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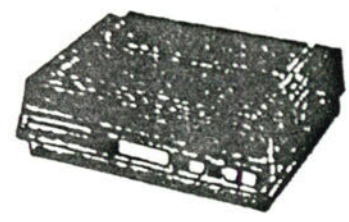
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U.S. DEPARTMENT

OF

DONE



AGRICULTURE

OFFICE OF PUBLIC AFFAIRS

ADMINISTRATION

PHONE: 202 720-5881 6350

FAX: 202 690-1131

FAX TRANSMISSION

TO: Paul Spvain / Rural Labor Section

FROM: JOEL BERG

DATE: 04/06/94

FAX NUMBER: _____

COMMENTS:

would like to order the
listed publications

^Attention: Paul Swaim
Rural Labor Section

Joel Berg/Director of Public Liasion
Office of Public Liasion Room 542A
14th Independence Ave.
Washington, DC 20250

I would like to order the following publication for Joel Berg. Thank you.

"Human Capital Issues in Rural Areas" by Ruy Teixeira.

U.S. DEPARTMENT

OF

AGRICULTURE



OFFICE OF PUBLIC AFFAIRS

ADMINISTRATION

PHONE: 202 720-5881 6350

FAX: 202 690-1131

FAX TRANSMISSION

TO: Linda Ghelti/Rural Dev.
Perspectives

FROM: Joel Berg

DATE: 04/06/93

FAX NUMBER: _____

COMMENTS:

would like to order
the publications.

^Attention: Linda Ghelfi
Rural Development Perspectives

Joel Berg/Director of Public Liasion
Office of Public Liasion Room 542A
14th Independence Ave.
Washington, DC 20250

I would like to order the following publications for Joel Berg. Thank you.

- 1) Volume 8, No. 3 issue RDP released Oct. '93. "Recent Population Change in Adjacent Nonmetro Counties", by David A. McGranahan (HRI) and Jacqueline Salsgiver(FRE).
- 2) "America's Aging Farmers: Who Will Take Their Place?" by Fred Gale (FRE).
- 3) The October 1993 (Vol. 9, No. 1) Edition of RDP, is a special issue focussing entirely upon rural policy by Anica Jansen (FDP) and Thomas Rowley (FDP) helped edit this issue.
- 4) Spring '93 (Vol. 4, No. 1) issue of RCAT .

ATTENTION: David Sears

Joel Berg, Director of Public Liaison
Deputy Director of Public Affairs
OPA Room #213-A
14th & Independence Ave.
Washington, DC 20250
(202) 720-4623

Would you please send the following publications to Joel Berg's office. Thank you.

List of publications:

1. From the Grassroots: Case Studies of Eight Rural Self-Development Efforts Staff Report AGES 9313 by Jan Flora.
2. "Designing Successful State Rural Development Strategies" by David Sears & John Redman.
3. "Rural Enterprise Zones in Theory and Practice: An Assessment of Their Development Potential Staff Report AGES 9305 by Rick Reeder.
4. "Rural Business Incubators and Economic Development", AIB 664-50 by Peter Stenberg.
5. "The Rural Apparel Industry" AIB 664-28 by John Redman.
6. Infrastructure Investment and Rural Economic Development, AIB 664-59 by Thomas Rowley.
7. "A Comparison of Military Base Closures: Metro and Non-metro Counties, 1961-1990 Staff Report AGES 9307 by Thomas Rowley & Peter Stenberg.
8. "Identifying Government - Poor NonMetropolitan Counties", by Anica Jansen.

ATTENTION: David Sears

Joel Berg, Director of Public Liaison
Deputy Director of Public Affairs
OPA Room #213-A
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- ✓ 8. "Identifying Government - Poor NonMetropolitan Counties", by Anica Jansen.

JOEL BERG:

ATTACHED ARE THE REQUESTED PUBLICATIONS.
LET ME KNOW IF YOU HAVE ANY QUESTIONS.

DAVE SEARS
219-0546

DEPARTMENT OF AGRICULTURE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20250

FACSIMILE COVER SHEET

TO: David Sears

Company/Agency: _____

Phone: _____

Fax: 219-0202

FROM: Joel Berg

Agency: USDA, Office of Communications

Phone: (202) 720-4623

Fax: (202) 720-5043

DATE: 3-16-94

Pages including this cover page: 2

Comments: _____

Mr. Jack Ward Thomas
Chief, Forest Service
Auditors Building
4th Floor
Northwest Wing
Washington, D.C. 20250

Dear Chief Thomas:

I am writing to express my appreciation to you for the outstanding work of Forest Service personnel in the development of a grant proposal for a national service summer program in Arizona. The proposal was submitted the Corporation for National and Community Service on March 14, 1994.

Under tight deadline pressure, Katherine Allen, Assistant Director of Human Resources Program, Jim Rawlinson, Region 3 Tonto National Forest Human Resources Program Manager, and Vertis Stovall, Program Specialist in the Human Resources Program, provided invaluable assistance in the development of the proposal.

As I have discussed with you, Secretary Espy has directed me to develop plans for a Rural Development Team, an Empowerment and an Anti-Hunger Team, and a Public Lands and Environment Team. The deadline to submit this proposal is April 29, 1994. Forest Service personnel are also assisting with the development of the Public Lands and Environment Team. I am currently working

~~Again, I commend Mrs. Allen, Mr. Rawlinson, and Mr. Stovall for their efforts and spirit of cooperation. I look forward to continuing collaboration with the Forest Service.~~

Sincerely,

Joel Berg
Deputy Director of Public Affairs
Director of Office of National Service

cc. ~~Janet~~ Beasley
Jim Stone

~~JWA~~ Adelia - - -
also

closely with
your staff
to meet this
deadline

I ~~also~~ want to thank you for the
~~the~~ vital institutional support that
FS is providing to this ~~for~~ initiative.
Together, we will build the best program in the Fed. Govern.

Publications to be ordered
using phone numbers.

Director of Public
Affairs Liaison
for DOE
Deputy Director of Public Affairs
OPA Room 213-A
14th Independence Ave.
Wash, DC 20280

ARED Publications

* Volume 8, No. 3 issue RDP released Oct. '93
1) "Recent Population Change in Adjacent Nonmetro
Counties," by David A. McGranahan (HRI) and
Jacqueline Salsgiver (FRE).

4) "America's Aging Farmers: who Will Take Their
Place?" by Fred Gale (FRE)

* 5) The October 1993 (Vol. 9, No. 1) edition of RDP, is
a special issue focussing entirely upon
rural policy. Anicca Jansen (FDP) and
Tom Rowley (FDP) ~~over the~~ helped
edit this issue.

* Spring '93 (Vol. 4, No. 1) issue of RDP contains

* Publications:

- From the Grassroots: Case Studies of Eight
Rural Self-Development Efforts Staff Report
AGES 9313 Jan Flora
- "Designing Successful State Rural Development
Strategies." Dave Sears, John Redman
- "Rural Enterprise Zones in Theory and Practice:
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Staff Report AGES 9305 Rick Reeder
- "Rural Business Incubators and Economic
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- "The Rural Apparel Industry" AIB 664-28
John Redman
- Infrastructure Investment and Rural Economic
Development, AIB 664-59. Tom Rowley
- "A Comparison of Military Base Closures:
Metro and Nonmetro Counties, 1961-1990."
Staff report AGES 9307 Tom Rowley & Peter
Stenberg
- "Identifying Government-Poor NonMetropolitan
Counties," Anicca Jansen

Linda Ghelfi
219-9520

Rural Dev. Perspectives

include
addresses
phone#

Government of Development Policy Section
David Sears 219-0544 219-0202 Fax #

HUMAN RESOURCES AND INDUSTRY BRANCH

- Carolyn Rogers - "Common Beliefs about the Rural Elderly: What Do National Data Tell Us?"
- Carolyn Rogers - "Health Status and Use of Health Care Services by the Older Population: A Residential Comparison" (RDR-86)
- Residents of Farms and Rural Areas: 1991 (Current Population Reports, P20-472)
" Donald C. Dahmann
- Rural America and the Changing Structure of Manufacturing: Spatial Implications of New Technology and Organization. A Conference Proceedings, Staff Report No. AGBS 9319
- Andy Bernat & David McGranahan - "Rural Manufacturing links to Rural Development, AIB 664-52 July 1993.
- Ruy Teixeira "Human Capital Issues in Rural Areas"
- Paul Swaim, Elizabeth Greenberg, Ruy Teixeira, Kathleen Pasch, Robert Gibbs, & David McGranahan

Population Studies Section
Lynda Swanson

219-0547

Rural Industry Section
Andrew Bernat 219-0539

Rural Labor Section
Paul Swaim 219-0552

DEPARTMENT OF AGRICULTURE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20250

DONE

FACSIMILE COVER SHEET

TO: Andrew Bernat

Company/Agency: Rural Industry Section

Phone: 219-0539

Fax: 219-0202

FROM: Joel Berg

Agency: USDA, Office of Communications

Phone: (202) 720-4623 (202) 720-6350

Fax: (202) 720-5043 (202) 690-0751

DATE: 03/21/94

Pages including this cover page: 2

Comments: _____

^Attention: Andrew Bernat
Rural Industry Section

Joel Berg/Director of Public Liasion
Office of Public Liasion Room 542A
14th Independence Ave.
Washington, DC 20250

I would like to order the following publications for Joel Berg. Thank you.

- 1) "Rural America and the Changing Structure of Manufacturing: Spatial Implications of New Technology and Organization A Conference Proceedings", Staff Report No. AGES 9319.
- 2) "Rural Manufacturing Links to Rural Development", AIB 664-52 July 1993 by Andrew Bernat.

DEPARTMENT OF AGRICULTURE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20250

FACSIMILE COVER SHEET

TO: Linda Swanson
Company/Agency: Population Studies Section
Phone: 219-0547
Fax: 219-0202

FROM: Joel Berg

Agency: USDA, Office of Communications

Phone: (202) 720-4623 (202) 420-6350

Fax: (202) 720-5043 (202) 690-0951

DATE: 03/21/94

Pages including this cover page: 2

Comments: _____

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Population Studies Section

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Office of Public Liasion Room 542A
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Washington, DC 20250

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- 3) Residents of Farms and Rural Areas: 1991 (Current Population Reports, P20-472) by Donald Dahmann.

THE WHITE HOUSE
WASHINGTON

November 10, 1993

Dear Friend of Service:

On September 21, President Clinton signed into law the National and Community Service Trust Act of 1993.

Through this landmark initiative, the President and the Congress have created an unprecedented opportunity to marshal our citizens in meeting the challenges of their communities through direct and demonstrable service.

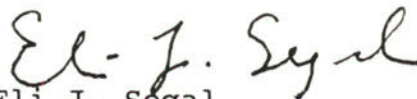
Our work is already underway. The Corporation for National and Community Service has been formed through the merger of the Commission for National and Community Service, and ACTION -- the federal domestic volunteer agency, in conjunction with the White House Office of National and Community Service.

Through our joint commitment and our Congressional mandate, we have begun our exciting journey to realize the President's vision of Americans of all ages and backgrounds committed to "seasons of service" on behalf of their country.

By means of the enclosed invitation, the Vice President and I cordially invite you to a reception to celebrate with us the official launch of the Corporation for National and Community Service and the President's "AmeriCorps" initiative.

We hope you can join us on Monday, November 22. We are eager to introduce you to our new management team, to share with you our current and planned objectives and activities, and to honor our many friends who are making national service a reality.

Sincerely,



Eli J. Segal
Assistant to the President

CORPORATION FOR
NATIONAL
AND
COMMUNITY
SERVICE

January 26, 1994

The Honorable Mike Espy
Secretary of Agriculture
United States Department of Agriculture
14th Street and Independence Avenue, S.W.
Washington, D.C. 20250

Dear Mike:

I certainly appreciate the fine work of the Department of Agriculture as it considers its proposals for national service programs. The deadline, I am fully aware, is tight, and your staff is to be commended for the dispatch and effort with which it has responded to the task.

As the federal agency application process nears completion, I intend to make the rounds over the next few weeks among the agencies. I hope to be able to answer questions or provide whatever assistance agencies may need from the Corporation. Should you wish to meet to discuss your national service initiatives, perhaps next week or the week thereafter, I would be most willing to do so. Please do not hesitate to call on me.

Sincerely,



Eli J. Segal
Chief Executive Officer

CORPORATION FOR
**NATIONAL
AND
COMMUNITY
SERVICE**

OFFICE OF THE EXECUTIVE
LEGISLATIVE COUNCIL
1994 JAN 30 P 1:12
COPIES: *Ag*

January 26, 1994

The Honorable Mike Espy
Secretary of Agriculture
United States Department of Agriculture
14th Street and Independence Avenue, S.W.
Washington, D.C. 20250

Action Office: opa
Referral Code: 6



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Sincerely,

Eli J. Segal
Chief Executive Officer

Attention
~~Joel Berg~~

**CORPORATION FOR
NATIONAL
AND
COMMUNITY
SERVICE**

WASHINGTON, DC 20525
OFFICIAL BUSINESS



The Honorable Mike Espy
Secretary of Agriculture
United States Department of Agriculture
14th Street and Independence Avenue, S.W.
Washington, D.C. 20250



United States Department of Agriculture

DORIS KITCHINGS
Senior Review Officer
Office of the Executive Secretariat

February 14, 1994

TO: Denver Browning
FROM: Doris C. Kitchings *DCK*
SUBJECT: Attached letter (35-3047844)

Kim Schnoor and Lynne Finnerty have asked that Joel Berg take a look at the attached package and provide some input to the attached response to Congressman LaFalce. We need to turn this around very quickly since the response was due to him the latter part of January. After you have talked with him, would you let me know when I can expect his input.

Urm

Congress of the United States

House of Representatives

103d Congress

Committee on Small Business

2561 Rayburn House Office Building

Washington, DC 20515-6315

December 23, 1993

Action Office: osdbu
Referral Code: 35



* 3 0 4 7 8 4 4 *

Honorable Mike Espy
Secretary
Department of Agriculture
14th Street and Independent Avenue, SW
Washington, DC 20250

Dear Mr. Secretary:

Last week the Subcommittee on Small Business Administration Legislation and the General Economy, which I chair, and the Subcommittee on Crime and Criminal Justice, chaired by Congressman Schumer, convened in Buffalo to take testimony on the terrible effects which crime is having on our Nation's small business sector.

We all know the vital importance of the small business sector to our Nation's economy and general well being: Small businesses generate most of our Nation's new jobs, they employ most of the Nation's workforce, they are our primary engine of innovation, and they contribute immeasurably to the vitality of our cities, towns and neighborhoods.

We also know of the ravages which crime is inflicting on all sectors of our society, including the business community.

The December 13 issue of Business Week, in a new survey of the economic cost of crime states that, "crime costs Americans a stunning \$425 billion each year": \$90 billion for the criminal justice system for police, courts, and prisons; \$65 billion for security guards and security systems; \$45 billion in stolen goods and other property loss; at least \$5 billion in medical care costs; and \$170 billion in the cost of lost and shattered lives.

In a recent study of a typical neighborhood business area in Columbus, Ohio, over 94 percent of the small businesses reported being hit by crime in the prior three years, not just once, but an average of four times each. The study also showed that 74 percent suffered the vandalism of business property, 49 percent suffered burglary, 48 percent had vehicles stolen or were broken into, 39 percent lost property to shoplifters, 29 percent had their customers robbed or attacked, 26 percent of owners had been robbed or attacked, and 16 percent had suffered from nearby drug dealings.

Page Two

As a result, these businesses suffered increased insurance costs, costly repairs, reductions in sales, cutbacks in their hours of operation, and difficulties in hiring employees. A full 40 percent had considered moving their businesses to safer neighborhoods, and some 16 percent had considered closing for good.

In this last session just ended, the Congress, with the strong support of the President, addressed many aspects of the crime problem, including drug rehabilitation for prisoners, increased penalties for drug trafficking and gang related activities and for violence against women, alternative punishments such as boot camps for youthful offenders, a waiting period for handgun purchases, a ban on possession of guns by youths under 18 years of age, and many other aspects of the crime problem. In fact, this session has been the most productive in anti-crime legislation of any that I can remember. But we have not specifically addressed the problem of crimes against businesses with a legislative proposal specially designed to meet this concern.

Given the clear emphasis President Clinton is placing on both the issue of crime and on the importance of the small business sector, I trust you agree that exploring what is in place within the government to assist small businesses cope with the effects of criminal activity, as well as determining what more could be done, is of substantial merit. To that end, I would appreciate learning about the programs and policies your agency has, if any, with regard to small businesses and crime, the impact of those programs and policies, and any plans you may have to enhance these efforts.

I am not seeking anything voluminous, but rather a brief outline of how the Department of Agriculture fits into an overall strategy that recognizes the importance of the security of small business as a factor in our nation's economic health. It is my hope that we could then work more closely to ensure these programs and policies meet their goals and the goals of the small business community.

I would appreciate receiving your response to this request by the end of January.

Thank you for your attention to this important matter. I look forward to hearing from you shortly.

Sincerely,


JOHN J. LaFALCE
Chairman

JJL:jmj



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

Honorable John J. LaFalce
Chairman
Committee on Small Business
2361 Rayburn House Office Building
Washington, D.C. 20515-6315

Dear Chairman:

This is in response to your letter of December 23, 1993, regarding the Department of Agriculture's (USDA) programs and policies on crime and its effects on small businesses.

It is our belief that if we increase procurement activity for small, minority, and women-owned businesses, we will increase employment and training opportunities for more individuals across the country. Employment is one of the tools families need to ensure stability and growth within the unit, and it can also serve as a deterrent to crime related activity, which has significantly impacted the viability of the small business community.

On September 30, 1993, I signed a memorandum establishing the Office of Small and Disadvantaged Business Utilization (OSDBU) as a separate Agency within USDA in an effort to strengthen USDA's utilization of small and minority businesses. OSDBU serves as an advocate for small businesses and acts as the prime catalyst to promote the small business policies within USDA under the Procurement Preference Program. I will hold each member of my sub-Cabinet personally responsible for performance related to small business participation within their areas of jurisdiction. I have commissioned a task force to review procurements and outline policies and practices to be implemented so that we may greatly improve the participation of small, minority, and women-owned firms in our procurement programs.

These are just a few of the initiatives I have implemented to improve USDA's achievements under the Procurement Preference Program. USDA procures approximately \$3 billion in goods and services annually, and to offer these opportunities to small businesses helps to strengthen the economic and employment outlook for this country. I assure you that we will continue to develop new and innovative approaches to enhance their opportunities.

Honorable John J. LaFalce

2

I am committed to making USDA's contract awards to the small business community the best in the Federal Government.

Sincerely,

MIKE ESPY
Secretary

From: Katherine Gibney (KGIBNEY)
To: sstasiak
Date: Tuesday, February 15, 1994 2:27 pm
Subject: national serviceand letter

here are two grafs for the letter. you can place them where you think necessary in the body of the letter.

Files: B:letter

In addition, USDA's three, proposed national service programs will address small business and crime issues. The Department is developing an Empowerment and Anti-Hunger Team, a Public Lands and Environment Team, and a Rural Development Team. These teams will be composed of primarily young Americans who will perform at least a year of full-time community service in exchange for educational benefits. One of the essential principles for all three teams is that links be forged to other key Administration initiatives such as microenterprise and Enterprise Communities and Empowerment Zones.

Recruitment for some of these teams may target gang members and youthful offenders. Also, under the Rural Development Team proposal, individuals will be placed in rural communities. One suggested job description is small business plan developer and information broker. This person would assist in the assessment and development of markets for unique local products.

CORPORATION FOR
NATIONAL
AND
COMMUNITY
SERVICE

Correspondence

January 26, 1994

The Honorable Mike Espy
Secretary of Agriculture
United States Department of Agriculture
14th Street and Independence Avenue, S.W.
Washington, D.C. 20250

Dear Mike:

I certainly appreciate the fine work of the Department of Agriculture as it considers its proposals for national service programs. The deadline, I am fully aware, is tight, and your staff is to be commended for the dispatch and effort with which it has responded to the task.

As the federal agency application process nears completion, I intend to make the rounds over the next few weeks among the agencies. I hope to be able to answer questions or provide whatever assistance agencies may need from the Corporation. Should you wish to meet to discuss your national service initiatives, perhaps next week or the week thereafter, I would be most willing to do so. Please do not hesitate to call on me.

Sincerely,



Eli J. Segal
Chief Executive Officer

otes :

lisc :

Fax Cover Page

SUBJECT:



Joel,

A Mr. Bob Hall (202-720-0025) has asked that we provide the UnderSecretary with a "briefing book" page for RECD AmeriCorps to support Jills testimony to congress about her budget appropriation for 1997. Last year we simply used the State Director's memo about the program. Perhaps you would want to do this year's narrative?

To be included is: What happened last year?; Accomplishments; Current program; Plans for the future. We would want to include a list of sites and number of Members. My year-end report (now nearing completion) would serve for most of this information. Call me.

o: Joel Berg

From : David Gibson

or Information Call: 715-345-7669

At: RECD AmeriCorps

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A Mr. Bob Hall (202-720-0025) has asked that we provide the UnderSecretary with a "briefing book" page for RECD AmeriCorps to support Jills testimony to congress about her budget appropriation for 1997. Last year we simply used the State Director's memo about the program. Perhaps you would want to do this year's narrative?

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PHOTOCOPY
PRESERVATION

To: Joel Berg

From : David Gibson

For Information Call: 715-345-7669

At: RECD AmeriCorps

Pages: 1

My Fax Number : 715-345-7676

From: Joel Berg
To: internet:aol.com:adov, internet:CA.OCDE.GOV:LFORSY...
Date: 1/25/96 5:48pm
Subject: Update on Status of Federal-Agency Run AmeriCorps Projects in Your State

Dear State Service Commission Executive Director:

Greetings from the national staff of the U.S. Department of Agriculture's (USDA) AmeriCorps program! As you are aware, USDA is currently sponsoring an AmeriCorps program in your state -- most likely in rural areas.

One of our goals this year is to dramatically improve our communications to -- and coordination with -- state commissions. Thus, beginning today, we intend to regularly send you electronic messages keeping you apprised of important developments regarding our program. We will also send our weekly newsletter produced for our AmeriCorps Members. If for some reason you do not want this information, please let us know and we will remove your commission from our mailing list. We also welcome your suggestions and/or comments. We can be reached at: jberg@usda.gov.

You might be interested to know that -- even as Congressional leaders have indicated their willingness to restore funding for the overall AmeriCorps program -- a concerted effort is still being made to specifically eliminate all Federal agency-run AmeriCorps projects, including all of the projects we sponsor in YOUR state. Appropriations language eliminating such programs may be passed by Congress in the next few days.

Given that the vast majority of funds for the USDA AmeriCorps program come from our Department's own internal budget and not from the Corporation for National Service, elimination of our funding will NOT likely lead to an increase in funding for state commissions. Such a move would only decrease overall Federal funding for AmeriCorps.

Please feel free to make the above information available to anyone in your state particularly interested in the status of our program. If you have any questions about these or any other issues regarding our program, do not hesitate to reply via e-mail or call me at (202)720-5746.

Sincerely,

Joel Berg
Director of National Service, USDA

NATIONAL SERVICE TASKS:
Week of July 18, 1994

Joel

- 1) Follow-up on DC money and Secretary's visit, Keith 347-4136
- 2) Review revised for project handbook
- 3) Write memo to Eli Segal on FY96 budgets
- 4) Follow-up with Forest Service and Interior on Golden Eagle Passport
- 5) Write memo to National Performance Review
- 6) Revise site visit plan
- 7) Call Betty Oliver, 601-965-6114
- 8) Follow-up on Extension Service support
- 9) Call David Dwyer, Office of Ron Wyden, 225-4811
- 10) Call rasheed, ASCS, 720-3438, EDA funds

Katherine

- 1) Send "sample application"
- 2) Send recruitment plan and press release checklist for sites
- 3) Call all partner organizations
- 4) Follow-up on communications working group
- 5) Draft position description
- 6) Write document listing all sites and contacts for inclusion in our recruitment materials

Ron

- 1) Adjust all budgets to reflect child care

- 2) Ensure DC money has been transferred and managed
- 3) Follow-up on decision memos
- 4) Revise position description and edit those of rest of team
- 5) Work with Wayne to ensure that Joel can communicate from the field with Procom
- 6) Send memos to all sites requesting detailed budget for remainder of FY94
- 7) Hold meeting of administrative task force
- 8) Finish budget explanation memo for OBPA's
- 9) Check with OGC on fundraising and gift acceptance guidelines

Donna

- 1) Finalize training program; invite speakers
- 2) Edit document describing anti-hunger program and send to groups
- 3) Monitor progress of DC summer anti-hunger program
- 4) Finalize food stamps and AFDC eligibility document
- 5) Talk to anti-hunger projects about HUD money

Jim

- 1) Finalize RDA and FmHA cluster sites
- 2) Name Regional Faciliator positions
- 3) Work on finalizing field staffing patterns

Dave

- 1) Finalize role of RDA contact

- 2) Finalize RDA and FmHA cluster sites
- 3) Finalize regional facilitator positions
- 4) Work on finalizing field staffing patterns

Denise

- 1) Answer phones for Joel
- 2) Work with Katherine to file all materials
- 3) Help with 800 lines
- 4) Program common fax numbers
- 5) Assist Donna on training

Paula/Dee:

- 1) Finalize flood state projects and objectives
- 2) Finalize rural development clusters and objectives
- 3) Help edit recruitment and start-up manuals

Kathryn Allen:

- 1) Work with state and private forestry to finalize cluster sites
- 2) Help plan training week

3) Finalize FY95 budget

4) Request FY94 budgets from field

7/18

To: Ron Demunbrun

From: Dave White

Re: # 6 on your list
of tasks for this week.

Lloyd and Joel agreed that
~~all~~ all communication, requests
for information, etc. are to
come through the agencies
so please send all
documents here.
Thanks

USDA/AMERICORPS

Report for Week Ending Friday July 8

Major Accomplishments for This Week

- 1) Conducted final grant negotiations with the Corporation for National and Community Service.
- 2) Completed cooperative agreements necessary for starting special summer national service program in the District of Columbia.
- 3) The Soil Conservation Service submitted final cluster site locations for the Rural Development Team.
- 4) Recruitment brochures and posters were printed and distributed to all 42 service sites throughout the country.
- 5) Toll-free 800 line has received total of over 500 calls.

Major Tasks for the Week Ahead

- 1) USDA Office of national Service finalizes payment for training of staff to be held in the DC area during the week of August 8.
- 2) Agencies obtain revised FY94 and FY95 budgets from each project site.
- 3) Agencies continue to obtain draft recruitment plans from each project site.
- 4) Edit strategic plan for pre-September 19 planning and send to all project managers and relevant field staff.
- 5) Write rough draft of administrative and programmatic handbooks for project managers.
- 6) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 7) Agencies finalize agency commitments to providing Regional Rural Development Team Coordinators.

- 8) Finalize event in which Secretary Espy and Mayor Kelly jointly visit DC summer national service program.
- 9) Arrange meetings with key agency personnel to discuss FY96 budget requests.
- 10) Reach agreement on application form for potential participants.
- 11) Spur on inter-agency meeting with OMB, GSA, OPM, and National Performance Review.
- 12) Supervise design work on USDA recruitment exhibit and tee-shirts.
- 13) Mail recruitment brochures to those who called 800 line.

Key Congressional Contacts

- 1) Responded to request for information from the office Senator Gregg.
- 2) Drafted letters in response to letters from Senator Leahy and from Congressman Bob Smith and from Congressman Bob Franks.

Intergovernmental Contacts

- 1) Responded to requests for information from the State Commissions on National and Community Service in Texas, Tennessee, Oregon, and Washington.

Key Media Contacts

- 1) Joel Berg conducted interview with a radio station in Northeast Kansas regarding Kansas AmeriCorps program.
- 2) *Columbus Dispatch* ran a story on our Ohio AmeriCorps project.

USDA/AMERICORPS

Report for Week Ending Friday July 1

Major Accomplishments for This Week

- 1) Secretary Espy visited the USDA Summer of Safety program in Chicago and publicly promoted President Clinton's AmeriCorps national service initiative. Secretary Espy performed service alongside the participants, helping remove glass from a yard in the Madden Park public housing development. He also met with the socio-economic mix of fifty participants, crew leaders, the project manager, and the project sponsors.
- 2) The Secretary's visit was covered widely -- and overwhelmingly positively -- by the Chicago media. In an article entitled: "AmeriCorps Recruits Sweep into City," the *Chicago Tribune* reported: "Espy swept up piles of broken glass at the Madden Park housing development Tuesday to underscore the Clinton administration's resolve to improve conditions for America's poor. ~The administration is going to clean up America,' Espy said, pushing a broom over an asphalt basketball court... The agriculture Secretary arrived to give a pep talk and promote Clinton's AmeriCorps, a domestic national service program.
- 3) Members of the AmeriCorps/USDA Management Team met with the project manager and crew leaders from the Summer of Safety Project in order to begin the Department's ongoing evaluation of all programs in operation. The meeting resulted in an agreement to provide facilitators and additional technical assistance to the project, and provided the Department with valuable experience in building Total Quality management and continuous improvement into the program design of each AmeriCorps project.
- 4) Final details were worked-out on the special summer national service program that USDA is running in conjunction with the DC Service Corps and the government of the District of Columbia. The program will start on Tuesday, July 5.
- 5) Recruitment guidelines, including a suggested recruitment plan outline and a draft press release, were distributed to all project managers in the field.
- 6) The USDA Food Safety and Inspection Service agreed to provide funds to train all AmeriCorps/USDA managers and participants in the basic principles of food safety.
- 7) USDA Director of National Service Joel Berg met with the Chairperson of the National Association of Service and Conservation Corps, Tony Perez, to discuss long-term strategies through which federal agencies can help AmeriCorps expand.

8) The USDA 800 line for AmeriCorps recruitment received over 200 calls this week from around the country.

Major Tasks for the Week Ahead

- 1) USDA Office of national Service finalizes logistics and payment for training of staff to be held in the DC area during the week of August 8.
- 2) Agencies obtain revised FY94 and FY95 budgets from each project site.
- 3) Agencies obtain draft recruitment plans from each project site.
- 4) Send strategic plan for pre-September 19 planning to all project managers and relevant field staff.
- 5) Write rough draft of administrative and programmatic handbooks for project managers.
- 6) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 7) Agencies finalize agency commitments to providing Regional Rural Development Team Coordinators.
- 8) Set-up event in which Secretary Espy and Mayor Kelly jointly visit DC summer national service program.
- 9) Arrange meetings with key agency personnel to discuss FY96 budget requests.
- 10) Reach agreement on application form for potential participants.
- 11) Spur on inter-agency meeting with OMB, GSA, OPM, and National Performance Review.
- 12) Begin design work on USDA recruitment exhibit and tee-shirts.

Key Congressional Contacts

1) Updated offices of Senators Hollings and Harkin about USDA projects to be run in their states.

Key Media Contacts

1) Contacted all major media outlets in Chicago regarding Secretary's trip. Will report next week on the extent of the coverage. Provided information to the *Public lands Newsletter*.

USDA/AMERICORPS

Report for Week Ending Friday July 15

Major Accomplishments for This Week

- 1) Provided the Corporation for National and Community Service with an updated inventory of USDA AmeriCorps, community service, and employee volunteer programs
- 2) Prepared for Secretary Espy to join with DC Mayor Kelly next Thursday in visiting to visit a special summer national service program USDA is running jointly with the government of the District of Columbia
- 3) Finalized preparations for AmeriCorps/USDA staff training to be held in the DC area during the week of August 8
- 4) Continued to finalize cluster site locations for Rural Development Team
- 5) Continued to received recruitment calls from around the country on our 800 line
- 6) SCS, FmHA, and RDA continued process of naming Rural Development team sites.

Major Tasks for the Week Ahead

- 1) Finalizing administrative handbook
- 2) Agencies obtain revised FY94 and FY95 budgets from each project site.
- 3) Agencies collect remaining recruitment plans from each site
- 4) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 5) Agencies finalize names of Regional Rural Development Team Facilitators.
- 6) Arrange meetings with key agency personnel to discuss FY96 budget requests.
- 7) Mail recruitment brochures to those who called 800 line.

Key Congressional Contacts

- 1) Spoke to Tracy Crowley of Senator Bumpers staff about the impact of AmeriCorps funding on rural development team projects in Arkansas.
- 2) Spoke with Doug O'Brien of the Senate Agriculture Committee about Senator Leahy's possible participation in our staff training.
- 3) Drafted cover letters to be sent to all members of Congress along with information packet on all USDA AmeriCorps programs.

Intergovernmental Contacts

- 1) Responded to requests for information from the State Commissions on National and Community Service in Colorado and South Dakota.

Key Media Contacts

- 1) Provided information about our Chicago Summer of Safety program to an independent documentary producer making a film on innovative crime-fighting approaches.

NATIONAL SERVICE TASKS:
Week of July 18, 1994

Joel

- 1) Follow-up on DC money and Secretary's visit, Keith 347-4136
- 2) Review revised for project handbook
- 3) Write memo to Eli Segal on FY96 budgets
- 4) Follow-up with Forest Service and Interior on Golden Eagle Passport
- 5) Write memo to National Performance Review
- 6) Revise site visit plan
- 7) Call Betty Oliver, 601-965-6114
- 8) Follow-up on Extension Service support
- 9) Call David Dwyer, Office of Ron Wyden, 225-4811
- 10) Call rasheed, ASCS, 720-3438, EDA funds

Katherine

- 1) Send "sample application"
- 2) Send recruitment plan and press release checklist for sites
- 3) Call all partner organizations
- 4) Follow-up on communications working group
- 5) Draft position description
- 6) Write document listing all sites and contacts for inclusion in our recruitment materials

Ron

- 1) Adjust all budgets to reflect child care

- 2) Ensure DC money has been transferred and managed
- 3) Follow-up on decision memos
- 4) Revise position description and edit those of rest of team
- 5) Work with Wayne to ensure that Joel can communicate from the field with Procom
- 6) Send memos to all sites requesting detailed budget for remainder of FY94
- 7) Hold meeting of administrative task force
- 8) Finish budget explanation memo for OBPA's
- 9) Check with OGC on fundraising and gift acceptance guidelines

Donna

- 1) Finalize training program; invite speakers
- 2) Edit document describing anti-hunger program and send to groups
- 3) Monitor progress of DC summer anti-hunger program
- 4) Finalize food stamps and AFDC eligibility document
- 5) Talk to anti-hunger projects about HUD money

Jim

- 1) Finalize RDA and FmHA cluster sites
- 2) Name Regional Faciliatator positions
- 3) Work on finalizing field staffing patterns

Dave

- 1) Finalize role of RDA contact

- 2) Finalize RDA and FmHA cluster sites
- 3) Finalize regional facilitator positions
- 4) Work on finalizing field staffing patterns

Denise

- 1) Answer phones for Joel
- 2) Work with Katherine to file all materials
- 3) Help with 800 lines
- 4) Program common fax numbers
- 5) Assist Donna on training

Paula/Dee:

- 1) Finalize flood state projects and objectives
- 2) Finalize rural development clusters and objectives
- 3) Help edit recruitment and start-up manuals

Kathryn Allen:

- 1) Work with state and private forestry to finalize cluster sites
- 2) Help plan training week

3) Finalize FY95 budget

4) Request FY94 budgets from field

USDA/AMERICORPS

Report for Week Ending Friday July 22

Major Accomplishments for This Week

- 1) Secretary Espy joined with DC Mayor Sharon Pratt Kelly on Thursday in visiting a special summer national service program USDA is running jointly with the government of the District of Columbia and the DC Service Corps
- 2) Continued to revise draft of handbook for all staff involved in USDA programs.
- 3) Continued to finalized preparations for AmeriCorps/USDA staff training to be held in the DC area during the week of August 8
- 4) Continued to finalize cluster site locations for Rural Development Team
- 5) Received a cumulative total of over 1,100 calls from around the country on our 800 line

Major Tasks for the Week Ahead

- 1) Finalize and mail administrative handbook
- 2) Agencies collect remaining recruitment plans from each site
- 3) Agencies finalize Rural Development Team site clusters and place on a map of the U.S.
- 4) Agencies finalize names of Regional Rural Development Team Facilitators
- 5) Arrange meetings with key agency personnel to discuss FY96 budget requests

Key Congressional Contacts

- 1) Provided the Corporation for National and Community Service with suggested response to Inquiry from Senator Grassley
- 2) Sent letter to Senator Leahy and Congressman de la Garza Inviting them to national service training

Intergovernmental Contacts

- 1) Met with the Executive Director of the Florida Commission on National Service

Key Media Contacts

- 1) Invited all the DC media to event with Secretary Espy
- 2) Provided information about AmeriCorps/USDA program to National Public Radio

Bob Nash
Under Secretary for Small Community and Rural Development
U.S. Department of Agriculture, Room 205-W
Washington, DC 20250

Dear Bob:

I just wanted to drop you a note of thanks for all the help you have provided the national service program.

Your Rural Development Team offers us a wonderful opportunity to help bring running water to rural communities and to advance the Empowerment Zone/Enterprise Community initiative.

This is just another example of what we spent all that time fighting for.

I look forward to continuing to work with Joel Berg and with your staff as AmeriCorps moves from the poetry of its vision to the prose of its implementation.

Ellen Haas
Assistant Secretary for Food and Consumer Services
U.S. Department of Agriculture, Room 240-E
Washington, DC 20250

Dear Ellen:

Thank you so much for all your support of AmeriCorps. Not only do I appreciate the enthusiastic verbal support you provided when I met with the USDA sub-cabinet, but I appreciate even more the significant financial and staff resources you have placed behind the program.

We all excited by the your Anti-Hunger Teams and their ability to fight hunger and improve nutrition in an innovative way.

Look forward to continuing to work with Joel Berg and with your staff as AmeriCorps moves from the poetry of its vision to the prose of its implementation.

Jim Lyons
Assistant Secretary for Natural Resources and the Environment
U.S. Department of Agriculture, Room 217-E
Washington, DC 20250

Dear Jim:

I just wanted to drop you a note to thank you for all the support you have given to the President's AmeriCorps program.

With both the Soil Conservation Service and the Forest Service sponsoring so many high quality AmeriCorps slots, you are playing a critical role in building the national service infrastructure while finding new ways to protect the environment.

I look forward to continuing to work with Joel Berg and with your staff as AmeriCorps moves from the poetry of its vision to the prose of its implementation.

Paul Johnson
Chief, Soil Conservation Service
USDA, 5105-SO
Washington, DC 20250

I cannot thank you enough for all the support you are proving to AmeriCorps.

I appreciate not only the verbal support you offered when we met, but I appreciate even more the significant financial and staff resources you have placed behind the program. You have certainly maintained the Peace Corps tradition of service!

As you know, the Soil Conservation Service is playing a critical role in giving USDA the largest single AmeriCorps program in the nation.

Given both your personal fervor for the program, and the excellent staff you have assigned to its implementation, I am confident your programs will be a success.

I look forward to continuing to work with Joel Berg and with your staff as AmeriCorps moves from the poetry of its vision to the prose of its implementation.

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

Questions for All USDA Pilot Projects:

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

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

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

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

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

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

How would the work performed fulfill significant missions of USDA?

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

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

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

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

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

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

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

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

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

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

What kind of materials or equipment would the project need?

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

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

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

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

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

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

Questions for Rural Development Team Pilot Projects:

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

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

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

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

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

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

Questions for Empowerment and Anti-Hunger Pilot Projects:

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

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

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

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

Questions for Public Lands and Environment Pilot Projects:

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

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

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

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

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

File

Tasks C.K. McCabe or someone in OFM could help with:

1. Barbara Campbell could help but she is out indefinitely due to her parents being ill.
2. C.K. is important because she knows the OC budget structure and we are going to be keeping some monies in OC (anti-hunger).
3. Someone like John Matais may know more about the specifics of accounting codes, BUT C.K. knows the right questions to ask which is most important at this time.
4. C.K. knows the available budget reports that we will have to use to monitor our projects.
5. Need at least two weeks of her time maybe four.

REMEMBER: This is one the busiest, if not the busiest times of the year in the area in which Connie and C.K. work.

Connie Gillam

720-1580

Fik

To: Paula

From: Joel

Subject: Suggested Additions to Section F, "USDA Agrees"

To have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity.

To 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.

To provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities.

To 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.

To 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.

To structure work the work schedules to ensure that AmeriCorps Members will be reasonably able to perform 1,700 hours of service within a year.

To obtain the necessary permits, tools, training, and technical information necessary to complete service projects.

To treat all AmeriCorps members with respect and provide them with the guidance, support, discipline, and counseling they reasonably required to perform AmeriCorps service.

To 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.

To provide other additional support and services to ensure the success of all programs.

KAPTH
OTTO
In you consideration
Tom
Tate

**Community Access to the Information Highway
AmeriCorps and Americans Communicating Electronically (ACE)
Affiliates join forces in linking communities to the National
Information Infrastructure (NII)**

Current Situation:

U. S. media coverage in recent months has caused thousands of local communities to become aware of the National information Highway (National Information Infrastructure). Most communities need help on how to take advantage of the NII to improve their community. Many communities lack the awareness and local talent to exploit the benefits of the information highway which would provide improved health, education and communications. For many, the only "on and off ramps" to the National Information Highway are the electronic mail terminals in Cooperative Extension offices. Even in those offices, adequately trained technology staff is often in short supply. AmeriCorps volunteers will possess or acquire intensive training with National Information Infrastructure tools and provide the expertise to the Extension offices and other community cooperators.

AmeriCorps project staff need to have a communications system that will permit rapid deployment of project directives and other communications from state and national offices. The Cooperative Extension Service has a system already in place in most of the potential AmeriCorp project sites.

Proposal:

The Cooperative Extension Service Network of community based offices equipped with Internet access join forces with AmeriCorp volunteers. This will build a human information technology corps that will reside at Cooperative Extension n local offices, learning, teaching and marketing access and use of the National Information Infrastructure tools. The local CES office staff would welcome the arrival of new energy in helping the local staff learn how to effectively use information technology. Young AmeriCorps employees would benefit greatly from working with experienced Extension leaders in a local community setting, learning from master change agents.

1. AmeriCorps Volunteers will learn new communications technology. The CES land grant university's Cooperative Extension Information Technology Leaders, in the host state, will conduct intensive (multi-week) training experience that

will prepare AmeriCorp Communication Volunteers to serve as a local community communications network leader in a targeted community.

2. Local Community Contribute space and network access in community facility. Cooperative Extension offices in targeted communities will serve as the local host to AmeriCorp Communication volunteers. Currently, local Extension offices have computers that can connect to the Internet telecommunications network.

3. Benefits for Cooperative Extension: Cooperative Extension local staff in offices in targeted communities will receive the benefit of having a recently trained information technology trainer that can help train and upgrade the local CES staff in more fully utilizing information technology in the management and delivery of CES programs at the local level.

4. Benefit for AmeriCorps: AmeriCorps National and State offices will be able to communicate daily, to and from their community based volunteers via electronic mail terminals located in local ACE affiliate sites such as Cooperative Extension offices, Small Business administration sites and local libraries.

5. Local Communities Benefit: Local Communities will have an opportunity to tap the experience and enthusiasm of the AmeriCorps volunteers in informing other parts of the community of the potential benefits of the National Information Infrastructure (NII). Local community network development will advanced with the assistance of the AmeriCorps Volunteers.

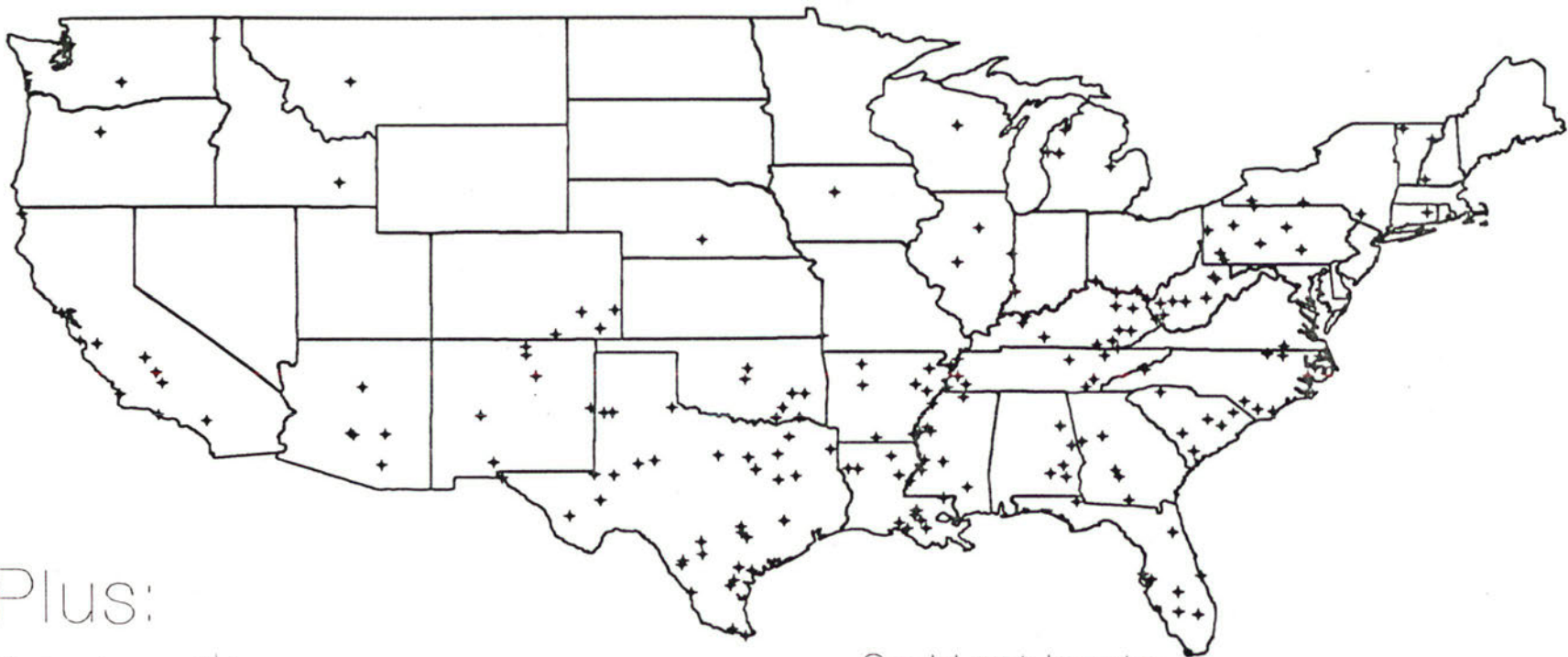
COOPERATORS AND PARTNERS BEING SOUGHT

The Cooperative Extension Systems is seeking cooperators to provide support and training for AmeriCorps Volunteers. Several foundations and Americans Communicating Electronically (ACE) partners have expressed an interest in supporting a Corps of community information technology helpers.

CONTACT:

Thomas G. Tate
National Program Leader
Room 3322 South Building
USDA Extension Service
Washington, D.C. 20250-0900
INTERNET: ttate@esusda.gov
(v) 202-720-8155
(f) 202-690-0289

Notices of Intent to Participate 4/11/94



Plus:

Kotzebue, AK
St. Mary's, AK
Vieques, PR

Could not locate:

Nangatuck, WV Tillery, NC
Wilcoe, WV St. Helena Island, SC
Twin Groves, AR