting one or the others efforts. We believe the best way to view these issues is to assume each member works on and contributes about 50 percent to each objective and outcome.

BLUE RIVER Community Service Objectives:

1. To successfully complete and implement a strategic plan with specific community development projects.
2. Participate in developing a "user friendly" library for citizens who use it for grant writing, funding, research, etc., as well as briefing staff and community members about specific information and funding options.

3. To implement specific community development projects that are identified in the strategic plan.

McKENZIE WATERSHED COUNCIL Community Service Objectives:

1. To implement on-the-ground volunteer and community education projects related to Council goals.
2. To educate teachers regarding watershed curriculum and the use of those curriculum in the classroom.
3. To provide input to and receive input from residents of McKenzie watershed,

OAKRIDGE Community Service Objectives:

1. To provide administrative service to the Upper Willamette Community Development Corporation and to work in support of CDC programs and projects.
2. Assist in establishing a YMCA facility for the Oakridge-Westfir communities.
3. To develop a transportation system plan (TSP) for Oakridge.

POWERS Community Service Objectives:

1. To help with the periodic review and update of the comprehensive plan for the City of Powers.
2. Assist with programs to attract, enhance, and fund local economic development activities.
3. To work on a variety of projects related to human resource development.

E) Primary accomplishments:

BLUE RIVER

- Research, develop, and disseminate information packets to guide Strategic Planning Task force in developing an RFP and hiring a consultant/firm.
- Research and disseminate examples of strategic planning to Task Force.
- Develop and issue final RFP.
- Creation of database for funding, including foundations and government programs.

- Mailings to funding sources for information on the programs and requirements.
- Contact state agencies regarding potential funding sources.

#### MCKENZIE WATERSHED COUNCIL

- Planning for riparian regulation workshop began: time, place, and speakers were established.
- Preliminary planning for specific volunteer restoration/on the ground project.
- Preliminary planning/research on water quality monitoring projects.
- Preliminary research on nitrate project.
- Draft of presentation outline/materials to be used in volunteer recruitment.
- Research potential funding sources for June Teachers Education workshop.
- Begin preliminary planning/workplan with EWEB for June workshop.
- Finalize curriculum package.
- Initial research for event calendar competition.
- Preliminary draft of McKenzie Watershed newsletter.

#### OAKRIDGE

- Increase public awareness through interviews with the media, presentations to community groups, and over-the-counter contact with local citizens.
- Representing the CDC at regional governmental meetings and forums.
- Documentation of CDC programs and services.
- Writing news articles and letters of support for the CDC and related issues.
- Cohosting of Human Services Providers luncheon.
- Establishing a grant writing team and strategy. Research links for YMCA grants with relevant state-regional-national programs.
- Fostering community support for YMCA and related youth activities through public awareness, i.e. presentations, interviews, etc.
- Research issues and attending county regional transportation meetings.
- Helped form the OAKRIDGE TSP project.

- Developed a workplan and scope of work for the TSP project.

(Many of these accomplished are ongoing and in progress.)

#### POWERS

- Researching and writing of city employees' employment handbook.
- Helping community leaders to develop an Adolescent Pregnancy Project.
- Documentation of CDC programs and services.
- Starting preliminary research for the comprehensive plan update.
- Working with new grant writer on grants for the city.
- Promoting a recycling effort with holiday theme to encourage community participation.
- Community outreach through public meetings and participation in community activities.

#### F) Primary challenges:

##### BLUE RIVER/McKENZIE

- Portions of the local population harbor intense distrust of government and the University.
- Fragmented communities and special interest groups hamper progress.
- Communities in the watershed are unincorporated, therefore organization and leadership is lacking.

##### OAKRIDGE

- Very little city staff.
- Very little money to develop outreach programs.
- Overwhelming need and demand for services.
- Small town with few active citizens.

POWERS

- Very little city staff, poor record keeping and administrative efforts in the past.
- Very little money to develop outreach programs.
- Overwhelming need and demand for services.
- Controversy/political fragmentation.
- Denial of social problems.

G) Primary training and technical assistance need:

BLUE RIVER/McKENZIE

- Public speaking
- Group facilitation
- Grant writing
- Computer skills
- General planning skills

OAKRIDGE

- Public speaking
- Group facilitation
- Grant writing
- Computer skills
- General planning skills
- Knowledge of community and human resources
- Knowledge of human social service networks
- Project management training
- Transportation planning experience

POWERS

- Group facilitation
- Grant writing
- Computer skills
- General planning skills
- Knowledge of community and human resources
- Knowledge of human social service networks

H) Media Coverage:

BLUE RIVER/MCKENZIE

The SPRINGFIELD NEWS ran a story in November showing the Members in their community. (Clip will be sent.)

OAKRIDGE

The DEAD MOUNTAIN ECHO ran a story in November showing Members in their community. (Clip will be sent.)

The Eugene REGISTER GUARD ran an article on December 5 about Oakridge's AmeriCorps worker. (Clip will be sent.)

POWERS

None to date.

I) Other Creative Documentation:

FOR ALL LOCATIONS

The University of Oregon RARE staff has created a newsletter focusing on the community and a personal biography of each Member. (A draft copy will be sent.)

AMERICORPS/USDA QUARTERLY REPORT  
Chattahoochee-Oconee National Forests  
Appalachia Rural Development Program  
Georgia

First Quarter Report

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

Total number enrolled at launch and at the end of the quarter is one, Wilbur J. Harrell.

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

Total number of hours direct service performed is 400. Total number of hours in training is 50.

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

None.

D) Progress towards meeting community service objectives:

About 75 percent of Will's time is spent doing work which is community service oriented. Environmental education, wilderness management and working on recreation opportunity guides helps to meet community service objectives.

E) Primary accomplishments:

Primary accomplishments include creation of a recreation opportunity guide for the Chattahoochee-Oconee N.F., wilderness rehabilitation and environmental education in the Blood Mountain Wilderness, and environmental education in the local community.

F) Primary challenges:

Challenges would be for completion of the duties from Will's description of work, mainly: one page description of each recreation area on both forests and incorporating that information into a new recreation opportunity guide which will aid in providing better service to the increased public due to the Olympics in 1996. Submitting all information and video for the A.G.O. video series, doing weekly environmental ed. programs, and fulfilling responsibilities of education and management while working in the Blood Mountain Wilderness.

G) Primary training and technical assistance needs:

Training has consisted of orientation, group building skills, teamwork skills, first aid and CPR. These sessions were put on by Natural Resource Conservation Service (NRCS). NRCS has a 20 person AmeriCorps crew in Atlanta that clusters with our one AmeriCorps Member. Our Member has also received on the job training, computer training and technical assistance from our Interpretative Specialist.

H) Media Coverage:

We have not had any media coverage up to now, but we plan to have some next quarter.

I) Other Creative Documentation:

Will is also working on a number of different projects here in the S.O. Other responsibilities include helping with the handicapped accessibility transition plan for the Forests, working with the Environmental Ed. Coordinator on recycling programs and urban reforestation programs, and assisting Brasstown District with various projects. Also working on America's Great Outdoors video series.

AMERICORPS/USDA QUARTERLY REPORT  
Daniel Boone National Forest  
Appalachia Rural Development Program  
Kentucky

First Quarter Report

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

2 vs 0. Both Positions Filled 1 Week After The Launch Date.

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

752 Total Hours Service Approximately 150 Hours of Training

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

None

D) Progress towards meeting community service objectives:

Same as E.

E) Primary accomplishments:

Infrastructure (roads, water and sewer, power etc.) database is being set up and field analysis entered. The information needs for this database has been determined. Acquired necessary software.

Our other participant is working as the Project Manager for the Historic Stearns building renovation project, which is ready to be sent out for contractor bids. She is also administering the Folk Life Study on historical buildings, people and local folklore.

F) Primary challenges:

For both positions the primary challenge thus far was to determine what had been done so far, what needed to be done, and where they fit in the process. Additional challenges were to get to know the key people in the community and agencies that had the information they needed or who needed the information they were gathering.

G) Primary training and technical assistance need:

Dbase IV training, communications and presentation training. Other computer software training.

H) Media Coverage:

Local newspaper coverage of the program and the participants initiation to the program. None since.

I) Other Creative Documentation:

None

AMERICORPS/USDA QUARTERLY REPORT  
Kisatchie National Forest  
Mississippi Delta Rural Development Program  
Louisiana

First Quarter Report

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

5/5

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

2324/235

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

None

D) Progress towards meeting community service objectives:

Objective #1 is to establish community planning programs in the Mississippi Delta, as measured by 50% of the contacted communities producing a feasible plan to improve living conditions. Members have established a network of contacts and are working on plans for community development.

Objective #2 is to facilitate creation of tourism opportunities through festivals and other events resulting in 50% of the attendees coming from outside the county. Members are compiling festival listings and developing brochures to increase tourism and develop additional opportunities.

Objective #3 is to identify demonstration sites and demonstrate modern timber bridge technology. Members are compiling timber bridge data.

E) Primary accomplishments:

All Members attended an orientation session. Additionally, they have taken courses in Defensive Driving, Grant Writing, Ethics and Conduct, and Effective Presentations.

One Tourism Specialist (Susan Mullins) has contacted all the parish police juries in the RC&D area for information on the annual events in each of their parishes. The purpose for these contacts is to complete a project the RC&D Council is currently working on, which is the Area Festival Brochure in Northeast Louisiana. She has also been working in Richland Parish on the tourism project with Rymans Library and the RC&D Council. She assisted in a Grant Writing Workshop. She has contributed to the RC&D's "Rural Community Giving" Project, where different community groups can receive grant products. She is currently working in Richland Parish on a project called Elder Care that serves senior citizens; and is also working on a beautification project on planting trees, shrubs, and flowers along highways and roads in the parish.

Another Tourism Specialist (Alicia Trissler) acquired quotes on a new computer system for the Winnfield Museum Complex. Her recommendation will go to the Board of Directors along with a proposal for new by-laws and another Political Museum exhibit. She met with the Museum Volunteer leader and discussed educational programming and museum training for the volunteers. She has completed a draft tourism brochure for Winn Parish, which is currently being proofed by members of the Chamber of Commerce and Museum Board of Directors.

A Community Planner (Hope Beggan) assisted in the development of the Northeast Louisiana Area Festival Brochure. She assumed the responsibilities on the Area Demonstration Project on Shiitake Mushrooms. She assisted in the annual meeting for the Louisiana Shiitake Mushroom Association and the Louisiana State Association of RC&D Council Trade Show. She volunteered time in helping Franklin Guest Home in their annual fall festival, and has worked with the Coordinator of the Main Street Program in Franklin Parish in the development of a children's playground. Currently she is working with a group of concerned citizens in Olla, Louisiana on a senior citizens parlor, and on beautification projects throughout the RC&D area.

Another Community Planner (Judith Ned) also assisted in the Northeast Louisiana Area Festival Brochure. She has worked with the Outreach Project in Lake Providence. She has contacted the principals of a number of schools in East Carroll and Madison Parishes to aid in the development of a tutoring program for individuals to obtain their GED, and improve ACT test scores. She assisted in the food demonstration with the Louisiana Shiitake Mushroom Association. Currently she is working on the development of a tourism brochure for Madison Parish, and is trying to work with schools on an education program for adults. Additionally, she is working on beautification projects throughout the RC&D Area.

One Timber Bridge Specialist (Aminul Mahfuz) continues to prepare a bridge information summary for the Mississippi Delta counties. This data will be used to prepare a bridge infrastructure report on the counties, assess needs, prioritize bridge replacement, and recommend a course of action.

**F) Primary challenges:**

Due to the change in weather, the tee-shirts are very inappropriate. Child care is also a problem, the Members were eligible for the program but they will become ineligible due to their living allowance.

Weekly cluster meetings seem to be unnecessary. A meeting every other week for the two clusters, with a joint meeting once a month would seem to be enough. Some Members do not have much information to report on weekly, and in some cases the scheduling of weekly meetings is interfering with scheduling appointments with clients.

**G) Primary training and technical assistance need:**

Members could use training in computer design and layout of brochures.

H) Media Coverage:

The Winn Parish Enterprise has run two articles on one Member. These have been forwarded to the RO.

I) Other Creative Documentation:

None.

AMERICORPS/USDA QUARTERLY REPORT  
Mississippi Delta Rural Development Program  
Mississippi

First Quarter Report

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

10/9

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

Community Service Hours - 488  
Hours in Training - 120

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

One Member released from program

D) Progress towards meeting community service objectives:

Each Member is working directly on his/her assigned objective. Progress is reported weekly during team meetings.

E) Primary accomplishments:

- 1--Completed 1 Timber bridge application
- 2--Assisted 21 people with joining and developing Rural/Water Association
- 3--Distributed literature about recycling to individuals and schools
- 4--Assisted 2 small communities with 2 Leadership Programs

F) Primary challenges:

Lack of funds to finance programs

G) Primary training and technical assistance need:

- 1--Formal Communications Training
- 2--Formal Problem Solving Training

H) Media Coverage:

Each AmeriCorps Member has published an article in local paper

I) Other Creative Documentation:

Some Members are taking pictures of their projects. Some Members also have a 3-ring binder outlining accomplishments.



facilities on the Reservation. He has also visited, documented and taken photos of the Reservation Community Centers for planning purposes.

F) Primary challenges:

Both AmeriCorps Members have been challenged by the diversity in their respective programs. Robert is gaining experience and knowledge of working with the Cherokee Indian Tribe. Diane is gaining experience and knowledge working with a community of diverse backgrounds and disabilities.

G) Primary training and technical assistance need:

None.

H) Media Coverage:

Both projects received good initial media coverage and copies of this coverage was sent to the Regional Office. Robert has had additional media coverage regarding his "Community Needs Assessment" survey. This additional coverage was to gain public participation in the survey and to solicit volunteer support.

I) Other Creative Documentation:

None.

AMERICORPS/USDA QUARTERLY REPORT  
South Carolina Rural Development Program  
South Carolina

First Quarter Report

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

Six(6) enrolled at end of quarter/five(5) started program.

NOTE: One Member(Tawnya Reilly) elected to resign from program. Because we were approaching the end of the first six weeks, we immediately recruited to fill vacancy. Vacancy filled 10/30/94 As it turned out, Tawyna who was off 9 days, reconsidered and did not resign. However, she did move her home town in Sumter, SC and was reassigned to work for the Natural Resources Conservations Services.

B) Total number of hours of direct service performed by Members and total number of hours of training.

NOTE: South Carolina AmeriCorps Program started October 3. 1994

Direct Service(for all Members):

Total hours 4 people	288
Total hours 5 people	80
Total hours 6 people	<u>920</u>

Total hours	1280
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Training (for all Members):

283 formal training in classroom.

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

Clemson University Cooperative Extension Service was responsible for daily supervision and a program coordinator to work in partnership with FS Program coordinator. In addition, Clemson Extension agreed to provide approx. \$4,000 in training a training materials. Due to conflicts between the Clemson Extension supervisor and Members that could not be resolved, the Forest Service in agreement with Clemson Extension canceled the agreement. The Forest Service is not responsible for daily supervision beginning November 29,1994.

D) Progress towards meeting community service objectives.

Environmental Education-several presentations  
Leadership-Conducted 1 leadership development program  
Economic Development-Began projects to attract new businesses, will begin working with county officials on Enterprise Community projects in January.

E) Primary Accomplishments:

**A. Environmental Education**

Members met with 22 principals and District Administrators at monthly mtg. to establish future contacts and opportunities for Env. Ed. projects. Attended monthly Palmetto Leadership monthly meeting to establish contacts and future opportunities to use volunteers to help in training. Did follow-ups.

Conducted 1 Jr. Palmetto Leadership training course for 30 high school students.

Arbor Day-Conducted tree planting demonstrations, talk, coloring sheets for approx. 160 Head Start kids at Williamsburg/Blakely on Dec. 8th. Dec. 9th program for 260 Head Start kids at Lane Head Start rained out. Rescheduled for De. 13th.

Worked on Greelyville Nature trail reconstruction and Env. Ed. planning for school.

Participated in KATE program(Kids about the Environment) for 3 days.

**B. Leadership Training**

Attended monthly Palmetto Leadership monthly meeting to establish contacts and future opportunities to use volunteers to help in training. Did follow-up contacts.

Conducted Jr. Palmetto Leadership training course for 30 high schools representing 3 high schools in Williamsburg County.

**C. Economic Development**

Attended Sate Advisory Council meeting and Williamsburg County Council meetings to establish contact with county supervisors, state senators, mayors, and county council Members and other elected officials.

Black River Bridge Beautification Project sponsored by Williamsburg First National Bank to be implemented in Spring of 1995 in progress. Objective is to make improve aesthetics of highway leading into Kingstree more attractive.

Assisting in Highway 52 project. coordinating with SC State Forestry, Natural Resource Conservation Services, IGA Hometown Trees Program, and AmeriCorps. Objective to improve aesthetics of approx. a 12 mile stretch of Highway 52 between Florence and Kingstree, SC. Planning in progress. Planting in spring of 1995.

Began planning for other Hometown IGA planning and beautification projects in Williamsburg County.

Worked with Natural Resource Conservation Services on Flood Prevention Project.

Member working for NRCS is researching background info for Pocotaligo Swamp Restoration project.

Member working for NRSC is researching at University of SC library for list of potential grant opportunities.

Same Member is doing wetland delineation for NRSC.

**F) Primary Challenges:**

The supervisory problems and conflicts with Clemson Extension have taken a heavy toll of both productivity and morale. Overall, accomplishments are way below what anticipated. Challenge for next quarter will be to boost morale and improve productivity.

**G) Primary training and technical assistance need:**

A. Training

Grant writing  
Computer word processing  
Team building  
Motivation  
Community Development tr  
Working with media

B. Tech. assistance

Resource specialist from State Forestry/FS/NRCS

**H) Media Coverage:**

Local coverage at beginning. Need to work more with media.

Deryl Jevons  
Program Coordinator  
SC AmeriCorps Program  
Kingstree, SC  
803-561-4073

**I) Other Creative Documentation:**

None

AMERICORPS/USDA QUARTERLY REPORT  
Cherokee National Forest  
Appalachia Rural Development Program  
Tennessee

First Quarter Report

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

5/5

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

<u>Participant</u>	<u>Service Hours</u>	<u>Training Hours</u>	<u>Total Hours</u>	<u>% Training</u>
Elizabeth Upchurch	385	90	475	19%
Sarah Buchanan	423	70	493	14%
Steve Karnitz	357	88	445	20%
Billie Barlow	460	60	520	12%
Amy Crumley	462	60	522	12%

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

None, since the program was well designed and began smoothly.

The Cherokee National Forest AmeriCorps Members are in a collaborative partnership effort with two Resource Conservation and Development Councils, (RC&D) which are already closely associated with national forest programs, particularly rural economic development.

Participants are as follows: Elizabeth Upchurch, Sarah Buchanan, and Steve Karnitz, all of Clinch-Powell RC&D; and Billie Barlow and Amy Crumley, both of Appalachian-Northeast Tennessee RC&D.

D) Progress Toward Meeting Community Service Objectives:

Recycling -- Communities that were not aware of the growing recycling markets have been informed. County Executives (Commissioners) are being given information on how to start programs where none exist, expand small programs already in place, or provide additional education for well established programs.

Solid Waste -- For second grade school kids, in Hawkins County, TN, a solid waste education program has begun. Coupled with this is the on-going maintenance of the environmental resource library for the community and materials have been made available to teachers and students that otherwise they would not have had access to. Through the Wal-Mart Corporation had recycling containers donated to Hancock County, TN. Worked with Hancock County and Clinch/Powell RC&D on the development of the Hancock County Ten Year Solid Waste Plan. A Household Hazardous Waste Collection Program has been broadened to include pesticide container recycling and chemical disposal opportunities for farms and small businesses (Appalachian-NE TN RC&D). Environmental education field day underway for 1,000 4th graders in three counties. In Hamblen County, TN, there have been 30 presentations made to 700 school children on recycling programs.

**E) Primary Accomplishments:**

Recycling -- For REMCET (Recycling Market Cooperative of East Tennessee), Member has marketed three loads of recyclable materials for two Members of this cooperative, and the cooperative Members were paid three times what they had previously received. The AmeriCorps Member now has been asked to permanently market the materials. A goal of two new cooperative Members was set for the year; under AmeriCorps Member management, they have already gained four. A newsletter will begin as a result of the new Memberships. Wal-Mart donated eight recycling containers for eight communities. In Hawkins County, TN, a program for second graders, called Garbage Busters, was initiated. This need was identified in Enterprise Community and Empowerment Zone applications. An EPA grant to fund Garbage Busters has been selected in first round evaluations for further review (grant prepared by AmeriCorps). Grant has been received -- a Learn and Service American grant -- from TN Commission for Public Service. Grant to be administered by AmeriCorps for lower grade students in five-county area and focuses on recycling management. For City of Harrogate, AmeriCorps prepared bid specs for recycling containers (town newly incorporated and has no staff). For Clinch/Powell RC&D, Members have prepared grant proposal from ArtsFund of East Tennessee for funding a 25th anniversary Earth Day Festival. Articles being prepared for local papers entitled "Trashy Talk" (waste management). For Union County, TN have provided public education for oil recycling.

**F) Primary Challenges:**

Understanding and having patience when working with rural communities and local governments. Working with schools who now want to incorporate AmeriCorps environmental education programs into their regular curriculums -- thus, schools are making some strong time demands on AmeriCorps Members. Convincing publics and county officials that many recyclable materials may not strictly be profitable to collect, but this process does save landfill space.

G) Primary training and technical assistance needs:

- Conferences on recycling (for AmeriCorps Members)
- Experience in grant writing
- Conflict resolution training
- Public speaking training
- Curriculum development
- Leadership training
- Environmental education development
- Computer training.

H) Media Coverage:

- TV coverage (WJHL), Johnson City, TN
- News coverage in Johnson City about AmeriCorps to the economically disadvantaged at the Haven of Mercy Shelter
- Phone interview with Tennessee Town and Country Magazine
- Local papers did coverage of Wal-Mart recycling container donations

I) Other Creative Documentation:

- Flyers prepared and sent to school teachers and administrators in five-county area (Clinch/Powell RC&D) informing them of the second grade solid waste education program.
- Flyers prepared for same area advising school administrators and teachers (all grades) about RC&D's Environmental Resource Library.
- Flyers being prepared to send statewide (TN) informing schools of Tennessee Envirothon.
- Solid Waste Education Brochure.
- AmeriCorps Members on detail to Forest Service Regional Office to prepare an Americorps Rural Development Team Directory.
- AmeriCorps Members to work with Nature Conservancy on conservation education along major waterway -- trout fishery and habitat of endangered species (mussels).
- AmeriCorps Members working with Unicoi County, TN Department of Tourism on brochure preparation.

AMERICORPS/USDA QUARTERLY REPORT  
Jefferson National Forest  
Appalachia Rural Development Program  
Virginia

First Quarter Report

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

4/3

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

Total # hours of direct service 959

Total # hours of training 239 total Hours Service + training 1198

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

Changed Administration of program from Public Relations to Human Resources coordinator of Jefferson National Forest.

D) Progress towards meeting community service objectives:

The enrollees have "hit the streets (By ways) of rural America meeting people, gathering information, building their programs, instructing, educating and developing Americans on how to do and be better.

E) Primary accomplishments:

Developing video programing showing natural resources on the National Forest, State and private lands for use to promote recreation, resources and tourism in the region. Contacted all Fire Departments on Dry Hydrant program (drafting hydrants at ponds). Three departments wrote grants for implementation of this program.

F) Primary challenges:

1. Supervising and assisting enrollees that are great distances away.
2. Building the program on short notice, before the the policy and rules are established.

G) Primary training and technical assistance need:

Media savvy, public relations (ability to talk to all public), personnel safety and general safety.

H) Media Coverage:

Articles in local newspaper and local radio/tv spots announcing program.

I) Other Creative Documentation:

Developed a regional Resource Conservation and Development update newsletter that is being sent to contacts to keep people and businesses informed and interested in the program and events taking place.

AMERICORPS/USDA QUARTERLY REPORT  
Ozark-St. Francis National Forest  
Mississippi Delta Rural Development Program  
Arkansas

First Quarter Report

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

5/3

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

Total Hours Performed - 1928

Total Training HOurs - 112.5

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

None

D) Progress towards meeting community service objectives:

For those projects involving surveys of resident needs, responses are close to 77% completed. Volunteers have been utilized and availability of grants has been researched.

E) Primary accomplishments:

Accomplishments on some of our projects are as follows:

1. Motivated Volunteers to assist with the "Educate the Children Project" which distributes educational material to the school district and some non-profit organizations.
2. Established a listing of residents and determined what families would be willing to move out of a flood-plain site.
3. Recruited list of volunteers willing to serve on a committee for betterment of the community.
4. Compiled a list of 1200 organizations who could provide help in the community.

F) Primary challenges:

Securing funding and finding interested residents that are willing to carry-on these projects after AmeriCorps is gone is the most challenging.

G) Primary training and technical assistance need:

Training on dealing with boards/committees and securing of grants/awards are the primary goals.

TECHNICAL ASSISTANCE IS NEEDED FROM THE Member's IMMEDIATE SUPERVISOR.

H) Media Coverage:

NEWSPAPER ARTICLE IN THE ARKANSAS NEWS GAZETTE, LITTLE ROCK, ARKANSAS, FOR KICK-OFF EVENT.

I) Other Creative Documentation:

THE AMERICORPS Members ARE VERY POSITIVE ABOUT THE GOALS THEY WANT TO ACCOMPLISH. OVERALL THEY FEEL THEY'RE A TEAM WORKING TO GET THINGS DONE AND THEY'RE MAKING PROGRESS.

Northwest Service Academy  
Not part of Forest Service Grant  
Partners with Forest Service

First Quarter Report

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

89/95

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

37,197/12,063

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

All major staff positions are now linked with our third party partner-Educational Service District 112-rather than the Forest Service because of the barriers imposed by Forest Service personnel hiring authorities in building a viable AmeriCorps program in a timely manner. However, about one half of the staff has had previous experience working for the Forest Service.

D) Progress towards meeting community service objectives:

**Cascade Streamwatch;** The objective was to maintain 2 miles of interpretive trail and harden 6 riverside sites while providing on-site education to 300 students. The Members maintained 3 miles of trail, constructed another quarter mile of trail, hardened 8 sites and provided on-site education to over 300 students.

**Road restoration;** The objective was to seed, fertilize and mulch 9 miles of abandoned roads and skid trails. All objectives were met.

**Wildlife cutting:** The objective was to collect 30,000 willow and cottonwood cuttings for wildlife plantings this coming spring. All objectives were met.

**Huckleberry field restoration:** The objective was to restore 82 acres of sacred tribal huckleberry fields on National Forest Lands for the Warm Springs and Yakama Tribal nations. 12 acres of huckleberry fields were burned and another 70 acres of conifer trees were hand girdled and pruned.

**Snag Surveys:** The objective was to survey 1,200 acres of snag habitat to determine critical habitat needs for a variety endangered species including the Northern Spotted Owl. 200 acres were completed before the winter snows forced the teams out.

**Roadbank restoration:** The objective was hang erosion control netting on 300 feet of steep Forest Service road cutbanks. All the objectives were met by Members.

**Elk forage enhancement:** The objective was to restore 40 acres of critical elk habitat. Members helped burn 40 acres for forage enhancement.

**Fisheries projects:** 1.) The objective was to build salmon smolt rearing channels along 1/4 mile of the Clackamas river and install 9 fish protective structures in the channel. Members met all objectives.

**Markum Trail:** The objective was to construct 1 1/2 miles of hiking trail for a Community Association linked to Forest Park, the largest metropolitan park in the nation. 1 3/8 miles were completed before the winter rains closed down the project.

**Community Gardens:** The objective was to build 3 waist high handicapped accessible beds and 9 very large raised beds for a community garden in NE Portland. This would restore a community park serving 3,000 residents and short circuit the drug trade that was dominating the park. All objectives were met.

**Woman's Shelters:** 1.) Hope's Place: A shelter for battered woman that served 18 woman and children on a daily basis from a ten county rural area had been severely damaged by fire. The goal was to tear it down and recycle as much of the material as possible for reconstruction this spring. The Members accomplished all the project objectives.

2.) **Bradley Angle House:** The objective was to completely rehabilitate an existing home as a shelter for battered woman in the metro area scheduled for an opening on January 1, 1995. Members helped accomplish over \$20,000 worth of work in landscaping, painting, carpentry, and plastering and, at this time, it appears the opening date will be met.

**Metro Greenspace Eco-tripping guide:** A four way partnership with Metro Greenspace, OMSI (the Oregon Museum of Science and Industry), the John Inskeep Environmental Learning Center and the NWSA has the objective of first, identifying and habitat mapping over 5,000 acres in metropolitan greenspaces and second, using this information as a basis for an Eco tripping curriculum guide for K-12 teachers to utilize for school based environmental education. To date over 1,200 acres have been identified. Site specific curriculum is now being written by Members for teachers to use in the identified metro greenspace sites.

**Oxbow Park:** The objective was to clean up 10 acres of picnic and campgrounds damaged by an early winter storm. Members met all objectives.

**Bull Run Watershed monitoring:** The objective was to open all roads to critical water monitoring sites after an early winter snowstorm. Members helped clear 15 miles of road that were critical in maintaining consistent records stretching back over half a century.

**Community Energy Project:** The objective is to construct and reconstruct 12 energy efficient homes in the metro area. Members painted 3 apartments and homes to date.

**Multnomah County Outdoor School:** The objective is to help 1,800 6th grade students attend Outdoor School. 300 students were taught by Members in this quarter.

**Kelly Creek Restoration:** The objective was to restore a 16 acre suburban park. Members not only completely restored the site, but involved local school children in the restoration, created a brochure that was distributed to 1,200 homes and helped build a neighborhood association to support the park.

**White Pine Blister Rust Control:** The objective was to prune 20 acres of plantation. Members completed 22 acres of pruning.

**Plantation enhancement:** The objective was to prune 80 acres of Douglas Fir plantations to enhance the final quality of timber produced. Members completed 80 acres.

**Mt. Hood Meadows:** Members met the objective of revegetating one acre of severely eroded alpine habitat by transplanting 180 different alpine species.

**Glacier Springs:** The objective was to construct 2,800 feet of fence around Glacier Springs, Trout Lake's municipal watershed. Members completed 1,000 feet before the winter snows.

**Kids Kamp-Mid Columbia Medical Center:** The objective was to target 800 youth in the Mid Columbia in safety training. Members helped train 825 youth,

**Wells Island:** The objective was to clear 5 acres of brush and noxious weeds to improve wildlife habitat for Canadian geese, herons and bald eagles. Members met all objectives.

**Rho Ridge, Buck Creek and Whistle Punk trails:** The objective was to complete 5.6 miles of trails, 1.2 miles of which was designed for the physically challenged trail. Members met all objectives.

**In Lieu Fishing Site Restoration:** The goal was to restore two bathroom facilities at two In Lieu fishing sites for the Yakama tribe on the Columbia River. The project which included plumbing repair, installation of showers, basic carpentry plus trail construction and site improvement will be completed this quarter.

Columbia Gorge Community College: The objective was to construct a 130 foot long retaining wall to stop erosion.

Overall, given the wide variety of projects, the work progressed exceptionally well. Reports and comments from project managers were very positive. They praised the output of the teams and their commitment to getting the work done in a timely manner. As winter snows have pushed the crews out off Forest Service lands, a variety of education and community service projects in local communities have increased the visibility of the crews. It has taken more work than we expected to find meaningful environmental projects in the urban core. Participants themselves have helped reach out for projects and have been intimately involved in the selection progress. Overall we are meeting and in many cases exceeding the objectives of the grant.

E) Primary accomplishments:

All the Members attended a two and half week orientation in which the AmeriCorps mission, national identity and ethic of service was communicated. In addition First Aid/CPR, diversity and sexual harassment, drug free workplace, tool and work safety, program rules, camp logistics, and a fire guard school training was provided. This was integrated into team building and concluded with the national kickoff ceremonies where Governor Roberts of Oregon swore in 94 NW Service Academy Members in the park blocks of Portland, Oregon on September 12th.

Shortly after the swearing in and for a period of a month and a half, 20 NWSA Members joined Forest Service regular crews in restoration and rehabilitation projects on the Tye Fire Complex in northern Washington state. This, the largest fire in Washington State history, burned on very steep terrain surrounding populous valleys in the Northern Cascades. NWSA teams received glowing commendations for their hard work in building thousands of log terraces, hay bale check dams and other erosion control structures.

Projects that particularly excited the Members were those that linked their environmental service with school age children. Based upon our success with Cascade Streamwatch and Multnomah County Outdoor School this fall, teams are now working in three middle schools on environmental curriculums in the Portland/Vancouver area for the winter.

Biweekly forums and summits that brought the nine teams together were also very successful. They helped outline career goals for Members while creating strong links with local colleges. The Academy is now prototyping a journal based curriculum at the residential center that will provide 9 transferable college credits for their experiences in the program.

A major project kickoff linking the National Forest Foundation and Chevy-Geo with the AmeriCorps also went very well. Attendees ranged from Tom Tuchman, from the Office of Economic Development in the Pacific Northwest, to Andy Fisher, Director of the National Forest Foundation. The program has received extensive media coverage, both in the print and television media.

**F) Primary challenges:**

A major challenge has been finding highly visible projects to attract media attention. Projects on National Forest lands are often too far from the metro center to attract attention and like the proverbial story of the tree falling in the woods, if nobody is around to listen, nobody hears the tree fall. We are working hard this winter to increase our visibility. First we are trying to relocate our assembly area to Lloyd Center-a major shopping mall near downtown Portland. Second, each van is equipped with AmeriCorps banners. And third, every Member is receiving a NWSA jacket. Hopefully this will raise our visibility.

We have lost 6 Members, or about 6% of our original Membership. We over enrolled counting on attrition and are now recruiting Members to fill in as part time participants for the last half of the year. They will start the last week in January and complete the program with the other Members in July.

In addition we have terminated one staff person for cause and are now recruiting one additional team steward for the Metro Center.

The recent direction provided by the Forest Service and it's links through the USDA to AmeriCorps has helped clarify much of innuendo and rumors that have permeated our National Direct links to AmeriCorps and the programs in the states of Oregon and Washington. By creating a program that started in August so as to be up and running for the national kickoff ceremonies, we have been about a month ahead of the curve in design and implementation. We have often had to backpedal and change direction because of new directions from the Corporation. A good example is the system we utilized for fire dispatch. We utilized the existing AD system which worked wonderfully and definitely increased the morale of our Members while building a strong relationship with Forest Service fire crews. Sharing the new direction on fire dispatches brought a moan of discontent from NWSA Members because they were already dismayed by the economic problems they are experiencing due to their below-the-minimum wage taxable stipends.

Another major issue is the taxable post service award. It appears that the dollars for this award will go directly to the educational institution, but they will have to raise the taxable match in the year it used. They are very concerned about this due to the economic problems they are experiencing this year (in the Metro program over half the Members have a second job).

**G) Primary training and technical assistance need:**

This year the Academy had to bear over half the expense of fire training. Since we started in August and this was at the end of fire season, there were no Regional resources available for this training. Fortunately the Mt. Adams District fire management organization helped out and a retired Forest Service training officer helped out. With programs starting in September-at the end of fire season, there is little incentive for the Forest Service to support fire training initiatives.

H) Media Coverage:

We will forward a dozen magazine and newspaper stories plus a video tape on the NWSA with Joel Berg on his visit later this week.

I) Other Creative Documentation:

Each team constructed displays of the work they accomplished this past fall and shared it with other teams at our Fall summit. They included photographs, art work and summaries of their accomplishment. These are now being shared with the municipalities, project managers and organizations that sponsored the teams to increase the level of support. They will later be used for recruitment.

By March 1st, a video valued at \$25,000 of in kind match, will be developed by Members through Multnomah Community Television. This will also be used as a recruitment, education, PR tool for the Academy.

In addition a documentary video was produced on the Academy by AmeriCorps to show what a national environmental program "looks like." It should be ready in February.

REALITY CHECK

- 1) FACT- Others not attend follow-up meetings
- 2) FACT- NRCS not at meetings two weeks in a row
- 3) FACT -people leave meetings early - I based travel around Mondays
- 4) FACT - Key bosses have refused to attend meetings, even after complaining about decisions
- 5) FACT- Application next year - Guidelines in October, I wrote within two weeks new ones, Forest Service meeting in December, it is agencies fault
- 5) FACT- Complain about dictatorialness - but provided a handful of lengthy documents with virtually no feedback
  - : memmos on challenges facing program
  - community service day
  - Facilitator duties
  - Dozen things you can do to build AmeriCops spirit
  - Katherine's application
  - Dee's operations manual
- 6) FACT - Many haven't read quarterly reports

**AmeriCorps State and Direct Grant Program  
1995 Policies and Priorities**

**DRAFT**

**I. POLICIES AND GUIDELINES FOR RENEWALS OF EXISTING GRANTEES**

**A. Commitment to Renewals**

The Corporation in general will make a commitment to renewals, if programs meet quality standards. **However, renewals are not automatic, and will be evaluated on the following renewal criteria:**

**1. Year One Progress to Date (80%)**

The degree to which grantees have made reasonable progress towards objectives and can articulate problems or issues that occurred in the first year. These include objectives related to participants, the community and the program itself, including:

- a. Development of well- organized service activities which have direct and demonstrable results
- b. Degree of community support and evidence of community impact
- c. Quality of financial management and extent to which the match has been raised
- d. Quality of program management. and the extent to which high-quality program staff have been selected, trained and placed
- e. The degree to which recruitment goals have been met and the AmeriCorps members have been retained in the program
- f. National Identity - The extent to which the program is recognizable as AmeriCorps in the community
- g. State commissions, national non-profits and federal agencies serving as grantors will also be evaluated on:**
  - their success in following the timeline and workplan for getting grant awards to programs, monitoring their progress and providing technical assistance
  - the extent to which issues and problems have been promptly and effectively addressed

- the extent to which they have implemented plans to evaluate programs

**2. Year Two Plans (20%)**

- a. Clear articulation of problems encountered in Year One and how they will be addressed in Year Two
- b. A sound plan for sensible growth and improvement
- c. If expansion is planned, clear and compelling reasons for doing so
- d. The organization's capacity to expand
- e. If expansion is planned, the extent to which the organization's Year One activities warrant expansion
- f. Clear and well-thought-out program objectives for Year Two that are consistent with Year One
- g. **State commissions, national non-profits and federal agencies serving as grantors will also be evaluated on:**

- the quality of their plans for expansion
- the quality of the plan for technical assistance and program monitoring
- the degree to which they understand problems they encountered in Year One and how they will address them in Year Two
- if the state plan has been revised, the degree to which it reflects the state's experience with AmeriCorps and Learn and Serve programs
- the quality of the state's framework within which comprehensive program monitoring and evaluations can be made

**B. Conversion of Planning Grants to Operating Grants**

The Corporation is recommending that State Commissions give first priority in Formula funding to converting Formula-funded planning grants to operational programs, if the proposals meet quality standards.

**C. Participant, Site, Program, Budget Expansion Criteria**

The Corporation will give priority to expanding the number of participants in existing program sites, and to **expanding the number of sites themselves, if the program has a solid track record and sound needs and plans for expansion.** Expansion requests should not exceed 10-25% of the Year One budgets depending on the size of the 1994 budget.

#### D. Issue Area Priorities

The Corporation has not changed the priority area emphases for renewals. This decision reflects the Corporation's belief that the extension of these priorities during the renewal process will contribute to building successful programs and stronger relationships with the field. The priority areas for renewals are:

##### Public Safety

**Crime Control and Response** -- improving criminal justice services, law enforcement, and victim services.

**Crime Prevention** -- reducing the incidence of violence.

##### Education

**School Readiness** -- further early childhood development.

**School Success** -- improve the educational achievement of school-age youth and adults who lack basic academic skills by utilizing comprehensive strategies with potential for long-term impact.

##### Human Needs

**Health** -- provide comprehensive health prevention, wellness, and community-based health care.

**Home** -- reduce the number of homeless Americans, open housing markets to minorities, empower and revitalize rural, suburban and urban communities.

##### Environment

**Neighborhood Environment** -- promote sustainable communities by reducing environmental risks, especially in low income neighborhoods, and by incorporating environmental design and technologies to conserve natural and cultural resources.

**Natural Environment** -- conserve, restore and sustain natural habitats.

## II. POLICIES AND PREFERENCES FOR NEW APPLICANTS

The Corporation's recommendations reflect our objective to encourage the tailoring of our FY 1994 priorities for new applicants. The

Corporation will solicit proposals for new programs which supplement the existing range of AmeriCorps programs, including new models to in priority areas not covered by existing programs. In addition, the Corporation may wish to solicit applications in specific areas that yield useful evaluation data.

**A. Issue Areas to be Targeted.** Outlined below are staff recommendations on the issue areas to be targeted for new program applications:

**Community Policing** -- Supporting community policing efforts through building partnerships with neighborhood residents, identifying community problems, and working with police officers on the beat to solve these problems.

**Victim Assistance** -- Working in victim assistance programs that develop, strengthen and implement effective prevention, legal assistance and treatment programs for victims of crime.

**Neighborhood Environment** --Initiate innovative programs in low income neighborhoods that promote sustainable communities by reducing environmental risks, and conserving natural resources.

**Early childhood development** -- Improve the health and school readiness of young children through child care and pre-kindergarten programs (Head Start and other pre-school activities); through programs to improve parenting skills; and through community efforts to increase the immunization rates, health care and nutrition of families with young children (including pregnant women).

**School Success** -- Broaden or coordinate the range of services available through schools such as tutoring, after-school enrichment programs, service-learning, health and child care service and efforts to involve parents in their children's education as part of a comprehensive strategy to improve school achievement and retention.

**B. Programmatic preferences.** The Corporation will give preferential consideration to new applicants who integrate the following into their proposals:

- **Concentration.** The Corporation is encouraging programs to concentrate the efforts of AmeriCorps Members. In general, preference will be given to programs that propose service activities at fewer sites rather than more sites, that focus activities in the

priority areas, and that involve groups of Corps Members in contrast to individually-placed Corps Members. Similarly, programs that regularly bring Corps Members together for training, identity, and service will be preferred over those that propose more diffused organizations.

- **Specialization.** Programs that propose to develop priority area specializations are accorded preference over programs with a more generalist focus. Specifically not encouraged are programs that propose to engage Corps Members in many activities addressing many priorities.

**C. Localities for Concentration --** Empowerment Zones, Enterprise Communities and areas affected by military downsizing. The Corporation will accord special consideration to applicants who propose to sponsor AmeriCorps service activities in officially-designated empowerment zones or enterprise communities, areas impacted by military downsizing, and areas of need based on poverty indices.

**D. Selection Criteria.** Selection criteria for new applicants remain those established in 1994, based on the quality of the proposal and the proposed program's ability to:

1. Get things done in communities
2. Strengthen communities
3. Expand opportunities for participants
4. Build civic responsibility
5. Be innovative
6. Be replicated in other areas
7. Be sustained beyond Corporation support

Bill Hus Draft

T.D. Carley  
copies of Video  
Sweet sheets  
pins

Dave White - operators manual

25 + h

I just faxed out 5 pages of comments and 3 pages of examples of Joel's review of your initial FY 96 AmeriCorps proposals. Just got them today. Some will probably bristle your neck hairs a little. Shake that off. Check them out and adjust your proposals accordingly per his last statement that we might not get approved by USDA or the Corporation if we don't. Thanks.

v/r

Lou

APPENDIX 2

SAMPLE WO CONCEPT PAPER RANKING SHEET

The following criteria will be used by the Washington Office to identify those field unit Concept Papers which will move forward for development of Field Proposals for inclusion in the FS Consolidated AmeriCorps Proposal to be submitted to the CNCS through the USDA:

1. QUALITY (70%)

a. Similarity between FS mission and Corporate mission with specific identifiable service or improvement that otherwise would not be provided with existing funds or volunteers and does not duplicate the routine functions of workers or displace paid employees.

b. Scope, benefit to, and strengthening of others, such as communities, institutions, and the public.

c. Number of nonFederal partnerships and contributions and broad-based local input.

d. Cultural diversity in members and staff.

e. Member development in worthwhile service, education, job skills and training.

f. Field infrastructure, capacity, and track record. Indicate that the unit can meet the timeframes relative to the project proposed, and maintain quality control systems.

2. SUSTAINABILITY (15%)

a. Cost effectiveness of the overall proposed project, including the number of partnerships and nonFederal contributions.

b. Evidence of community support, networking, and sustainability of funding after Corporate cooperative agreement expires.

3. INNOVATION AND REPLICABILITY (15%)

a. Creative or distinctive approaches to achieve project goals.

b. Adaptability by other units, agencies, or organizations.

Notes on AmeriCorps Budget Worksheet  
USDA - Forest Service  
AmeriCorps Workshop 12/5-7/94  
Atlanta, Georgia

The following are general guidelines for completing the AmeriCorps "Detailed Budget Worksheet". The notes are presented from a Forest Service perspective as opposed to a non-Federal applicant's viewpoint.

General Definitions

**Non-Federal Matching Funds:** Contributed funds (cash) from state, county, city, and non-profit entities. Fifteen percent (15%) of these types of funds are required from Non-Federal entities to cover costs listed under Section F. OTHER PARTICIPANT SUPPORT COSTS of the budget worksheet (page 3).

**Non-Federal Matching In-Kind:** In-Kind contributions in this budget category refer to human resources, equipment, supplies, services, etc. provided by state, county, city, and non-profit entities in support of the AmeriCorps Program.

**Federal Matching Funds:** For purposes of the AmeriCorps Program, Federal Matching Funds will refer in almost all instances to National Forest Service Appropriated Funds (cash) EARMARKED in the WO PMBI exclusively for the AmeriCorps Program.

For FY96, we are talking about \$9.5 million in NFS funds. In general, most of the funding for the AmeriCorps budget worksheet you are preparing will fall under this category.

**Federal Matching In-Kind:** In-Kind contributions in this budget category refer to human resources, equipment, supplies, services, etc. provided by the Forest Service and other cooperating Federal agencies in support of the AmeriCorps Program.

Further explanatory notes on In-Kind contributions follow. (Although these notes address the Federal side, they also are helpful for the Non-Federal In-Kind contributions.)

Possible suggestions and samples for estimating the in-kind contributions in the AmeriCorps Program are listed below:

**Category I - Direct Staff (Federal Matching In-Kind)**

Refers to FS staff whose salaries are paid with FS funds who work directly with Corpsmembers, either supervising or training them. Does not include the time devoted by FS staff paid with FS funds earmarked for the AmeriCorps Program in the WO PBMI. HOWEVER, time devoted to AmeriCorps above and beyond FS funds earmarked in the WO-PBMI for AmeriCorps, can be counted as Federal Matching In-Kind contributions.

Example: A FS Wildlife Biologist receives 5% of his/her salary from NFS funds earmarked by the WO PBMI for the AmeriCorps Program. If the Wildlife Biologist devotes 15% of his/her time in the supervision and training of Corpsmembers, the unit can count 10% of this staff person's time as a Federal Matching In-Kind contribution.

**Category II - Indirect Support Staff (Federal Matching In-Kind)**

Refers to FS staff that are paid with Forest Service funds and provide vital support to the AmeriCorps Program. Examples of such staff would be the Administrative Officer, Personnel Management Specialist, Purchasing Agent, etc., etc.

**Category III - Non-staff Contributions (Federal Matching In-Kind)**

Includes non-staff costs that are paid with FS funds in support of the AmeriCorps Program. This category includes costs related to rent, electricity, water, telephone, equipment, supplies, etc.

For the first two cost categories (Direct Staff and Indirect Support Staff), determine the percent of time devoted by each FS employee to the AmeriCorps Program during the entire program year. Multiply the percent for each employee by the employee's annual salary (Government cost). This will provide the estimated value of the FS contribution (Federal Matching In-Kind) to the AmeriCorps Program for each employee. This determination has many variances. In some cases, a staff person may work just one month for AmeriCorps. If this is the case, the estimate will need to be projected on the basis of one month.

For the third cost category (Non-staff Contributions), determine the percent of rent costs, utility expenses, etc. that are applicable to the AmeriCorps Program for the entire program year. Multiply the applicable percent against the estimated annual cost for each individual item. Also include costs for supplies, equipment, etc. that are easily identifiable and documented.

Below is a "mini" example for each of the three categories of cost.

Example:	Percent of time to Ameri- Corps	Gov't Cost Salary	FS Matching In-Kind Contribution
<u>Direct Staff</u>			
Forestry Technician	10%	\$20000	\$ 2000
Wildlife Biologist	10%	50000	5000
Add other applicable direct staff			
<u>Indirect Support Staff</u>			
Administrative Officer	5%	60000	3000
Personnel Mgt Specialist	5%	40000	2000
Add other applicable indirect staff			
<u>Non-Staff Support Costs</u>			
Rent	5%	10000	500
Electricity	5%	20000	1000
Materials and Supplies (Estimate)	--	--	1000
Add other applicable non-staff costs			
Forest Service (Federal) Matching In-Kind			<u>\$14500</u>

All pertinent backup documentation should be filed and available for all future Forest Service, USDA, or AmeriCorps audits/reviews.

All calculations involving the following columns should equal the far right column, namely, Total Budget.

Page 1: Estimated Unit Cost x Number of Participants = Total Budget  
 Page 2: Estimated Unit Cost x Estimated No. of Units = Total Budget  
 Page 3: Cost per Participant x Number of participants = Total Budget

The distribution to Non-FED, FED, and AmeriCorps Funding is the next step.

The 25% requirement in the AmeriCorps budget refers to the overall amount that the applicant must furnish in funding as a minimum. This means that USDA (including Forest Service) must provide no less than 25% of the funds for the AmeriCorps Program. In reality, the FS provides 75% to 90% or more of the funds in the AmeriCorps budget (Excluding the education awards that AmeriCorps bestows to the Corpsmembers).

Bottom line: The Forest Service need not worry about the 25% requirement. We are way over in our participant share of the budget.

Budget Period: 00/00/00 to 00/00/00  
 Proposal Title: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_

*IS BLM Segregated out?  
 Add a line for other Federal?*

AmeriCorps Application - Detailed Budget Worksheet

(Attach Budget Narrative to explain any areas/ calculations that require more elaboration.)

Estimated Unit Cost	Number of Participants	Non-FED Matching Funds	Non-FED Matching In-Kind	<del>FED</del> Matching Funds	FED Match In-Kind	AmeriCorps Funding	Total Budget
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Object Class	No. of FTE's	Estimated Unit Cost	Number of Participants	Non-FED Matching Funds	Non-FED Matching In-Kind	<del>FED</del> Matching Funds	FED Match In-Kind	AmeriCorps Funding	Total Budget
<b>A. PARTICIPANT SUPPORT COSTS</b>									
1. Training and Education	2523	00.00							
2. Uniforms	2670								
3. *Other:									
* Pls specify in Budget Narrative.									
<b>Subtotal - Participant Support Costs</b>									

Salaries	Position Title	FTEs	GS Grade-Step (If Applicable) / Ann Sal Govt Cost	Hourly Rate x No. of Hours of Work/Service (If applicable.)	Non-FED Matching Funds	Non-FED Matching In-Kind	<del>FED</del> Matching Funds	FED Match In-Kind	AmeriCorps Funding	Total Budget
<b>B. STAFF</b>										
1.		1100	0.00	GS 00 00 / 00,000	\$ 0.00 x 0000 =					
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
<b>Subtotal - Staff Salaries</b>										
<b>Personnel Benefits</b>										
1.	Benefits	1200								
2.	Training	2523								
3.	*Other:									
* Pls specify in Budget Narrative.										
<b>Subtotal - Staff Salaries and Benefits</b>										

*[Handwritten scribbles and marks in the left margin]*

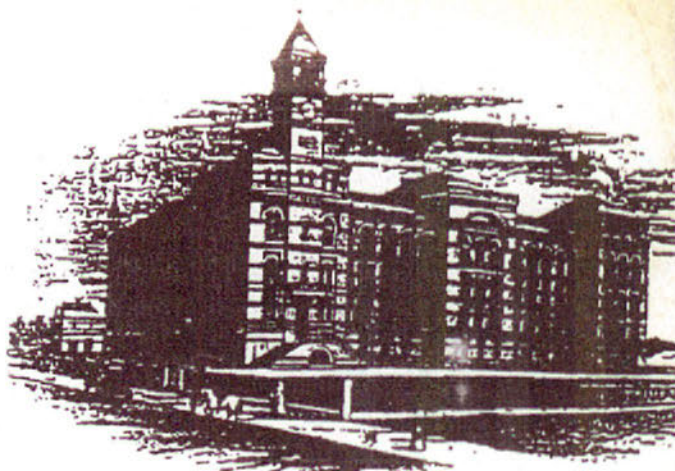
(Attach Budget Narrative to explain any areas/ calculations that require more elaboration.)		Estimated Unit Cost	Estimated No. of Units	Non-FED Matching Funds	Non-FED Matching In-Kind	FED Matching Funds	FED Match In-Kind	AmeriCorps Funding	Total Budget
		Object Class							
<b>C. OPERATIONAL</b>									
1. Travel	2100	_____	x _____	= _____	+ _____	+ _____	+ _____	+ _____	= _____
2. Transportation	2200	_____	_____	_____	_____	_____	_____	_____	_____
3. Supplies	2600	_____	_____	_____	_____	_____	_____	_____	_____
4. Rent - Buildings	2340	_____	_____	_____	_____	_____	_____	_____	_____
5. Utilities	2310	_____	_____	_____	_____	_____	_____	_____	_____
6. Communications	2320	_____	_____	_____	_____	_____	_____	_____	_____
7. Postage	2350	_____	_____	_____	_____	_____	_____	_____	_____
8. Rent - Equipment	2360	_____	_____	_____	_____	_____	_____	_____	_____
9. *Other: _____		_____	_____	_____	_____	_____	_____	_____	_____
* Pls specify in Budget Narrative.									
<b>Subtotal - Operational</b>		_____	_____	_____	_____	_____	_____	_____	_____
=====									
<b>D. INTERNAL EVALUATION/MONITORING</b>		_____	_____	_____	_____	_____	_____	_____	_____
=====									
<b>E. ADMINISTRATION (May not exceed 5%)</b>		_____	_____	_____	_____	_____	_____	_____	_____
=====									
<b>Totals A-E</b>		_____	_____	_____	_____	_____	_____	_____	_____
Composite Totals: Grantee + Corps = Total				_____   +   _____   =   _____					
Percentages: Grantee + Corps = Total				_____ 00.0% + _____ 00.0% = _____ 100%					
Corporation Maximum for A-E is		75%							
Grantee Minimum for A-E is		25%							
Total		100%							
=====									

(Attach Budget Narrative to explain any areas/ calculations that require more elaboration.)	Cost per Participant	Total Number of Participants	Non-FED Matching Funds	Non-FED Matching In-Kind	FED Matching Funds	FED Match In-Kind	AmeriCorps Funding	Total Budget
		Object Class	(15% Minimum Non-FED \$)		(85% Max Corps)			
F. OTHER PARTICIPANT SUPPORT COSTS								
1. Living Allowances 2500 Show \$0.00 per hour x 0000 hrs/participant = _____ x _____ = _____ + _____ + _____ + _____ + _____ = _____								
2. FICA & Workers' Compensation 1201/ 1211								
3. Health Care# 1203								
4. Alternative Health Care## 1203								
5. *Other: _____ * Pls specify in Budget Narrative.								
Subtotal - Other Participant Support Expenses								
TOTAL A-F <i>Liability</i>								

G. CHILD CARE	Estimated No. of Children	Estimated No. of Eligible Participants	Corp Share (100% Max)
	_____	_____	_____
TOTAL A-G			_____ + _____ = _____

H. EDUCATIONAL AWARDS	Number of Participants	Amount per Participant	Total
Full-time Participants	_____	\$ 4,725	
Part-time Participants	_____	\$ 2,363	
Total H	_____ x _____		_____

# Health Care: If grantee is utilizing current policy meeting minimum benefits for eligible participants.  
## Alternative Health Care: If grantee is utilizing alternative health care policy to be made available.



### FACSIMILE TRANSMITTAL

To:

Joel Berg

Amer. Corps

PHOTOCOPY  
PRESERVATION

FAX No.:

720.4614

Commercial

From:

Name:

Low Woltering

Office of Deputy Chief for Administration  
USDA Forest Service  
2nd Floor, Northwest Wing  
Auditors Building  
14th and Independence Ave. SW  
Washington, DC 20250  
(P.O. Box 96090, Washington, DC 20090-6090)

Phone No: (202) 205-1707

Fax No: (202) 205-1181

Date Sent:

10-31

Document Length: Cover + 9 pages

To Confirm Receipt, Call: \_\_\_\_\_

**Memo:** Happy Halloween. Sorry I missed your BP party  
Happy Birthday! Here's what I did w/ your accounts. I'll  
send you a final when it goes out. Thanks for all the work  
you did on this. YR Low.



United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

October 27, 1994

To: Lou, Jan

From: Joel *JB*

Subject: Suggestions on Pre-Proposal Submission Document

PHOTOCOPY PRESERVATION

In general, the document is excellent. Congratulations on a very impressive piece of work!

I do have suggested additions and slight corrections:

Given that this will be your first major communication with the field about next year's program, I would suggest some language in Lamar's cover memo to once again put the program in perspective and reinforce to the Forest Service. Some possible language to the Forest Service.

*Not so*

"As you may know, AmeriCorps is an important priority of the President, the Secretary, Assistant Secretary Lyons, and Chief Thomas.

*OK*

AmeriCorps will play an increasingly important role in helping the Forest Service "Get things done" to meet our critical mission areas by:

- \* Implementing ecosystems management plans
- \* Maintaining, improving, and constructing recreational facilities
- \* Conserving, restoring, and sustaining natural habitats
- \* Providing environmental education opportunities to the public
- \* Aiding fire protection efforts
- \* Boosting rural community assistance efforts

In addition, AmeriCorps helps the country as a whole promoting community, responsibility, and opportunity."

*Handwritten notes:*  
I'm  
They  
sending out ob.  
releases to chief + staff.  
vice of AF's for  
rest 3

Also in Lamar's memo, please change the line "USDA is involved in all three programs..." to "USDA is providing technical assistance to the NCCC, but is primarily focused in 1995 on the AmeriCorps/USA program, supporting 1,200 Members at sites in 27 states in every region of the country." Please also clarify that our camps are part of AmeriCorps/USA, not the NCCC.

OK

I would suggest that, at the end of the line, "The total value of regional proposed activities should not exceed \$2,00,00," you add "in Forest Service funds."

OK

I would also suggest adding: "Please pay particular attention to Appendix 1, which details the concept paper format, and Appendix 2, which details the qualities we are most seeking in concept papers. If followed carefully, concept papers can easily be turned into full applications and then the applications can easily be turned into operating documents."

OK

PHOTOCOPY PRESERVED

The following comments are for the process paper:

Page 1 -- Again clarify that the proposals we are requesting are for AmeriCorps/USA, not NCCC. Clarify that the process described in the operations manual was for last year, and that the process may change this year. I believe that "step 1" should include possible non FS funding levels, since this will be a critical factor in our joint selection process. Change outline of concept paper contents to reflect changes I suggest for Appendix 1.

OK

Don't understand

Page 2 - Change outline of selection letter to reflect changes I suggest for Appendix 3.

OK

~~about copy of concept paper...~~

Pages 3-4 - Change to accommodate current CNCS application and start-up timetable, which makes USDA application due to them March 1 and programs start in early September:

- 6. WO Selection: February 1
- 7. Submission to USDA: February 15
- 8. USDA Proposal to CNCS: February 28
- 9. Notifications to Agencies: March 1
- 10. Recruitment starts for Fall programs: April 1
- 11. Final CNCS selection announcement: May 10
- 12. CNCS Cooperative Agreement with USDA: June 15
- 13. USDA Interagency Agreement: June 25
- 14. FS Cooperative Agreements or Contracts: August 1
- 15. Recruitment for sites should be completed: September 1
- 16. Programs start operations: September 5

Feb 25 per our agreement

I would also recommend not referencing Appendix 3, the Field Proposal, right now.

As we discussed we are going to let it be 3 in

Suggested revised Appendix 1:

**Concept Paper**  
(no more than seven pages, including budget forms)

**1. COVER PAGE.** (one page maximum) The cover page shall include the following headings:

- OK {
- A. Project Title
  - B. Address/Location
  - C. Congressional District of Central Project Site
  - D. Additional Congressional Districts in Which Service Will Be Performed
  - E. Whether project is urban, rural, or other
  - F. If the project will occur in any of the following CNCS priority areas: Empowerment Zones/Enterprise Communities, areas that are affected by military downsizing, and areas of high poverty.
  - G. Project Start Date
  - H. Completion Date
  - I. Number of Members
  - J. Name of Local Project Manager (or person submitting application)
  - K. Address
  - L. Telephone number, fax number, and DG address
  - M. Total Budget
  - N. Budget Requested from WO and/or the Corporation for National and Community Service
- PHOTOCOPY  
PRESERVATION

**2. OBJECTIVES.** (one page maximum) This statement shall specifically address the following elements:

- 100%  
breakdown {
- Same {
- I. Brief narrative of the proposed project
  - II. Components of the objective statement, as follows:
    - A. What is the work to be done? What service will your Members perform?
    - B. What is the hoped for result of the activities described above?
    - C. How will you measure the quality of these activities.
    - D. How will you measure the quality of these activities?
    - E. By what standard will you gage success?
    - F. How many people will benefit from the work your Members perform?.

*This is the concept paper*

*This will be in field proposal*

These objectives should be concrete, specific, and measurable. They should specifically state how many trees planted, how many miles of trails renovated or constructed, how many acres of habitat protected, how many businesses created as a result of the economic planning, how many environmental education classes taught, how many non-paid volunteers recruited to help the AmeriCorps Members, how many timber bridges placed in communities, etc. (Sample objectives can be provided by WO on request.)

*will be in 1st page*

**3. SUMMARY PAGE.** (One page maximum). This summary should give a clear and concise picture of what the project will accomplish, what the AmeriCorps Members will actually do in a typical week, how this work will fulfill community needs, how a diverse group of Members will be recruited, and the specific staff and crew leader structure through which the work will be managed by the Forest service. This summary should also include a listing of recipients and other partners projected for involvement in the proposed project (s), including their names, their type (state, on-profit, Federal agency, etc), and their anticipated monetary or kin-kind contributions.

**4. PRELIMINARY BUDGET BREAKDOWN** (Three page form attached). Please fill-out the attached three page budget form.

**5. PRELIMINARY MILESTONE SCHEDULE.** (One page maximum). This should lay-out a specific time-line for recruitment, training, start-up, key work projects, etc.

*OK*

*add quote marks*

**Note:** Your completion of the elements of the concept paper should take into consideration the rankings listed in Appendix 2, "Concept Paper Ranking Sheet."

PHOTOGRAPHY  
PREPARATION

APPENDIX 2

SAMPLE WO CONCEPT PAPER RANKING SHEET

PHOTOCOPY  
PREFERENCE

The following criteria will be used by the Washington Office to identify those field unit Concept Papers which will move forward for development of Field Proposals for inclusion in the FS Consolidated AmeriCorps Proposal to be submitted to the CNCS through the USDA:

1. ADDITIONAL FUNDING SOURCES (25%)

Given the small budgets that both the Forrest Service and the Corporation for National and Community Service can devote to USDA AmeriCorps projects, great weight will be given to Forest Service proposals that will be able to leverage funds from other Federal Departments, other USDA agencies, state or local agencies, non-profit groups, youth service organizations, or other sources.

2. GEOGRAPHICAL SPREAD (10%)

For new projects, preference will be given to projects in states that currently lack significant AmeriCorps/USDA projects: Alabama, Alaska, Connecticut, Delaware, Florida, Hawaii, Idaho, Indiana, Maryland, Montana, Nevada, New York, Pennsylvania, and Wyoming.

3. AREAS OF NEED (5%)

Projects will be given priority if they occur in any of the following CNCS priority areas: Empowerment Zones/Enterprise Communities, areas that are affected by military downsizing, and areas of high poverty, cities with Urban resource Partnerships.

4. DIVERSITY (15%)

While all projects are expected to have Members, staff, and service recipients that are diverse by race, income level, educational background, physical ability, and gender, programs that place special emphasis on diversity will receive priority.

We're going to leave our 90 figures as is now and include your areas.

We want until know recruitment

we talk to partner

*this we say*

5. QUALITY OF SERVICE PROJECTS (30%)

a. Similarity between FS mission and CNCS mission in solving serious community or national problems that could not otherwise be solved without AmeriCorps members; they should not duplicate the routine functions of workers or displace paid employees.

*OK*

b. Scope, benefit to, and strengthening of others, such as communities institutions, and the public. Our projects will be judged not on how well they serve our agency, but how well they serve the public. /

*OK*

c. Member development in worthwhile service, education, citizenship building, job skills, and training. Up to 20% of time can be spent on training.

*We'll use our*

d. Field infrastructure, capacity, and track record. Indicate that the unit can meet the time-frames relative to the project proposed, and maintain quality control systems. Demonstrate how each crew of AmeriCorps Members will receive full-time, professional, supervision.

*Didn't use*

e. Specific yearly and monthly goals and realistic training plans and time-lines for accomplishing those goals.

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PRESERVED

6. SUSTAINABILITY (5%)

*We have*

Cost effectiveness of the overall proposed project, including the number of partnerships and nonfederal contributions. Evidence of community support, networking, and Sustainability of funding after Corporate cooperative agreement expires.

7. INNOVATION AND REPLICABILITY (5%)

*We have*

Creative or distinctive approaches to achieve project goals. Adaptability by other units, agencies, or organizations.

8. ABILITY TO MEET OVERALL AMERICORPS TIME-LINE (5%)

Projects will be given preference if all Members can be recruited by September 1 and all projects can start by September 5. (FY94 funds will be used before October 1)

**ADDITIONAL NOTE:** First preference will automatically go to existing FY94 projects that are seeking renewal for FY96.

{I WOULD RECOMMEND LEAVING OUT THIS APPENDIX, FOR NOW}

### FIELD PROPOSAL FORMAT - AMERICORPS

Field units receiving notice that their Concept Paper was selected for participation in the AmeriCorps program shall complete a Field Proposal in the format shown below. You should be sure that the information under each subheading correlates and build upon the information submitted in the Concept Paper so that the Field Proposal correlates to the evaluation criteria used by the Corporation for National and Community Service.

**1. COVER PAGE.** (one page maximum) The cover page shall include the following headings:

- A. Project Title
- B. Address/Location
- C. Congressional District of Central Project Site
- D. Additional Congressional Districts in Which Service Will Be Performed
- E. Whether project is urban, rural, or other
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- G. Project Start Date
- H. Completion Date
- I. Number of Members
- J. Name of Local Project Manager (or person submitting application)
- K. Address
- L. Telephone number, fax number, and DG address
- M. Total Budget
- N. Budget Requested from WO and/or the Corporation for National and Community Service

PHOTOCOPY  
PROTECTION

**2. OBJECTIVES.** (one page maximum) This statement shall specifically address the following elements:

- I. Brief narrative of the proposed project
- II. Components of the objective statement, as follows:
  - A. What is the work to be done? What service should your members engage in?
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- C. How will you measure the quality of these activities.
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PROTECTION

These objectives should be concrete, specific, and measurable. They should specifically state how many trees planted, how many miles of trails renovated or constructed, how many acres of habitat protected, how many businesses created as a result of the economic planning, how many environmental education classes taught, how many non-paid volunteers recruited to help the AmeriCorps Members, how many timber bridges placed in communities, etc. (Sample objectives can be provided by WO on request.)

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have

**5. ORGANIZATIONAL CAPACITY.** This subheading shall address the organizational capacity to complete the proposed project(s), including staff strengths and backgrounds, names of key people, and the unit track record.

have

**6. INNOVATION AND REPLICABILITY.** This subheading shall address the innovation and replicability of the proposed project(s). Include helpful information on creative or distinctive approaches, whether the proposed project could sustain long-term involvement with other sources of funding, and innovative technologies in providing training and technical assistance.

have

✓ **7. DETAILED RECRUITMENT PLAN.** The plan should specify how the project will recruit Members that are diverse by race, gender, income, educational background, and physical ability. *OK*

**8. DETAILED WORKPLAN AND MILESTONE SCHEDULE.** This subheading shall include a detailed workplan for accomplishing the specific project(s), including a milestone schedule showing when each step will be accomplished. *have*

**9. DETAILED BUDGET.** This subheading shall include a detailed budget which, at a minimum, displays the elements in the attachment. *have*

{Please revise Appendix 5 to reflect changes in time-line). *Done*

PHOTOCOPY  
PRESERVATION



October 27, 1994

To: Lou, Jan  
From: Joel *JB*  
Subject: Suggestions on Pre-Proposal Submission Document

In general, the document is excellent. Congratulations on a very impressive piece of work!

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(no more than seven pages, including budget forms)

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**Note:** Your completion of the elements of the concept paper should take into consideration the rankings listed in Appendix 2, "Concept Paper Ranking Sheet."

APPENDIX 2  
*Important Factors IN*  
~~SAMPLE~~ WO CONCEPT PAPER RANKING SHEET

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**7. DETAILED RECRUITMENT PLAN.** The plan should specify how the project will recruit Members that are diverse by race, gender, income, educational background, and physical ability.

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**9. DETAILED BUDGET.** This subheading shall include a detailed budget which, at a minimum, displays the elements in the attachment.

{Please revise Appendix 5 to reflect changes in time-line}.