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COMPONENTS OF AMERICORPS APPLICATION

1. Needs Assessment of Area
Specifics needed
2. Description of Project
Specifics - how many & what it is we're delivering
3. Appropriations
Authority
94 language (appropriations for '95 or work needed on the hill)
4. What does the program look (work) like on a day-to-day basis.
5. Partnership - detailed
What will they do?
Track Record.
Why & how.
6. Blue Print for program.
7. Training
Staff, Participant (on-site, uniform)
8. Recruitment
9. On-going Education (weekly component)
10. Evaluation & Monitoring
Self & spot checks ERS-USDA
11. Process used for project selection
12. Impact on participant
13. Community Benefits
Immediate results (1 yr)
14. Budget
Corps, Partners, USDA
15. Communication & public outreach
16. Time line
17. How will participants and projects be managed day-to-day

SCHEDULE FOR AMERICORPS TASKFORCE

DATE	TIME	LOCATION	TOPICS
3/22	9:00-3:00	Western Rm Cotton Annex	Begin Consolidating Needs Assessment (phase 1) Project Descriptions Partnerships Project Selection
3/24	9:00-12:00	Rm 5234-S Eastern Rm Cotton Annex	Community Benefits Resources from Partners Recruitment Plan Skills needed (PD)
3/29	9:00-3:00		Training Generic - Site Specific Impact on Participants
3/31	9:00-3:00	Rm 0343-S	Tentative final locations (2) Evaluation/Monitoring
4/5	9:00-3:00		Budget Authorities Day-to-day program & mgt Time Line
4/7	10:00-3:00	Rm 6518	Follow-up
4/12	9:00-3:00	Rm 6518	Follow-up
4/14		Western Rm Cotton Annex	Follow-up

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3/29	9:00-3:00		Training Generic - Site Specific Impact on Participants
4/1	9:00-3:00	Rm 5343-S	Tentative final locations(2) Evaluation/Monitoring
4/7	9:00-3:00		Budget Authorities Day-to-day program & mgt Time line
4/11			Follow-up
4/12			Follow up
4/14		Western Rm Cotton Annex	Follow-up

PHOTOCOPY
PRESERVATION

FAX TRANSMITTAL

Ron L. L. L. L.

Hull, L. L. L.

720-2347

96-1131

690-8369

GENERAL SERVICES ADMINISTRATION

0639

COMPONENTS OF AMERICORPS APPLICATION

1. Needs Assessment of Area
Specifics needed
2. Description of Project
Specifics - how many & what is it we're delivering
3. Appropriateness
Age Group
Age Language Appropriateness for type of work needed on the
4. What does the program look like on a day-to-day basis.
5. Partnership - detailed
What will they do?
Track Record
Why & how.
6. Site Print for diagram.
7. Personnel
Staff, Participant on-site, uniform.
8. Recruitment
9. Insurance & medical liability coverage
10. Evaluation & Monitoring
Self & spot checks RRS USDA
11. Process used for project selection
12. Impact on participant
13. Community benefits
Immediate needs, 1 yr
14. Budget
Grants, Partners, USDA
15. Communication & public outreach
16. Time line
17. How will participants and project be supported on a day-to-day

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SCS

3/31/94

DRAFT

**AMERICORPS
PROJECT SELECTIONS**

RURAL DEVELOPMENT CORPS

Appalachia Area	20
(Ky, TN, GA)	
Mississippi Delta Area	20
(AR, LA, MS)	
Northeastern US	
New Jersey	30
Maine	4
Southern US	
South Carolina	20
Midwestern US	
Minnesota	10
Western US	
Four Corners	20
NW Economic Development Initiative ¹	20
California ²	17

ENVIRONMENTAL CORPS

Kansas	20
<i>Kansas Habitat Development & Restoration</i>	
Oklahoma	40
<i>Oklahoma Public Lands Restoration & Development & Conservation Education</i>	
Texas	18
<i>Coastal Shoreline Protection</i>	

FLOOD RECOVERY AREA2

Illinois	25
<i>Illinois Flood Recovery</i>	
Missouri, South Dakota, Minnesota, Nebraska, Kansas, Wisconsin, and Iowa	28
<i>Flood Recovery</i>	
North Dakota	10
<i>Emergency Watershed Protection Recovery Effort</i>	

URBAN RENEWAL³

Atlanta	20
<i>Urban Plant Material Project</i>	
Boston	10
<i>Environmental Justice</i>	
East Saint Louis	20
<i>Citizen Environmental & Land-Use Improvement Project</i>	
New Jersey	30
<i>Implementation of an Urban Conservancy within a Multi-</i>	
<i>County Environment - The Arthur Kill Watershed</i>	
Washington, D.C.	10
<i>Urban Revitalization</i>	
Portland	<u>20</u>
<i>Adult Conservation Training Program</i>	
TOTAL	412

¹ Includes the Salmon Initiative

² Emergency money - 94 funds

³ Three other urban pilots could be included.

FAX

3/31/94

Tentative Final FS Projects
(Pending ability to finance within total USDA proposal)

ENVIRONMENTAL CORP

Region 2 - Colorado

Rio Grande — w/Interior & Nat'l Guard

Region 3 - Arizona

AZland — w/Interior

Region 5 - California

San Bernadino NF- Lead
(Other Forests project sites)
include SCS

Region 6 - Washington

Olympic — NFF

- Oregon

Katydid -

Region 8 - Arkansas

Marana —

- Mississippi

Miss. NFs — Nat'l Guard

Region 9 - Vermont

Green Mountain — Youth Corps

- New Hampshire

White Mountain — Youth Corps
— SCA & NFF poss.
- Minnesota

Superior NF — Youth Corps

Region 10 - Alaska

Juneau/SAGA youth corps

SES 3/31/94

DRAFT

Format for Individual Site Application

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

1. Title Page
2. Summary Page

In 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. These four issues 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.

4. Mission and objectives. Answer the following questions:

What is your mission statement?

What are your annual objectives in the issue area? (list at least 3)

5. Narrative: (no more than 7 pages)

In approximately 7 pages, organized and labeled in the stipulated categories, provide the following information in a narrative form with as much specificity as possible.

(a) **Need(s) 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 assignment? 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.

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 principal 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 education 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.

(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.)

Put application on NAL Bulletin Board.
or internet.

RECEIVED:
HRP - 1010 RPE
DATE: 5/21/94

**San Bernardino Mountains
AMERICORPS CAMP**

on the

San Bernardino National Forest

"A Federal Investment in Support of National Service..."

March 1994

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AmeriCorps

Executive Summary

AmeriCorps is the President's new national service program which engages the energy of the American people, especially its young people, in meeting the most critical education, public safety, human, and environmental needs of our communities. AmeriCorps programs are operated under the authority of Public Law 103-82, National and Community Service Trust Act of 1993.

AmeriCorps offers opportunities for Americans age 16 and older to make a substantial commitment to serving their country and to earn money for college in return. Grants will be awarded to not-for-profit organizations, to local, State, and Federal agencies, to Indian tribes, to institutions of higher education, to local school and police districts, and to partnerships among any of the above.

Like the Depression-era Civilian Conservation Corps, which offered unemployed men work in caring for the nation's parks, roads and bridges, corps of today are geared toward youth who, unemployed and not in school, are looking for opportunities to build a bright future.

The San Bernardino National Forest in collaboration with the San Bernardino National Forest Association proposes to sponsor a new AmeriCorps Camp in or adjacent to the San Bernardino Mountains. The U.S. Forest Service has a rich history in the management and protection of America's National Forest lands. The camp would provide vast opportunities for young Americans as well as enhance the natural resources within the forest.

In conjunction with the San Bernardino National Forest is the USDA Soil Conservation Service and the U.S. Department of Interior's Bureau of Land Management - California Desert District, and the Joshua Tree and Death Valley National Monuments of the National Park Service. California State Parks, San Bernardino County Parks and Recreation, and San Bernardino City Parks are also strong supporters of a local youth camp. Combined, the above agencies manage over 33 million acres of public lands in Southern California.

Concept

The proposed San Bernardino Mountains AmeriCorps would be a year-round residential facility providing employment opportunities for up to 60 citizens. The residential setting would provide all the logistical services needed by its residents. Additionally, the program proposes to provide opportunities for an additional 40 youth through a non-residential program.

Program members would be recruited from the ranks of the unemployed, and those recently out of high school. After serving in the program for one year, a program participant would be entitled to a \$4725 credit toward continuing their education.

Participants will work a 40 hour week and will be expected to take part in the entire program, both work and non-work related aspects.

Objectives

The program objective is to undertake meaningful service projects with visible long-term benefits to the public while instilling in the participant a work ethic and sense of public service.

Management

The camp would consist of a full-time administrative staff, including a camp director, administrative officer, residential program manager and a work project program manager.

The administrative staff would provide payroll, purchasing and other financial services. A recruitment officer would recruit and interview potential corpmembers as well as provide educational and other assistance while they reside at the camp.

The residential program staff would provide residential housing and food services, personal safety and personal health awareness.

The work project staff would consist of an orientation and training officer. All participants would receive formal classroom and field training before being placed on a crew. Crew supervisors will provide additional field training and stress job quality and safety.

Recruitment

Primary recruitment for corpmembers would be from high school graduates from throughout Southern California, especially San Bernardino County. San Bernardino County has the highest unemployment rate in California. (And California's unemployment rate is higher than most states!) Southern California has suffered loss of major industry (including defense and aerospace), a steady stream of new immigrants from Central and South America, riots, fires, and most recently, earthquakes.

Conclusion

The San Bernardino National Forest enjoys an established track-record of excellent support, service, and safety in the management of natural resource crews. With one of the largest wildland fire organizations in the nation, it looks forward to taking on the new challenge of an AmeriCorps Center in or adjacent to the San Bernardino Mountains.

Program Management

The following organization be manage the day to day activities of the camp program:

Camp Director

The Camp Director would have overall responsibility for the management of the camp, including all personnel and administrative matters, community and inter-agency relations, and public affairs.

The director will supervise a management team who's responsibilities fall into three primary areas; administration, residential activities, and project work activities.

Administrative Officer

The Administrative Officer oversees individual personnel actions and payroll. Purchasing activities would be approved by this individual. Management of the camp records system, employees health and benefits, and cost accountability.

This position would supervise a payroll clerk as well as a receptionist. Some program participants may spend time working in this area during their year at the camp.

Residential Program Manager

The Residential Program Manager has responsibility for the non-work activities of the participants. These include food and housing, safety and security, recreational and educational activities, and participant personal needs.

Program recruitment and participant orientation would also fall into this area of responsibility.

The Residential Manager would have one assistant. This function would also include a food service manager and assistant, as well as three residential housing associates.

Work Project Program Manager

The Work Project Program Manager would supervise those activities where the participants are earning a salary. Overall project scheduling, training, participant safety, and coordination with project sponsors would be required of this position.

The four **Project Crew Leaders** would be supervised by the Work Projects Program Manager. Each project crew leader would be responsible for the day to day supervision and leadership of up to 12 participants.

A **Training and Safety Officer** would manage in-camp participants as well as supervise the mandatory training program that each participant would receive prior to being assigned to a crew. Specialized training, such as chain saw use, or fire fighting would be provided by subject matter specialist from the participating agencies.

Environmental Education Leaders would be provide from the community and participant agencies. The participants would assist in program organization, preparation and implementation, under the supervision of a subject matter specialist.

Description of Program

The San Bernardino program would consist of residential and non-residential corpmembers. The members would be recruited. The goal for participant enrollment would be an equal number of females and males, of which 40 percent should be minorities.

Participants will work a 40 hour work week and will be expected to take part in the entire program, both work and non-work related aspects. Each participant will furnish their own work clothing, including long-sleeve shirts, pants, and work boots that lace above the ankle, sleeping bag or bedding, as well as personal items.

Work to be Performed

Work to be performed on public lands includes the following non-inclusive list. It is estimated that there currently exist a backlog of work that could keep a 100 person camp busy for the next five to ten years. In most cases a cost-share agreement or services-in-kind agreement will be enacted to provide 25% of the AmeriCorps cost for each project.

BDF	=	San Bernardino National Forest, USDA
CDD	=	California Desert District, Bureau of Land Management, USDI
JTP	=	Joshua Tree National Monument, National Park Service, USDI
SCS	=	Soil Conservation Service, USDA
DVP	=	Death Valley National Monument, USDI
OTH	=	Other, including, California State Parks, San Bernardino County and City Parks, and other local agencies.

	BDF	CDD	JTP	SCS	DVP	OTH
Campgrounds:						
Major overhaul and rehabilitation of campgrounds. There is currently a backlog of recreational infrastructure work needed.	X	X	X		X	X
Trails:						
The agencies combined have over 1000 miles of trails that are in constant need of rehabilitation including retread, erosion control and re-routing. There are currently four effected wilderness areas and more anticipated if the California Wilderness Bill (Desert Act) passes.	X	X	X		X	X

	BDF	CDD	JTP	SCS	DVP	OTH
Interpretive Areas, trail heads, signs:						
A sign shop and sign crew is necessary to provide directional, safety and informational signs for trails, facilities and travel ways.	X	X	X		X	X
Trail heads and public parking areas need rehabilitation and construction.						
Erosion control, fuels management, and watershed rehabilitation:						
Erosion control and stream and fisheries enhancement projects are available. Numerous watershed protection projects are in need of maintenance and new projects are ready for construction. Many of the projects include the protection of the watersheds from wildfire.	X	X		X		X
Hazard Reduction, Fire Protection:						
Hazard reduction projects for fire protection are on-going in Southern California. Crews trained in these projects will also be available for fire suppression activities. <i>Note: It is expected that 10-20 percent of the program salary cost could be covered through corpmembers ability to respond to wildfires.</i>	X	X	X		X	X
Public Education:						
One crew could be devoted year-round to public education in the areas of environmental awareness, Smokey Bear fire prevention programs, Hug-A-Tree, and like activities. The San Bernardino mountains have over 100 youth summer camps, and the surrounding communities and the Los Angeles Basin contain thousands of classrooms in need of such programs.	X	X	X	X	X	X
Ecosystem management projects:						
All agencies have numerous projects available to enhance ecosystem management, including streambed and bank stabilization, forest stand improvement, tree planting (urban, rural & forest), gabion baskets, wildlife habitat boxes, and wildlife water developments.	X	X	X	X	X	X

Location / Facilities

Numerous facilities exist on the forest for a residential camp. Non-residential facilities are also available.

Facility Options

Norton AFB, adjacent to San Bernardino City:

Norton AFB has closed, and the record of decision includes some land for the San Bernardino National Forest. A site is available that could be used in conjunction with other forest uses. The available site would meet the needs of a non-residential component of the program. The remaining portion of the base has been earmarked for other commercial uses. Projects would be 30-90 minutes driving time from the Norton site.

George AFB, adjacent to the City of Victorville:

George AFB has closed. Not all of the site has been earmarked for specific programs. Discussion is on-going for facilities such as kitchens, residential barracks and office space. The George AFB facility would be central to all the agencies but would require a 30 -120 minute commute to most projects.

Camp San Bernardino, within the San Bernardino National Forest:

Numerous organized camps exist within the San Bernardino N.F., as well as more than 28 developed administrative sites. Most sites have an existing infrastructure that could serve the purposes of a new residential facility.

The preferred option of this proposal in the long-term is to construct a new facility that would include the following :

Administration Building:

The administration building would provide a greeting area for the general public as well as prospective AmeriCorps members. It would include a reception area. All the offices needed for the Administrative Officer and staff would be included in this building.

The office of the Camp Director would be located in the administration building, as well as a small meeting/conference room (9-12 people).

The administrative building could initially be a modular building, mobile trailer, rented office space in the local community or other facility until a new building or alternative site is selected.

Community Center:

The community center would include the community dining facility and kitchen. The dining room would be capable of seating up to 100 individuals.

A common area would include mailboxes, vending machines, and a television room.

Office space for the Residential Program Manager and associated staff would be included in this facility. A staff member would be available 24 hours a day to meet the needs of the community members.

A recreation room would be included in this facility. The room would include an area for a ping pong table, and other similar table games. Outside, adjacent to the community center would be a basketball court, tennis court, picnic area, and possibly a swimming pool*.

* The pool would serve as a water source for wildfire fire protection, as well as a training area for a number of activities.

A community laundry facility would be provided in the community center area.

This facility would be a high priority to meet the needs of the residential community. This could be three to four portable or modular buildings that are joined together by a common area or patio.

Cabins or Dormitory Units:

The cabin/dormitory units would house the corpmembers.

Housing for corpmembers would be required. A modular concept with individual rooms for every two to four corpmembers, and four modular rooms connected to a common area, including shower and bath facilities would be ideal.

Wash and dry facilities could be incorporated into the housing units, eliminating the need for a laundry facility in the community center.

Housing for 60-100 corpmembers may be required.

Warehouse/Work Shops:

A warehouse to store supplies and equipment will be necessary. Additionally, work areas, such as a sign shop and carpentry shop may be required. As the program gains support and the corpmembers gain special skills the program supporters may require other special skill work areas.

Secure/Fenced Areas:

Areas will be required to park vehicles, and store project supplies. This would require a 1/3 to 1/2 acre fenced off area. The warehouse/work shop may be located within this area.

Camp Infrastructure:

All facilities will require electricity. Most facilities will require plumbing for water and sewer. All facilities will also require plumbing for gas lines. Telephone lines will be required in most facilities. Cable TV wiring or satellite dish hookups may be required for the community center or individual housing units.

The camp location could require paved roads and the ability to plow snow during the winter months. Year-round access is required.

Construction and Maintenance Experience:

The San Bernardino National Forest, because of its location and generally mild climate for most of the year, enjoys the skills of a highly trained professional year round fire-fighting force. This group of men and women possess many of the skills required to get a camp on-line and construct new facilities where necessary. Almost all construction cost would be for materials only.

Program Requirements

The following provides standards to be included for the residential and non-residential program.

1. The camp will provide a qualified and diverse staff to provide all residential supervision of AmeriCorps participants on a 24 hour day schedule, year-round. All staff will have a current Red Cross standard first aid card, or equivalent.
2. Qualified drivers and vehicles capable of safely transporting participants, tools, and equipment on a variety of road standards in support of all camp activities. Crews will be transported in accordance with state law. Separation will be maintained between tools and passengers.
3. A planned education program of 80 hours will be provided each participant prior to being assigned to a project crew. The program will give participants a broad understanding of the environment, natural resources, their use, and management for each participant agency of the camp. Tool and equipment use, safety, project quality and performance quality will be stressed. Additional training will be provided participants throughout the year, as well as weekly safety sessions and camp team meetings.
4. A variety of planned and organized evening activities will be provided participants. Activities may include transportation to local colleges for continuing education, youth recreational leagues (soccer/basketball/softball), games, presentations by outside speakers, and planned weekend activities.
5. An on-the-ground representative will be on the grounds of the camp at all times to represent the camp director where necessary.
6. Community relations will be a high priority, with the camp director taking the lead. One-on-one relations will be maintained with local civic leaders, law enforcement agencies, and other interest community leaders.
7. All project work will be completed within the specifications and guidelines of the sponsor agency.
8. A detailed outreach and recruitment plan based on the desired participant profile will be prepared prior to participant recruitment.

9. An annual written report of the programs operations will be available no later than September 30 of each year, for the previous 12 month period. This report will include evaluations from staff, participants, camp/agency relations, health and safety matters, food service, physical facilities, education, work projects (including a summary of participant time spent on each project), the evening programs, and vehicles.

10. Liability and medical insurance coverage will be provided to all participants, as well as camp staff.

11. Published rules and procedures that camp participants must adhere to will be presented to participants prior to being employed, and will be reviewed at employee orientation. As a minimum the rules and procedures shall prohibit the following:

- * Alcoholic beverages.
- * Drugs or narcotics, except as authorized by a licensed physician.
- * Firearms.
- * Private vehicles, except as authorized by the camp director.

Discipline will be consistent and in keeping with the overall AmeriCorps program. Prior to participants being discharged from the program for disciplinary, medical, or administrative reasons, the lead agency (Forest Service) as well as parents or guardians where appropriate will be notified.

12. A procedure for tracking participants after they leave the program will be developed.

13. A safety and emergency plan to cover all camp activities, including work projects and off-hours will be developed prior to participants being hired. The camp will form a safety committee consisting of staff and participants.

14. Pre-camp orientation for participants and parents will be available.

15. A means of measuring the impact the program had on participants, relating to such things as knowledge gained and changes in behavior will be developed.

16. Food service will be provide all participants. Meals will furnish at least 3,500 calories per day.

17. One staff person will be certified as EMT, and the training will be available to other staff members.

18. A job hazard analysis will be prepared for each project and reviewed with the participants prior to project initiation.
19. The camp will provide hard hats, gloves, water bottles, and other safety equipment for participants as identified in each projects job hazard analysis.
20. Radio communication will be available at all project sites. Participants will be trained in radio use and procedures.
21. When projects are located more that two hours from the camp, consideration will be given to setting up a spike camp or other temporary housing and facilities for all staff and participants.

Financial Needs Assessment

The following worksheets display staffing requirements and cost, as well as supply and vehicle cost for start-up. In all cases where possible, cost-share or service-in-kind agreements will be enacted. As an example, vehicle rent or lease cost may be an expense of the program, where the daily vehicle use cost (fuel, oil) will be shared by the agency or projects that benefit from the work being preformed.

The program will work in conjunction with the San Bernardino National Forest Association, and where ever possible and necessary the association will provide the lead on many activities. It is proposed that the camp will actually be managed by the association, whereby the typical overhead and associated cost that the government agencies tend to take off the top of the budget may be utilized more efficiently. Payroll services, as an example, will be provided by a local financial institution, where participants payroll may be processed for as little as \$.25 per check. Purchasing activities would also be completed by the association. An independent accounting firm, hired by the association will manage and audit all financial activities.

The figures on the following pages should give an estimate of the total cost of camp operation. The estimates represent only the residential component of the proposal.

Worksheet-Expenses

	A	B	C	D	E	F
1	OPERATIONS COST		50 PERSON CAMP			
2				UNIT COST	NUMBER UNITS	TOTAL COST
3						
4	EXECUTIVE STAFF					
5	Camp Director, GS-11/12			40000	1	40000
6	Administrative Officer, GS-9			37000	1	37000
7	Residential Program Manager, GS-9			37000	1	37000
8	Work Project Program Manager, GS-9/11			37000	1	37000
9					sub-total	151000
10	ADMINISTRATIVE STAFF					
11	Payroll Clerk, GS-6			30000	1	30000
12	Receptionist/Typist, GS-5			28000	1	28000
13					sub-total	58000
14	RESIDENTIAL PROGRAM STAFF					
15	Residential Housing Manager, GS-7			33000	1	33000
16	Food Service Manager, GS-7			33000	1	33000
17	Food Service Assistant, GS-6			30000	1	30000
18	Residential Living Assistant, GS-6			30000	1	30000
19	Residential Living Assistant, GS-6			30000	1	30000
20	Residential Living Assistant, GS-6			30000	1	30000
21					sub-total	186000
22	WORK PROJECTS STAFF					
23	Orientation & Training Officer, GS-7			33000	1	33000
24	Crew Supervisor, GS-7			33000	1	33000
25	Crew Supervisor, GS-7			33000	1	33000
26	Crew Supervisor, GS-7			33000	1	33000
27	Crew Supervisor, GS-7			33000	1	33000
28					sub-total	165000
29	CORPMEMBERS					
30	Administrative Crew (2)			15000	2	30000
31	Project Crews (4 Crews of 12)			15000	48	720000
32					sub-total	750000
33					TOTAL COST	1,310,000.00
34						

Worksheet-Expenses

	A	B	C	D	E	F
71						
72	VEHICLES		# VEHICLES	MONTHLY RATE	MONTHS	
73	4X4 JEEP (255)		2	197	12	4728
74	4X2 1/2 TON PICKUP (250)		2	182	12	4368
75	4X4 SUBURBAN (257)		4	280	12	13440
76	4X4 1/2 TON PICKUP (260)		4	143	12	6864
77				Total		29,400.00
78						
79	VEHICLES		# VEHICLES	MILAGE RATE	MILES	
80	4X4 JEEP (255)		2	0.251	12000	6024
81	4X2 1/2 TON PICKUP (250)		2	0.263	12000	6312
82	4X4 SUBURBAN (257)		4	0.267	12000	12816
83	4X4 1/2 TON PICKUP (260)		4	0.308	12000	14784
84				Total		39,936.00
85				TOTAL F.O.R. & MILAGE		69,336.00
86						

Worksheet-Expenses

	A	B	C	D	E	F
87	Materials to build new facilities. estimate.					
88	FACILITIES				Sq.Footage	Const.Cost
89	Administrative Building				3000	60000
90	Community Center				5000	90000
91	Cabins/Dorms		4 @ 6000		2000	200000
92	Warehouse/Shops				50000	90000
93	Fenced Areas				1/2 acre	20000
94	Infrastructure					90000
95					Total	550,000.00
96						
97						
98	HOUSING					
99	Furniture Units, Bed room			1000	60	60000
100	Linen, set			100	120	12000
101	Lamps			30	60	1800
102	Living Room			3000	6	18000
103					TOTAL	91,800.00
104						
105						

Worksheet-Expenses

	A	B	C	D	E	F
106						
107	Total Program Estimate Cost - 50 Person Camp					
108				New Camp	Existing Facility	
109	Staff Salary			560000	560000	
110	Corp person Salary			750000	750000	
111	Supplies, start-up			50000	50000	
112	Vehicle, rental			30000	30000	
113	Vehicle, use			40000	40000	
114	Facilities, one-time			550000	100000	
115	Furniture, one-time			90000	45000	
116	Utilities, power, heat, tele.	estimate		120000	120000	
117			Total	2190000	1695000	

Participant Agency Involvement

Agency support for the AmeriCorps Camp is strong.

San Bernardino National Forest

Forest Supervisor Gene Zimmerman is the strongest advocate for the camp. "In addition to providing each participant with meaningful community service experience, the program will enhance a participants respect for the public lands and ecosystems."

The San Bernardino N.F. would be the lead agency. The forest currently is very active in cost-share and service-in-kind agreements. The forest currently works together with the Bureau of Land Management and National Park Service in the management and operation of the Federal Interagency Communication Center in San Bernardino.

California Desert District - Bureau of Land Management

Associate District Manager Jean Rivers-Council is excited about the possibility of an AmeriCorps facility. "Community service can play an important role in accomplishing some of our important natural resource work."

Joshua Tree National Monument - National Park Service

Acting Park Superintendent, Kirt Mossestad has many projects that would provide diversity to the participants role in the AmeriCorps program. "In addition to the rich heritage of the National Park Service, the women and men involved in this program will leave with a greater understanding of the role the major public land management agencies play and how they interact and work together."

Death Valley National Monument - National Park Service

Death Valley would be a one-half day drive from potential camp sites but provides spike camp facilities, and opportunities for winter work sites that may not be available at the higher elevation of the San Bernardino Mountains. Chief Ranger Chris Ward believes that "crews such as AmeriCorps are necessary for us to keep up with the increasing demands placed upon the monument."

San Bernardino National Forest Association

Throughout the 102-year history of the Forest Service, partnerships have been offered and accepted, many times on an informal basis. Today, in the era of "reinventing government," a much more structured approach to philanthropic partnerships is being developed.

The San Bernardino National Forest Association (a non-profit corporation) was established as an innovative way to assist the San Bernardino National Forest achieve its mission of caring for the land and serving people. The Association works to establish and nurture partnerships with the private sector. The association has spectacular examples of the achievement of partnerships between a federal agency, a non-profit, corporate sponsors, and communities.

Kristine Komar, full-time Executive Director of the association is committed to "pulling together the public agency with project sponsors from the private and public sector to accomplish valuable resource work."

The association recently assisted the Southern California Forest's in providing the Capitol Christmas Tree. The project was funded through support from Mack Trucks, Inc.; Hughes Communications, Inc.; Poulan/Weed Eater, Inc.; and American Honda Motor Co., Inc.

The association is also responsible for generating funds to provide a off-highway vehicle coordinator on the forest. The coordinators salary is provided through corporate sources, no government funding is involved.

The support of the association is key to providing cost-share and other agreements to assist in community service resource work on the public lands.

Soil Conservation Service - USDA

The Soil Conservation Service currently enters into agreements with the forest for watershed protection and rehabilitation. Public service will enhance the ability of both agencies to complete valuable resource work.

San Bernardino County Parks and Recreation, San Bernardino City Parks and Recreation, and California State Park System

City, county and state park lands are adjacent to and within the confines of national public lands. As good neighbors, the AmeriCorps crews will preform community service work for local entities.

Summary

An AmeriCorps Camp in the San Bernardino Mountain will provide work for youth from throughout the country, especially Southern California. The community service work performed will instill a pride of country, a positive work ethic, and a new found respect for public lands and natural resources in each corpsmember.

The support for a camp from the interagency government community is strong. It is anticipated that the demand for community service work will be greater than the camp can provide, resulting in only those projects with the greatest value being selected. This competition for quality resource work will provide greater opportunities for cost-share projects, allowing the camp to increase its numbers to 100 participants.

Successful participants will leave the program with an educational bonus and a desire to meet their personal objectives. They will have learned the value of working as a team to accomplish an objective and task.

AmeriCorps participants will be the lobbyist for community service programs of the future.

April 5, 1994

To: Public Lands and Environment Team Working Group
From: Joel Berg
Subject: Information Needed for the Department's Application

Listed below is some information we need to research and write immediately for the USDA Departmental AmeriCorps application. These suggestions are based on the law, CNCS regulations, and my interpretation of Secretary Espy's vision for national service. This checklist should be used only for Public Lands and Environmental youth teams; the Rural Development Team should be based on the new strategic plan for Rural Development Team.

This list below is by no means exhaustive, and the ultimate guideline should remain Ron Demunbrun's application template:

A) National Information Needed

- * Description of key environmental and public lands problems nationally, and explanation of how our pilot projects, collectively, will begin to help solve those problems.
- * Description of the key environmental problems in the areas in which we are focusing, the needs we will meet, the appropriateness of our national service projects to meet those needs.
- * Description of any national recruitment and/or training efforts to tie together all our programs.
- * Describe how all programs will be tied together by communications system.

B) Information Needed For Each Pilot Site

- * Completed title page, including # of participants, # of participants needing child care, # of their children needing child care, # of participants to be recruited nationally, primary and secondary Congressional Districts served by the project, budget requested for three years, total budgets for three years, starting and ending dates, and number of program terms. (See attached p. 33)

- * Summary page addressing the major environmental needs of the area and how project will begin solving them. Should also outline basic management structure of program and explain the type of work participants will engage in on a day-to-day basis.
- * Missions and objectives form (see attached p. 37).
- * Extensive program narrative including: environmental problems of the pilot area, the problems that will be solved by this program, and the appropriateness of this program to solve those problems; program design, program concept, program elements; participant profile and recruitment strategy; internal evaluation and monitoring; and institutional and personnel information. In short, this section needs to explain in clear English -- to be read by laypeople with no background in agriculture, forestry or USDA -- what work the participants will actually be performing on a day-to-day basis to solve local environmental programs, and how that work will be coordinated, supervised, and administered. This section should actually allow the reader to close their eyes and obtain a clear mental picture of essential details of the program would operate.
- * Budget form (see attached pages 35-36) and budget narrative.
- * Assurances and Certifications (see attached p. 39)

C) Information Needed for Each Forest Service Site

- * **Determine whether there should be an SCS role at each site.** If the project is near any communities, can 20% of the work be done in the communities if SCS pays 20% of the budget? If so, can an SCS employee on detail run that part of the program?
- * **Specify any partnerships with Interior, EPA, Commerce, etc.**

D) Information Needed for Each Soil Conservation Service Site

- * **Specify how participants will be managed on a day-to-basis.** Who will run the program; who will select, negotiate, and plan the projects; who will be crew leaders for each crew of ten participants?
- * **Determine roles for ASCS, Forest Service State and Private Forestry, AMS, and the Extension Service.**
- * **Specify any partnerships with EPA, Energy, HUD, etc.**

1. **APPLICATION TITLE:** _____
☐ Single-Site ☐ Multi-Site

2. **LEGAL APPLICANT:** _____
 Contact Person's Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone/Fax: _____

Applicant's Congressional District: _____

3. **INSTITUTIONAL INFORMATION** ☐ Federal Agency ☐ National Non-Profit Organization ☐ Professional Corps Prog. ☐ Multi-State Program
 Employer's ID Number: _____

4. **PROJECT DIRECTOR:** _____
 Organization's Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone/Fax: _____

5. **GRANT TYPE:** ☐ Planning *or* ☐ Operating *or* ☐ Educational Awards Only

6. **ISSUE AREA AND NATIONAL PRIORITIES:** ☐ Educational ☐ Environment
☐ School Readiness ☐ Neighborhood Environment
☐ School Success ☐ Natural Environment
☐ Human Needs ☐ Public Safety
☐ Independent Living ☐ Violence Prevention
☐ Community Revitalization ☐ Crime Control

7. **AREA(S) TO BE SERVED:** _____
☐ Urban ☐ Rural ☐ Other
 Congressional District of primary area served: _____
 Congressional Districts of secondary areas served: _____

8. **PARTICIPANTS:** # of Full-time Participants _____ # of Full-time Participants Needing Educational Awards _____
 # of Part-time Participants _____ # of Part-time Participants Needing Educational Awards _____
 # of Participants Needing Child Care _____ # of Expected National Recruitment Participants _____
 # of their Children needing Child Care _____
 # of Unfunded Participants _____

9. **BUDGET:** Corporation Funds Requested YR1 _____ YR2 _____ YR3 _____
 Total Budget Amount YR1 _____ YR2 _____ YR3 _____

10. **PROGRAM OPERATES** in an area of need as identified by the Corporation? ☐ Yes *or* ☐ No
 Which One? _____

11. **PROJECT DURATION:** Start Date _____ End Date _____ Number of Program Terms _____

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

Date: _____ Name: _____ Title: _____
 Telephone: _____ Signature: _____

Applicant Name: _____
Program Name: _____

1. WHAT IS YOUR PROGRAM'S MISSION STATEMENT ?

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

- 2. THIS PAGE APPLIES TO**
- | | | |
|--|--|---|
| ☐ Community Service | ☐ Participant Development | ☐ Community Building |
| ☐ Education | | |
| ☐ Public Safety | | |
| ☐ Human Needs | | |
| ☐ Environment | | |

3. WHAT ARE YOUR ANNUAL OBJECTIVES IN THE AREA CHECKED ABOVE ?

List your three primary objectives. **A.** _____

B. _____

C. _____

Applicant Name: _____
 Program Name: _____

☐ Aggregate ☐ Program (if applicable)

BUDGET FORM AMERICORPS NATIONAL DIRECT APPLICATION

	Corporation Share (CNCS) Funds Requested from the Corporation	Grantee Share Other Federal/State/ Local/Private Funds	Total Total Program Funding
A. PARTICIPANT SUPPORT COSTS			
Training and Education	_____	_____	_____
Uniforms	_____	_____	_____
(please specify in Budget Narrative) Other	_____	_____	_____
Subtotal	_____	_____	_____
B. STAFF			
Salaries	_____	_____	_____
Benefits	_____	_____	_____
Training	_____	_____	_____
(please specify in Budget Narrative) Other	_____	_____	_____
Subtotal	_____	_____	_____
C. OPERATIONAL			
Travel	_____	_____	_____
Transportation	_____	_____	_____
Supplies	_____	_____	_____
Equipment	_____	_____	_____
(please specify in Budget Narrative) Other	_____	_____	_____
Subtotal	_____	_____	_____
D. INTERNAL EVALUATION MONITORING			

E. ADMINISTRATION			

(may not exceed 5% of Corporation funds, A-F)			

(in dollar amounts) Total A-E		+	=
Percentages	_____ %	+	_____ % = 100%
(Corporation maximum 75% + Grantee minimum 25% = 100%)			

F. OTHER PARTICIPANT SUPPORT COSTS

Number of
Participants

Corporation Share
(maximum 85%)

Grantee Share
(minimum 15%)

Total
100%

Living Allowance _____
FICA and Workers' Compensation _____
Health Care* _____
Alternative Health Care** _____
(*\$1,200 per eligible participant*)

Total (F)

+ =

Total (A-F)

Estimated Number
of Children

Estimated Number
of Eligible Participants

Corporation Share
(maximum 100%)

Grantee
Share

Total

G. CHILD CARE

TOTAL (A-G)

H. EDUCATION AWARDS

Full-Time
Participants

Number of
Participants

\$4725

Part-Time
Participants

\$2363

Total

Total (H)

x =

* If grantee is utilizing current policy meeting minimum benefits for eligible participants.

** If grantee is utilizing alternative health care policy to be made available.

**CERTIFICATION
SIGNATURE**

**Note: This form must be signed and included in the application.
Before You Start.** Before completing certification,
please read Certification Instructions, page 30.

SIGNATURE. By signing this Certification page, the applicant certifies that it will agree to
perform all actions and support all intentions stated in the Certification sections
in part III of this application. The three Certifications are:
☐ Certification: Debarment, Suspension, and Other Responsibility Matters.
☐ Certification: Drug-Free Workplace
☐ Certification: Lobbying Activities

Organization Name: _____

Project Name: _____

**Name and Title
of Authorized Representative:** _____

Signature: _____

Date: _____

**ASSURANCES
SIGNATURE**

Note: This form must be signed and included in the application.
By signing this assurances page, the applicant certifies that it will agree to
perform all actions and support all intentions stated in the Assurances on page 28.

Organization Name: _____

Project Name: _____

**Name and Title
of Authorized Representative:** _____

Signature: _____

Date: _____

Joel took
to Lyons

4/7/94

[3410-11]

DEPARTMENT OF AGRICULTURE

Office of the Secretary

7 CFR Part 2

Revision of Delegations of Authority

AGENCY: Office of the Secretary, USDA

ACTION: Final rule.

SUMMARY: This document amends the delegations of authority to the Assistant Secretary for Natural Resources and Environment and to the Chief of the Forest Service to administer the Public Lands Corps Program.

EFFECTIVE DATE: [Insert date of publication in the FEDERAL REGISTER.]

FOR FURTHER INFORMATION CONTACT: Irving W. Thomas, Director Human Resource Programs, Forest Service, United States Department of Agriculture, Room 1010 Rosslyn Plaza Building-East, P.O. Box 96090, Washington, D.C. 20090-6090, telephone (703) 235-8834.

SUPPLEMENTARY INFORMATION:

The Public Lands Corps Act of 1993, Pub. L. No. 103-82, 107 Stat. 848, to be codified at 16 U.S.C. 1721 et seq., established the Public Lands Corps in the United States Department of Agriculture as part of the overall national service program established in the National and Community Service Trust Act of 1993, Pub. L. No. 103-82, 107 STAT 785.

. This document authorizes the Assistant Secretary for Natural Resources and Environment and the Chief, Forest Service to carry out that program consistent with the Department's overall national service program.

This rule relates to internal agency management. Therefore, pursuant to 5 U.S.C. 553, notice of proposed rulemaking and opportunity for comment are not required, and this rule may be made effective less than 30 days after publication in the FEDERAL REGISTER. Further, since this rule relates solely to internal agency management, it is exempt from the provisions of Executive Order Nos. 12866 and 12778. Finally, this action is not a rule as defined by the Regulatory Flexibility Act, 5 U.S.C. 601 et seq. and thus is exempt from the provisions of that Act.

LIST OF SUBJECTS IN 7 CFR PART 2

Authority delegations (Government agencies)

PART 2 - DELEGATIONS OF AUTHORITY BY THE SECRETARY OF AGRICULTURE AND GENERAL OFFICERS OF THE DEPARTMENT

1. The authority citation for Part 2 continues to read as follows:

Authority: 5 U.S.C. 301 and Reorganization Plan No. 2 of 1953.

Subpart C - Delegations of Authority to the Deputy Secretary, the Under Secretary for International Affairs and Commodity Programs, the Under Secretary for Small Community and Rural Development, and

Assistant Secretaries

(2.19 [AMENDED])

2. Section 2.19 is amended by adding a new paragraph (b) (38) to read as follows:

2.19 Assistant Secretary for Natural Resources and Environment.

* * * * *

(b) Related to forestry. * * *

(38) Administer the Public Lands Corps program (16 U.S.C. 1721 et seq.) for USDA consistent with the Department's overall national service program.

* * * * *

Subpart G -- Delegations of Authority by the Assistant Secretary
for Natural Resources and Environment

3. Section 2.60 is amended by adding a new paragraph (a) (45)
to read as follows:

2.60 Chief, Forest Service

(a) Delegations. * * *

(45) Administer the Public Lands Corps program (16 U.S.C.
1721 et seq.) for USDA consistent with the Department's overall
national service program.

* * * * *

FOR SUBPART C:

Secretary of Agriculture

(date)

FOR SUBPART G:

Assistant Secretary for Natural Resources
and Environment

(date)

TO: VERTIS STOVALL

FROM: RON DEMUNBRUN

Joel is meeting with Jim Lyons this morning around 9:45, if you can have the delegations of authority to him by then he is sure he can get Lyons to sign off on them. If you have any questions please call. Beeper (202) 542-3339, punch in the number you want me to call.

Thank You

URGENT
FOR
VERTIS STOVALL
235-8855

235 1597

U.S. DEPARTMENT
OF
AGRICULTURE



OFFICE OF PUBLIC AFFAIRS
ADMINISTRATION

PHONE: 202 720-5881 2033
FAX: 202 690-1131

FAX TRANSMISSION

TO: Nertis Stouall

FROM: Ron De Munbrun

DATE: 04/06/94

FAX NUMBER:

COMMENTS:

5 pages

DONE
203 235 1597
720-2033
Ron De Munbrun

[3410-11]

DEPARTMENT OF AGRICULTURE

Office of the Secretary

7 CFR Part 2

Revision of Delegations of Authority

AGENCY: Office of the Secretary, USDA

ACTION: Final rule.

SUMMARY: This document amends the delegations of authority to the Assistant Secretary for Natural Resources and Environment and to the Chief of the Forest Service to administer the Public Lands Corps Program.

EFFECTIVE DATE: [Insert date of publication in the FEDERAL REGISTER.]

FOR FURTHER INFORMATION CONTACT: Irving W. Thomas, Director Human Resource Programs, Forest Service, United States Department of Agriculture, Room 1010 Rosslyn Plaza Building-East, P.O. Box 96090, Washington, D.C. 20090-6090, telephone (703) 235-8834.

SUPPLEMENTARY INFORMATION:

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Public Lands Corps in the United States Department of

Agriculture. *as part of the overall national service program established in the National and community Service Trust act of 1993, Pub. L. No. 103-82, 107 STAT 785.* This document authorizes the Assistant Secretary

Vertis STOVALL.

Here are Joel's additions, if you add them, he is seeing Jim Lyon tomorrow and can discuss this then.

Ron

for Natural Resources and Environment and the Chief, Forest Service to carry out that program. *consistent with the Department's overall national service program*

This rule relates to internal agency management. Therefore, pursuant to 5 U.S.C. 553, notice of proposed rulemaking and opportunity for comment are not required, and this rule may be made effective less than 30 days after publication in the FEDERAL REGISTER. Further, since this rule relates solely to internal agency management, it is exempt from the provisions of Executive Order Nos. 12866 and 12778. Finally, this action is not a rule as defined by the Regulatory Flexibility Act, 5 U.S.C. 601 et seq. and thus is exempt from the provisions of that Act.

LIST OF SUBJECTS IN 7 CFR PART 2

Authority delegations (Government agencies)

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2.19 Assistant Secretary for Natural Resources and Environment.

* * * * *

(b) Related to forestry. * * *

(38) Administer the Public Lands Corps program (16 U.S.C. 17p1 et seq.) for USDA. *consistent with the Department's overall national service program.*

* * * * *

Subpart G -- Delegations of Authority by the Assistant Secretary
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1721 et seq.) for USDA. *consistent with the Department's overall*
national service program.
* * * * *

FOR SUBPART C:

Secretary of Agriculture

(date)

FOR SUBPART G:

Assistant Secretary for Natural Resources
and Environment

(date)