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OA/ID Number: 24232

FolderID:

Folder Title:

General (Gleaning) [2]

Stack:

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You are cordially invited to
attend
the official swearing in ceremony for
the
USDA Summer of Gleaning and Food Rescue
Americorps members
by USDA Rural Development State Director
Thomas G. Fern
Tuesday, June 18, 1996
at
3:00 pm
Kentucky Highlands Investment Corporation
London, Kentucky

Rsvp (606)864-5175

Kentucky

AmeriCorps Summer of Gleaning and Food Rescue

WEEKLY ACTIVITY REPORT

Week of June 17-21

Source of Food	Amount Received
Flowers, Inc (Griffin Pie)	450 indiv. units - cakes/pastries
Pepsi Cola	5 cases (120 cans) Pepsi products

Points of Distribution	Amount Distributed
Corbin Manor Apts. (Laurel Co.) ^{Lunch} program	200 units pastry, 3 cases Pepsi
OPAC (Laurel Co)	100 units pastry 1 case Pepsi
Comprehensive Care Center (Laurel Co)	100 units Pastry 1/2 case Pepsi
Laurel Co. Family (Home burned)	50 units Pastry 1/2 case Pepsi

Families Served To Date	Amount Distributed To Date
350-450	2000 ^{lb} produce, 450 indiv. units pastry

Additional Information
Approx. 60 children @ Corbin Manor Apts, (30 families)
cutting cabbage in Wayne Co on Mon. 6/24 - will be
distributed in McCreary, Pulaski & Russell counties.



Signature

6/26/96

Date

copy to Mona Fax to Louis

USDA-RECD
Form FmHA 2030-8-
(Rev. 8-95)

FACSIMILE TRANSMISSION

DATE:

6/24/96

TO:

Katherine Gibney

LOCATION:

Joel Berg

FAX NUMBER:



TELEPHONE NUMBER:

FROM:

Louis Elliott

LOCATION:

FAX NUMBER:

TELEPHONE NUMBER:

COMMENTS:

AUTHORIZED SIGNATURE:

NO. OF PAGES
TO FOLLOW: 1

FILE COPY

for Joel Berg

JUN 21 A 7:28

Joel Berg
Cheryl Tate-Macias

Copy for
your info.

June 17, 1996

The Honorable Dan Glickman, Secretary
United States Department of Agriculture
Executive Office Building
Washington, D.C. 20251

Action Office: osec
Referral Code: 6



* 3 1 0 6 0 4 0 *

LF

Dear Secretary Glickman:

The Washington Area Gleaning Network - WAGN is celebrating its third Annual Kick-off at Parker Farm on Saturday, June 29, 1996 from 8:30 - 1:00 pm. As you are our **nation's number one gleaner at the U.S. Department of Agriculture**, I have the distinct honor on behalf of our Board of Directors and thousands of volunteer gleaners to not only invite you to join us that day, but to introduce the **AmeriCorps** members present from the local DC - Northern Va. area and from the Baltimore Project area. Our Kick-off Chairman, Kevin Rowland, will call on you at some point of our very brief informal Program between 12:30 pm and 1:00pm.

We are excited about all the things that are happening in 1996 and that you plan to be a part of our celebration, if possible! Enclosed is one of our fliers with helpful information for your convenience. With kindest regards, I am;

Sincerely Yours,

cc:Berg

George B. Roche
Chairman of the Board



WASHINGTON AREA GLEANING NETWORK

PO Box 9871 • Alexandria VA 22304 • (703) 370-0155 • FAX (703) 370-9102

PLANS AND SUGGESTIONS - WAGN KICK-OFF - -1996

DATE : Saturday, June 29 , 1996

HOURS: 8:30 AM UNTIL 1:00 PM

ATTIRE: Come in lowly-casual; grubby shoes , shorts or jeans
(boots and rain gear, if fields are muddy from mild rain)

ATTENDEES: ANYONE WHO WANTS TO FOLLOW CENTURIES OLD BIBLICAL

PRACTICE OF LEV. 19: 9,10 and DEUT. 24: 19, 20, 21 and PROV 22: 9

NOTE: DRESSY CLOTHES ARE DISCOURAGED AS INAPPROPRIATE
TO HONOR THE ABOVE Bring snacks & thermus of water ,
plus something to sit on the ground!

HUSBANDS-WIVES BRING YOUR CHILDREN and FRIENDS

CHURCHED - BRING the UNCHURCHED

GROUPS - BRING the UNGROUPED

PURPOSE: - TO HONOR the THOUSANDS of VOLUNTEERS and VOLUNTEER LEADERS
WHO HAVE SELFLESSLY KEPT THIS VISION FAITHFULLY ALIVE
...and... the FARMERS WHO DONATE THEIR CROPS !

- TO PROVIDE BRIEF COMMENTS and UPDATE on WAGN ACTIVITIES 1995 - 1996

- TO PROVIDE OPPORTUNITY FOR SPECIAL GUESTS TO MINGLE WITH
GLEANERS and to EXPERIENCE THE FELLOWSHIP
and LEARN ABOUT GLEANING

PROGRAM: 8:30 am - When you arrive, REGISTER and FILL OUT LIABILITY FORM

12: 00 NOON CALL TO LUNCH and introduction of Event Chairman/MC

12:30 INTRODUCTIONS - BAND - Scott Fulton and " THE COMPANIONS"
WAGN's Board of Directors (as a group)
VOLUNTEER LEADERS (as a group)
FARMER PARTICIPANTS

TOM CHANDLER - " UPDATE and EXCITING ANNOUNCEMENTS
of WAGN'S ACTIVITIES - 1995 - 1996
(written copies available for the press and dignitaries)

SPECIAL COMMENTS - TONY HALL
USDA OFFICIAL - introduce AmeriCorps group

WAGN
invites you to a Gleaning
Kickoff on 6-29-96

SATURDAY JUNE 29, 1996

SERVING MARYLAND, DC, N.VIRGINIA & DELAWARE

WASHINGTON AREA GLEANING NETWORK

PO Box 9871 • Alexandria VA 22304 • (703) 370-0155 • FAX (703) 370-9102

PARKER FARMS

**THE FRESHEST YOU CAN GET
BECAUSE YOU PICK IT YOURSELF!**

REGISTRATION & EARLY GLEANING - 8:30 AM

NOON - CALL TO LUNCH

INFORMAL PROGRAM - 12:30 PM

MUSIC BY THE "COMPANIONS"

QUESTIONS: IN VA. CALL KEVIN ROWLAND

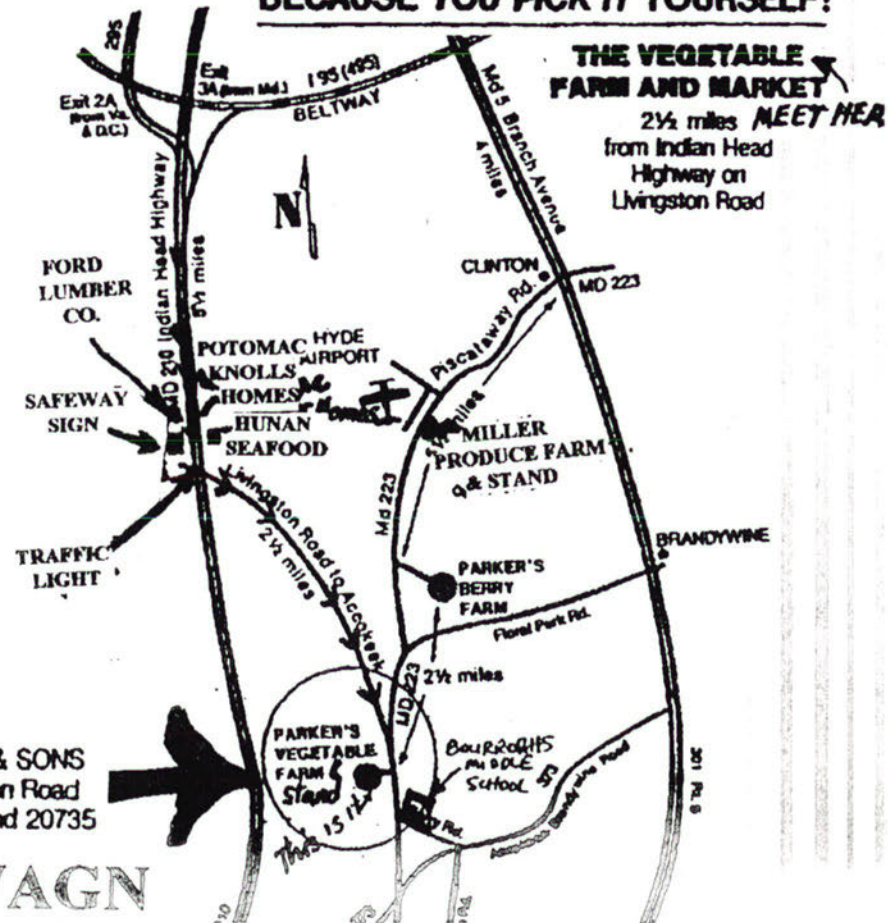
703-684-5326

IN MD. CALL GEORGE ROCHE

301-879-1484

E.A. PARKER & SONS
14251 Livingston Road
Clinton, Maryland 20735

WAGN WAGN WAGN WAGN WAGN WAGN WAGN WAGN



From: Joel Berg
To: MPHIPPS,CMACIAS
Date: 5/12/96 2:58pm
Subject: California Gleaning Events a Big Hit in California

To Joel Berg
Come by +
see me on this.

I attended two events in California --- one in Hanford and one in Watsonville (Leon Panetta's old district) --- with local project sponsors, non-profit groups, gleaning organizations, local Congressional staff, and media. We got great tv, radio, and print coverage. (I will get you clips and videotapes as soon as I get them.) The Watsonville site would be a particularly good place for the Secretary to visit this summer. (Possibly he could invite Panetta). I understand that Congressman Dooley sent out his own press release on the Hanford event. Everyone was very excited and supportive of the Secretary's efforts.

Also, Congressman Farr's staff lobbied me for us to use AmeriCorps as a mechanism to implement the the Farr/De La Garza amendment in the Farm Bill that provides us with \$1 million to "help start community-based produce markets, gardens, and other food access projects in low-income areas."

Chicago

720-4221

San Jose,

Ct

Del Breen

Americorps - FS
Glean Foundation

Sam Fahn

Portland - FS

**HELP FIGHT HUNGER THIS
SUMMER WHILE EARNING
MONEY FOR COLLEGE**



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

U.S. Department of Agriculture's (USDA) "Summer of Gleaning AmeriCorps Program" will sponsor an AmeriCorps program for twelve week in June and July 1996 to glean and rescue excess food to be provided to hungry citizens.

Project sites will be
in: _____
_____ (Name places)

AmeriCorps is President Clinton's national service program --- passed with bi-partisan support from Congress ---- that allows Americans of all backgrounds to serve their communities in exchange for educational awards that can be used to pay for college, graduate school, job training, or to pay back existing students loans.

The summer gleaning AmeriCorps projects will provide each members with a \$_____ (need number) living allowance for the summer, as well as a 1,000 educational award help feed hungry Americans.

Any citizen or permanent resident of the United States age 17 or older can apply for this program. Anyone interested can call or 1-800-880-4183 for more information and for an application.

DRAFT EXAMPLE PRESS RELEASE

National contact, name, number

Local contact, name, number

JEFFERSON CITY TO RECEIVE AMERICORPS SUMMER GLEANING PROGRAM
Glickman Announces Project to Feed Hungry Citizens With Gleaned and Rescued Food

Secretary of Agriculture Dan Glickman announced today that Jefferson City will be one of the sites for the U.S. Department of Agriculture's (USDA) "Summer of Gleaning AmeriCorps Program," which will utilize Members of the AmeriCorps national service program to glean and rescue excess food that will be provided to hungry citizens locally.

Ten new AmeriCorps Members will serve in the Jefferson City area for twelve weeks this summer _____

(Need one sentence on what type of food will be gleaned or rescued, and what the prime focus of the project will be.)

AmeriCorps is President Clinton's national service program --- passed with bi-partisan support from Congress ---- that allows Americans of all backgrounds to serve their communities in exchange for educational awards that can be used to pay for college, graduate school, job training, or to pay back existing students loans. USDA sponsors rural development, environmental protection, and anti-hunger projects that engage up to 1,350 of the 25,000 Members in the overall AmeriCorps program.

The additional summer gleaning AmeriCorps projects announced today will provide each members with a \$ _____ (need number) living allowance for the summer, as well as a 1,000 educational award. USDA will sponsor _____ (need number) AmeriCorps Members serving in _____ (need number) AmeriCorps summer of gleaning projects in _____ different states.

Said Secretary of Agriculture Glickman, "AmeriCorps is a highly effective program that gets things done while done while strengthening communities, expanding educational opportunity, and encouraging personal responsibility. Gleaning and food rescue are important ways to engage volunteers to reduce hunger. Thus, it is a perfectly natural partnership to utilize AmeriCorps Members for gleaning and food rescue activities. The Summer of Gleaning AmeriCorps Program will further energize citizen activism in order to help feed hungry Americans."

Any citizen or permanent resident of the United States age 17 or older can apply for this program. Anyone interested can call _____ (need local number) or 1-800-880-4183 for more information and for an application.

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UNITED
STATES
DEPARTMENT
OF AGRICULTURE

COMPLETED AND ONGOING USDA/AMERICORPS GLEANING ACTIVITIES (as of 3/12/94)

The Illinois Rural Development Team AmeriCorps Team sponsored by the Farm Services Agency plans to provide peas, green beans, potatoes, and sweet corn to some 25 needy families in the Mason County area this year through a gleaning program. Representatives from food processing companies and vegetable farmers have become partners in this project. The 5-Member USDA AmeriCorps Team will recruit area volunteers to harvest and distribute the vegetables, and an Extension Service course on the proper care and freezing of these foods will be offered to the recipient families. Rod Atterberry, (309) 543-2582, is the Project Director in Illinois for USDA/FSA AmeriCorps projects.

In Washington, D.C., USDA's AmeriCorps Anti-Hunger Team is continuing for the second year its very successful gleaning project in partnership with the Washington Area Gleaning Network (WAGN). During the first year, hundreds of bushels (512 bushels on one day alone!) of fresh produce were picked and distributed to local soup kitchens and shelters, such as Bread for the City, Martha's Table, So Others Might Eat, and the DC Central Kitchen. This year's gleaning project has already expanded to include the harvest of fresh fruits (apples) in the distribution process, and has established a regular monthly commitment to work with WAGN during harvesting seasons. The 10 Members of the DC/USDA Anti-Hunger Team also plan to encourage area residents to participate in the gleaning efforts, and to teach local children about the purpose and importance of gleaning in general. Joshua Yates, (202) 547-7022, is the Project Director from the Congressional Hunger Center in D.C.

Other USDA/AmeriCorps anti-hunger programs are also involved in various types of food rescue and distribution programs across the country, such as salvaging thousands of loaves of day-old bread from grocery stores in Burlington, VT to be donated to local food shelves (pantries) there; helping to allocate foods, collected through massive food drives, to the Milwaukee area pantries; and contacting the hundreds of restaurants and fast-food outlets in the Los Angeles area to encourage them to participate in the Los Angeles Regional Food Bank's very successful "Second Helpings" program, a city-wide perishable food rescue effort.

For further information regarding gleaning/food rescue operations underway through AmeriCorps projects, please contact Joel Berg, USDA's Director of National Service, at (202) 720-5746, or Donna Hines, USDA's AmeriCorps Anti-Hunger Program

From: 1 National Service
To: jberg, rdemunbrun, csims
Date: 3/12/96 4:46pm
Subject: potential source of funds for gleaning

As we have known all along, and was pointed out to us this morning during the FSA conference calls, transportation of gleaned produce and containers to put the stuff in so it can be transported and distributed are 2 of the biggest logistical problems facing any organization setting up a gleaning project.

While I would think that Members selected for the upcoming summer project will as a matter of course pursue local businesses and industries to obtain both of these things, there are a few outlets we should probably pursue from this end as well.

Last week in our meeting with her, Beth Allaben (OGC) mentioned that Section 32 of the AMS legislation addressing surplus commodities carries limited authority for surplus commodity removal activities that can be applied to gleaning projects. A decision memo was prepared by FCS but it never got to the Secretary because Ken Clayton at AMS sat on it or something.

Maybe now is a good time to resurrect this proposal -- Beth faxed over to me today the decision memo and the proposed legislative language that would allow Section 32 \$\$ to be used for non-surplus commodities as well (which would be really good for our purposes).

Beth says that Shirley Watkins (MRP) is the person we should talk with. I tried to reach Shirley today, but she's out till Thursday.

The important thing here (or one of them) is that Shirley herself sid at the Secretary's Round Table on Gleaning in December that AMS has funds and resources available to help prospective gleaners who are running into logistical problems getting projects set up. Now is the time to call her on that, right?

It would be terrific if we could offer some of these FSA/RECD/whoever folks some real assistance on some of these issues.

The material Beth sent to me is paper-clipped to the front of my gleaning folder (blue) on the rightfront corner of my desk, if you want to look at it.

Donna



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

USDA Summer of Gleaning Project

- WHY:** Each year, millions of pounds of food go to waste in farmers' fields. At the same time, hundreds of thousands of adults and roughly 20 percent of the nation's children do not have sufficient resources to acquire the food they need to survive and be healthy. Gleaning -- gathering after the reapers -- is one way we can rescue food that otherwise might be wasted and lost to the hungry.
- WHAT:** A special summer program focused on gleaning. Teams of 5 to 6 AmeriCorps Members in selected states will organize and implement gleaning projects that rescue ripe fruits and vegetables from farmers' fields that would otherwise be unharvested and plowed under, and distribute the gleaned produce to needy families in the local area. While we anticipate that most projects will focus on gleaning directly from the fields, USDA will also consider carefully-structured proposals that include perishable food salvage and/or rescue activities involving urban restaurants and prepared food distributors.
- WHEN:** The Summer of Gleaning Project will operate as a 12-week, 480 service-hour program (approximately June - August 1996), with Member recruitment, selection, and training to begin as early as April 15.
- HOW:** The Project will be funded primarily out of existing USDA AmeriCorps grant funds. USDA will pay for Members' prorated stipends, training, travel, and overhead costs, and the Corporation for National Service will provide the lump-sum \$1,000 educational awards.
- WHO:** The projects will be administered by USDA, through not more than 10 State or regional offices. States will be selected through an internal competition, based on the 10 best proposals submitted to USDA's Office of National Service. Training, oversight, and technical assistance will be provided by USDA's FSA and Anti-Hunger Program Coordinators, under the supervision of the Director of National Service.

Other USDA agencies, including RECD state offices, Extension Service offices, FCS regional offices, and HUD regional offices, are also encouraged either to submit proposals of their own or establish viable partnerships with FSA in order to participate in this project. Additionally, we are exploring the possibility of joint USDA/HUD gleaning projects that will link rurally-produced fruits and vegetables with the needy families and emergency food outlets in urban EZ/EC areas. Existing USDA AmeriCorps projects may also apply to add one or two Members, who would be specifically assigned to work with the summer gleaning project, to their current teams.

These offices will work in close partnership with State and local non-profit organizations, as well as area farmer organizations, e.g., contractors, the Grange, the Farm Bureau, and others. As a "volunteer-generator" model, the Summer of Gleaning project will include community organizations such as (but not limited to) Boy Scouts, Girl Scouts, 4-H Clubs, Future Farmers of America, community church councils, senior citizens' groups, community action agencies, etc. Logistical and technical assistance may also be provided through State and local WIC, Food Stamp, and Commodity Distribution Program offices.

GLEANNING PROPOSAL FOR EMPOWERMENT ZONES

Guidelines:

- Provide urban and rural link
- Work in Empowerment Zones
- Create partnerships between USDA and HUD

Process:

- RECD will follow the lead taken by USDA - AmeriCorps and Farm Services Agency. A memorandum from Grant Buntrock has already been distributed to encourage FSA SEDs to submit applications for a "Summer of Gleaning" project that would involve 10 states and 60 Members.
- The RECD Under Secretary will invite certain states to submit applications for the "Summer of Gleaning" project.

Option One: RECD Under Secretary will send memorandum to the following RECD state offices: Alabama, California, Connecticut, Delaware, Florida, Georgia, Indiana, Iowa, Kentucky, Maryland, Michigan, Mississippi, Missouri, Nevada, New Mexico, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Tennessee, Texas, West Virginia, Wisconsin. FSA State Executive Directors from these states have already received a similar memo from Grant Buntrock. EZ/EC staff would work with the state offices representing the three EZs.

Option Two: RECD Under Secretary will send memorandum to only three RECD state offices, each representing areas with Empowerment Zones: Kentucky, Mississippi, and Texas.

- Each state office receiving the memorandum will be encouraged to work with FSA, HUD, and local non-profits in submitting an application.
- RECD AmeriCorps Members would receive training on the issue of gleaning in Jackson, Mississippi during March 25-29. This training would also provide time to work on submitting a proposal.

Outstanding Issues:

- How should USDA work with HUD? How should USDA agencies work together?
- What states should be encouraged to submit applications?
- Does RECD have the authority to do a gleaning project?
- Is the March 29 deadline for project applications realistic?
- Who will review project applications?
- Will EZ areas receive special preference?

From: 1 National Service
To: jberg
Date: 3/7/96 5:37pm
Subject: Rod's question for the lawyers

Rod Atterberry asked if we would raise the issue of waivers of liability to be signed by volunteer gleaners --

- 1) precisely who needs to sign a waiver, and for whom?
- 2) can USDA's OGC develop a standard waiver that could be used to give to the farmers and food distributors and trucking companies, etc.?
- 3) do the FSA offices/staffers need a waiver signed that will hold them harmless for recruiting these volunteers in the event that a volunteer trips on a pea vine or faints from heat stroke or something?
- 4) would an AmeriCorps Member that recruited the volunteers, or solicited the farmers, be covered through his/her association with FSA, or do they need a waiver all their own?

If you'll be sure these areas are covered in tomorrow's meeting, Charles and I can just see you at the Corporation for the 10:30 meeting there. I'm doing a fact sheet to give out at this meeting, per Hank's suggestion. Yes, I'll give you a copy before we go.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

USDA Summer of Gleaning Project

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- WHAT:** A special summer program focused on gleaning. Teams of 5 to 6 AmeriCorps Members in selected states will organize and implement gleaning projects that rescue ripe fruits and vegetables from farmers' fields that would otherwise be unharvested and plowed under, and distribute the gleaned produce to needy families in the local area. While most FSA projects will focus on gleaning directly from the fields, USDA will also consider carefully-structured proposals that include perishable food salvage and/or rescue activities involving urban restaurants and prepared food distributors.
- WHO:** The projects will be administered by USDA, through not more than 10 State Farm Services Agency (FSA) offices. States will be selected through an internal USDA/FSA competition, based on the 10 best proposals submitted to USDA's Office of National Service. Training, oversight, and technical assistance will be provided by USDA's FSA and Anti-Hunger Program Coordinators, under the supervision of the Director of National Service.
- These offices will work in close partnership with State and local non-profit organizations, as well as area farmer organizations, e.g., contractors, the Grange, the Farm Bureau, and others. As a "volunteer-generator" model, the Summer of Gleaning project will include community organizations such as (but not limited to) Boy Scouts, Girl Scouts, 4-H Clubs, Future Farmers of America, community church councils, senior citizens' groups, community action agencies, etc. Logistical and technical assistance may also be provided through State and local WIC, Food Stamp, and Commodity Distribution Program offices.
- WHEN:** The Summer of Gleaning Project will operate approximately June - August 1996, with Member recruitment, selection, and training to begin as early as April 15.
- HOW:** The Project will be funded primarily out of existing USDA AmeriCorps grant funds. USDA will pay for Members' prorated stipends, training, travel, and overhead costs, and the Corporation for National Service will provide the lump-sum \$1,000 educational awards.

CONGRESSMAN**SAM FARR**SEVENTEENTH DISTRICT — CALIFORNIA

NEWS RELEASE

1117 Longworth Building • Washington, D.C. 20515 • (202) 225-2861



FARR PRODUCE PROGRAM ON WAY TO BECOMING PUBLIC LAW --Second ag win in as many weeks--

FOR MORE INFORMATION, CALL MIKE DIAMOND AT (202) 225-2861.

WASHINGTON, March 25, 1996 --Access to fresh fruit and vegetables is about to become a little easier for those living on low incomes. A provision by California's Rep. Sam Farr (D-Carmel) provides new funding for ventures to bring produce into poorer communities.

Confirmed today as part of the final conference report on the 1996 omnibus agriculture bill, the Community Food Security Act brings \$1 million in federal funds to help start community-based produce markets, gardens and other food access projects in low-income areas in fiscal year 1996.

"Produce has not been readily available in the nation's poorer communities," Farr said. "The small convenience stores which are prevalent in low-income areas do not generally stock fresh fruit and vegetables."

Originally introduced last fall as an amendment by Farr to the House Agriculture Committee's food stamp reforms, the Community Food Security Act was accepted into the farm bill but later dropped with all other food stamp programs before the bill reached the House floor for a final vote last February. The Farr amendment was accepted in the final conference after aggressive lobbying and the help of Texas Rep. Kika de la Garza (D), who sat on the conference committee and who previously authored similar legislation. Farr sits on the Agriculture Committee.

The conference report is scheduled for a vote later this week and is expected to pass both the House and Senate. The President is expected to sign the Conference Report, passing the agriculture bill into law.

According to Farr, the Community Food Security Act encourages local solutions to the problem of finding fresh produce in the nation's low-income neighborhoods.

"At a time when federal nutrition resources are being stretched to the breaking point, local solutions to hunger should be encouraged. We should be giving our enthusiastic support to

--more--

local projects that address hunger needs while also providing job training and economic development at the local level," Farr said in his original committee testimony on the Community Food Security Act. "This amendment builds upon my belief that the long-term solution to hunger rests with the economic development and innovation of the low-income communities themselves."

Farr continued: "It lays the groundwork for an anti-hunger strategy that incorporates the participation of the community and encourages a greater role for everybody in the food chain, including local agriculture. So in addition to stimulating greater food access, these seed grants will help promote economic development and job creation in these communities."

"In my district, volunteers at the Santa Cruz Homeless Garden Project help homeless people run a community produce garden and locally market the produce. This project, which was started by private seed grant funding, has brought affordable food to low income areas and helped create jobs and job training for the homeless participants. Also in my district, the Rural Development Project outside of Salinas trains farm workers how to be farmers and helps support its activities by selling the produce in surrounding farm worker communities."

The Community Food Security Act is Farr's second major agricultural achievement in as many weeks. On March 21, he announced that a major nationwide grant program designed to keep farmland in productive use was also included the agriculture conference report.

Introduced last fall, the "Farms for the Future Act" is designed to work with current state and local farmland conservation efforts that offer to purchase the development rights from farmland owners. These programs allow growers to get the equity out of their land without selling it to developers. The conference report contains \$35 million in federal funds to help start the program.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

ATTENTION APPLICANTS

Besides recruiting for its 1996-97 AmeriCorps Program, the U.S. Department of Agriculture also is currently recruiting for a "Summer of Gleaning", a special anti-hunger national service project during June, July, and August of 1996.

After reading the enclosed materials, please fill out the following form and submit it with your application.

NAME _____

ADDRESS _____

TELEPHONE _____

Are you interested in being considered only for the "Summer of Gleaning Program"?

YES _____

NO _____

Are you interested in being considered only for our yearround 1996-97 Program?

YES _____

NO _____

Are you interested in being considered for both the summer program and the yearround program?

YES _____

NO _____

If you are interested in the "Summer of Gleaning", do you have a site preference(s)? (See accompanying site list.)

YES _____ NAME SITE PREFERENCE(S) _____

ANYWHERE _____

administrative expenses has been reached and such a transfer would require CSREES to assess an 8% IPSC (indirect program support cost) charge on the national service money. The alternative is for the OC of communications to make a direct sub-grant to Washington State and Rutgers. This option is being explored with the USDA OGC before it can be finalized.

Rural Development

1. Members will be entered into the personnel system using SF -52 in the same manner as year long Members.
2. T&A's will be completed and entered for the members, the same as for year-long members.
3. A way will have to be found to give an advance pay check to the members so that they don't wait three weeks to get one weeks worth of basic living allowance.
4. The Director of National Service (Office of Communications) will enter into an interagency agreement (form AD 672) with Rural Development to run their portion of the Summer of Gleaning project.
5. The total amount of cash required by the rural development project's budgets and identified as coming from Federal funds as shown on the attached sheet will transferred to the Agency from OC using form AD 742 Transfer and Adjustment Voucher.
6. Jim Coyle and Dave Gibson will talk with Carol Olsen about which account will receive this money. The initial problem is that the current account is based on FY 95 money and this money is FY 96 or may be considered FY 96. The results of that discussion will be forwarded to OC and to the project managers. It is envisioned that central account similar to or perhaps even the same as this year's will be established or used by each site to cover the necessary expenses.

FARM SERVICE AGENCY (ALL BUT MARYLAND)

1. Members will be entered into the personnel system using SF -52 in the same manner as year long Members.
2. T&A's will be completed and entered for the members, the same as for year-long members.
3. A way will have to be found to give an advance pay check to the members so that they don't wait three weeks to get one weeks worth of basic living allowance.

USDA/AMERICORPS SUMMER GLEANING AND FOOD RESCUE PROJECTS

SITE	Federal Sponsor	# MEM	FEDERAL		NON-FEDERAL SPONSOR	
			CASH	IN-KIND	CASH	IN-KIND
CALIFORNIA	RD	6	\$28,800			
CONNECTICUT/RI	FSA	6	\$36,420	\$27,330		\$250
GEORGIA	RD	2	\$10,000			
ILLINOIS	FSA	2	\$9,600			
INDIANA	RD	6	\$20,846			
IOWA	FSA	6	\$22,877	\$2,000		
KENTUCKY	RD	6	\$28,800			
MARYLAND	FSA	4	\$41,608	\$4,116		\$35,125
MICHIGAN	FSA	6	\$27,782			
MISSISSIPPI	RD	4	\$26,000			
MISSOURI	FSA	5	\$17,840			
NEW JERSEY	CSREES	5	\$34,775		\$25,000	
NM-SAN JUAN	FSA	4	\$18,471	\$850		\$820
NM-ALBUQUERQUE	RD	4	\$19,200	\$2,100		\$5,260
OREGON	FSA RD	6	\$25,250	\$4,050		
PENNSYLVANIA	RD	5	\$17,374	\$500	\$3,050	
TEXAS	RD	5	\$19,396			\$3,690
WASHINGTON	CSREES	6	\$27,580			
		88	\$432,618	\$40,946	\$28,050	\$45,145
	TOTAL FEDERAL:		\$473,564			
	TOTAL NON-PROFIT:		\$73,195			
	GRAND TOTAL:		\$546,759			

CSREES = Cooperative State Research, Education and Extension Service
FSA = Farm Services Agency
RD=Rural Development

4. The Director of National Service (Office of Communications) will enter into an interagency agreement (form AD 672) with FSA to run their portion of the Summer of Gleaning project.
5. The total amount of cash required by the rural development project's budgets and identified as coming from Federal funds as shown on the attached sheet will be transferred to the Agency from OC using form AD 742 Transfer and Adjustment Voucher.
6. Charles Sims will work with Gloria Brown and Antonia Bailey on how the money once received into FSA will be made available to the states.

NON-PROFITS OR NON-FEDERAL ENTITIES (FSA-MARYLAND, CSREES - WASHINGTON , AND CSREES NEW JERSEY)

FSA-MARYLAND

1. Money moved to FSA as described above will include the money required by the Maryland non-profit to operate the program less the basic living allowance (FSA will disburse the basic living allowance).
2. Gloria Brown will work with Charles Sims and the Maryland parties to work how much of the non-profits funds will be moved to them and when. It is envisioned that Gloria will use the AD 757 to make the transfer.

CSREES-WASHINGTON, AND CSREES-NEW JERSEY

Assuming that the Director of National Service will make a direct sub-grant to Washington State University and New Jersey Agriculture Council, the projects should function the same with one exception. If the sub-grant of money is made, the non-profit or non-federal entity must match in non-federal CASH 15% of the amount for the basic living allowance. This would be approximately a maximum of \$2,000 for New Jersey and \$2,400 for Washington State. Each site would have to determine if they can meet this match.

If the grants are made, the three sites will have to generate SF 424 and 424a forms to describe their budgets as well as use the SF 270 to request payments. The transfers would take place using AD 757 and payments. We can work the sites to do this.

SUMMER OF GLEANING (1996)
ADMINISTRATIVE ISSUES STATUS

ASSUMPTIONS

1. Only in the FSA Maryland project and the CSREES New Jersey and Washington projects will the members be managed by a non-federal employee.
2. Budget totals as shown on the attached sheet are accurate.
3. Members are NOT eligible for Health Care or Child Care
4. Members will be allowed 16 hours (2 days) for personal or sick time and 16 hours for Federal holidays (Memorial Day, Fourth of July, or Labor Day). If a member's time of service is such that he/she will only need the Fourth of July then the other 8 hours can be used as either personal or sick time or will be paid at the end of the completion of the term of service.
5. The period of service for both Team Leaders and regular Members is 480 hours. Team leaders may be brought on for an additional 40 hours for advance training or program termination, etc. but their educational award is based on 480 hours. Team leaders will have to receive the basic living allowance for the entire 552 hours upon which their basic living allowance rate is based.
6. Basic living allowance for Regular Members will be disbursed at:

$$2242.60 \text{ divided by } 512 \text{ hours} = \$4.38$$

Basic living allowance for Team Leaders will be disbursed at:

$$3466.56 \text{ divided by } 512 \text{ hours} = \$6.28$$
7. There is no hard code relationship between the GRADE and STEP designations in the NFC payroll system and the rate of pay (or actually in our case, the rate of disbursement of the basic living allowance). Therefore Summer of Gleaning AmeriCorps members will be entered as follows:

Using the same AmeriCorps employee code:

Team Leaders will be entered as Grade OO Step 03 with a rate of \$4.38

Regular Members will be entered as Grade OO Step 04 with a rate of \$6.28
8. It does not appear that it will be feasible to move money from CSREES in order for them to move the money to Washington State and Rutgers because the National Service cap on



TO: Donna Hines, FCS AmeriCorps Program Coordinator
FROM: Paul Winkeller *PSW*
DATE: May 24, 1996
SUBJECT: AmeriCorps Summer of Gleaning Proposal

Gerald D. Jennings

Mayor
City of Albany

Charles H. Shoudy

Commissioner
Department of
Human Resources

Paul S. Winkeller

Executive Director
Albany Service Corps

We truly appreciate the opportunity to submit this proposal. Many thanks to you and Bob Lewis for keeping us in mind. Our local collaboration has worked hard this week to develop a viable proposal which we are confident can be implemented along the fast track cited in our time line. And to put in one final plug on our behalf, it is important to note the strong experience of our five year old service corps, which is intimately familiar with AmeriCorps, along with the strong vocal support of national service by our local chief elected officials - Albany Mayor Gerald Jennings, Albany County Executive Michael Breslin and Congressman Michael McNulty (21st District). In addition, we are told that either the President or Vice-President will be attending the June 22nd annual Albany County Democratic Picnic, located right in the heart of the rural area where our potential Summer of Gleaning participants will be working with local farmers!

Hope to hear from you soon.



PROJECT PROPOSAL - submitted 5/24/96**New York State FSA AmeriCorps "Summer of Gleaning" Project****1. Cover Page**

A) *Project Title* = Capital Region Summer of Gleaning and Gleaning Infrastructure Development

B) *Address* = Albany Service Corps, 88 North Lake Avenue, Albany, NY 12206

C) *State of Duty Station* = New York State

D) *Counties of Duty Station of AmeriCorps Members* = Albany, Rensselaer, Schenectady, Columbia, Schoharie, Greene

E) *Names of Counties Served* = Albany, Rensselaer, Schenectady

F) *Pertinent Demographic Information* - see attached spreadsheet

G) *Congressional Districts* = #21 - Michael McNulty; #22, Gerald Solomon

H) *Name of Site Supervisor* = Paul Winkeller, Executive Director, Albany Service Corps

I) *Address, Phone and Fax Number of Site Supervisor* = see (B) above for address.
PH: (518) 434-CORP (2677); FAX: (518) 434-5358

J) *State Project Manager* =

K) *Address, Phone Number and Fax Number of State Project Manager* =

L) *Number of AmeriCorps Members in "Summer of Gleaning" Program* = 4

M) *List of Project Partners*: primary = Albany Service Corps; secondary = Hunger Action Network of New York State, Food Pantries For the Capital District, Schenectady Inner City Ministry, Capital Gleaning Network, Capital Region Farm & Food Project, Regional Food Bank

2. AmeriCorps Project Objective Statement

On a short-term basis, through various gleaning efforts described below, we will provide fresh produce to a minimum of 20,000 low-income individuals a month throughout the Capital Region; long-term, AmeriCorps Summer of Gleaning members will help develop the capacity within the project partners cited above to sustain and expand area gleaning activities, including the fullest utilization possible of fresh food secured through our collaborative efforts.

A	B	C	D	E	F	G	H
1 COUNTY NAME	ALBANY	SCHENECTADY	RENSSELAER	COLUMBIA	GREENE	SCHOHARIE	DATA SOURCE
2 per cap income	21,003	20,679	17,774				1990 CENSUS
3 # WIC participants	4,405	2,930	3,126				WIC 1/94
4 # food stamp participants	23,640	11,458	13,554				FSP 1/94
5 AFDC	11,748	5,476	4,986				HANNYS
6 # families below poverty	66,397	33,663	37,264				HANNYS
7 % below poverty	22.50%	22.50%	24.00%				HANNYS
8 #child hungry/at-risk	10,000	5,300	6,200				NYAG SERVICE 9/94
9 #participants FMNutProg	2,096	1,399	1,450				WIC 1/94
10 # soup kitchens	15	3	3				NYS NUTRIT CONSORT
11 # food pantries	45	8	20				NYS NUTRIT CONSORT
12 # farms	475	190	540	560	275	575	NYAG SERVICE 9/94
13 % veg/fruit	5.6% veg	3.4%veg	4.1%veg	15.6%fruit	5.2%fruit	3.6%veg	NYAG SERVICE 9/94

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

Summer of Gleaning AmeriCorps members will work in close cooperation with members of the emerging Capital Area Gleaning For The Hungry Network (a/k/a the Capital Gleaning Network), referenced in the attached March 10, 1996 article from the Daily Gazette. Support letters from secondary project partners are attached. Activities will include:

1) AmeriCorps members will work in the four year old three quarter acre Harvest For the Hungry Garden, located at the State Office Campus in Albany, which provided 1700 pounds of fresh produce last year to the local emergency food network. Activities will be both hands-on (one day per week per member) and recruitment/coordination of a minimum of ten volunteers to work in the HFH Garden throughout this and future growing seasons.

2) AmeriCorps members will work a minimum of three half-days per week with area farmers to identify gleaning activities for local volunteers throughout the summer and fall - including on ServAlbany Day, a major local AmeriCorps volunteer event scheduled for October 19, 1996 (see attached 1995 brochure and press clip). This will generate a minimum of eight tons of fresh produce and involve at least 25 volunteers. Recruitment of farmers will occur through leaflets, farm visits, follow-up phone calls and at farmers markets, farm stands and farmer meetings. Summer of Gleaning members will coordinate their efforts with the Regional Food Bank, which manages a Produce For The People Program that generates fresh fruit and vegetables from growers who participate in the Menands Market, one of only three major regional wholesale markets in New York State.

3) AmeriCorps members will work at least three half days per week on site, or a nearby neighborhood facility, with local food pantries and soup kitchens to train staff, volunteers and clients on preparation and use of fresh in-season vegetables and fruits - currently a major stumbling block preventing full utilization of gleaned food. Working with children will be a major focus, as is the preparation of simple, ethnically and culturally acceptable meals. AmeriCorps members will coordinate their activities with local Extension offices as well as neighborhood centers and churches/synagogues who have appropriate cooking facilities.

4) AmeriCorps members will work at least two half-days per week on infrastructure development - nurturing the previously mentioned emerging Capital Gleaning Network by identifying volunteers, scheduling meetings and developing leaders to insure the viability and sustainability of this network, including the work of the members of AmeriCorps Summer of Gleaning project. This activity will include extensive field work, phone calling and a schedule that will include night and weekend time.

5) To the extent that time allows, AmeriCorps members will work on food rescue efforts with area institutions, restaurants and grocery chains to identify prepared food for rescue and arrange its transport and full use through the area emergency feeding network. One key task will be to identify, secure and train committed volunteers to join the three year old Food Shuttle, a voluntary network which moves rescued food within

the Capital Region.

b) What is hoped for results of the activities described above?

To glean or rescue a minimum of ten tons of food, serving the 20,000 area low-income individuals per month who receive food through 100 local emergency food sites in the region (*note - statistic provided by staff from the Hunger Action Network of New York State*); to train a minimum of fifteen area emergency feeding sites in better preparation and use of fresh produce; and to develop the nascent Capital Gleaning Network to a point where this network of volunteers can take on most of the activities of this AmeriCorps project.

c) How will you measure the quality of service provided?

The Albany Service Corps AmeriCorps program has a fully developed evaluation methodology - see attached sample. It will be distributed to all Project Partners, Sponsors and Trainers.

d) By what standards will success be gauged?

We will have succeeded if a minimum of 85% of those surveyed indicate that the goals set for the AmeriCorps Summer of Gleaning project have been met, that their experience with the project has been positive one and that they will continue to work with volunteers from the Capital Gleaning Network to continue and expand these efforts in future growing seasons.

e) How many individuals will receive the benefits of the service your Members perform?

Based upon smaller scale gleaning activities in the past undertaken by the Albany Service Corps - mainly gleaning days and the Harvest For the Hungry Garden - and the firm commitment of AmeriCorps Summer of Gleaning partners referenced in this application, we are confident that 20,000 low-income individuals will be served, involving a minimum of fifteen area emergency feeding programs.

3. Preliminary Work Plan and Milestone Schedule

Task 1 - Recruitment and Orientation: June 1-14, 1996

Working through our normal recruiting channels, which attract 60+ young adults into our year round youth corps per year, and working with project partners identified in this proposal who will likely have their own potential pool of AmeriCorps Summer of Gleaning participants (within a broader age range), we will aggressively recruit and select a highly motivated team of members, including one Team Leader. A full day orientation, bringing together all the project partners and laying out the scope and objectives of this project, will occur at the end of this initial period.

Task 2 - Summer of Gleaning Project Planning: June 1-21, 1996

Using the AmeriCorps Summer of Gleaning Project Objective Statement as a "template" - this document itself reflecting much work in the past and dialogue this spring - project collaborators will develop a scope of work for each area of the project. Once recruiting and orientation are complete, AmeriCorps members will be fully integrated into this process, and to give the project their own personal stamp and buy-in, members will take the lead in planning by the end of this period.

Task 3: Initial Implementation: June 24-28, 1996

Final touches will be put on flyers and other relevant written materials drafted during the planning phase. Though some outreach will likely have occurred already - including an announcement of this new AmeriCorps project in the local media, who have been very supportive of national service in general, as evidenced by the attached press clips - a series of mailings, phone calls and initial site visits will occur during this period. This flurry of outreach will set the tone for the entire project, as AmeriCorps members will be continually following up on leads, and reaching out to volunteers, farmers, restaurants, food preparers and other new constituencies throughout the Summer of Gleaning period.

Task 4: Summer of Gleaning: July 1 - August 30, 1996

AmeriCorps member will be engaged in all activities outlined previously, on a regularly scheduled basis - moving throughout the field, from area farms to the Harvest For The Hungry Garden in Albany to the Regional Farmer's Market in Menands to area soup kitchens and food pantries. Members will coordinate the movement of fresh and rescued food - in some cases, using vehicles provided by the Albany Service Corps. When not in the field, AmeriCorps members will be based primarily at the Albany Service Corps, which will provide phone, copying and other office support, though we do anticipate that members will also be spending significant time at the offices of other project partners, especially the Hunger Action Network of New York State, Food Pantries of the Capital District and the Regional Food Bank. Members will schedule and coordinate at least one meeting each month of the Capital Gleaning Network, which represents all major AmeriCorps Summer of Gleaning partners, along with volunteers from area service clubs and religious groups.

Task 5: Project Evaluation and Sustainability: September 2-14, 1996

The attached surveys will be sent out. Meetings with all project partners will be scheduled to focus on long-term issues of project sustainability. The Capital Gleaning Network, which has met regularly throughout the project period, will assume leadership and insure the long-term continuation and viability of the various components of the AmeriCorps Summer of Gleaning project. AmeriCorps members, working closely with staff at the Albany Service Corps, will prepare a portfolio based final report for USDA - to include a written report, photos, testimonials from farmers, clients and project partners and perhaps even an amateur video - the latter being an in-house "expertise" at the Albany Service Corps.



Hunger Action Network of New York State

278 Clinton Ave. Albany, NY 12210 • (518) 434-7371 Fax 434-7390

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Liz Santiago
John Schumacher
Thomas Seefeld

May 23, 1996

Paul Winkeller, Executive Director
Albany Service Corps
88 North Lake Avenue
Albany, NY 12206

Dear Paul,

We are writing in support of Albany Service Corps' proposal for an AmeriCorps "Summer of Gleaning" project. As you are well aware, thousands of pounds of fresh produce is wasted in our area each year while emergency feeding programs are struggling to keep food on their shelves. There is a great need to develop a sustainable gleaning project for the Capital District, including developing a training for potential volunteers, recruiting farmers, and developing an effective distribution system for gleaned produce.

We are confident in Albany Service Corps' capacity to effectively administer this collaborative effort. The Corps' ability to conduct cooperative projects in our community is well illustrated by the success of the Harvest for the Hungry Garden Project. Because of the Corps' commitment to the garden project, over 1700 pounds of fresh produce was distributed to 40 plus food programs last summer.

We want to thank you and the Albany Service Corps for your efforts to help end hunger in NYS. We hope that the "Summer of Gleaning" project becomes a reality in the Capital District this year. Please contact us if there is any way we can assist with the effort.

In Hope,

Deb Catozzi
Associate Director

Capital Area Gleaning for the Hungry Network

c/o 27 Elm Street, Albany, NY 12202 • (518) 426-9331

May 23, 1996

Paul Winkeller, Executive Director
Albany Service Corps
88 North Lake Avenue
Albany, NY 12206

Dear Paul:

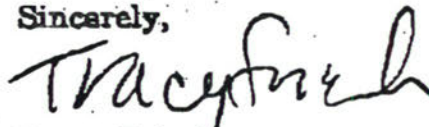
I am writing on behalf of the Capital Area Gleaning for the Hungry Network in support of the Albany Service Corps' Summer of Gleaning proposal for funding to USDA. The contributions of AmeriCorps participants will contribute to both the short-term and long-term success of our gleaning in the Capital Region and will complement our largely volunteer efforts.

The Capital Area Gleaning Network was initiated in January 1996, building on previous gleaning experience by some of its participating organizations. These participants include food pantries, anti-hunger groups, and representatives of service groups and congregations, as well as interested individuals. Together we have set out to create a long-term gleaning infrastructure which relies largely on volunteers in partnership with existing agencies. Next week, we are holding a training for gleaning team leaders and we will soon begin gleaning on area farms.

We are very interested in working closely with your program this summer. In particular, we are excited about your proposed activities in developing gleaning opportunities, building a greater volunteer base, and undertaking educational activities to stimulate the use of fresh fruits and vegetables by emergency food providers and their clients. With your assistance, we expect that the quantity of produce gleaned will be much greater and more progress will be made in developing a volunteer-based infrastructure for the future.

Thank you for your interest in gleaning. We look forward to working with the Albany Service Corps in the coming months.

Sincerely,



Tracy Frisch
Coordinator



May 23, 1996

Paul Winkeller
Executive Director
Albany Service Corps
88 North Lake Ave.
Albany, NY 12206

Dear Paul:

I am writing on behalf of Food Pantries for the Capital District to extend our support of and excitement about the AmeriCorps Summer of Gleaning Project. Food Pantries for the Capital District is a natural match to work with you on this community effort since we are a leading hunger organization comprised of 47 food pantries in Albany and Rensselaer Counties.

As you know Food Pantries for the Capital District has been one of the lead agencies in the set up and continuation of the Harvest for the Hungry garden. We are also very involved in the creation of the Capital Gleaning Network. Finding new ways of securing food for our member food pantries is one of the major goals of our organization.

In 1995 our member food pantries were feeding over 18,060 individuals each month. We gave out 541,220 pounds of nutritious food items to member pantries in an effort to feed all who are hungry in our community.

We look forward to working with you in securing volunteers, distributing fresh produce to hungry families and training the community on the importance of gleaning and food growing projects. All this in an effort to make the AmeriCorps Summer of Gleaning Project a success here in the Capital District.

Sincerely

Dawn Primeau
Executive Director
Food Pantries for the Capital District

"Help us feed the hungry."

340 First Street, Albany, NY 12206 462-3459



May 23, 1996

Paul Winkeller
Albany Service Corps
88 North Lake Ave.
Albany, N.Y. 12206

Dear Paul:

I am pleased to lend my enthusiastic support to the Albany Service Corps' "AmeriCorps Summer of Gleaning Proposal". It was an amazing coincidence that you called yesterday to offer the Food Bank an opportunity to participate in this project at this time. The day before your call, our staff discussed the need for the Food Bank to expand its efforts to acquire more fresh produce for the people we serve. Our main challenge was finding a volunteer or the funds to hire a staff person to coordinate the various activities we planned.

An AmeriCorps member would be a perfect fit for our Produce for the People program this summer. The member would have a great learning experience, and help expand a program which will provide huge quantities of good, nutritious produce to hungry people for many years. It is an exciting opportunity.

I also fully support the development of an organized gleaning program in this area. Again, the timing of the Summer of Gleaning proposal is perfect. Several emergency feeding programs have already joined forces to develop such a program. However, a committed person(s) is needed to implement the program this year and establish a foundation upon which to expand it in the future.

Finally, the Albany Service Corps is the ideal agency to spearhead this project. It is a well run agency with a dedicated staff and extensive experience working with fresh produce.

I strongly encourage USDA to approve Albany Service Corps' proposal. It would be a tremendous boost to emergency feeding programs in the Capital Region at a time when the number of hungry people is rapidly increasing and many sources of donated food are decreasing.

Sincerely,

Mark Quandt
Executive Director

Regional Food Bank of Northeastern New York
965 Albany-Shaker Road
Latham, NY 12110

(518) 786-3691

Fax (518) 786-3004

A member of the Second Harvest National Food Bank Network

**SCHENECTADY INNER CITY MINISTRY**

930 Albany Street, Schenectady, New York, 12307-1514
*Relating the resources of the churches
to the human needs of the city*

Patricia Obrecht
Director, Food Program
Phone 346-4445

May 23, 1996

Mr. Paul Winkeller
Albany Service Corps
88 North Lake Ave.
Albany, NY 12206

Dear Mr. Winkeller:

As the director of the Schenectady Inner City Ministry I am eager to work with you on the Summer of Gleaning project here in Schenectady. We have been involved in gleaning on a small scale in the past and would hope to build on that and expand our efforts with your help in the very near future.

We have also had conversations with our Community Gardens here and see some good possibilities for a cooperative effort with them as well. The food resources definitely will need to be expanded to meet the rising need and demand on our program to provide food assistance to families in this community.

This letter is to assure you that we will do our best to cooperate in your efforts for a food rescue project.

Sincerely,

Patricia Obrecht

SICM Food Program Director

AmeriCorps Summer of Gleaning

Budget Narrative

Basic Member

We are requesting three Basic Members @ \$2241.60 each for a total of \$6724.80.

Team Leader

We are requesting one Team Leader @ \$3468.40.

FICA

We are requesting that the Corporation cover FICA costs of \$779.78 (\$10,193.20 x .0765).

Workers Comp

We are requesting \$91.74 (our agency rate is .009).

Uniforms

In addition to the shirts provided by the Corporation we will be supplying each Summer of Gleaning participant one of our tee shirts (\$7.50 each).

Member Training

We are requesting that the Corporation pay 5 full days of training from the Capital Gleaning Network Coordinator @ \$125 per day - this will include introduction to and meetings with all project partners. We will also be providing a one day orientation to the Albany Service Corps valued at \$250.

Transportation

Since we will be gleaning from a six county area, there will be extensive mileage accumulated on personal vehicles. Four members traveling an average of 300 miles per week for 12 weeks @ .30/mile equals \$4320. Our match will be the use of two Albany Service Corps pick-up trucks, valued at \$500 per month, and one larger City of Albany owned box truck, as necessary, for ten days over the course of this project, valued @ \$150 per day.

Supplies

We will be providing all necessary materials - gloves, boxes, etc., valued at \$250.

Equipment

We will be providing all necessary materials, including wheelbarrows, crates, cutting shears, tape, etc., valued at \$350.

Staff Costs

We are requesting 14 half days of program consultation/supervision from the Capital Gleaning Network Coordinator @ \$125 per day for a total of \$875. We are also requesting \$240 for administrative and check processing costs, provided by the Albany Service Corps staff (\$4 per check times four participants plus one consultant times 12 weeks). We are also requesting that the Corporation pay 10% of the Site Supervisor's salary and fringe, at \$85 per week times 14 weeks, for a total of \$1190.

Our match is 10% of the Corps' Urban Greening Coordinator's time devoted to this project (\$65 per week times 12 weeks for a total of \$780) and 25% of one of our Senior AmeriCorps members who will be helping coordinate this project (\$80 per week times 14 weeks for a total of \$1120).

Other

We are requesting that the Corporation pay for mobile communication equipment (4 alpha beepers @ \$17 per month x three months for a total of \$153). Our match includes rent @ \$200 per month (\$600), phone and fax @ \$100 per month (\$300) and copier/computer costs @ \$75 per month (\$675).

Education Award

We are requesting four education awards @ \$1000 each, for a total of \$4000.

	A	B	C	D	E	F
1	ITEM	CORPORATION /NAT'L OFFC.	FEDERAL SPONSOR	MATCH	NON-FEDERAL PARTNER	TOTAL
2	BASIC MEMBER (3 @ \$2241.60)	\$6,724.80				\$6,724.80
3	TEAM LEADER (1 @ \$3,468.40)	\$3,468.40				\$3,468.40
4	FICA (\$10,193.20 X .0765)	\$779.78				\$779.78
5	WORKERS COMP (our rate is .009)	\$91.74				\$91.74
6	UNIFORMS (4 ASC T's @ \$7.50)				\$30.00	\$30.00
7	MEMBER TRAINING (5 days @ \$125 each from Capital Gleaning Network)	\$625.00		1 DAY ASC TRAINING	\$250.00	\$875.00
8	TRANSPORTATION (4 members x 300 mils/wk. x 12 wks. x .30/ml.)	\$4,320.00		2 ASC pick-up trucks (3 x \$500/month), 1 CITY box truck (10 days x \$150/day)	\$4,500.00	\$8,820.00
9	SUPPLIES			gloves, boxes, etc.	\$250.00	\$250.00
10	EQUIPMENT			wheelbarrows, crates, cutting shears, tape	\$350.00	\$350.00
11	STAFF COSTS (\$875 consultant, \$240 administrative, \$1190 10% Site Super.)	\$2,305.00		\$780 10% Urban Greening Coordinator, \$1120 25% 1 Senior AmeriCorps member	\$1,900.00	\$4,205.00
12	OTHER (4 alpha beepers @ \$17/month x 3 months)	\$153.00		FOR 12 WKS: rent \$600, phone/fax \$300, copier/computer \$225	\$1,125.00	\$1,278.00
13	EDUCATION AWARDS (4 @ \$1000)	\$4,000.00				\$4,000.00
14	TOTAL	\$22,467.72			\$8,405.00	\$30,872.72

THE SECRETARY OF AGRICULTURE
WASHINGTON

Many-

I recently spoke to you about USDA's efforts to alleviate hunger by focusing on the tremendous amount of prepared food that is wasted daily in cafeterias, schools, hospitals, restaurants and other institutions. It is estimated that 10-15% of all such food served is thrown away every day. I have made food rescue and gleaning a top priority at

THE SECRETARY OF AGRICULTURE
WASHINGTON

USDA. While we cannot
alleviate hunger totally by
food sharing activities, we can
make a big difference and at
the same time end the tragedy
of throwing away millions of pounds
of cooked food, fresh fruit +
vegetables + other food items.
The enclosed materials
give you some further information
on this.

Thank Mary -

Dan

720-3631

Summer of Gleaning and Food Rescue Project Baltimore, MD

Four AmeriCorps Members will be working during the summer months to provide fresh fruits and vegetables to needy families and individuals among the elderly, homeless, and other poor in the Greater Baltimore metropolitan area during the summer of 1996. The project will be administered through the Maryland State Office of USDA's Farm Service Agency (FSA), in close partnership with Civic Works (Baltimore's Youth Service Corps) and Washington Area Gleaning Network. Secondary partners will include the Maryland Food Committee, Action for the Homeless, and Maryland Food Bank. Funds to support this project are provided through a grant from the Corporation for National Service as well as from USDA.

The team will develop a network for distribution of gleaned and salvaged produce in conjunction with public and public-assisted housing communities, senior citizens' groups, churches, homeless shelters, food service providers, and other civic and government organizations in the Baltimore area. The Members and partner organizations will further develop and expand the existing network of farms, orchards, and other sources of produce in Maryland that currently support gleaning activities. Volunteer groups will be recruited among homeless shelters, low-income communities, senior citizens' groups, churches, schools, Boy/Girl Scouts, and other civic groups to work with the AmeriCorps Members to harvest and distribute fruits and vegetables to those in need. It is expected that the Summer of Gleaning project will establish a solid basis for continued food salvage and rescue efforts in the Baltimore area in a more permanent, structured arrangement.

AmeriCorps is President Clinton's national service program -- passed with bipartisan support from Congress -- that allows Americans of all backgrounds to serve their communities in exchange for educational awards that can be used to pay for college, graduate school, job training, or to pay back qualified existing student loans. Any citizen or permanent resident of the United States age 17 or older can apply for this program. Interested applicants can call the USDA recruitment line at 1-800-880-4183 to receive more information and an AmeriCorps application. Anyone specifically interested in the Maryland Summer of Gleaning and Food Rescue Program can also call Civic Works in Baltimore, at (410) 366-8533.



U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE UNDER SECRETARY
RESEARCH, EDUCATION, AND ECONOMICS

Telephone (202) 720-8885 Fax (202) 690-2842

FAX COVERSHEET

DATE: 4-2

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- ☐ KARL N. STAUBER, UNDER SECRETARY
 - ☐ KRISTIE D. KELM, SECRETARY
 - ☐ CATHERINE E. WOTEKI, DEPUTY UNDER SECRETARY
 - ☐ THERESA E. NEAL, SECRETARY
 - ☐ BARBARA A. MEISTER, CONFIDENTIAL ASSISTANT
 - ☒ VERONICA DE LA GARZA, CONFIDENTIAL ASSISTANT
 - ☐ MAUREEN KELLY, DIRECTOR OF LEGISLATIVE AFFAIRS
 - ☐ MITCH GEASLER, SPECIAL ASSISTANT
 - ☐ STEVE TEASLEY, SPECIAL ASSISTANT
 - ☐ DEBBIE HANFMAN, SPECIAL ASSISTANT
 - ☐ KYRA JORDAN, SECRETARY

MESSAGE:

Remember this went out on e-mail
so it didn't print in a nice
format. The format was correct when
CSROES sent it out.

March 28, 1996

TO: State Extension Directors/Administrators
FROM: Karl N. Stauber
Under Secretary
Research, Education, and Economics
SUBJECT: USDA's AmeriCorps Summer of Gleaning Program

PHOTOCOPY
PRESERVATION

I write to encourage you to participate in USDA's proposed AmeriCorps Summer of Gleaning program. Research, Education and Economics (REE) is already involved in the AmeriCorps program, a priority of both President Clinton and Secretary Glickman

Another one of Secretary Glickman's priorities is gleaning--the gathering of left-over crops after mechanical harvests. USDA's AmeriCorps program proposes to sponsor a special summer program focused on gleaning. The Secretary has asked various mission areas within USDA, including REE, Rural Economic and Community Development (RECD) and Farm Service Agency (FSA), to serve as key agencies to administer a Summer of Gleaning program in up to ten states using 60 AmeriCorps Members.

I have enclosed information that explains the process in more detail.

This enclosure may also be viewed on and/or downloaded from the CSREES Home Pagew at URL; <http://www.reeusda.gov/new/whatnew/project.htm>.

I would encourage you to partner with your RECD or FSA state office in this endeavor. Also, one of these agencies may approach you with a request to collaborate with them in developing a proposal and then in implementation if funded.

I strongly support this project and hope you will make a commitment to participate in this important Secretarial initiative. Any questions on this project may be directed to A.J. Dye at 202-690-0745 or adye@reeusda.gov.

A second project that Cooperative Research, Education and Extension Service (CSREES) is taking the lead on for gleaning is in developing a resource book on gleaning in each state. Please be aware that soon you will be getting a request for such information in your state. Any questions on this project may be directed to Edith Thomas at 202-720-8857 or ethomas@reeusda.gov. Once again, thank you for your continued hard work and dedication.

SUBJECT: Requests for AmeriCorps "Summer of Gleaning" Proposals
March 18, 1996

PHOTOCOPY
PRESERVATION

BACKGROUND

Each year millions of pounds of food--in fields--goes to waste. At the same time, hundreds of thousands of adults, and roughly twenty percent of the nation's children, do not have sufficient resources to acquire the food they need to survive and be healthy. Gleaning fields--gathering after the reapers--is one way we can rescue food that otherwise might be wasted and lost to the hungry. In addition, a network of food-rescue programs across the United States and Canada collect surplus prepared and perishable foods for distribution to the hungry.

Given that gleaning is one of Secretary Glickman's important priorities, and given that USDA's AmeriCorps pilot gleaning project is succeeding marvelously in recruiting farmers and other volunteers to help feed the hungry, USDA proposes to join with partner nonprofit ORGANIZATIONS, IN SPONSORING A "SUMMER OF GLEANING" PROGRAM FROM JUNE 1 through AUGUST 31, 1996 in up to ten selected States.

Opportunities for participation in this program are being offered to State Cooperative Extension Offices, Rural Economic and Community Development (RECD) state offices, Farm Service Agency (FSA) state offices, Food and Consumer Service (FCS) regional offices, and the Department of Housing and Urban Development (HUD) regional offices. Obviously, all of these other offices may not wish to apply individually; however, you may want to explore the possibility (and feasibility) of a collaborative project involving one or more of the agencies listed, either as coapplicants or as primary/secondary partners.

PROJECT APPLICATIONS

Because projects will only be operated in ten States, USDA state and regional offices must compete internally for participation in the program. If you wish to participate you must develop a short, concise project proposal and a one-page budget proposal indicating how you would implement your AmeriCorps "SUMMER OF GLEANING" project and submit it DIRECTLY to USDA's Office of National Service, through your Area Office, for ranking and selection purposes. Even though your project proposal must be detailed, it should be concise and NO LONGER THAN FOUR (4) pages. (We have enclosed a sample AmeriCorps "SUMMER OF GLEANING" project application and budget proposal for your use.) Project proposals are due COB APRIL 3, 1996. If your project is accepted, you will be notified by APRIL 4, 1996.

PROJECT SCOPE AND SIZE

While we anticipate that most projects will focus on "gleaning of fields", we will also consider for acceptance carefully-structured proposals that include perishable food salvage and/or rescue activities involving urban restaurant/food institutions. This is an area where collaboration with HUD offices, or with representatives from the multi-agency Empowerment Zone/Enterprise Community (EZ/EC) program; may prove to be extremely beneficial in the development of a

successful project proposal. Generally, project proposals for new AmeriCorps sites will involve five or six AmeriCorps Members. However, project proposals will also be considered for acceptance from existing USDA AmeriCorps sites who propose to add one or two Members to an existing team who would focus specifically on the gleaning project.

DEVELOPING PARTNERSHIPS WITH NONPROFIT ORGANIZATIONS AND STATE/LOCAL GOVERNMENT AGENCIES

The most important aspect in making your AmeriCorps "SUMMER OF GLEANING" project successful will be the partnerships you develop with local businesses, workers, and the nonprofit community. We expect that each successful proposal will involve a firm partnership with a local social service, community service or youth service group. You should immediately begin the process of contacting representatives of the Red Cross, Boy Scouts, Girl Scouts, 4-H and FFA groups, community church councils (or their equivalents), senior citizens' groups, civic organizations, community action agencies, etc.; and your State and local WIC, Food Stamp, and Commodity Food Distribution Program Directors, who are also being notified about this "SUMMER OF GLEANING" initiative to encourage them to join with you to facilitate food distribution and help alleviate some of our nation's hunger problems through a creative gleaning project. Letters of commitment or agreement from primary or secondary partners should be included with your project proposal.

PROJECT DESIGN

PHOTOCOPY
PRESERVATION

AmeriCorps "SUMMER OF GLEANING" projects:

must be restricted to activities relating to, or in support of gleaning and food rescue efforts and finding ways to help feed those in need. AMERICORPS MEMBERS MAY NOT PERFORM WORK THAT IS ROUTINELY PERFORMED BY USDA EMPLOYEES AND CANNOT SPEND THE BULK OF THEIR SERVICE TIME PERFORMING OFFICE OR SUPPORT WORK.

must be a "volunteer generator" model to recruit many more noncompensated volunteers and farmers. At each site, you should encourage local nonprofit organizations to help with training, farmer and volunteer recruitment and management, food distribution, etc. Our goal is for as many of the sites as possible to continue gleaning in future years even without an AmeriCorps project.

must be designed, implemented, and evaluated with extensive broad-based local input, including active partnerships with local anti-hunger or youth service groups, as well as consultation with representatives from nonprofit organizations, community groups, senior and youth groups, community based agencies with demonstrated record of experience in providing services, foundations, businesses, etc.

should have concrete, measurable community service objectives that demonstrate accomplishments focused on results, not just process. Thus, project objectives should not focus on how many meetings will be held or how many applications will be processed, but rather on how many families or individuals will be helped, how many children will be fed or educated in nutrition and agricultural education, and how many pounds of food will be distributed.

XEROCOPY
PRESERVATION

should also focus on K-12 nutrition and agricultural education for students of all ages--children, elderly, low-income families who want to learn more about how to improve their diets, etc.

"SUMMER OF GLEANING" AmeriCorps Team Members must:

engage a mix of people to perform service in work crews, composed of five to six Members, at each operating site. The work crew may include 1) people who may or may not have completed high school; 2) college students; and, 3) college graduates, who will serve twelve (480 hours), receive the minimum stipend required by law, and an education award of \$1,000.

possess specific skills that can be matched with individual community hunger needs which can be addressed by someone with that background.

receive sufficient training, education, and supervision for each service project performed. Each Member will be expected to learn general skills in citizenship and community development. It is also expected that this training will teach Members to accept personal responsibility for improving their community, while rewarding them with increased opportunities for education and job training.

BUDGET AND STAFFING

While ongoing logistical, financial, and technical advice and assistance on your "SUMMER OF GLEANING" AmeriCorps project will be provided by USDA's Office of National Service. State offices will be directly responsible for managing their gleaning projects including providing significant and continuing staff planning, oversight, and day-to-day supervision necessary for a successful AmeriCorps project.

USDA will provide funding to pay AmeriCorps Members stipend, training, travel, overhead costs, and the Corporation for National Service will pay the educational awards. State offices will distribute the stipend, oversee necessary travel and training, and other administrative costs incurred by AmeriCorps Members, as well as provide the necessary office space and equipment which may be needed for the project. AmeriCorps funds can also be provided for those

"SUMMER OF GLEANING" projects that would enable the local partnering agency to hire a project manager or to provide technical assistance in a variety of ways: support staff for the project, training, etc.

PRESERVATION

RECRUITMENT OF "SUMMER OF GLEANING" AMERICORPS MEMBERS

Many AmeriCorps Members may be college students. Selected AmeriCorps Members will not start until June, 1996. However, with college break in May or June, students should begin planning now in order to be available for summer placement. In order to attract the largest pool of quality applicants possible, recruiting materials will be sent to Universities in selected States from the national office. Ultimately, recruitment is a responsibility of each State office, but the Department will work with State offices to write and implement a recruitment plan that produces highly-qualified groups of diverse applicants.

State offices may consider recruiting and selecting one AmeriCorps Member to serve as TEAM LEADER for the project. This individual should possess the managerial and leadership skills necessary to supervise and direct the day-to-day activities of a diverse work crew.

Generally, a college student seeking community service credits would make excellent team leaders in these instances. Final selections of AmeriCorps "SUMMER OF GLEANING" Team Members will be made in early May.

LAUNCH DATE FOR "SUMMER OF GLEANING PROGRAM

AmeriCorps Members selected in May will be placed in State AmeriCorps projects between MAY 15 and JUNE 15. The following can answer detail questions or provide advice on application preparation:

Charles Sims, FSA AmeriCorps Program Coordinator: (202) 720-2829

Joel Berg, Director of USDA Office of National Service: (202) 720-6350 Donna Hines, FCS AmeriCorps Program Coordinator: (202) 690-0693

Note: All project proposals must be submitted in hard copy and 3 1/2" floppy disk, preferably in Word Perfect 5.0, but any ASCII Format is acceptable. The proposal must be detailed, but should be concise and no longer than four pages, single-spaced.

PROJECT PROPOSAL

_____ AmeriCorps "SUMMER OF GLEANING" Project

(State)

1. COVER PAGE

(1 page)

- PHOTOCOPY
PRESERVATION
- A) Project Title
 - B) Address
 - C) State of Duty Station
 - D) Counties of Duty Station of AmeriCorps Members
 - E) Names of Counties Served
 - F) Pertinent Demographic Information for Counties to be Served (e.g. per capita income, WIC/Food Stamp/AFDC participation data, percentage of families, with incomes at or below poverty line, number of farmers, etc.)
 - G) Congressional Districts
 - H) Address, Phone Number, and Fax
 - I) Names of Site Supervisors
 - J) State Project Manager
 - K) Address, Phone Number, and Fax Number of State Project Manager
 - L) Number of AmeriCorps Members in "SUMMER OF GLEANING" Program
 - M) List of Project Partners (primary--with actual administrative/operational responsibilities, and secondary--minimal administrative responsibility, consultant capacity (letters of commitment from primary and secondary partners should be attached to this proposal.)

[NOTE: Narrative responses shown below in items 2 and 3 are examples ONLY; States should develop their own proposals based on the numbers of farmers and needy families in the areas to be served, and on the activities that can actually be expected to be accomplished. The figures indicated in these examples are merely hypothetical, designed to give States an idea of the TYPE of proposal that is most likely to be selected for a "SUMMER OF GLEANING" project.]

2. AMERICORPS PROJECT OBJECTIVE STATEMENT: (1 page)

To provide fresh fruits and vegetables to 75 needy, hungry or elderly families through voluntary gleaning and food rescue efforts.
Increase K-12 nutrition and agriculture education in townships of County (ies).

- a What work will be done? What service will your members engage in?

Members will work in partnership with nonprofit organ-

izations, local public aid, public housing and senior citizen groups, Boy/Girl Scouts, First Methodist Church, Ruritan Club, 4-H and FFA groups, etc., to identify 75 needy families in the target area. Members will also work with local government agencies, contracting companies, and local growers to schedule gleaning activities. At least ten volunteers per project will

be recruited to assist the Members in gleaning and distributing harvested crops of fruits and vegetables to those in need.

- b What is the hoped for results of the activities described above?

At least 75 needy families will improve their diets; and

to develop a program that will be sustained, after the conclusion of the AmeriCorps SUMMER OF GLEANING program, by nonprofit organizations and other groups.

- c How will you measure the quality of the service provided?

Families and others that receive the benefits, volunteers, nonprofit organizations, community groups, farmers, local and State government agencies, and others that participate will be surveyed to determine the success of the project. In addition, project partners will be surveyed to determine their willingness to continue the project after the AmeriCorps SUMMER OF GLEANING project is completed.

- d By what standards will success be gauged?

Based on the feedback of those surveyed, the AmeriCorps "SUMMER OF GLEANING" program will be deemed successful if

75 percent of those surveyed indicated a positive response

regarding the quality and usefulness of the program.

- e How many individuals will receive the benefits of the service your Members perform?

Assuming an average family size of four persons, at least 300 individuals will receive the benefits of the service performed. Also, contracting companies, farmers, volunteers, and local government agencies, community groups,

nonprofits organizations should all realize and identify the

benefits of the service provided. §3 PRELIMINARY WORK PLAN AND MILESTONE SCHEDULE (2 pages)

Task 1

Members receive AmeriCorps orientation and other training from project directors. Training will concentrate on gleaning and distributing harvested crops, working with nonprofit organizations, and recruiting and training volunteers.

Beginning date: Early June 1996

Completion Date: Mid-June 1996

PHOTOCOPY
PRESERVATION

Task 2

Members develop informational material about the gleaning project and meeting announcements for needy families targeted. Members prepare and mail introduction letters to appropriate offices and organizations requesting their help and/or support of the project. Members attend and help conduct informational meetings with public and private processors, consultants, nonprofit groups and organizations to compile listings of needy families and individuals. Mailings will be prepared and distributed to producers, contractors, and farmer organization (e.g. Grange, Farm Union, Farm Bureau, etc.), to schedule appointments to discuss and promote the AmeriCorps SUMMER OF GLEANING project. Members continually develop new contacts with needy families, follow up with processors and consultants, update informational materials, and attend fairs, shows, and conventions.

Beginning date: June 1996

Completion Date: July 1996

Task 3

After farmers have been recruited to participate in the program, the needy families who are to receive the gleaned produce have been identified, and the volunteers who will help harvest and distribute the fruits and vegetables have been organized, Members will oversee the logistical aspects of the project including establishing distribution points and making sure that they are adequately staffed; securing transportation for the harvested produce; and, arranging for containers in which food can be taken away from the distribution points as well as buckets and boxes to be used as the food is gleaned and transported.

Beginning date: July 1996

Completion Date: September 1996

Task 4

PHOTOCOPY
PRESERVATION

Members will develop an evaluation system, to track, collect, a and report data on the measurable benefits associated with the project including the number of families/individuals served; the number of volunteers recruited to perform the work, the amount (in pounds and/or acreage) of food gleaned and distributed; the names and number of local community groups, and organizations providing support (donations, cash, in-kind services) to the gleaning project; and, a list of potential nonprofit groups and organizations willing to continue the project after the SUMMER OF GLEANING program is completed. Members will also provide a final report to the SED which includes the evaluation data and other observations on the successes and problems encountered with the AmeriCorps SUMMER OF GLEANING project.

Beginning date: June 1996

Completion Date: September 1996



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

TO: State Directors
Rural Economic and Community Development

Alabama	California	Connecticut	Delaware	Florida
Georgia	Indiana	Iowa	Kentucky	Maryland
Michigan	Mississippi	Missouri	Nevada	New Mexico
New York	Ohio	Oregon	Pennsylvania	Rhode Island
Tennessee	Texas	W. Virginia	Wisconsin	

FROM: Jill Long Thompson 
Under Secretary, RECD

SUBJECT: USDA's AmeriCorps Summer of Gleaning Program

I write to encourage each of you to participate in USDA's proposed AmeriCorps Summer of Gleaning program. RECD is already playing a significant role in the AmeriCorps program, a priority of both President Clinton and Secretary Glickman.

Another one of Secretary Glickman's priorities is gleaning -- the gathering of left-over crops after mechanical harvests. USDA's Office of National Service proposes to sponsor a special summer program focused on gleaning. The Secretary has asked various mission areas within USDA, including RECD and Farm Service Agency (FSA), to serve as key agencies to administer a Summer of Gleaning program in up to ten states using 60 AmeriCorps Members.

I have enclosed specific information you will need in order to apply for a Summer of Gleaning program in your state. In submitting applications, it is important to work with other USDA agencies and partners to ensure that there is broad community involvement.

I strongly support this project, and hope you will make a commitment to participate in this important Secretarial initiative. Once again, thank you for continued hard work and dedication.

Enclosures

TO: RECD State Directors

SUBJECT: Requests for AmeriCorps Summer of Gleaning Proposals

Background

Each year millions of pounds of food go to waste. At the same time, hundreds of thousands of adults, and roughly twenty percent of the nation's children, do not have sufficient resources to acquire the food they need to survive and be healthy. Gleaning fields -- gathering after the reapers -- is one way we can rescue food that otherwise might be wasted and lost to the hungry.

Given that gleaning is one of Secretary Glickman's priorities, and given that USDA's AmeriCorps pilot gleaning project is succeeding in recruiting farmers and other volunteers to help feed the hungry, USDA is sponsoring a Summer of Gleaning program from June 1 through August 31, 1996 in up to ten selected states.

Several USDA agencies, including RECD, Farm Service Agency, Food and Consumer Service, are being offered the opportunity to apply for participation in this program. As all of these offices may not wish to apply individually, you may want to explore the possibility of a collaborative project involving several agencies, either as co-applicants or as partners in your project design.

Project Applications

Because projects will only be operated in a maximum of ten states, RECD state offices must compete internally for participation in this special program. Each RECD state office wishing to participate must develop a short, concise project proposal, along with a one-page budget proposal (see attached format), indicating how it would implement an AmeriCorps Summer of Gleaning project. This application must be submitted directly to USDA's Office of National Service for ranking and selection purposes. Even though your project proposal must be detailed, it must also be concise; the narrative description of the proposal should be no longer than three pages. Letters of commitment or agreement from primary or secondary partners (which will not count against the 3-page narrative requirement) should also be included with your proposal. Such letters should clearly define the roles which each partner will play in the Summer of Gleaning project.

We have enclosed a sample AmeriCorps Summer of Gleaning project application as a model for your use.

Project proposals are due COB April 3, 1996. If your project is accepted, you will be notified by April 4, 1996.

Project Scope and Size

While we anticipate that most RECD projects will focus on "farm gleaning," AmeriCorps will also consider carefully-structured proposals that include perishable food salvage and/or rescue activities involving urban restaurant/food institutions. This is an area where collaboration with HUD offices, or with representatives from the Empowerment Zones/Enterprise Communities (EZ/EC) program, may prove to be extremely beneficial in the development of a successful project proposal.

Proposals for new RECD AmeriCorps sites will involve five or six AmeriCorps Members (one of which you may choose to recruit and designate as a team leader). However, applications will also be considered for acceptance from existing AmeriCorps project sites (not necessarily administered by RECD currently) who propose to add one or two Members to an existing team who would focus specifically on the gleaning project.

Developing Partnerships with Non-Profit Organizations and State/Local Government Agencies

The most important aspect in making your AmeriCorps Summer of Gleaning project successful will be the partnerships you develop with local businesses, workers, and the non-profit community. We expect that each successful proposal will involve a firm partnership with a local social service, community service, or youth service group. You should immediately begin the process of contacting representatives of the Red Cross, Boy Scouts, Girl Scouts, 4-H and FFA groups, community church councils (or their equivalents), senior citizens' groups, civic organizations, community action agencies, etc.; and your state and local WIC, Food Stamp, and Commodity Food Distribution Program Directors, who are also being notified about this Summer of Gleaning initiative to encourage them to join with you to facilitate food distribution and help alleviate some of our nation's hunger problems through a creative gleaning project.

Project Design

RECD AmeriCorps Summer of Gleaning projects:

- Must be restricted to activities relating to, or in support of gleaning and food rescue efforts and finding ways to help feed those in need. AmeriCorps Members may not perform work that is routinely performed by USDA employees and cannot spend the bulk of their service time performing office or support work.
- Must be a "volunteer generator" model to recruit many more non-compensated volunteers and farmers. Each state office will be assigned only five or six Members, who will be responsible for getting the gleaning programs up and running. At each site, you should encourage local non-profit organizations to help with training, farmer and volunteer recruitment and management, food distribution, etc. Our goal is for as many of the sites as possible to continue gleaning in future years even without an AmeriCorps project.
- Must be designed, implemented, and evaluated with extensive broad-based local input, including active partnerships with local anti-hunger or youth service groups, as well as consultation with representatives from non-profit organizations, community groups, senior and youth groups, community-based agencies with demonstrated record of experience in providing services, foundations, businesses, etc.
- Must have concrete, measurable community service objectives that demonstrate accomplishments focused on results, not just process. Thus, project objectives should not focus on how many meetings will be held or how many applications will be processed, but rather on how many families or individuals will be helped, how many children will be fed or educated in nutrition and agricultural education, and how many pounds of food will be distributed.
- Should also focus on K-12 nutrition and agricultural education for students of all ages --children, elderly, low-income families -- who want to learn more about how to improve their diets, etc.

RECD Summer of Gleaning AmeriCorps Team Members must:

- Engage a mix of people to perform service in work crews, composed of five to six Members, at each operating site. The work crew may include 1) people who may or may not have completed high school; 2) college students; and, 3) college graduates, who will serve twelve weeks (480 hours), receive the minimum stipend required by law, and an education award of \$1,000.
- Possess specific skills that can be matched with individual community hunger needs which can be addressed by someone with that background.
- Receive sufficient training, education, and supervision for each service project performed.

Each Member will be expected to learn general skills in citizenship and community development. It is also expected that this training will teach Members to accept personal responsibility for improving their community, while rewarding them with increased opportunities for education and job training.

Budget and Staffing

While ongoing logistical, financial, and technical advice and assistance on your Summer of Gleaning AmeriCorps project will be provided by USDA's Office of National Service and RECD's AmeriCorps Program Coordinator, RECD state offices will be directly responsible for managing their gleaning projects including providing significant and continuing staff planning, oversight, and day-to-day supervision necessary for a successful AmeriCorps project. AmeriCorps funds can be provided through the summer gleaning project that would enable the local partnering agency to hire a projects manager or to provide technical assistance in a variety of ways: support staff for the project, training, etc.

USDA will provide funding to pay AmeriCorps Members stipend, training, travel, overhead costs, and the Corporation for National Service will pay the educational awards. RECD state offices will distribute the stipend, oversee necessary travel and training, and cover other administrative costs incurred by AmeriCorps Members, as well as provide the necessary office space and equipment which may be needed for the project.

Recruitment of Summer of Gleaning AmeriCorps Members

Many AmeriCorps Members may be college students. Selected AmeriCorps Members will not start until June, 1996. However, with college break in May or June, students should begin planning now in order to be available for summer placement. In order to attract the largest pool of quality applicants possible, recruiting materials will be sent to Universities in selected states from the national office. Ultimately, recruitment is a responsibility of each state office, but the Department and RECD Washington office will work with state offices to write and implement a recruitment plan that produces highly-qualified groups of diverse applicants.

RECD state offices may consider recruiting and selecting one AmeriCorps Member to serve as Team Leader for the project. This individual should possess the managerial and leadership skills necessary to supervise and direct the day-to-day activities of a diverse work crew. Generally, a college student seeking community service credits would make excellent team leaders in these instances. The decision, however, to select a team leader does not absolve the state or local RECD office from its training, administrative, and oversight responsibilities in the summer gleaning project.

Final selections of AmeriCorps Summer of Gleaning Team Members will be made in early May

Launch Date for Summer of Gleaning Program

AmeriCorps Members selected in May will be placed in RECD AmeriCorps projects between May 15 and June 15, 1996.

Help in Preparing Applications and Project Director Training

Because this process is new -- and because we have given you tight deadlines -- we will provide you with significant assistance in preparing your project proposals. Area conference calls will be scheduled to answer questions and provide additional information.

Also, the following can answer detail questions or provide advice on application preparation:

Sean O'Neal, RECD AmeriCorps Contact: (202) 720-1007

Joel Berg, Director of USDA Office of National Service: (202) 720-6350

Donna Hines, FCS AmeriCorps Program Coordinator: (202) 690-0693

Note: All project proposals must be submitted in hard copy and 3 ½" floppy disk, preferably in Word Perfect 5.0, but any ASCII Format is acceptable. The proposal must be detailed, but should be concise and no longer than four pages, single-spaced.

PROJECT PROPOSAL

RECD AmeriCorps Summer of Gleaning Project (State)

1. COVER PAGE (1 page)

- A) Project Title
- B) Address
- C) State of Duty Station
- D) Counties of Duty Station of AmeriCorps Members
- E) Names of Counties Served
- F) Pertinent Demographic Information for Counties to be Served (e.g. per capita income, WIC/Food Stamp/AFDC participation data, percentage of families, with incomes at or below poverty line, number of farmers, etc.)
- G) Congressional Districts
- H) Names of Site Supervisors
- I) Address, Phone Number, and Fax Number of Site Supervisors
- J) State Project Manager
- K) Address, Phone Number, and Fax Number of State Project Manager
- L) Number of AmeriCorps Members in Summer of Gleaning Program
- M) List of Project Partners (primary--with actual administrative/operational responsibilities, and secondary--minimal administrative responsibility, consultant capacity; letters of commitment from primary and secondary partners should be attached to this proposal.)

[NOTE: Narrative responses shown below in items 2 and 3 are examples only; states should develop their own proposals based on the numbers of farmers and needy families in the areas to be served, and on the activities that can actually be expected to be accomplished. The figures indicated in these examples are merely hypothetical, designed to give States an idea of the type of proposal that is most likely to be selected for a Summer of Gleaning project.]

2. AMERICORPS PROJECT OBJECTIVE STATEMENT: (1 page)

To provide fresh fruits and vegetables to 75 needy, hungry or elderly families through voluntary gleaning and food rescue efforts. Increase K-12 nutrition and agriculture education in _ townships of ____ County (ies).

a What work will be done? What service will your Members engage in?

Members will work in partnership with non-profit organizations, local public aid.

public housing and senior citizen groups, Boy/Girl Scouts, First Methodist Church, 4-H, and Future Farmers of America, to identify 75 needy families in the target area. Members will also work with local government agencies, contracting companies, and local growers to schedule gleaning activities. At least ten volunteers per project will be recruited to assist the Members in gleaning and distributing harvested crops of fruits and vegetables to those in need.

b **What is the hoped for results of the activities described above?**

At least 75 needy families will improve their diets; and to develop a program that will be sustained, after the conclusion of the AmeriCorps Summer of Gleaning program, by non-profit organizations and other groups.

c **How will you measure the quality of the service provided?**

Families and others that receive the benefits, volunteers, non-profit organizations, community groups, farmers, local and state government agencies, and others that participate will be surveyed to determine the success of the project. In addition, project partners will be surveyed to determine their willingness to continue the project after the AmeriCorps Summer of Gleaning project is completed.

d **By what standards will success be gaged?**

Based on the feedback of those surveyed, the AmeriCorps Summer of Gleaning program will be deemed successful if 75 percent of those surveyed indicated a positive response regarding the quality and usefulness of the program.

e. **How many individuals will receive the benefits of the service your Members perform?**

Assuming an average family size of four persons, at least 300 individuals will receive the benefits of the service performed. Also, contracting companies, farmers, volunteers, and local government agencies, community groups, non-profits organizations should all realize and identify the benefits of the service provided.

3 **PRELIMINARY WORK PLAN AND MILESTONE SCHEDULE** (2 pages)

Task 1

Members receive AmeriCorps orientation and other training from the RECD project directors. Training will concentrate on gleaning and distributing harvested crops, working with non-profit organizations, and recruiting and training volunteers.

Beginning date: Early June 1996

Completion Date: Mid-June 1996

Task 2

Members develop informational material about the gleaning project and meeting announcements for needy families targeted. Members prepare and mail introduction letters to appropriate offices and organizations requesting their help and/or support of the project. Members attend and help conduct informational meetings with public and private processors, consultants, non-profit groups and organizations to compile listings of needy families and individuals. Mailings will be prepared and distributed to producers, contractors, and farmer organizations (e.g. Grange, Farmers Union, Farm Bureau, etc.), to schedule appointments to discuss and promote the AmeriCorps Summer of Gleaning project. Members continually develop new contacts with needy families, follow-up with processors and consultants, update informational materials, and attend fairs, shows, and conventions.

Beginning date: June 1996

Completion Date: July 1996

Task 3

After farmers have been recruited to participate in the program, needy families who are to receive the gleaned produce have been identified, and the volunteers who will help harvest and distribute the fruits and vegetables have been organized, Members will oversee the logistical aspects of the project including establishing distribution points and making sure that they are adequately staffed; securing transportation for the gleaned produce; and, arranging for containers in which food can be taken away from the distribution points as well as buckets and boxes to be used as the food is gleaned and transported.

Beginning date: July 1996

Completion Date: September 1996

Task 4

Members will develop an evaluation system, to track, collect, and report data on the measurable benefits associated with the project including the number of families/individuals served; the number of volunteers recruited to perform the work, the amount (in pounds and/or acreage) of food gleaned and distributed; the names and number of local community groups, and organizations providing support (donations, cash, in-kind services) to the gleaning project; and, a list of potential non-profit groups and organizations willing to continue the project after the Summer of Gleaning program is completed. Members will also provide a final report to the SED which includes the evaluation data and other observations on the successes and problems encountered with the AmeriCorps Summer of Gleaning project.

Beginning date: June 1996

Completion Date: September 1996

Fax Cover Sheet



**U.S. Department of Agriculture
Food & Consumer Service
Child Nutrition Division
3101 Park Center Drive, Room 1006
Alexandria, VA 22302
Voice (703)305-2590
Fax (703)305-2879**

From: Ed Morawetz, FCS **Date:** 4/3/96

David McCarty or Cheryl

To: Mecias, USDA Inter- **Time:** 10:00am
governmental Affairs

Number of Pages Including Cover Sheet: 4

Message: Per your telephone request this
morning.

Policy on Leftover Meals: Summer Food Service Program (SFSP)

The attached memorandum, issued in 1992, summarizes Food and Consumer Service (FCS) guidance on the issue of handling leftover meals in the SFSP. Although there are several regulatory provisions which are designed to minimize the number of leftover meals at program feeding sites, the nature of the program makes it likely that sites will, on occasion, have a moderate number of leftover food items or entire leftover meals.

In these cases, if consistent with state and local health ordinances, this memo encourages the sites to either:

- o Provide excess food items or second meals to other children at the site who wish to consume more food; or
- o Distribute excess items or meals to homeless shelters or other entities which provide food to low-income households or children.

The only program requirement which some sponsors believe amounts to "encouragement" of throwing away food is that FCS does not permit food to be taken off site by children, site staff, or community members. This requirement is designed to minimize potential food safety problems (many SFSP sites have open-air feeding in very hot weather) and to ensure that program benefits are received by the children at the feeding site, for whom they are intended.

I:mecias.erm

MAR 16 1992

CND:117

Disposition of Leftover Food or Meals in the Summer
Food Service Program (SFSP)

Regional Directors
Special Nutrition Programs
All Regions

At the recent national SFSP meeting in Kansas City, there was some discussion regarding whether, if consistent with local health ordinances, leftover food or meals could be disposed of by taking them to a homeless shelter, food pantry, or other facility which distributes meals or food to needy persons. In addition, conference participants wished to know how, if this practice were permissible, the sponsor should handle the meal on its claim.

Distribution of Leftover Food Items or Meals to Homeless
Shelters, Food Pantries, etc.

The SFSP regulations at Section 225.15(b)(3) require the ordering of one meal per child per meal service. The regulations at Section 225.6(c)(2)(i)(C) require sites to have access to refrigeration in order to store leftover meals for later service. In addition, the regulations at Section 225.15(b)(4) allow sponsors to claim reimbursement for a limited number of second meals. For all of these reasons, entire meals should not often be left over and unusable.

It might be more common to have a number of non-perishable food items (e.g., pieces of fruit) remaining on a "leftover table" at the end of the day. This may especially be the case at sites which serve large numbers of younger children who may not be able to consume the entire program meal. However, sponsors of such sites should seek State agency approval to serve these children smaller portion sizes, in accordance with the regulations at Section 225.16(g)(2). The ability to adjust portion sizes for smaller children argues against the likelihood that there frequently will be a large quantity of leftover items at sites serving greater numbers of young children. In such an event, the leftover items may often be stored for the service of extra food to children on subsequent program days.

However, despite sponsors' best efforts to order the appropriate number of meals, adjust portion sizes, refrigerate leftovers for later service, etc., they will, on occasion, find themselves with leftover meals or food items. In these instances, sponsors

Regional Directors

2

should explore other options for avoiding waste and disposing of leftover food, such as giving leftover food items or meals to homeless shelters, food pantries, and the like.

Claiming of Leftover Food or Meals

In the limited circumstances described above where sponsors are permitted to make leftover meals or food items available to homeless shelters or other entities providing food to the needy, the sponsor may claim the meal for reimbursement only when the meal was originally served to participating children. That is, if 50 meals were served to children, and 15 leftover pieces of fruit were taken to a shelter, all 50 meals served to children may be claimed for reimbursement. However, if 100 meals were ordered, 70 were served to children, and 30 entire meals were taken to a shelter, the 30 leftover meals should not be claimed for reimbursement. Instead, the cost of the 100 meals should be included in the sponsor's operating costs for end-of-the-month comparison to meals times rates.

Please contact Jim O'Donnell or Ed Morawetz at FTS 365-2620 if you have any questions regarding this policy.

pm Signed Bob Eadit

STANLEY C. GARNETT
Acting Director
Child Nutrition Division

cc: T. Hallberg, PAMB
L. Pastura, PIB

CND:117:Morawetz:I:waste.erm:2/28/92; rewrite 3/12/92; 3/13/92;
3/16/92

Filecode: SPSP Meal Service Requirements, Wasted Foods



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

INFORMATIONAL MEMORANDUM FOR THE SECRETARY

FROM: **Jill Long Thompson** *JLT*
Under Secretary
Rural Economic and Community Development

SUBJECT: **Gleaning**

Your commitment to the concept of gleaning has energized our employees to think about new and innovative approaches for providing food to poor, hungry communities in rural and urban America.

As you know, RECD has established a working team to find ways to address this critical need. The purpose of this memorandum is to advise you of our activities to date.

- **Participating in the Summer of Gleaning Project:** RECD has sent out a memorandum to 24 RECD state offices requesting them to submit applications for AmeriCorps' Summer of Gleaning project. This program will allow 60 AmeriCorps Members to work in ten states, including the three states representing rural Empowerment Zones (EZs), over the summer for a small stipend and an educational award. Each RECD state office will be encouraged to work with other USDA agencies, the Department of Housing and Urban Development (HUD), and local non-profit organizations when submitting applications.
- **Empowerment Zones and Enterprise Communities (EZ/EC):** RECD has received a commitment from USDA-AmeriCorps that the three rural EZs will be included in the Summer of Gleaning project. To ensure that these applications are strong, EZ/EC staff will work with the RECD state offices representing the three rural EZs. If more than one agency within an EZ/EC area submits an application, AmeriCorps and RECD staff will encourage the agencies to submit a joint proposal. Rural EZ/EC areas will be encouraged to work with their urban counterparts in submitting and implementing a proposal.
- **Training:** RECD AmeriCorps Members will receive training on implementing a gleaning program at their meeting in Jackson, Mississippi, during the week of March 25-29. This training will also provide time for Members to refine their applications for the Summer of Gleaning project. In addition, RECD state offices will participate in teleconferences about gleaning.
- **Working with HUD:** To facilitate partnerships between HUD and USDA, I will meet with HUD Assistant Secretary Andrew Cuomo to discuss gleaning issues and linkages between rural and urban America. In particular, RECD is exploring the possibility of taking goods gleaned from USDA EZs to HUD Enterprise Communities.

- **Involving RECD State Directors:** The Under Secretary is working with RECD State Directors to encourage them to help develop local gleaning projects and to utilize RECD's field structure to encourage gleaning efforts. During the State Directors' policy meeting in April, we will discuss this issue.

In addition, RECD is continuing to explore additional opportunities such as:

- Incentives that might be provided to private carriers willing to haul food for non-profit organizations from rural communities to urban cities.
- The cost effectiveness of establishing processing or dehydration plants dedicated to preserving food that has been gleaned or rescued.
- Creating farmers' markets in urban areas that provide direct food and service in poor urban neighborhoods.
- Establishing an on-line clearinghouse for gleaning activities on the Internet. A World Wide Web site could include a list of resources to support gleaning activities and links to other pertinent web sites.

I hope you find this information useful. If you have any questions or comments, please feel free to call me.

cc: Ellen Haas
Karl Stauber
Martha Phipps
Cheryl Bates-Macias
Inga Smulkstys