

# FOIA MARKER

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**Folder Title:**  
1995 Renewal Applications [3]

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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: 10/01/94 to 09/30/95  
 Applicant Name: USDA - Forest Service, Human Resource Programs

LOW OPTION - 05/17/94

AmeriCorps Application - Consolidated EBLI Distribution of FS Earmarked Funds, by Region

EBLI Description / Code	Region 5				Region 6			Region 9			GRAND TOTAL
	Proposal Total R-3	Proposal Region 5	Proposal Region 5	Proposal Total Region 5	Proposal Region 6	Proposal Region 6	Proposal Total Region 6	Proposal Total R-8	Proposal Region 9	Proposal Region 9	
Proposal Name----->	USDA AZ	San	Six		Katydid	Ft Worden		Greater	N.England	Vermont	
> Team		Bernadino	Rivers		AmeriCorps	Olympic		Jackson	Youth F C	AmeriCorps	
> ARIZONA		So. CALIF	No. CALIF		OREGON	WASH ST.		MISSISSIP	NEW HAMP	VERMONT	
A1 -Trail Construct	CNTR										
A2 -Anadromous Fish	NFAF										
A3 -Inland Fish Ops	NFIF										
A4 -T&E Hab Imprvmt	NFTE							115,700			
A5 -Wildlife Hab Imp	NFWL							28,900			
A6 -Range Improvemnt	NFIP										
A7 -Range Veg Mgt	NFVM										
A8 -Reforestation	NFRF										
A9 -Timber Stand Imp	NFTI							28,900			
A10-Recreation Mgt	NFRM							28,900			
A11-Trail Maintce	NFTR							86,829			
A12-Soil/Water Res	NFSI										
Subtotal FS Earmarked Funds								289,229			
+ Non-FED Matching Funds								30,500			
+ Non-FED Matching In-Kind								34,000			
+ FED Matching In-Kind								0			
+ AmeriCorps Funding Request								21,000			
= TOTAL (Excludes Ed Awards)								374,729			
Cost per Participant								18,736			
Number of Participants								20			
Education Awards-AmeriCorps								94,500			

NOTE: Funds for Educational Awards are held in trust by AmeriCorps and are not issued directly to sponsors nor directly to participants.

## **Notes on Proposed Improvements to the NRCS AmeriCorps Program**

It is important to recognize during this start up phase in the AmeriCorps program, where we are on the learning curve. In one year, we have gone from a few people with little knowledge of AmeriCorps, to employees in thirty-five states and the national office with experience in designing and managing AmeriCorps projects. The needs in the second year of the program are not the same as they were for the first year. This capability needs to be factored into the decision about whether or not facilitators are needed. All agencies involved should be engaged in a process of evaluation and program improvement.

We are making the following improvements to strengthen the NRCS participation in AmeriCorps.

1. The NRCS Community Assistance and Resource Development Division will work with the Strategic Planning and Evaluation Division to develop a plan for the evaluation and improvement of AmeriCorps projects.
2. Applications from state offices to participate in AmeriCorps are to be submitted with proposed sites for teams of AmeriCorps members in no less than five members located together. This helps us to better meet the Corporation's requirement for AmeriCorps member support and national program identity.
3. Each AmeriCorps team, including Public Lands and Environmental Corps and Rural Development Corps, will have a team leader who is an AmeriCorps member. We are currently working with employees in state and field offices who are managing AmeriCorps projects to determine the skills needed for the team to be effective. The NRCS national Employee Development staff is working with us to design leadership training. We will use distant learning to deliver some of this training to the states through satellite downlink.
4. Consistent with the six newly organized NRCS regions, we will have one to two people designated as Regional AmeriCorps Coordinators. They will have experience with AmeriCorps and will function to improve communication, coordination and monitoring at the local level.
5. Develop guidelines and select sites for self-directed teams.

## FAX COVER PAGE

Date: Thu Mar 30 19:59:06 GMT 1995

Attention To: Berg

Destination Fax: +1 202 720 4614

From: mhs!fswa/S=S.WOLTERING/OU1=W01C

Subject: 2nd Quarter Report

Number of pages: 15  
(including cover page(s))

UA-Message ID: HF-PBDQSY

Addressed To:  
mhs!fswa/S=APD/OU1=W01C  
mhs!fswa/G=AmeriCorps/S=Coordinators/OU1=W01C

Carbon Copied To:  
mhs!fswa/G=AmeriCorps/S=Facilitators/OU1=W01C

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Content-Type: text  
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Just in case you misplaced the directions and format for the 2nd quarter report, I'm resending. These reports are due via DG on Wednesday, April 5th. Please remember that you need to provide info on dollars returned for each AmeriCorps dollar invested in your hard quantifiable accomplishments (roads, trails, campgrounds, fence construction, environmental ed. students taught, etc.) You get it by comparing the cost of these activities if we were to use force account crews or contracts. The difference is the benefit of doing the project with AmeriCorps Members. Also you need to send in via fax the financial statement sheet that I've sent out. All the rest should be in DG. DON'T Change format, bold print, underlines, etc. etc. Just fill in the blanks and spaces. Thanks.

v/r  
 Lou

Content-Type: text  
 Content-Length: 00000014614

#### Dates and Definitions

The second quarter for the FY 95 program will include December of 1994, January, February, and March of 1995. The schedule for the remainder of 1995 is as follows:

Quarter	Dates of Reporting Period	Dates Reports Are Due to USDA
2nd	12/1/94-3/31/95	4/10/95
3rd	4/1/95-6/30/95	7/15/95
4th	7/1/95-9/30/95	10/15/95

#### Definitions:

**Corporation grantee:** The organization that receives money directly from the Corporation. Generally, the grantee is also the legal applicant. State Commissions, national non-profits, Indian tribes, U.S. Territories, and federal agencies are generally the Corporation grantees. Grantees either can distribute AmeriCorps funds directly to operating sites, or can make sub-grants to AmeriCorps programs which in turn support operating sites. In the case of National Direct grantees, the Corporation grantee is often also the program.

**Program:** The organization that applies to the State Commissions, national non-profits, federal agencies, or directly to the Corporation for AmeriCorps funds and approved AmeriCorps positions. Generally, AmeriCorps programs have responsibility for administering a Corporation grant or sub-grant. Sometimes the legal applicant, the Corporation grantee and the AmeriCorps program are one and the same. Programs that are funded through State commissions, however, obviously receive sub-grants from the Commissions. If an AmeriCorps program has only one operating site, it is also possible for the program and the operating site to be the same entity. Often, however, AmeriCorps programs distribute funds to a number of operating sites.

**Operating site:** The final unit that administers AmeriCorps grant money. An operating site has a budget and staff. It is responsible for AmeriCorps

Member supervision, record keeping, site administration, etc. Operating sites can receive AmeriCorps funds either directly from a Corporation Grantee or from an AmeriCorps program that has received a sub-grant from a Corporation grantee.

**Host organization:** An organization through which AmeriCorps Members provide services. For example, an AmeriCorps tutoring program might place Members in schools, which would be the host organizations.

**Operating Site ID #:** A Corporation-issued identification number based on the grant number. Right now it's the same one that was filled in on your site operations form. Hope you kept a copy.

**Full-time AmeriCorps Member:** An AmeriCorps Member serving at least 1700 hours over the course of 9-12 months.

Part-time AmeriCorps Member: An AmeriCorps Member serving at least 900 hours over the course of up to 2 years, or--if the Member is attending an institution of higher education during service--up to 3 years. (An AmeriCorps Members serving in a "reduced part-time terms of service" should be considered part-time.)

Non-AmeriCorps Members volunteers: Individuals who perform direct service in association with an AmeriCorps program but who are not AmeriCorps Members.

## Instructions

The following instructions correspond to questions 1 through 7 on the next page. Instructions for the remainder of the form are included with the appropriate sections. Please type or neatly print all responses.

1. List the name of your operating site.
2. List the name of your program. For programs funded through State Commissions, the program is generally the organization that applied to and received funding from the State Commission. Programs funded through the national direct competition are usually operated directly by the Corporation grantee, although sometimes are made.
3. List the name of your Corporation grantee. If you receive funding through a State Commission, the State Commission is your Corporation Grantee.
4. Mark the quarter to which this report applies. Please note that if your operating site received funding in the final 30 days of a given quarter, you do not need to file a quarterly report that quarter. Instead, you simply should include descriptions of any activities that took place during that time in the quarterly report for the following quarter. For example, an operating site that received funding on September 12, 1994 does not need to fill out a fourth quarter FY 1995 report, even though the quarter ends on the 30th of September. Instead, the activities that occurred between September 12 and September 30 should be described in the first quarter report for FY 1995.
5. Indicate the earliest date on which AmeriCorps Members began service or training (i.e. began completing the required hours of their terms of service).
6. Indicate the total number of both full and part-time Members that were enrolled on the final day of the reporting quarter. For both full and part-time Members, also indicate the total cumulative number of required service hours that they have completed as of the final day of the reporting quarter. Please note that this is a cumulative total; if your AmeriCorps Members began service during the first quarter, and you are reporting on the third quarter, you should indicate the total number of hours served in quarters one through three. The Corporation is requesting a cumulative total in order to help track progress toward completing the required terms of service.
7. Provide an estimate of the total number of non-AmeriCorps Member volunteers that were involved in your AmeriCorps service activities at any time during the reporting quarter. Also, please indicate the total number of hours of AmeriCorps-related service they provided during the reporting quarter.

Operating Site ID #

Corporation for National Service  
Operating Site Quarterly Report

1. Operating site name:

2. Program name:

3. Corporation grantee name:

4. Mark the reporting quarter to which this form applies:

First Quarter  
(10/1-12/31)

Second Quarter  
(1/1-3/31)

Third Quarter  
(4/1-6/30)

Fourth Quarter  
(7/1-9/30)

5. On what date did your AmeriCorps Members begin service or training?

6. In the table below indicate (a) the number of full and part-time AmeriCorps Members that were enrolled as of the last day of the reporting quarter and (b) the total cumulative service hours completed by the AmeriCorps Members as of the last day of the reporting quarter.

Number of AmeriCorps Members	Total Cumulative Hours of required Service	Full-time
		Part-time

7. Please provide estimates of the following:

(a) Total number of non-AmeriCorps Member volunteers who were involved in AmeriCorps service activities:

(b) Total hours of AmeriCorps service activities completed by non-AmeriCorps Member volunteers:

Operating Site ID #

Primary Accomplishments this Quarter: (In detail, describe your central activities, project milestones, and most important "things gotten done" this quarter.)

Operating Site ID #

Unique successes or "great stories": (Briefly describe unique and/or exceptional successes, program highlights, or "great stories" about AmeriCorps people, projects, or partnerships that occurred this quarter.)

Operating Site ID #

Summary of Progress this Reporting Quarter Toward Accomplishing Annual Objectives: (Briefly describe how accomplishments this quarter relate to achieving each of your three sets of annual outcome objectives: (1) Direct Service Objectives; (2) AmeriCorps Member Development Objectives, and (3) Community Building/Strengthening Objectives. Where available, describe evaluation data that indicate progress during the past quarter toward achieving your annual outcomes. Summarize activities related to establishing an evaluation system or conducting your local evaluation (e.g., instruments developed, data collection plans established, etc.)).

(1) Direct Service Objectives:

Operating Site ID #

(2) AmeriCorps Member Development Objectives:

(3) Community Building/Strengthening Objectives:

Operating Site ID #

Primary Challenges Encountered this Quarter: (Report on problems resolved and unresolved, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, events or incidents that caused concern.)

Primary Training and Technical Assistance Needs this Quarter:

Attached to this quarterly report form is a separate Training and Assistance Request form. Should you have training or technical assistance needs, complete the attached form and submit it along with your quarterly report. It will be directed to the Training and Technical Assistance Office. Technical assistance is available in many program-related areas, including, among others, organizational development and management issues fundraising, diversity, and best practices in site-specific skills.

Operating Site ID #

National Identity Activities this Quarter: (Report on activities this quarter that fostered the national identity of AmeriCorps. Examples could include new uniforms, signage or publicity materials; projects with other AmeriCorps programs; training Members in national skill areas (communications/conflict resolution, or CPR/first aid); participation in national service projects (HIV/AIDS awareness training, environmental audits, or citizenship education); graduations or swearing-in ceremonies, use of national recruitment, use of AmeriCorps Member Handbook.)

Changes in Program Organization or Key Staff Positions during this Quarter: (Report staff turnover in management or supervisory positions, changes in partner/sponsor relationships, changes in board memberships, etc.)

Corporation for National Service  
TRAINING AND TECHNICAL ASSISTANCE  
(T/TA) OPERATING SITE REQUEST FORM

Operating site name:

Corporation Grantee/State Commission name:

Operating site ID number:

I. T/TA REQUEST

1. Please briefly describe your need for T/TA. (What is the problem you are addressing? When do you need T/TA delivered?)

2. Indicate the category of T/TA that would best meet your need. Please number your first three choices in order of priority.

Regional/National Training/workshop  
Regional/National Tele-video Conference  
On-site training. If so, for whom?  
On-site consultation  
Suggested consultant(s)

Number of days:

Start date:

One-on-one telephone consultation

Resource Materials (curricula, readings, bibliographies, other)

Peer exchange

Not sure what is most suitable

Other

II. CORPORATION GRANTEE RECOMMENDATION

Name:

Name of State Commission or National Organization:

Recommendation:

Date:

III. AMERICORPS\*USA PROGRAM OFFICER RECOMMENDATION

Name:

Recommendation:

Date:

IV. T/TA REVIEW AND RECOMMENDATION

Name:

Recommendation:

Date:

## Financial Status Report Instructions

The following direction is provided for filling out Standard Form 269A (REV 4-88), Financial Status Report (Short Form) which will be faxed to your location:

- Block 1- U.S. Department of Agriculture
- Block 2- Leave Blank
- Block 3- Put your unit name and address here.
- Blocks 4 & 5- Leave Blank
- Block 6- Check yes or no
- Block 7- Check Cash
- Block 8- Enter 7/01/94 to 8/01/95
- Block 9- Put dates for the quarter you're reporting (see earlier instructions for correct dates)
- Block 10-
  - 10a.- Enter sum of a + b
  - 10b.- Enter the Forest Service expenditures
  - 10c.- Enter the Corporations expenditures (what you've spent of their money)
  - 10d-f.- Leave Blank
  - 10g.- Enter cumulative total for line c
  - 10h.- Enter total Corporation funds authorized for this period
  - 10i.- Enter cumulative total of line h - g
- Block 12- Self explanatory
- Block 13- Enter name, title, phone number, signature, of person responsible for the program on your unit and date

1st Draft

FAX TRANSMITTAL

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TO: Joel Berg, Director, National Service  
Office of Communications  
USDA

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FROM: Dee Difiore  
PH: (202) 720-2847  
FAX: (202) 690-0639

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COMMENTS:

Attached is the bulletin that we intend to send to the field asking for proposals. Please review as soon as possible and return your comments to me. We also plan to include an example of the objectives. Any suggestions as to which state to send as an example?

NATIONAL BULLETIN NO. 360-4-

SUBJECT: PER - AmeriCorps Applications for FY 96

TO: State Conservationists  
Director, Pacific Basin  
Director, Caribbean Area

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ACTION REQUIRED BY: January 13, 1995

Purpose. To announce the request for applications for 1996 AmeriCorps projects. AmeriCorps-USA was established by the National and Community Service Trust Act of 1993, Public Law 103-82. It is a program designed to meet the critical needs in communities in the areas of environment, public safety, education and human needs.

Expiration Date. September 30, 1995

Applications must be in by January 13, 1995, in order for one U.S. Department of Agriculture application to be compiled and submitted to the Corporation for National and Community Service (CNCS). All States are encouraged to participate. The Natural Resource Conservation Service (NRCS) sponsored 570 AmeriCorps participants in 32 different States during FY 95. The total number of AmeriCorps Members sponsored by USDA was 1200.

#### RENEWALS

Project renewals will not be automatic. Those projects that were approved the first year of the program can apply for renewal by submitting the following:

- 1) A letter of intent to participate.
- 2) The first quarterly report.
- 3) Clear articulation of problems encountered in Year One and how they will be addressed during the remainder of year One and/or Year Two.
- 4) Clear and well thought-out program objectives for Year Two that are consistent with Year One.

#### NEW APPLICANTS

New AmeriCorps project proposals should follow the attached guidelines. It is important for you to understand the program formats so that your proposed sites and management plans meet the intent of the AmeriCorps programs. The AmeriCorps application form will be faxed to all States. A major component of the application is the program objectives. Please make sure that your objectives are complete and that they clearly describe

(MORE)

community service results that will be achieved. A teleconference will be scheduled to answer questions for new applicants.

NHQ will fund the living allowances and benefits, including health insurance and child care for AmeriCorps Members. We encourage you to establish local partnerships with USDA agencies and other organizations to provide support for your projects. Show joint commitments from the partners to strengthen your proposal.

We are planning to begin recruitment in spring of 1995, to allow enough time to build a broad applicant pool. The program start up will be in September 1995.

We are looking forward to working with you.

PAUL W. JOHNSON  
Chief

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Attachments

National Service Corps  
Program Summary

PHOTOGRAPHY  
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Program Overview:

The AmeriCorps Program is at the center of President Clinton's National and Community Trust Act of 1993. The Natural Resources Conservation Service (NRCS) and other agencies are working with the Secretary of Agriculture to put the second round AmeriCorps teams in place for fiscal year 1996.

The purpose of the AmeriCorps Program is to provide a bridge for people to go from unemployment into the work place through service that addresses the unmet needs in communities across the United States. The program combines the success of the GI Bill in providing opportunity for upward mobility, with the success of the Peace Corps in building a connection to community and a commitment to service.

The Corporation for National and Community Service administers a range of national service programs including AmeriCorps. To support AmeriCorps, USDA is planning to prepare the following three proposals:

1. National Empowerment and Anti-Hunger Corps
2. Public Lands and Environment Corps
3. National Rural Development Corps

The latter two programs are where NRCS can have the most impact.

These initiatives focus on young people but are broad enough to include people of all ages. All corps participants can earn credit towards college tuition or repayment of college loans.

Principles for all AmeriCorps/USDA Programs

- Reunite the interest of the middle class and the poor by allowing young people from all socioeconomic backgrounds to earn their way through post-secondary education.
- Give the participants at least a minimum-wage living expense, as well as adequate supervision, training, and education.
- Allow young people to perform service either before, during, or after attending post-secondary education.
- Provide valuable service to the community by systematically filling unmet social needs.
- Ensure that none of the work performed duplicates existing programs.
- Limit the work performed to tasks that fulfill significant

missions of USDA and are generally acceptable to our main farming, consumer, environmental, and rural development interest groups.

- Reinvent government by promoting opportunity, responsibility, and community.
- Provide models for how the Federal government can manage national service programs.
- Ensure that projects are based on local community needs. Projects will be expected to build effective partnerships between community, State, and local groups and the Federal government.
- Build a distinct identity for the AmeriCorps Program.
- Expand dramatically in the next few years as a full-scale national program is phased-in.
- Forge links to other key Administration initiatives such as empowerment zones, youth apprenticeship, welfare reform, micro enterprise, and health care reform.

#### The Public Lands and Environment Corps

The Public Lands and Environment Team will have both urban and rural components. This opportunity will be more like traditional youth corps, allowing participants to join the program before, during, or after post-secondary education or job training.

#### The Rural Development Corps

The Rural Development Team will be a professional corps of mostly college and professional school graduates. The participants will have diverse education and training and will be located in communities or regions where their talents can be best utilized. An effort will be made to recruit participants who want to return to areas similar to those in which they were raised. This program can help begin reversing the "brain drain" from rural America.

AmeriCorps presents the Department with an opportunity to practice reinventing government and to find new ways to deliver services and to empower people at the local level. Departmental coordination is done by an interagency management team. This team works to provide unity in recruitment of a quality and diverse corps, and the approval and on-going evaluation of work projects.

AmeriCorps participants will receive an education award and a stipend to help cover living expenses.

#### Education Award

The Corporation for National and Community Service will provide grant funds to pay a \$4,725 voucher for each participant to use for tuition in college or vocational institutions. At the end of one year (1700 hours) term of service, participants will apply directly to the Corporation for the educational voucher to be transferred to the institution of their choice.

#### Stipends

NRCS will pay for the participant stipends and benefits.

#### NRCS Participation

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There are two ways NRCS can be involved.

1. Identify projects in areas of USDA interest and submit a package from NRCS for inclusion in the departmental proposal. States that wish to participate in AmeriCorps must have their projects submitted to National Headquarters by January 13, 1995. You should submit your projects to Lloyd Wright, Director, Community Assistance and Resource Development Division.
2. Assist State and local government organizations and non-profit groups in identifying projects and preparing grant proposals to be submitted to State Commissions.

If you have any questions, you may contact Paula Jones, Program Manager, (202) 720-1853.

## Format for Individual Site Application

(This application may be up to 10 pages plus your budget page(s))

1. **Title Page** Includes title of project and name of organization

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2. **Summary Page**

On one page, provide an overview of the following items:

The **specific needs to be met**, particularly as they relate to the national priorities in the four issue areas. The four issue areas are: Education, Human Needs, Environment, Public Safety.

The key elements of the **site design**.

The **number of participants**.

A description of the administering organization and identification of primary program partners.

- identification of primary program partners.

3. **Mission and Objectives.** Answer the following questions:

What is your mission statement?

What are your annual objectives in the issue area? (list at least three)

4. **Narrative:** (not to exceed 7 pages)

In approximately seven pages, organized and labeled in the stipulated categories, Provide the following information in a narrative form with as much specificity as possible.

(a) **Needs to be met** and appropriateness for national service. Identify the nature of the specific need(s) to be met by the proposed national service program, including how and why these needs are appropriately or uniquely addressed by a national service program. Give a detailed description of the environmental problems to be solved.

**Needs.** What specific needs will the program address and how do these needs relate to the national priorities? If they do not relate to the national priority areas, please explain why they were selected. Explain the direct benefit of the project to the community.

**Process.** What was the process by which the needs were identified? Who was involved identifying the needs and to

what extent were residents of the community in which the service will be provided involved in any needs assessment activities. Explain in detail the role of each partner in the project: how each partner participated in the assessment and start up phase and how each partner will participate during the year.

b. **DESIGN.** Describe the concept and design for the program, including the nature of specific service activities to be performed by participants and how these activities address the identified needs and meet the program objectives. Describe how the project will be evaluated and monitored during the year. Explain how your success will be measured at the end of the year.

**Concept.** What is the basic concept for the design of the program? How will the program be structured? Where will it be located? Describe any institutional or programmatic collaborations or partnerships that will be involved in operating the program, including the extent to which the program builds on existing service programs.

**Service Activities.** What activities will participants engage in, and how will these projects or activities result in direct and demonstrable service that addresses the identified needs? Describe a typical week in the life of program participants, giving concrete examples of the types of activities or duties participants will perform.

**Relation to Need.** How do the service activities respond to the identified needs?

**Participant Training and Support.** How will participants be trained, supported, or otherwise prepared for their assignments or placements. Describe the key elements of the participant training, in-service education, or service-learning curriculum employed to improve participants' skills, prepare them for placement, and foster positive civic values.

**Participant Placement and Supervision.** How will participants be placed (in teams, small groups, or individually) and matched with assignments? How will service sponsors or host-sites be oriented and prepared for that placement? How will participants be supervised within the program?

The following information was taken from the Federal Register and may be helpful in completing your application.

PHOTOCOPY  
PROHIBITED

#### Subpart E - Application Review

How does the Corporation review the merits of an application?

(a) In reviewing the merits of an application submitted to the Corporation under this part, the Corporation evaluates the quality, innovation, replicability, and sustainability of the proposal on the basis of the following criteria:

- (1) **Quality**, as indicated by the extent to which -
  - (i) The program will provide productive meaningful, educational experiences that incorporate service-learning methods;
  - (ii) The program will meet community needs and involve individuals from diverse backgrounds (including economically disadvantaged youth) who will serve together to explore the root causes of community problems;
  - (iii) The principle leaders of the program will be well qualified for their responsibilities;
  - (iv) The program has sound plans and processes for training, technical assistance, supervision, quality control, evaluation, administration, and other key activities; and
  - (v) The program will advance knowledge about how to do effective and innovative community service and service-learning and enhance the broader elementary and secondary field.
- (2) **Replicability**, as indicated by the extent to which the program will assist others in learning from experience and replicating the approach of the program.
- (3) **Sustainability**, as indicated by the extent to which,
  - (i) An SEA, Indian tribe or grant making entity applicant demonstrates the ability and willingness to coordinate its activities with the State Plan under part 2513 of this chapter and with other federally assisted activities;
  - (ii) The program will foster collaborative efforts among local educational agencies, local-government agencies, community based agencies, business, and State agencies.

PHOTOCOPY  
PROHIBITED

(iii) The program will enjoy strong, broad-based community support; and

(iv) There is evidence that financial resources will be available to continue the program after the expiration of the grant.

(b) The corporation also gives priority to proposals that -

- (1) Involve participants in the design and operation of the program;
- (2) Reflect the greatest need for assistance, such as programs targeting low-income areas;
- (3) Involve students from public and private schools serving together;
- (4) Involve participants of different ages, races, genders, ethnicities, abilities, and disabilities, or economic backgrounds serving together;
- (5) Are integrated into the academic program of the participants;
- (6) Best represent the potential of service-learning as a vehicle for education reform and school-to-work transition;
- (7) Develop civic responsibility and leadership skills and qualities in participants;
- (8) Demonstrate the ability to achieve the goals of this part on the basis of the proposal's quality, innovation, replicability, and sustainability, or
- (9) Address any other priority established by the Corporation for a particular period.

(Note: Items 3, 5, and 6 are related to the Serve America program which is designed for the educational setting.)

Draft Letter from Chief Johnson on SCS FY96 AmeriCorps Concept Papers

AmeriCorps is President Clinton's national service initiative that allows diverse groups of Americans to earn college or vocational school scholarships while performing critical service to meet human, environmental, public safety, and educational needs. Participants in the program will work for a year earning a stipend of at least \$7,500, and then receive an educational voucher worth \$4,725.

This year USDA is supporting 1,200 AmeriCorps Members in 37 states in projects to fight hunger and improve nutrition, preserve national forests and improve community environmental quality, promote rural development and increase rural water delivery, and boost disaster- recovery efforts.

SCS has played the largest role in this program, sponsoring \_\_\_\_ Members. As you may know, as a Former Peace Corps volunteer, I am a particularly adamant supporter of AmeriCorps, and view it as a critical program for the future of SCS.

USDA will continue and expand the program in FY96. SCS offices may submit proposals for either of the following two types of programs:

The first is an Environmental Team Project, consisting of at least 20 members of varied educational backgrounds, who will work alongside each other on a daily basis in teams -- supervised by one, full-time, adult, employee-- of no fewer than 5 Members, who will earn a living stipend of \$7,600 a year.

The second type is a Rural/Professional Team Project, consisting of at least Five Members with college degrees who will work on separate projects individually within a cluster with a radius of no more than fifty miles. These Members will earn a living stipend of \$12,000 a year.

While the work performed in these projects should carry out the general mission of SCS, none of the service to be performed can be work that is currently performed by SCS. In other words, AmeriCorps service should be focused on creative new types of projects that are different than projects normally carried out by SCS, but still meet our Congressionally-mandated goals of protecting soil, improving water quality, helping agricultural producers farm and ranch in more environmentally-sensitive ways, educating the public about conservation issues, and developing rural economies.

Here are some examples of our projects this year:

{Include descriptions from a handful of varied projects}

This year, we will be requesting concept papers of no more than seven pages, which will be due by \_\_\_\_.

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

**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
- 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
- M. Total Budget
- N. Budget Requested from WO and/or the Corporation for National and Community Service

**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 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?.

These objectives should be concrete, specific, and measurable. {Provide samples}

**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.

## SAMPLE CONCEPT PAPER RANKING SHEET

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

### 1. ADDITIONAL FUNDING SOURCES (25%)

Given the small budgets that both the SCS and the Corporation for National and Community Service can devote to USDA AmeriCorps projects, great weight will be given to SCS proposals that will be able to leverage funds from other Federal Departments, other USDA agencies, soil conservation districts, RC&D's, 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. {need new list.}

### 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.

## 5. QUALITY OF SERVICE PROJECTS (30%)

- a. Similarity between SCS 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.
- 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.
- c. Member development in worthwhile service, education, citizenship building, job skills, and training. Up to 20% of time can be spent on training.
- 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.
- e. Specific yearly and monthly goals and realistic training plans and time-lines for accomplishing those goals.

## 6. SUSTAINABILITY (5%)

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%)

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.

### Applications for Renewal

Sponsors that have an approved project and wish to renew must submit the following:

]

1. A letter of intent to renew.
2. Copy of most recent quarterly report
3. Clear articulation of problems encountered in year one and how they will be addressed during the remainder of year one and/or year two.
4. Clear and well thought out program objectives for year two that are consistent with year one.

Renewals are not automatic. Serious consideration will be given to the success of the first year.

**Changes for Chapter Six  
Roles & Responsibilities**

Page 48

Add prior to Office of the Secretary

**USDA Responsibilities to Members**

All USDA employees in appropriate circumstances shall be guided by the following:

- (1) have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps vision of diversity;
- (2) provide AmeriCorps members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;
- (3) provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;
- (4) provide all AmeriCorps Members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;
- (5) design and coordinate service projects for AmeriCorps Members so that the Members will continuously have productive and useful service projects in environmental or human needs;
- (6) structure work schedules to ensure that AmeriCorps Members will be reasonably able to perform 1,700 hours of service within a year;
- (7) treat all AmeriCorps Members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;
- (8) work with AmeriCorps Members to develop mechanisms through which the AmeriCorps Members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps; and

- (9) provide other additional support and services to ensure the success of all programs.

Page 49

Under Agency State and Regional Offices

Add **Regional Conservationists** after *Regional Foresters*.

Page 51

Add the following at the bottom of the page:

Member Rules of Conduct

The Member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. Members must not misuse government property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps Member:

- (1) demonstrate mutual respect toward others;
- (2) follow directions;
- (3) direct concerns, problems, and suggestions to the appropriate Program official; and
- (4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

(b) At no time may the Member:

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbituates, cocaine, marijuana, etc.;

- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles;
- (4) Use abusive, vulgar, and discriminatory language, including verbal/sexual harassment toward fellow Members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;
- (9) engage in activities that pose a significant safety risk to others.

(c) The Member understands that the following acts will also constitute a violation of the Program's rule of conduct:

- (1) unauthorized tardiness;
- (2) unauthorized absences;
- (3) repeated use of inappropriate language (i.e. profanity) at job site;
- (4) failure to wear appropriate clothing to service assignments;
- (5) stealing or lying;
- (6) engaging in activity that may physically or emotionally damage other Members of the program or members of the community; or
- (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

#### Third Party Sponsors

March 9, 1995

To: Lou

From: Joel JB

9 pages, including this cover

Revised, final version.



UNITED  
STATES  
DEPARTMENT  
OF AGRICULTURE

March 9, 1995

To: Lou Woltering, AmeriCorps Coordinator, Forest Service

From: Joel Berg, Director of National Service, USDA JB

Subject: Next's Years Rural Development Team AmeriCorps Projects

First, I want to congratulate all the Forest Service employees and AmeriCorps Members who are involved in the Rural Development Team. They have made great strides "getting things" done while promoting community, opportunity, and responsibility. They are helping write an important new chapter of American history.

However, after reviewing the proposals from the field for next year, I have serious concerns about our ability to continue Rural Development Team projects sponsored by the Forest Service. In general, I have the following concerns that apply to most of the proposals:

- \* It is unclear what measurable, concrete results will be accomplished at each site that will not just aid USDA, but will directly benefit citizens of the surrounding communities by the year's end. Every site should have community service objectives that are both meaningful and countable and that can be realistically accomplished in a year.
- \* Objectives are identical for widely divergent locations in different states. It is impossible for all these communities to have identically the same needs, indicating to me that real and meaningful community service objectives have yet to be crafted for each individual site. Compare these objectives to the NRCS and RECD objectives, which are highly different at each and every site, and have usually been carefully drafted to meet each community's unique needs.
- \* The accomplishments noted for most of these sites in the first quarter reports were notably weak and vague.
- \* The proposals use many currently popular buzz words about rural development, such as "sustainable development," "empowerment," "developing leadership," "information superhighway, and "human dimensions," but often these terms are used generally instead of specially explaining what the Members will actually do for a year.

\* Too many AmeriCorps Members are still proposed for office work similar to USDA office work, which would violate the National and Community Service's Act prohibition on duplicating the work of existing employees.

\* Few of the sites have specific and comprehensive work plans explaining exactly how the AmeriCorps Members will achieve their community service objectives on a weekly and/or monthly basis.

Some specifics by sites:

Four Corners - The proposal lists a wide variety of projects --- ranging from promoting environmental justice to building a health clinic to increasing tourism --- and states that Members will "assist," "aid," "engage in," "explore opportunities," and "work with" these projects. Yet it is highly unclear from the proposal as to exactly what role AmeriCorps Members will play in those processes and exactly what measurable, quantify results the Members will achieve in each project. In addition, the hoped for result of the activities is also vague, such as "more community leaders," "more jobs," "increase in materials that will be recycled etc." How many leaders will be trained, how many jobs will be created, how many tons of solid waste will be recycled, etc?

West Virginia 1 - Computer Networking - I have concerns about the proposal's statement that one Member working on electronic communications has "been active supporting other AmeriCorps Members throughout West Virginia and Minnesota;" it is impermissible to use one AmeriCorps Members to spend the bulk of the service year proving support functions for other AmeriCorps Members. This should not be continued.

West Virginia 2 - Forest Products Conservation - This year the Member "engaged in the development of a survey" and identified training and technical assistance needs. Next year, the Member will develop training materials and "continue to make local industry aware of services." It sounds as if the Member was simply added as support staff for the Wood Technology Center, thereby violating the intent of AmeriCorps. How will this Member directly serve surrounding communities and what concrete, measurable results will be achieved?

West Virginia 3A - Resource Conservation Specialist - How many mill owners will the Member assist technically, how will they change their practices as a result, and how will this benefit the surrounding communities? Does this violate the provisions of the National and Community Service Act that bar Members from providing direct service to for-profit entities?

West Virginia 3 B - Community Development Specialist - How many residents will the Member assist technically, and how --- specifically and quantifiably --- will this benefit the surrounding communities?

Minnesota 1 - Alternative Agroforestry - What was the exact role of the AmeriCorps Member in planting the 1000 acres of hybrid poplar in 1994? Isn't soil mapping routine NRCS work? How many landowners will be educated and how many jobs will be created?

Minnesota 2A - Rural Economic Development - The Members will engage in a wide variety of tasks, but what specific objectives will be accomplished? Member should not spend a significant amount of time on public affairs activities like newsletter creation.

Minnesota 2B - Rural Tourism - The Members will engage in a wide variety of tasks working with outside groups and assisting different types of individuals, but what specific objectives will be accomplished? How will increases in tourism, jobs, and local income be measured?

Minnesota 3 - Sustainable Development - While the "background" section lists an impressive number of manufacturers, banks, and other institutions the Members will contact in 1995, it is unclear what specific results those contacts will have that benefit the surrounding communities. For 1996, the objectives are highly vague. Additionally, e plans to directly help manufacturers "have improved access to training, transfer capitol" etc. may violate the provisions of the National and Community Service Act that bar Members from providing direct service to for-profit entities.

Louisiana - 2 - Tourism development - How many more tourists will visit, how will they impact the local economy, and how, specifically, will this be accomplished?

Mississippi 4 - Recycling Technology - How exactly will these additional jobs be created? How many tons of waste will be recycled? What percentage reduction in landfill volume will occur?

Tennessee 1, 4 - Environmental Education - Why will the members only perform 15 presentations in an entire year? How will the impact be measured? What does a 15% in "increase in participation" mean?

Tennessee 3 - Solid waste management - **This site has one of the most specific objectives**, but I do have one technical question: In what entity will be recycling rate increase by 10%? (In a county, in a town, in a solid waste district?)

Virginia 1 - Timber bridges - How many bridges will actually be built as a result of the AmeriCorps service?

Kentucky 1, 3 and Mississippi 7,9, Arkansas 1,5, and Louisiana 4 - Economic development -- By definition, any set of objectives that would be supposedly exactly the same for seven different locations in four different states is overly vague and not very meaningful. For each site, we need to know how many new jobs and businesses will be created. We also need a better sense of the day-to-day work Members will be performing.

Arkansas 3 and Virginia 1 - Alternative wood products - How much will the value of local wood products be increased? How much higher will local employment and income levels be?

Virginia 4 - Rural tourism - This Member's work seems to be directed entirely at public relations work, which is unacceptable. The hoped for result is for local residents "to have a better understanding of tourism, the impact of tourism, and their individual role of tourism?" Why should the American taxpayers pay so people that tourism is important? Instead, the objectives should focus on creating local jobs and boosting local income through tourism.

North Carolina 1 - Five Year Community Plan - How will such a five year plan have any impact at all in the first year of AmeriCorps operation? Results must be immediate -- neither Congress nor the public will wait five years to determine whether taxpayer dollars are being spent on AmeriCorps? Moreover, what are the specifics of such a plan? The description is so vague that the eventual plan could cover virtually anything.

Georgia 1 - Tourism - This position seems dangerously close to work that would be normally performed by a Forest Service employee. The Member definitely should not help produce a video for use by the Forest Service nationally. How will recycling proposal be implemented?

These problems I have enumerated above are not, in my view, simply a result of poorly written proposals. They track with both the first quarter reports and with news we have heard from the field --- all of which indicate that many Forest Service Rural Development Team Members are engaged in activities that may not fully meet the AmeriCorps vision.

I fully expect that many project mangers will respond to this memorandum simply by saying that those of us in Washington "don't understand rural development" --- that rural development projects take years to develop and cannot be measured numerically in the same way we can measure "widgets" such as the number of miles of trails we repaired on forests or the number of children we fed in soup kitchens. These are good points, but I respectfully disagree, for two reasons:

A) Rural Development Team projects sponsored by other USDA agencies, RECD and NRCS, have successfully developed quantifiable, measurable objectives about "widgets" they will produce through AmeriCorps. If some USDA agencies can produce such exact objectives, the FS sites should be able to do so as well. (Three examples are attached.)

B) Neither Congress, the media, nor the public will wait for years before determining whether to refund AmeriCorps. They demand concrete results for taxpayers immediately.

**We have raised such issues in the past and, unfortunately, they have not been systematically addressed by Forest Service Rural Development project managers. All our managers need to understand that, if all these problems are not redressed in an immediate and serious manner, neither USDA nor the Corporation for National and Community Service are likely to support their renewal.**

However, I have full confidence that our staff and Members **will** make the needed changes, helping ensure that USDA will continue to have nothing but the highest quality AmeriCorps programs throughout the nation.

Thank you for your help.

468

24-02

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY SERVICE OBJECTIVE

**Grantee:** USDA Soil Conservation Service

**Site:** Randolph, Vermont

**COMPONENTS OF OBJECTIVE STATEMENTS:** To provide skills land technical information to be used by 40 rural fire departments to develop comprehensive fire protection plans which will reduce fire losses and in some cases, insurance premiums for the towns and fire district residents. Of these 40, 10 will implement their plans and 20 will have installed and implemented specific improvements.

---

**1. What work will be done?**

Provide skills and technical information to rural fire departments for the development and implementation of comprehensive fire protection plans.

**2. What is the hoped for result of the work/activities described above?**

Reduction of fire losses and in some insurance premiums.

**3. How will you measure the quality of your product or impact of your service?**

Fire department capabilities will be assessed on a pre-service and post-service basis.

**4. By what standard will you gauge success?**

40 rural fire departments in Vermont will develop comprehensive fire protection plans; 10 will implement those plans; 20 will have installed and implemented specific improvements.

**5. How many individuals will receive the benefit of the work your participants perform?**

40 rural fire departments in Vermont and the residents of those 40 fire districts.

96  
CORPORATION FOR NATIONAL SERVICE  
COMMUNITY SERVICE OBJECTIVE

GRANTEE: USDA Soil Conservation Service

SITE: Pittsfield, Illinois

34-11

COMPONENTS OF OBJECTIVE STATEMENTS: To develop interest among township and county officials to install timber bridges manufactured from local timber resources the Conservation Reserve Program (CRP)

**1. What work will be done?**

Survey questionnaire used to interview township and county highway officials developed. Officials contacted and interviews completed. Local sawmill operators contacted about sawing logs from local timber resources for bridges.

**2. What is the hoped for result of the work/activities described above?**

Township and county highway officials will consider using timber bridges when replacements are needed. Sawmill operators will become interested in sawing local logs for bridges. The cost of using timber bridges is reduced by using local timber resources.

**3. How will you measure the quality of your product or impact of your service?**

Develop strategies to get timber bridges installed.

**4. By what standard will you gauge success?**

Five (5) timber bridges installed within two (2) years.

**5. How many individuals will receive the benefit of the work your participants perform?**

35,000 people in a five (5) county area.

AMERICORPS RURAL DEVELOPMENT  
USDA, FOREST SERVICE  
SOUTHERN REGION

FY 1996 CONCEPT PROPOSAL

MISSISSIPPI DELTA, AND APPALACHIA REGIONS

October 1, 1995 - September 30, 1996

Requesting 17 Members (full time)

Alan E. Pigg  
Regional Rural Community Assistance Program Manager  
USDA, Forest Service, Cooperative Forestry  
1720 Peachtree RD. NW  
Atlanta, Georgia 30367-9102  
404-347-7486  
FAX 404-347-2776  
A.PIGG:R08A

## OBJECTIVES

This proposal is for continuing 17 of the 40 AmeriCorps Members from FY 1995 into FY 1996. The criteria for selecting these positions were (1) the need to continue a critical project (2) ability to overmatch the costs of of the program (3) commitment of the community and (4) commitment and staffing of Forest Service Offices to administer this program. These 17 positions are needed to continue the work objectives that were started in rural communities. The first year of this program has been very successful, but Members are needed to finish critical projects. These professional positions have started some very needed work such as finding uses for recycled wastes going to landfills, grant writing, community planning, economic development, conservation education workshops and field days, tourism development and other projects. Most of the Members have established communications with local community leaders and have established a trust with them to do capacity building projects in these communities. Implementation of these projects will be taking place at the end of this year and into next. For example, Wythe County, Virginia, has developed a portable logging bridge project which just received funding through the WIT program. Local partnerships were enhanced yet the community is depending on the AmeriCorps member to finish the project. Another example, is the Kentucky Highland Empowerment Zone where the AmeriCorps Economic Development Specialist is leading the efforts for this strategic plan. Each of the 17 positions have a different objective and these are attached in the Appendix, but in general they can be summarized as follows:

### **A. Work or service to be done-**

Specific work plans have been developed for each member to accomplish specific community service such as providing input to community plans, recreational plans, assessments and outreach efforts to the communities. Some have a specific park or recreational areas that are their responsibility to develop the implementation plans and oversee the implementation. Others have done research to find sources of funding for community projects such as wood waste recycling, tourism brochures and others. Most of the work involves writing technical reports and letters, networking with local officials and citizens, grantwriting and community outreach.

### **B. Results of the service and work to be done-**

Each community will have a plan of action that addresses their particular situation or they will have progressed farther toward achieving their desired goals by the assistance given to them by the AmeriCorps members. In almost every community, these Members are assisting communities that lack the technical and financial resources to accomplish what the the members are providing. Also, these problems and projects the Members are working on, are challenging and have not been previously addressed by the community. They are "plowing new ground" in most cases so many of their results may not be realized for years to come. Rural economic development is a difficult thing to accomplish.

### **C. Quality measurement-**

Monitoring and evaluation of the Members work, as it relates to the approved plan of work for that person, will be done by the immediate supervisor and regional coordinator quarterly and as needed.

**D. Measuring success-**

Success of the project will be the accomplishment of the tasks and projects the member are assigned. Most of the tasks and projects however are very difficult to achieve and even the failures can be credited with lessons learned and evaluated as to how to improve the program. For example, reduction of solid wastes going into landfills may be attained by formation of a recyclables marketing business. If the Member can not get a business to start up, but has developed a feasible marketing plan for the products, the project is closer to success than it was.

**E. Individuals benefiting-**

Rural community development benefits those persons living within the area plus those receiving the services provided. If a rural community in Louisiana develops a tourism brochure, hundreds of persons will use this brochure to guide them to visit the attractions, vendors will benefit as they sell products, restaurants benefit, gas stations, etc. If a Member assists in the planning and installation of dry fire hydrants in the Delta, homeowners, businesses and visitors will benefit from improved fire protection. In other words, specific number of individuals benefiting from rural development projects can vary significantly but generally the whole community benefits.

**3. PROSPECTIVE RECIPIENTS (THIRD PARTIES), OTHER FEDERAL AGENCIES, AND OTHER PARTNERS.**

As in fiscal year 1995, the Forest Service worked the AmeriCorps Rural Development as a TEAM USDA effort with our partners Natural Resource Conservation Service (old SCS) and the Resource Conservation and Development Councils (RC&D). These were highly successful and 12 of the 17 requested positions will be working closely with the NRCS RC&D Coordinators in Mississippi, Arkansas, Louisiana, Tennessee and Virginia. One Member will be continuing the work with the Eastern Band of Cherokee Indians in North Carolina and one Member will be continuing the assistance to the Coalfield Regional Tourism Authority, in Virginia. The one Member in Georgia will continue the work involved with the 1996 Olympics in which there are many partners.

The Members in Mississippi, Arkansas and Louisiana will be in the Delta region in which is designated an Empowerment Zone (2) and Enterprise Communities (3,6,8,20,& 30). The Member in Kentucky will be working in the Enterprise Community of McCreary Co. (19) See Appendix III.

4. PRELIMINARY BUDGET-

PARTNER (S) MATCHING FUNDS	PARTNER (S) MATCHING IN-KIND	FEDERAL FUNDS NEEDED	TOTAL
\$0	\$325,000 (55%)	\$270,000 (45%)	\$595,000

5. PRELIMINARY MILESTONE SCHEDULE-

Since all of these members are already in place and will be continuing their second year with the AmeriCorps program, recruitment and start-up efforts will be minimal. Currently the diversity of the projected group is 10 females and 7 males with 6 minorities.

If any of those members for the designated positions do not wish to participate, recruitment will be first with those other members (1994-1995 RDT group). If vacant positions are still not filled, other USDA agencies will be notified to offer an opportunity to those they could not place for the second year. If this still does not fill the vacancies, the recruitment will follow-up with those who applied last year and were not selected. The total that applied in 1994 were approximately 700.

Training will also be minimal and directed to specific technical needs of individual members. For example, for those working on tourism projects, they will attend workshops and conferences on tourism techniques.

Focus will be on completion of the previous years tasks and critical work projects. Projects where grant funds have been awarded to communities will be the first priority to make sure the projects are started and implemented as planned.

APPENDIX I

AMERICORPS: RURAL DEVELOPMENT  
SOUTHERN REGION (R8)

Site Locations:

In the Southern Region (R8), two major geographical areas have been defined for USDA AmeriCorps Rural Development; Appalachia and Mississippi Delta. AmeriCorps:Rural Development involves a total of 8 States and 8 National Forests in the Region.

APPALACHIAN REGION

<u>State</u>	<u>National Forest Coordinator</u>	<u>National Forest</u>	<u>Number of Members</u>
TN	Lewis Kearney	Cherokee	3
NC	Fred Foster	NFs in NC	1
VA	Paul Paradzinski	Jefferson	2
KY	Rex Mann	Daniel Boone	2
GA	Luana Kitchens	Chattahoochee/Oconee	<u>1</u>
			9

<u>Position Number</u>	<u>City, State</u>	<u>County</u>	<u>Position</u>	<u>Supervisor</u>
TN-1	Rutledge, TN	Grainger	Environmental Educ.	Lindy Turner, SCS
TN-3			Solid-Waste Spec.	
TN-4	Johnson City, TN	Carter	Conservation Educ.	Roy Settle, SCS
NC-1	Cherokee, NC	Swain	Park & Rec. Planner	Susan Jones, EBC
VA-1	Wythville, VA	Wythe	Forest Engineer	Gary Boring, SCS
VA-4	Wise, VA	Wise	Tourism Development	Tabatha Mullins, Exec. Dir. Coalfield Reg. Tourism Auth.
KY-1	Booneville, KY	Owsley	Economic Development	Stella Marshall, Exec. Dir. Workers of Rural KY McCreary Econ. Dev. Council
KY-3	Whitley City	McCreary	Engineer	Bruce Murphy, Deputy Co. Exec. McCreary County
GA-1	Gainesville, GA	Hall	Recreation: Olympics Tourism	Mitch Cohen, FS

EBC is Eastern Band of Cherokee

MISSISSIPPI DELTA

<u>State</u>	<u>National Forest Coordinator</u>	<u>National Forest</u>	<u>Number of Members</u>
MS	Richard Heaslip	NFs in MS	3
AR	Gail Wainscott	Ozark St. Francis	3
LA	Alan Dorian	Kisatchie	<u>2</u>
			8

<u>Position Number</u>	<u>City, State</u>	<u>County</u>	<u>Position</u>	<u>Supervisor</u>
MS-4	Stoneville, MS	Washington	Forester	John Stanturf, FS
MS-7	Greenville, MS	Washington	Comm. Recycling Coord.	Ken Ainsworth, SCS
MS-9	Belzoni, MS	Humphreys	Comm. Planner	David Brunson, SCS
LA-2	Winfield, LA	Winn	Tourism Spec.	Alan Dorian, FS
LA-4			Community Planner	
AR-1	Jonesboro, AR	Craighead	Community Developer	Burr Swann, SCS
AR-3	Batesville, AR	Independence	Coord. 2 For. Councils	Doug Butts, SCS
AR-5	Marianna, AR	Lee	Community Planner	Jesse James, FS

APPENDIX II

OBJECTIVE STATEMENTS:

Grantee Department of Agriculture Site Rural Development MS-4

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY SERVICE OBJECTIVES

OBJECTIVE STATEMENT: To provide transfer recycling technology from existing rural and urban projects resulting in a recycling program starting which would employ 25 disabled workers from local institutions.

COMPONENTS OF OBJECTIVE STATEMENT:

\*\*\*\*\*

1)What work will be done? What service will your members engage in?

Visit other institutions which have implemented similar projects  
Make contacts with local institutions  
Work with local leaders to find markets for recycled products  
Carry out education and promotion campaign

2)What is the hoped for result of the activities described above?

Employment of 25 disabled adults to sort materials  
Reduction of materials filling local landfills

3)How will you measure the quality of these activities?

Quality of product will allow resale  
Sorted materials will be randomly checked  
Residents of institution will be interviewed on job satisfaction

4)By what standard will you gauge success?

3  
2

Employment satisfaction of at least 50% of the employed  
institution residents  
Increase local recycling rate by 10%

5) How many individuals will receive the benefit of the work you  
members perform?

25 mentally disabled adults

The entire community because if less waste is going to landfills  
it means lower waste handling and disposal costs.

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

OBJECTIVE STATEMENT: To provide technical assistance in solid waste management and recycling resulting in a 10% increased recycling rate and improved solid waste management through initiation of 3 grant proposals and 2 recycling program starts.

COMPONENTS OF OBJECTIVE STATEMENT:

\*\*\*\*\*

1)What activities will you be engaged in?

Develop community based recycling and solid waste diversion programs  
Carry out education and promotion campaign designed to increase recycling and source reduction  
Write grant proposals to implement solid waste plans and start new recycling programs

2)What is the hoped for result of the activities described above?

Establishment of recycling collection centers.  
Environmentally safe treatment of solid waste  
Reduction in the amount of solid waste being lanfilled.

3)How will you measure the quality of these activities?

Regional solid waste management plans will be approved by the State Department of Health and Environment  
Participating businesses and industries will monitor their waste stream and implement recommended source reduction and recycling behaviors.  
Local population will increase use of recycling infrastructure.

4)By what standard will you gauge success?

Increase local recycling rate by 10%  
Obtain funding for solid waste treatment  
Decrease in solid waste being landfilled by 10%.

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

OBJECTIVE STATEMENT: To identify demonstration sites and demonstrate modern timber bridge technology.

COMPONENTS OF OBJECTIVE STATEMENT:

\*\*\*\*\*

1) What activities will you be engaged in?

Survey and assess existing bridges in 3 counties  
Meet with local officials to discuss program  
Assist sponsors to secure funding to construct demonstration timber bridges

2) What is the hoped for result of the activities described above?

Reliable and safe transportation routes in rural communities  
Modern timber bridge information and technology transferred

3) How will you measure the quality of these activities?

All work plans will be approved by the State Department of Transportation  
USDA Forest Service Engineers will review and approve all modern timber bridge designs

4) By what standard will you gauge success?

County officials and engineers become familiar with the modern timber bridge  
Timber Bridge Demonstration proposals are developed and funded

NO

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

**OBJECTIVE STATEMENT:** To conduct or arrange 15 environmental education presentations resulting in increased knowledge by citizens as measured by pre and post program interview, with program quality judged by teachers and increased participation in environmental education programs in local schools.

**COMPONENTS OF OBJECTIVE STATEMENT:**

\*\*\*\*\*

1)What activities will you be engaged in?

Development and presentation of environmental education materials

2)What is the hoped for result of the activities described above?

Increased student and citizen knowledge of environmental issues

3)How will you measure the quality of these activities?

Pre and post program interviews will be conducted

4)By what standard will you gauge success?

Increased interest in environmental education and a 15% increase in participation by the end of the school year

only  
15

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

OBJECTIVE STATEMENT: Facilitate creation of tourism opportunities through festivals and other events resulting in 50% of the attenders coming from outside the county.

COMPONENTS OF OBJECTIVE STATEMENT:

\*\*\*\*\*

1)What activities will you be engaged in?

Market research and development to identify potential tourists  
Develop partnerships with regional tourism groups  
Assist in planning tourism events and local festivals  
Create interpretive signs and programs

2)What is the hoped for result of the activities described above?

Increase tourism while maintaining the rural character of the area  
3 meaningful partnerships developed

3)How will you measure the quality of these activities?

Implementation of 2 events which draw at least 50% non-local people to attend as measured by survey of tourists  
Participation in planning of these events by other tourism groups

4)By what standard will you gauge success?

At least one of the events will become annual

Grantee Department of Agriculture Site Rural Development

CORPORATION FOR NATIONAL SERVICE

KY-1	AR-1
KY-3	AR-5
MS-7	LA-4
MS-9	

Grantee Department of Agriculture Site Rural Development

CORPORATION FOR NATIONAL SERVICE

COMMUNITY BUILDING OBJECTIVES

**OBJECTIVE STATEMENT:** To seek sustainable economic development opportunities to diversify local economies, resulting in local people obtaining job training and higher paying employment while maintaining the quality of the rural environment.

**COMPONENTS OF OBJECTIVE STATEMENT:**

\*\*\*\*\*

1) What activities will you be engaged in?

Members will work directly with local business leaders to inventory existing resources, identify sustainable economic development opportunities, conduct feasibility studies, and assist in writing business plans  
Issues of environmental concern will be analyzed with any related new business venture

2) What is the hoped for result of the activities described above?

Increasing local employment and income  
Local individuals will be trained for employment  
Business plans will be developed and funding sought

3) How will you measure the quality of these activities?

Professionals will review all environmental impact analysis  
Local business leaders will be interviewed following completion of project  
Loans and other funding will be obtained for 25% of the business plans developed

4) By what standard will you gauge success?

Establishment of a sustainable, natural resource based business employing 5 locally trained people

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

**OBJECTIVE STATEMENT:** To promote alternative wood products and value added manufacturing technologies resulting in local people obtaining job training and higher paying employment while maintaining the quality of the rural environment.

**COMPONENTS OF OBJECTIVE STATEMENT:**

\*\*\*\*\*

1)What activities will you be engaged in?

Identify potential wood products markets and needed technologies  
Solicit participation from existing wood products manufacturers  
Train existing wood products manufacturers in value added technologies

2)What is the hoped for result of the activities described above?

Increasing value of locally produced wood products  
Higher employment and income levels

3)How will you measure the quality of these activities?

Survey participating wood products manufacturers before and after project on value their product

4)By what standard will you gauge success?

Increase of 50% in value of product

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES

**OBJECTIVE STATEMENT:** Promote awareness of rural tourism development opportunities within the Regional Tourism Development Authority service area.

**COMPONENTS OF OBJECTIVE STATEMENT:**

\*\*\*\*\*

1)What activities will you be engaged in?

Develop and present educational programs on tourism to area clubs, civic groups, local government and schools.  
Composing press releases and maintaining contact with members of the press.  
Assist in coordination of ongoing tourism development workshops.

2)What is the hoped for result of the activities described above?

Residents within the Tourism Development Authority area will have a better understanding of tourism, the impact of tourism and their individual role in tourism.

3)How will you measure the quality of these activities?

Increased resident attendance at area tourism events and attractions.  
Participation in planning of these events by other tourism groups and recruitment of new volunteers.

4)By what standard will you gauge success?

Increases involvment of the local communities.

**CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVES**

**OBJECTIVE STATEMENT:** To develop a comprehensive 5-year community wide plan to improve local community resulting in successful development and organization of needed improvements.

**COMPONENTS OF OBJECTIVE STATEMENT:**

+++++

1) What work will be done? What service will your members engage in?

(1) community needs assessments and identification of locations to be developed; (2) planning for a complete Parks and Recreation Department for Cherokee; and (3) identification of financial resources. The planning consideration will reflect the scenic beauty and cultural heritage of the Cherokee Reservation.

2) What is the hoped for result of the activities described above?

Organized development of recreational parks and the community.

3) How will you measure the quality of these activities?

A comprehensive plan will be developed.

4) By what standard will you gauge success?

Local community members will maintain park and recreation facilities and develop community improvements.

5) How many individuals will receive the benefit of the work your members perform?

1300 local Cherokee residents and visitors.

CORPORATION FOR NATIONAL SERVICE  
COMMUNITY BUILDING OBJECTIVE

**OBJECTIVE STATEMENT:**

To enhance the local economy for disadvantaged rural communities through increased visitation and spending by tourists.

To enhance the local economy and the quality of life in rural communities through increased environmental education awareness and training.

To enhance the local economy and the quality of life in rural communities by outreach efforts to students concerning federal job opportunities.

**COMPONENTS OF OBJECTIVE STATEMENT:**

+++++

1) What activities will you be engaged in?

Americorp representative will develop a Recreation Opportunity Guide for the Chattahoochee and Oconee National Forests. This guide will direct visitors to rural areas which now receive less visitation than the more popular or known tourist destinations. The majority of these locations are situated in or near economically disadvantaged, rural communities. With the increased visitation expected as a result of the Olympic games in 1996, this guide will provide a valuable service in directing our customers to previously unknown and undervisited areas. Tourist dollars are generally spent in the local communities for gas, recreational supplies, food, and hotel/motel accomodations. Although it's difficult to predict accurately the number of visitors the Olympics will bring to National Forest destinations, customer surveys from past Olympic events have shown an increase.

2) What is hoped for result of the activies decribed above?

Americorp representative will assist in development of the "America's Great Outdoors" video which will emphasize National Forest destinations on a nation-wide basis. This video is designed to pull in visitors who may not have considered North Georgia as a recreation destination. Again, many of the recreation areas which will be highlighted in this video are the ones located in or near the economically disadvantaged communities. Increased visitation will bring added dollars to the local communities. Americorp representative will present Forest Service programs on environmental education in many of the rural, economically disadvantaged counties. This task achieves two objectives. It enhances the quality of life in these communities through enhanced recycling programs, decreased erosion, decreased wildfires, increased tree planting, and local community beautification efforts. This task also informs students and young adults of the possibility of a federal career in the natural resource arena.

3) How will you measure the quality of these activities?

The products listed will be reviewed and approved before they are desiminated. Enviromental education programs will be reviewed before they are given for completeness and quality.

4) What standard will you guage success?

Increased visitor use to recreational areas by 10%. Increased recycling efforts by communities by 10%.

APPENDIX III

EMPOWERMENT ZONES AND ENTERPRISE COMMUNITIES

The Rural Empowerment Zones announced were:

1. Kentucky Highlands (Clinton, Jackson and Wayne counties);
2. Mid-Delta in Mississippi (Bolivar, Sunflower, Leflore, Washington, Humphries, and Holmes counties); and
3. Rio Grande Valley in Texas (Starr, Cameron, Midalgo, and Wallacy counties).

The Rural Enterprise Communities named were:

1. Chambers County in Alabama;
2. Greene and Sumter Counties in Alabama;
3. Mississippi County in Arkansas;
4. Imperial County in California;
5. Jackson County in Florida;
6. Macon Ridge in Louisiana (Catahoula, Concordia, Franklin, Morehouse, Tensas parishes);
7. Lake County in Michigan;
8. North Delta area in Mississippi (Panola, Quitman and Tallahatchie counties);
9. City of East Prairie and Mississippi County in Missouri;
10. Mora County in New Mexico
11. Halifax, Edgecombe, and Wilson Counties in North Carolina;
12. Greater Portsmouth in Ohio (Scioto county);
13. City of Lock Haven in Pennsylvania;
14. Beadle and Spink Counties in South Dakota;
15. Fayette and Haywood Counties in Virginia;
16. Accomack and Northampton Counties in Virginia;
17. Central Appalachia in West Virginia (Roane, Braxton, Clay, Nicholas, Fayette counties);
18. McDowell County in West Virginia;
19. Scott Co. Tennessee and McCreary Co. Kentucky
20. Northeast Louisiana Delta in Louisiana (Madison parish);
21. Robeson County in North Carolina;

22. Yakima County in Washington;
23. Williamsburg and Florence Counties in South Carolina;
24. Josephine County in Oregon;
25. McCurtain and Choctaw Counties in Oklahoma;
26. Crisp and Dooly Counties in Georgia;
27. Central Savannah River Area in Georgia (Burke, Hancock, Jefferson, McDuffie, Taliaferro, Warren counties);
28. City of Watsonville in California;
29. Arizona Border Region of Arizona (Cochise, Yuma and Santa Cruz counties);  
and
30. Eastern Arkansas in Arkansas (Cross, Lee and St. Francis counties).