

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the William J. Clinton
Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Americorps

Series/Staff Member: General Files

Subseries:

OA/ID Number: 24231

FolderID:

Folder Title:

Gleaning - 1996 Summer I [6]

Stack:

S

Row:

66

Section:

1

Shelf:

3

Position:

2

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. agreement	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)
002. agreement	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)
003. fax	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	06/04/1996	b(6)
004. application	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	09/08/1993	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24231

FOLDER TITLE:

Gleaning - 1996 Summer I [6]

2013-0661-F

rc3093

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

TOTAL

2/14/97

BEVIS TRUCK REPAIR
Lic #54-1149997
7397 WARD PARK LANE
SPRINGFIELD VA 22153
PHONE: (703)866-9800

PAGE 1

ORK ORDER LISTING

NAME : WASHINGTON GLEANING NE	LICENSE : E12104	SALES DATE : 02/10/97
ADDRESS:	ODOMETER : 73,425	W/O NO : 0018067
CITY : SPRINGFIELD	TYPE AUTO: INTER	WORK DATE : 02/10/97
STATE : VA ZIP: 22153	YEAR : 73	SOLD BY :
PHONE(WORK): (703) 000-0000	MODEL : BUS	PERFORMED BY:
PHONE(HOME): (703) 000-0000	VIN: 13662CHA27359	START: 10:10 END: 11:00

ITEM CODE	DESCRIPTION	SIZE	QTY	PRICE	AMOUNT	REC.
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TOWING TOW BY CO WRECKER

TOWED FROM E&M MACHINERY IN BALTIMORE TO BEVIS TRUCK
REPAIR SHOP IN SPRINGFIELD VA.

	REAR END PROBLEM					
	REMOVE REAR-BEARING BAD					
	ON FRONT OF PINION					
	INSTALL USED REAR ?		2.5	48.50	121.25	
HTP0211	USED 1600 IH REAR		1.0	450.00	450.00	
6B	BLUE SILICONE		1.0	4.31	4.31	
05089	BREAKE KLEEN		1.0	4.88	4.88	
85-140	GEAR OIL		14.0	1.76	24.64	
INS	VA STATE INSPECTION		1.0	10.00	10.00	

VA INSPECTION : INSPECT VEHICLE IN ACCORDANCE WITH VA. STATE
INSPECTION MANUAL MAKING ANY ADJUSTMENTS AND REPAIRS AT THE
OWNERS REQUEST, AT AN ADDED CHARGE

RL	CHECK & REPAIR LIGHTS		1.0	48.50	48.50	
194	MARKER BULB		3.0	1.00	3.00	
EX	REPAIR EXHAUST		1.0	48.50	48.50	
	EXHAUST DONUT		1.0	2.50	2.50	
LG1	CHASSIS LUBE GREASE		1.0	4.00	4.00	

REMARKS:

ACTUAL WORK TIME 13.3 HOURS
REAR WORK AT COST OR LESS

GENERAL PARTS	77.61
NON-STOCKED PARTS	536.73
LABOR SALES	413.50

TOTAL

\$1,027.84

TOTAL P.03

12/14/97

BEVIS TRUCK REPAIR
Lic #54-1149997
7397 WARD PARK LANE
SPRINGFIELD VA 22153
PHONE: (703)866-9800

PAGE 2

WORK ORDER LISTING

NAME : WASHINGTON GLEANING NE	LICENSE : E12104	SALES DATE : 02/10/97
ADDRESS :	ODOMETER : 73,425	W/O NO : 0018067
CITY : SPRINGFIELD	TYPE AUTO: INTER	WORK DATE : 02/10/97
STATE : VA ZIP: 22153	YEAR : 73	SOLD BY :
PHONE(WORK): (703) 000-0000	MODEL : BUS	PERFORMED BY:
PHONE(HOME): (703) 000-0000	VIN: 13662CHA27359	START: 10:10 END: 11:00

ITEM CODE	DESCRIPTION	SIZE	QTY	PRICE	AMOUNT	MEC.
CRB	CHECK AND REPAIR BRAKES		2.5	45.00	112.50	

RIGHT FRONT WHEEL CYLINDER LEAKING
REMOVE WHEEL AND REBUILD-REASSEMBLE AND ATTEMPT TO
ADJUST BRAKES--REAR ADJUSTERS FROZEN--FRONT TOO WORN TO
ADJUST PROPERLY.BLEED SYSTEM.

B1400	BRAKE FLUID		2.0	2.87	5.74	
	WHEEL CYLINDER KIT		1.0	9.35	9.35	
C BATT	CHARGE BATTERY					
BLT	LOADTEST BATTERY		.2	48.50	9.70	
RBATT	REPLACE BATTERY		.2	48.50	9.70	
	USED BATTERY		1.0	30.00	30.00	
LAB	MISC LABOR		1.1	48.50	53.35	

INSTALL NEW GROUND WIRING FROM FRAME TO BATTERY AND FRAME
TO ENGINE

1-2246	3/8" 8 GAUGE TERMINAL	4.0	.68	2.72
BG	8 GAUGE PRIMARY WIRE	4.0	.80	3.20
	USED EXHAUST MANIFOLD	1.0	70.00	70.00
	NOTE;FROM PRIOR JOB ON 7000 FORD			

REMARKS:

ACTUAL WORK TIME 13.3 HOURS
REAR WORK AT COST OR LESS

GENERAL PARTS	77.61
NON-STOCKED PARTS	536.73
LABOR SALES	413.50

TOTAL

\$1,027.84

WASHINGTON AREA GLEANING NETWORK

Account QuickReport

April 1, 1996 through February 7, 1997

02/07/97

Type	Date	Num	Name	Memo	Split	Amount
GENERAL GLEANING						
Vehicle Expenses						
Repairs						
Check	4/2/96	1485	PENN AVE. EXXON		Checking - First Vir...	238.33
Check	4/12/96	1487	Thomas Chandler	Petty Cash	Checking - First Vir...	4.18
Check	4/16/96	1488	Oliver Wills	Suburban Engine	Checking - First Vir...	550.00
Check	4/24/96	1492	AAA	Carlton Word	Checking - First Vir...	66.00
Check	4/25/96	1494	Thomas Chandler	Petty Cash	Checking - First Vir...	0.00
Check	5/9/96	1498	Oliver Wills	Suburban Engine	Checking - First Vir...	400.00
Check	5/19/96	1510	Thomas Chandler	Petty Cash	Checking - First Vir...	7.19
Check	5/20/96	1511	Oliver Wills	Suburban Engine	Checking - First Vir...	90.00
Check	5/22/96	1516	Thomas Chandler	Petty Cash	Checking - First Vir...	61.42
Check	6/1/96	1518	Oliver Wills	VAN REPAIRS	Checking - First Vir...	107.00
Check	6/7/96	1520	Oliver Wills	SUBURBAN RE...	Checking - First Vir...	75.00
Check	7/1/96	1533	Guaranteed Used Tires		Checking - First Vir...	30.90
Check	7/2/96	1535	Pep Boys		Checking - First Vir...	29.35
Check	7/2/96	1536	Oliver Wills	SUBURBAN RE...	Checking - First Vir...	50.00
Check	7/10/96	1539	George Roche		Checking - First Vir...	110.00
Check	7/10/96	1541	NTW		Checking - First Vir...	297.02
Check	7/25/96	1546	J&O Auto Parts		Checking - First Vir...	53.14
Check	7/25/96	1547	Thomas Chandler	Petty Cash	Checking - First Vir...	15.10
Check	7/25/96	1548	Thomas Chandler	Petty Cash	Checking - First Vir...	7.28
Check	8/12/96	1601	Northeast Transmissions	Van repair	Checking - First Vir...	89.36
Check	8/20/96	1572	George Roche		Checking - First Vir...	42.72
Bill	8/26/96	8939	Parker Farms	Truck J&R TIRE BILL	Accounts Payable	415.90
Check	8/27/96	1605	Trak Auto		Checking - First Vir...	120.67
Check	8/30/96	1577	George Roche		Checking - First Vir...	60.65
Check	9/3/96	1608	Trak Auto		Checking - First Vir...	35.67
Check	9/17/96	1593	George Roche		Checking - First Vir...	878.22
Check	9/18/96	1611	Midas Muffler	Truck VAN	Checking - First Vir...	83.31
Check	9/20/96	1599	Al Capers	Truck FUEL AND REP...	Checking - First Vir...	367.49
Check	9/23/96	1600	Thomas Chandler		Checking - First Vir...	128.70
Check	9/26/96	1615	George Roche		Checking - First Vir...	95.51
Check	10/11/96	1630	George Roche		Checking - First Vir...	
Check	10/16/96	1655	Thompson Glass	repairs to Carlton...	Checking - First Vir...	95.17
Check	10/16/96	1656	Dar Car Dodge		Checking - First Vir...	25.92
Check	10/23/96	1639	Thomas Chandler		Checking - First Vir...	6.00
Check	10/28/96	1703	Bevis Truck Repair		Checking - First Vir...	431.13
Check	10/29/96	1705	Thomas Chandler		Checking - First Vir...	6.00
Check	10/29/96	1706	Steve Thompson	Van Repairs	Checking - First Vir...	235.00

Preparation
for the summer
gleaning

U.S.
DEPARTMENT OF AGRICULTURE
URGENT
TEAM USDA
NATIONAL SERVICE
PROGRAM

565
2786
2
5

FAX TRANSMISSION

565

PHONE: (202) 720-6350 (Joel) FAX: (202) 720-4614
(202) 720-4369 (Kathryn)
(202) 690-3894 (Ron)

TO: MONICA HOLMAN

FROM: JOEL BERG

DATE: 2/21/97 NO. OF PAGES: 8
(With Cover)

FAX NUMBER: _____

COMMENTS: _____



United States
Department of
Agriculture

Rural
Development

1600 Valley River Drive, Suite 270
Eugene, OR 97401
PHONE (541) 465-6850
FAX (541) 465-6347
Office Hours 8:00 - 4:30 pm

April 30, 1996

SUBJECT: Oregon Budget and Project Description
USDA Americorp - Summer of Gleaning and Food
Rescue Initiative

TO: Donna Hines
Anti Hunger Program Coordinator
Ag Box 1300, Rm 562-A
Washington DC 20250

As requested, you will find our budget and project description.

Our plan is to continue with six members. These members will work very closely with the Oregon Food Bank and the Regional Coordinating Agencies. We recognize the efforts and the well established organization of the Oregon Food Bank network. It is our plan to support and expand these efforts in gleaning and food recovery from a variety of sources.

The Americorp members will be located as follows:

- (2) Eugene
- (1) Tangent
- (1) Pendleton
- (2) Portland

All the members will be housed in Rural Development offices with the exception of the two in Portland who will be housed at a Food Bank location. One of the members in Portland will function as the team leader.

BUDGET DISCUSSION

In light of the teleconference call yesterday, where in a "cap" of \$4,800/member was imposed, we have revised the budget for the State of Oregon.

$\$4,800 \times 6 \text{ members} = \$28,800 \text{ total budget}$

The living allowance with related taxes, etc. along with educational awards total \$22,616.11.

The balance of \$6,183.89 will be used as follows:

\$ 700.00	Initial training session of members.
300.00	For Rural Development Staff at member locations to attend initial training session.
3,900.00	Transportation (members and produce).
486.62	Recruitment and miscellaneous Project Manager expense
<u>\$ 797.27</u>	Project manager meeting - D.C. (4/10/96).
\$6,183.89	

Due to the size of the area the members will be servicing, we have allotted the major portion of funds for transportation related expenses.

Rural Development and Oregon Food Bank will provide; office space, equipment, telephone and related services at no direct cost to the project as "In-Kind" contributions. The breakdown of the "In-Kind" provided by Oregon Food Bank will be submitted later.



BRUCE K. KOHLER
Rural Development Manager

cc: Scott Duff, State Director, Rural Development
Rachel Bristol Little, Oregon Food Bank

ITEM	Corporation/ National Offc.	Federal Sponsor		Non-Fed Partner		Other Non-Fed Partner		TOTAL
		Cash	In-Kind	Cash	In- Kind	cash	In-Kind	
Basic Allowance								
Basic member (not a team leader) \$2,241.60 (480 hours/ 12 weeks of service) X 5	10,708.00							10,708.00
Team Leader \$3,468.40 (520 hours/ 13 weeks of service)	3,468.40							3,468.40
FICA (7.65%)								
Basic Member \$169.41	847.05							847.05
Team Leader \$265.33	265.33							265.33
Worker' Comp (Maximum of 7%)								
Basic Member \$156.91	784.55							784.55
Team Leader \$242.78	242.78							242.78
Uniforms (T-Shirts) 50	300.00							300.00
Member Training	700.00		<50>					700.00
Transportation (of members, produce, etc.)	3,900.00							3,900.00
Supplies (gloves, paper, etc.)								
Equipment (tools, NOT computers)								
Staff Costs: (For non-federal personnel- cost of state contact/site supervisor, clerical to process forms payroll).			<3000.00>					<3,000.00>
Salaries								
Benefits								
Other (Facilities, lights, phone, FAX costs, etc.)			<1000.00>					<1,000.00>

Administrative costs not directly related to the operation of project)								
Education Award \$1,000	6,000.00							6,000.00
Project Manager Mtg. D.C. 4/10/96	797.27							797.27
Recruitment & Misc. Exp.	486.62							486.62
RD Staff exp to attend	300.00							300.00
TOTAL	28,800.00		4,050.00					28,800.00

From: Dan Nordquist <nordquis@wsu.edu>
To: Ron DeMunbrun <OCNET.OC-POST.RDEMUNBRUN@SIES.WSC.A...>
Date: 6/3/96 12:30pm
Subject: Re: file -Reply -Reply

Ron,

Carol Zuiches, Director

will be signing. Thanks

>Dan,

>

>I will be getting Joel Berg to sign and then send you a copy and two
>originals of the signature page. Who is signing for WSU, you? if so, I
>type in that information. WSU's rep would sign both copies of the
>original, keep one for WSU and send one back to us.

>

>Ron

Dan Nordquist
Grants/Contract Coordinator
Office of Grant and Research Development
Phone: (509) 335-9661
FAX: (509) 335-1676

From: Dan Nordquist <nordquis@wsu.edu>
To: Ron DeMunbrun <OCNET.OC-POST.RDEMUNBRUN@SIES.WSC.A...>
Date: 6/3/96 11:28am
Subject: Re: file -Reply

>Dan,
>
>Using indirect costs as your portion of the cost share is fine.
>
>Ron

Ron,

The contract looks fine for Steve Garrett. One note on Part A. General.- Washington State University is under the OMB Circular A-128, Audits for State and Local Government. WSU comes under the Single Audit Act and our State Auditor's office covers our audit, so that would need to be changed.

Other than that, all o.k. Will you be signing and sending to us for signature? How do you usually handle the process? Thanks

Dan Nordquist
Grants/Contract Coordinator
Office of Grant and Research Development
Phone: (509) 335-9661
FAX: (509) 335-1676

1b/ee/s [signature]
MEMORANDUM FOR DR. STEVE GARRETT, WASHINGTON STATE UNIVERSITY

FROM: JOEL BERG
USDA, DIRECTOR NATIONAL SERVICE

SUBJECT: Federal Assistance Award for Washington State Summer of Gleaning
Project, 95ADFD047953A

We are pleased to forward for acceptance and signature the original and one copy of Cooperative Agreement No. 95ADFD047953A documenting a sub-grant to your organization for the operation of a "Summer of Gleaning" project in Washington State.

HELSEL @ AESOP, RUTGERS, EDU

COOPERATIVE AGREEMENT BETWEEN THE
USDA OFFICE OF COMMUNICATIONS
(USDA DIRECTOR OF NATIONAL SERVICE)
AND
WASHINGTON STATE UNIVERSITY
COOPERATIVE EXTENSION
FOR OPERATION OF USDA AMERICORPS
SUMMER OF GLEANING PROGRAM
95ADFDC047953A

WHEREAS: This agreement is entered into between the Director of National Service, Office of Communications, United States Department of Agriculture, hereinafter referred to as the Sponsor, and Washington State University, an institution of higher education of the state of Washington, located at Pullman, Washington 99164-3140, hereinafter referred to as the University.

WHEREAS: The Sponsor desires the assistance of the University in the operation of a summer long AmeriCorps program, the Summer of Gleaning, under the sponsorship of the U.S. Department of Agriculture (USDA) in accordance with the USDA AmeriCorps Direct Renewal Application submitted to the Corporation for National and Community Service, May 1, 1995 as amended. The program shall be conducted in accordance with the description and budget provided in that application and as amended by this agreement. and

WHEREAS: The performance of such program is consistent, compatible and beneficial to the academic role and mission of the University as an institution of higher education and, in consideration of the mutual premises and covenants contained herein, the parties hereto agree as follows:

Upon execution of this document, an award to Washington State University in the amount of \$27,580 is made under the terms of the National and Community Service Act of 1990, as amended (U.S.C. 12501 et seq.), and accepted for the purposes described in the attached narrative and the project description, objectives, and tasks contained in attachment A, as a sub-agreement of the Corporation for National and Community Service and U.S. Department of Agriculture Interagency Cooperative Agreement No. 95ADFDC047 and its requirements are incorporated in this agreement in their entirety, except as noted in attachment B. The application for Federal financial assistance submitted by you is incorporated and made a part of this agreement. This agreement is subject to the requirements set forth below. *Proposed by reference*

Authority: This agreement is entered into in pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et seq.).

Performance Period:

April 15, 1995 through September 30, 1996

Therefore, for and in consideration of all promises and mutual covenants herein contained, and for other good and valuable considerations, the parties hereby mutually agree as follows:

WASHINGTON STATE UNIVERSITY, COOPERATIVE EXTENSION RESPONSIBILITIES

A. GENERAL

This is an award of federal financial assistance and as such is subject to the Office of Management and Budget (OMB) Circular A-110, Uniform Administrative Requirements for Grants and other Agreements with institutions of Higher Education, Hospitals and Nonprofit Organizations, OMB Circular A-122, and Cost principles for Nonprofit Organizations, as implemented by the attached United States Department of Agriculture (USDA) Uniform Federal Assistance Regulations, 7 CFR 3015, and the OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations, as implemented in the United States Department of Agriculture (USDA) Uniform Federal Assistance Regulations, 7 CFR 3051.

B. SPECIFIC:

University agrees to perform for the Sponsor the tasks as identified in attachment A, "Gleaning Across the Cascades, A Summer of Gleaning Proposal in Submission to Donna Hines, FCS AmeriCorps Program Coordinator," described in Attachment A hereto.

Enter into and arrange for all subawards to the partners in the Summer of Gleaning project identified in attachment A.

Support the implementation of the project identified in attachment A.

USDA OFFICE OF COMMUNICATIONS (DIRECTOR OF NATIONAL SERVICE) RESPONSIBILITIES

1. The USDA Director of National Service will provide the services of a USDA representative to maintain liaison with the Cooperator.
2. Advance or reimburse the Cooperator for allowable, allocable, and reasonable costs as specified in the SF 424 and SF 424a Request for Federal Assistance and the budget sheet which accompanied attachment A, "Gleaning Across the Cascades, A Summer of Gleaning Proposal in Submission to Donna Hines, FCS AmeriCorps Program Coordinator." Tuition remission and indirect costs are not allowable.

C. IT IS MUTUALLY UNDERSTOOD AND AGREED THAT:

ARTICLE I - GENERAL PROVISIONS

1. The recipient agrees to abide by all Corporation for National Service and U.S. Department of Agriculture laws and regulations specifically but not limited to:
 - a. Not limiting program participation to persons under the age of 25;
 - b. Submitting all budget and payment forms in accordance with the schedule in attachment C; and,
 - c. Ensuring that the recipient clearly identifies their program as an AmeriCorps program at all times and that the AmeriCorps logo is no smaller than the recipients logo on all stationary, uniforms, signs, etc.
2. Additional reports as required by the prime Cooperative Agreement No. 95ADFDC047 shall be forwarded to USDA Director of National Service, which includes a final performance report to be submitted either with your final payment request, or no later than 90 days after expiration of the Cooperative agreement.
3. If any program income is generated as a result of this Cooperative Agreement, the income shall be applied using the deductive alternative as described in 7 CFR 3015.41.
4. Cooperative agreement support shall be acknowledged in publications and audiovisuals in accordance with 7 CFR 3015, Subpart U, 3015.200
5. The USDA Director of National Service is the only person authorized to sign forms certifying that an AmeriCorps member in a USDA AmeriCorps program is eligible for release from the program for compelling personal reasons and therefore eligible for a pro-rated education award.
6. All member enrollment forms and operating site forms are to forwarded to the USDA Director of National Service who will forward them to the Corporation for National Service.
7. Any modifications to the budgets submitted to the USDA Director of National Service for purposes of obtaining this award, such as increasing one line item while decreasing another, must be approved in writing by the USDA Director of National Service.
8. Purchase of property or equipment over \$5,000 must be approved in advance by the Department of Agriculture and the Corporation for National and Community Service (CNCS).
9. The USDA Director of National Service retains the authority to approve the enrollment or suspension/termination of any member. The recipient agrees to forward all potential recruits to the Director for approval BEFORE actually enrolling them in the program.

10. The recipient must abide by all matching requirements. In particular, recipients are reminded of the requirement for them to provide a match of at least 15% of the members' basic living allowance in CASH and that the cash match can NOT be made with Federal money.
11. In order to avoid confusion with the benefits available for USDA AmeriCorps members in full time programs, it should be noted that with respect to benefits, members in the USDA Summer of Gleaning program are NOT eligible for either ~~offer~~ health care or child care.
12. The recipient is responsible for providing liability and workers compensation coverage for each member as well as any disability insurance that may be required in the state in which the service is being performed.
13. At no time shall the recipient suspend or terminate the operation of the USDA AmeriCorps Summer of Gleaning project without prior notification and approval from the USDA Director of National Service. At no time shall the recipient reduce or increase the number of AmeriCorps members working on the program without the prior written consent of the USDA Director of National Service. The recipient must notify the USDA Director of National Service in writing if at any point the number of members actually serving in the project falls below 20% of the number approved for the project. The recipient must include a description of the reasons for the shortfall and the steps being proposed to address the situation but will not take action until receiving written approval from the Director.
14. Volunteers recruited by AmeriCorps members in this program are to fill out the volunteer form herein provided as Attachment B. The volunteer agreement form must be executed by a USDA employee.

ARTICLE II - Contract Period

This agreement shall become effective June 1, 1996, and shall be completed on September 30, 1996, unless subsequent time extension, supplement, addition, continuation or renewal is mutually agreed upon in writing between the parties. However, based on USDA notification of intent to award dated May 15, 1996, the University is authorized to incur costs beginning April 15, 1996, so long as those costs were identified in the proposal contained in Attachment A.

ARTICLE III - Key Personnel

Washington State Cooperative Extension Liaison:

The project director will be Dr. Steve Garrett who may select and supervise other project staff as needed. No other person will be substituted for the project director except with Sponsor's approval. Sponsor may exercise Termination provision of this Agreement if a satisfactory substitute is not identified.

USDA Program Liaisons:

Ms. Donna Hines, is designated contract for technical questions about the Cooperative agreement. She can be reached at (202) 690-0693. Her FAX is (202) 720-4614. All correspondence, reports, and requests for payment shall be forwarded to the following address:

Ms. Donna Hines
U.S. Department of Agriculture
AG Box 1301
14th & Independence Ave, S.W.
Washington, D.C. 20250-1301

Mr. Ron De Munbrun is designated contact for questions regarding the terms and conditions governing the Cooperative Agreement. He may be reached at (202) 690-3894. His FAX is (202) 720-4614. His address is:

Mr. Ron De Munbrun
U.S. Department of Agriculture
AG Box 1301
14th & Independence Ave, S.W.
Washington, D.C. 20250-1301

ARTICLE IV - Control of Summer of Gleaning Program

Control of this Summer of Gleaning project will rest entirely with University. However, it is agreed that University, through its project Director, will maintain continuing communication with a designated liaison for the Sponsor. The frequency and nature of these communications will be mutually defined by University's project Director and Sponsor's liaison person. It is also agreed the program will be conducted in accordance with the provisions of the Corporation for National and Community Service and U.S. Department of Agriculture Interagency Cooperative Agreement No. 95ADFDC047 and its requirements are incorporated in this agreement in their entirety, except as noted in attachment C.

ARTICLE V - Estimated Cost and Expenditure Limitation

Sponsor agrees to reimburse the University for services performed under this agreement in the amount of \$27,580.00 in accordance with the following payment schedule. Attachment A sets forth the proposed allocation plan. Deviations from this budget plan may be made to and from any expenditure object within the University system as long as such deviation is reasonable and necessary in the pursuit of the project contained herein and described at Attachment A. Furthermore, total amount identified above may not be exceeded without prior written amendment to this agreement.

Payment Schedule: Because of startup costs associated with the project, the unavailability of an electronic payment system and the requirement to make sub-awards to partners in the USDA Summer of Gleaning Program, the total amount of the project cost will be forwarded to the University upon execution of this agreement. A standard Form (SF) 269(a), Financial Status Report, which is the first and final SF-269 shall be submitted either with your final payment request, or no later than 90 days after expiration of the Agreement. Checks should be made payable to Washington State University and sent to: Controller's Office, Attn.: Sponsored Projects Finance Office Washington State University, Pullman, WA 99164-1025.

Cost-reimbursable payments and advance payments are approved under this cooperative agreement. ~~For purposes of this cooperative agreement, indirect costs shall be subject to an audit report by your cognizant Federal agency. Requests for payment shall be submitted on Standard Form 270's Request for Advance or Reimbursement, in accordance with Attachment B attached.~~

ARTICLE VI - Reporting Requirements

University will provide reports on the progress of the ^{Program}~~research~~ as outlined or required in the Scope of Work. Specifically, in addition to the standard Form (SF) 269(a), Financial Status Report, the sub-grantee will submit a mid-term report to the USDA Director of National Service during the seventh week of service. The format of this report will be provided to the sub-grantee later but it will include as a minimum the names of the members who have served for the particular quarter and the number of hours of service they have performed. It will also include the names of any members who have been terminated, the reason they terminated and the hours they served in the program. It will also include the objectives originally listed as being performed by the project and the progress made in meeting those objectives.

ARTICLE VII - Publication and Confidentiality

The University, as a state institution of higher education, engages in research that is compatible, consistent and beneficial to its academic role and mission, and therefore significant results of research activities must be reasonably available for publication. The University agrees that publications developed through industrial support will be submitted to the Sponsor for a 30-day review period prior to release by the University. The University agrees to keep confidential any sponsor proprietary information supplied by Sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by Sponsor.

ARTICLE VIII - Equipment

Special equipment purchases under the terms of this agreement become the property of the University unless otherwise specified herein.

ARTICLE IX - Indemnification

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees to the full extent required by law, and agrees to hold the other party harmless from any such liability. The University does not warrant or assume liability for the interpretation or use of project data or results. University is an institution of higher education of the state of Washington.

ARTICLE X - Compliance with Laws

University agrees that it will comply with all applicable U. S. federal, State and local laws, codes, regulations, rules and orders. The terms and conditions contained herein apply only to this cooperative agreement, hereinafter referred to as the award, awarded by the Director of National Service, Office of Communications, United States Department of Agriculture (USDA). The statutory authority for this award is the National and Community Service Act of 1990, as amended (U.S.C. 12501 et seq.)

ARTICLE XI - Anti-Kickback

The Anti-Kickback Act of 1986 was passed to deter contractors from making payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this contract, the contractor agrees to comply with the following regulations. FAR 3.502 and FAR 52.203-7.

ARTICLE XII - Assignment

Neither party shall assign or transfer any interest in this contract, nor assign any claims for money due or to become due under this contract without the prior written approval of the other party.

ARTICLE XIII - Patents and Inventions

The University agrees that all personnel assigned to the ~~research~~ project will disclose any and all inventions and improvements conceived or reduced to practice by any such personnel in the performance of the ~~research~~ and relating to the subject matter thereof in the form of patent disclosures. Title to any invention, whether or not patentable, derived from ~~research~~ under this Agreement will vest in University. In the event that marketing such inventions is of interest to Sponsor, Sponsor is guaranteed a first right to negotiate for at least a nonexclusive royalty bearing license. Such first right to negotiate shall terminate three (3) months from the date University first indicated, by written notice, that it intends to negotiate a license for invention. If considered necessary to effective development and marketing, an exclusive license may be granted for a limited period. Consistent with University policy, its rights in such inventions may be assigned to the Washington State University ~~Research Foundation~~ or other agency for negotiation of an appropriate License Agreement. *Superior 24 Jan 2010*

ARTICLE XIV - Publication by Sponsor

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. agreement	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24231

FOLDER TITLE:

Gleaning - 1996 Summer I [6]

2013-0661-F
rc3093

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Sponsor will not include the name of Washington State University in any advertising, sales promotion or other publicity matter without the prior written approval of the president of the University or his designee.

ARTICLE XV - Termination

This contract may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

ARTICLE XVI - Changes and Amendments

This agreement constitutes the entire agreement between the parties. All amendments and/or changes shall be by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as of the date set forth herein by their duly authorized representatives.

WASHINGTON STATE UNIVERSITY

Signed

Signed

Name and Title

Joel Berg,
USDA Director of
National Service

Name and Title

Date

Date tax id#

(b)(6)

[001]

ATTACHMENT A - PROJECT DESCRIPTION AND BUDGET

ATTACHMENT B - EXCEPTIONS TO THE CORPORATION FOR NATIONAL SERVICE
GRANT PROVISIONS

ATTACHMENT C - VOLUNTEER FORM

Project Proposal

AmeriCorps "Summer of Gleaning"

Project Title: Gleaning Across the Cascades
Address: WSU Cooperative Extension
3049 South 36th Street, Suite 300
Tacoma, WA 98409
State of Duty Station: Washington
Counties of Duty Station of
AmeriCorps Members: Pierce
Names of Counties Served: Pierce and Yakima

Pertinent Demographic Information for Counties to be Served:

Pierce County:

Percent of children in single parent families (1990):	20+
Percent of persons living in poverty (1989):	10.0 - 14.9
Percent of children under 18 living in poverty (1989):	15.0 - 19.9
Number of farms/acres/average size (1992)	1,059/58,750/55

Yakima County:

Percent of children in single parent families(1990):	20+
Percent of persons living in poverty (1989):	20.0 - 24.9
Percent of persons living in poverty (1989):	25+
Number of farms/acres/average size (1992)	3,651/1,639,965/449

Congressional Districts:

Pierce:	6, 9, 8
Yakima:	4

Name/address of State Project Manager:

Steven Garrett
WSU Cooperative Extension
3049 South 36th, Suite 300
Tacoma, WA 98409

Number of AmeriCorps
Members in "Summer of Gleaning:" 6

List of Project Partners:

Primary:	Emergency Food Network
Secondary:	Church of Latter Day Saints

ATTACHMENT A

AmeriCorps Project Objective Statement

Background

This project will build upon a successful 6 year gleaning project that was the first of its kind in the national Cooperative Extension System. The existing program, called The EFNEP Gleaning Project, is run by the Washington State Cooperative Extension in Pierce County since 1990. This program recruits families from the Extension Family and Nutrition Education Program (EFNEP) which is a federally funded Extension program that teaches limited-income families how to feed their families healthfully.

The volunteers are trained to pick the crops, then they are transported to the fields of the Puyallup Valley to pick whatever crops are left after the commercial harvest. They can pick whatever they want to keep for their families as long as they pick for the local food banks and hot meal sites. This project has been done in partnership with the Emergency Food Network which is the major distributor for nearly all of the food banks and hot meal sites in Pierce County (pop. 660,000). Volunteers are then provided with classes in Food Preservation, Nutrition, and Gardening from Extension trained volunteers.

The project has been featured in: The News Tribune several times, USDA News twice, the USDA Yearbook of Agriculture, CNN Worldwide, and several Puget Sound area TV stations. We average around 300,000 pounds per year picked from the urban fringes of Tacoma that would have been left to rot in the fields.

Where We Go From Here

This year we have been working with EFN and a cannery owned by the Church of the Latter Day Saints (Mormon) to be able to can produce one day per week during the gleaning season. While this presents a tremendous opportunity, in order to make this even more successful, we need to have large quantities of produce available. As you can see from the farm statistics provided on the cover page - the Yakima Valley is our "breadbasket" for our state. Yet it has been difficult to access the vast amounts of produce that goes to waste there to bring it to hungry families in the urban part of our state. There are transportation problems and a lingering concern with Yakima social service agencies that the Westside Urban areas would just take produce and not return anything back.

How the AmeriCorps Project Could Help

With the assistance of AmeriCorps staff we would make the contacts needed in the Yakima Valley to bring gleaned and produce buyer-rejected produce to Pierce County. We already have assurances of assistance from the Cooperative Extension staff in Yakima County and EFN has received an award that has allowed them to purchase a 40 foot refrigerated trailer to haul produce back from the Yakima Valley. The AmeriCorps staff could also work with the JOBS program trainees at the cannery, learning along side of the trainees how commercial canneries are operated. The AmeriCorps staff would be involved in organizing volunteers in Yakima and making the needed contacts with social service agencies - assuring them that they will receive canned produce that they can distribute to their largely Hispanic hungry families during the winter months.

The contacts and the system that the volunteers set up in Yakima will be the basis for institutionalizing this statewide effort against hunger. As this system grows and brings in other partners in neighboring counties, many hungry families could end up benefiting from this project.

Measurable Impacts

This alliance with Yakima will bring in at least 300,000 extra pounds of produce into the emergency food supply in Yakima and Pierce County. We already have a detailed system of accounting in place for: detailing amount and type of produce picked at each farm, amount of produce picked by each volunteer, the total of each crop picked, and the total picked for the project; how many hours each volunteer put into the project; and various demographic information from each volunteer. We have also surveyed the volunteers to see what they have gotten out of the project in terms of personal growth, skills and knowledge learned, and lessening of their families hunger.

Work Plan and Milestone Schedule

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. Also some training will occur on starting and working with coalitions and working with a commercial cannery - safety and other considerations.

Beginning date: Early June 1996
Completion Date: Mid-June 1996

Task 2

Members distribute informational material about the gleaning project and meeting announcements for needy families targeted in Yakima County. 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. Members will also work with the cannery of the Latter Day Saints to coordinate supplying the cannery with produce. This produce will be distributed in the winter months when fresh produce is low.

Beginning date: July 1996
Completion Date: September 1996

Task 4

Members will use the existing 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 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

(Preliminary) Budget Page

Project Supervisor:	
For the period 6/1 - 8/31/96 (520 hrs)	\$6,240
with benefits @ 16%	1,000
Clerical Support:	
For the period 6/1 - 8/31/96 (130 hrs)	1,235
with benefits @ 16%	198
AmeriCorps Members:	
For the period 6/1 - 8/31/96, \$650 x 3 x 6 members	11,700
Travel (includes across state with some lodging costs)	2,000
Goods and Services	3,000
Includes:	6 official uniforms of AmeriCorps (\$225 per person)
	miscellaneous supplies
	training and education costs
	Printing
Equipment	
Computer for data recording keeping and tracking	3,000
Subtotal	28,373
Indirect Costs (at 26% MTDC on \$25,373)	6,597
Project Total	34,970

AmeriCorps members will also receive \$1,000 stipends for college after the completion of the project from the Corporation for National Service.

April 1, 1996

Secretary Dan Glickman
United States Department of Agriculture

efn

Dear Secretary Glickman:

I am writing this letter to support the efforts of the Pierce County, Washington State University Cooperative Extension Expanded Food and Nutrition Program (EFNEP) to receive funding through AmeriCorps for positions related to the EFNEP Gleaning Project in Pierce County, Washington.

The success of this program during the past six years is well documented through county government involvement, radio and newspaper feature stories, and even a major television story broadcast in the United States and internationally on CNN.

This gleaning program is unique in my experience because it involves low income adults and their families in the harvest of crops that had formerly been left to rot in the fields of our community. While the difference in my organization's ability to provide fresh, quality produce to those in need of emergency food assistance is amazing in and of itself, as we have worked together since the program's inception, we have discovered a result that we never anticipated, and that may be the most important in the long term impact of the project.

The development of participant's self-esteem and a "reconnection" to the community as a "giver" rather than a "needy recipient" has made major differences in the gleaners' lives and the lives of their families. Long range, this is what the development of self-sufficiency and pride is about.

The potential offered by expansion of the program at this time is exciting. I have enclosed two articles here which speak of programs EFN has developed in partnership in an attempt to make the community response to hunger in Pierce County more efficient and complete. One is the EFNEP Gleaners Program. The other is a transportation project that allows this system to move perishable donated food in a timely manner to food sites for distribution to those in need. We are currently developing a program which allows us to actually can fresh and frozen fruits and vegetables so that the life of the food may be extended to those times of the year when public donations are down and harvest food is not available.

I believe the success of this AmeriCorps grant application will greatly enhance the amount of produce available for canning purposes and will also allow for individuals to receive training in actual cannery operations that would not otherwise be available.

Please do not hesitate to call me regarding this letter, the gleaning project or the partnership we have in Pierce County among WSU, local and county government, the emergency food system AND the recipients of emergency food who honestly desire to be self-sufficient and are willing to work for it.

Sincerely,

David P. Ottey
Executive Director

David P. Ottey
Executive Director

Board of Directors

Rev. David Alger, Executive Director
Associated Ministries of Tacoma

Paul Bender, Retired

Bernard L. Bruinsma, Ph.D.
Vice President, R&D
Roman Meal Company

Cheryl Carlson
City Attorney
City of Tacoma

John J. Durkin, Attorney
Troup, Christnacht, Ladenburg,
McKasy & Durkin, Inc.

John Ernst, Chief Engineer
St. Joseph's Hospital

Lynda Flanagan, Director
St. Leo's Parish

Chuck Hellar, President
Sacha Taylors
Office, Art and Engineering Supplies

Major Gordon Helms, Commander
The Salvation Army, Tacoma Corps

Mike Jackson, Pres/CEO
West Coast Grocery
Division of SUPERVALU, Inc.

Margy McGroarty, President
Greater Tacoma Community Foundation

Kathleen Olson, Executive Director
FISH Foodbanks

Mike Robinson
Director of Communications and
Community Relations
United Way of Pierce County

Suzanne Schmidt
Employee Relations Manager
United Parcel Service

Linda Shaffer
Pierce County Central Labor Council

Nancy Stephens, Director
All Saints Community Services



Driving Hunger Out Of Washington

A Collaboration Between Education And Private Business



Bates
Technical College

Grays Harbor/Pacific Counties
Food Distribution Center

unprecedented partnership, EFN and Bates Technical College work to help each other. The driving school curriculum benefits from the practical experience of transporting food (before, the trucks were loaded with bricks to simulate weight/load) from distributors, farmers, and packers, and the foodbank system can realize mobilization without cost.

Initially, reliable and dependable transportation between the coastal communities and Pierce County prompted the search for a refrigeration unit. Grays Harbor/Pacific Counties Food Distribution Center looks to EFN and Pierce County to assist in resourcing food for that region since a larger metropolitan area has more access to food distributors and surplus products.

Integral to this partnership, it was Jim Coates of Grays Harbor/Pacific Counties Center who located the used refrigeration unit.

"This refrigerated unit has made a major difference in the Pierce County Grays Harbor collaboration," said Ottey. "We have been able to access frozen fish at fifteen cents a pound in Oregon, use the Bates team for transportation, and make this nutritious product available to foodbanks and other food buying agencies working our system. We could never have done this before. It would have been a costly and logistical nightmare," said Ottey.

The refrigeration unit, while a gift from EFN,

is utilized by other emergency food distribution agencies as well as EFN to access perishable and frozen food for the emergency food system in Washington state.

The grant is part of a nationwide program implemented by The UPS Foundation in 1984. Throughout the country, United Parcel Service district grant committees identify urgent community needs and recommend for funding organizations that have the ability to meet those needs effectively. Grant determinations are made at the regional level, and recommendations are submitted to the UPS Foundation. This year, program funding totals nearly \$2.5 million.

Bob Dubanski, UPS District Manager for the Washington District, expressed satisfaction that the Emergency Food Network was chosen as a grant recipient: "Our grant committee reviewed a number of outstanding programs operating in our community. The Emergency Food Network is meeting a vital need, and all of the employees of the Washington District are proud that we can help their work continue."

"When the program began in 1989, more than 73,000 pounds of food were harvested by the volunteers," said Merle Harrison, project coordinator. The next year, 120,000 pounds. And the next year, 189,000 pounds. In 1995, as the season began in June and July, volunteers topped 1,000,000 pounds picked since the beginning of the project. "We had a media event to celebrate," said Harrison.

The volunteer group numbers around 75 people, but 10 to 15 make up the core. Volunteers pick corn, beans, raspberries, zucchini, peaches, pears, apples, and cabbage. The work is hard but it is painless compared to standing in food lines waiting for handouts.

"It's pretty humbling to stand in those lines," said a single mother of four. "Gleaning is a simple thing I can do to give something back. I may not be standing in lines anymore, but I can still use the fresh fruits and produce for my family."

Morning hours are spent picking the fields and orchards for the Emergency Food Network, and volunteers pick for themselves in the afternoon.

"Some gleaners are here because they need the food for their families. Others are here to help and give back as thanks for the hard times they've endured in the past," said Debbie Odell, assistant supervisor.

"Our core group is like a family united by camaraderie, swapping recipes, trudging in the mud...yes, we pick in the rain and mud...and the promise of a full larder," said Debbie. "Some of them forget that we pick in the rain, and it is sometimes difficult to get a full group on dreary days."

"We have a timeline. If the fields aren't picked before the farmers are ready to replant, we lose the crop. The crop is too precious to lose," said Harrison.

"Everyone wins with the program, said David Ottey of EFN. The farmers' fields are cleaned, the gleaners take home food, and the foodbanks receive fresh produce...fast. The food is handled only

two to three times, and foodbanks receive it the day it's picked," said Ottey. "The gleaners are the silent heroes behind the foodbanks in the summer months."

Most of the fresh produce is delivered directly to the Hospitality Kitchen, the largest urban hot meal site in Pierce County. Fresh soups, fresh corn, fruit pies, all made daily to provide for the hundreds of meals needed.

While most of the crop is filtered through the foodbanks in Pierce County, some is trucked to the fishing and lumber impacted areas of Grays Harbor and Pacific County.

The project organizers had been hoping for an angel to provide them with their own field, and while offers have been made, the logistics of providing water have proved too expensive. Finally, this year, a plot of land adjacent to the campus was made available by WSU. Water was piped in, and the volunteers hurriedly began planting. A little late in the season, a little short on planning. Nonetheless, strawberries popped up, radishes the size of small potatoes triumphed, and an endless quantity of tomatoes filled waiting baskets. It proved a resounding success. Ambitious plans for next year have already been mapped out.

At the close of each season, organizers have a bountiful banquet to celebrate the rewards of the season, compare calluses, tell stories, and exchange gifts that range from head gear, sweatshirts, to all-weather boots.

"It's a family feeling that extends beyond the fields," offers one volunteer thinking of the hot meal which included fresh corn she had picked. "That's the best part. Last night, I was sitting down at the table and thinking, how many people are sitting down and enjoying this corn like I am?"



FACT Sheet

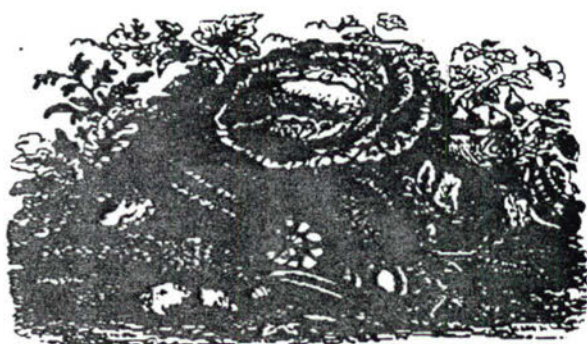
EFN began in 1982 as a result of welfare cuts and termination of government programs aimed at the low income. The brainchild of Dennis Flannigan, EFN's first director, the project was funded by the Medina Foundation and the Ben B. Cheney Foundation.

Today, the Emergency Food Network is the largest independent distribution agency supplying free food to over sixty foodbanks and feeding programs in Pierce County. When surpluses occur, the jurisdiction is expanded to include Grays Harbor, Pacific, South King, Thurston, Mason, and Lewis counties.

- EFN currently distributes to over 60 foodbanks and hot meal sites in Pierce County
- 98% of clients served fall below the national poverty guidelines
- Foodbanks and hot meal sites serve an average of 38,000 people per month
- 43% are families with at least one adult working
- 45% are under the age of 18
- 6% are seniors
- 10% are under the age of 3
- In 1994, 5 million meals were served through the emergency food system including special needs such as baby food, formula and diapers, diet supplements (diabetic), and dietary needs for the elderly.
- Food banks and meal sites are located throughout the county to serve every zip code and provide easiest accessibility to clients. All are nondiscriminatory.
- Spring and Summer months are especially lean for foodbanks because school holidays and closure mean school feeding programs are not available.

Every donated dollar received by EFN will purchase and distribute \$14 of food.

- EFN purchases food each month to provide a foundation for each of the foodbanks. In addition, EFN is often requested to seek out best buys for foodbanks using the foodbank's own purchasing funds.
- Through the development of special markets that include brokers, producers, and growers, EFN has been able to stretch dollars and purchase fruits, grains, and vegetables at below wholesale prices.
- EFN assures a food foundation comprised of 3 of the 5 major food groups, fruits, vegetables, protein, and grains. Each of the 5 million meals provided MUST contain at least 3 of the 5 food groups or it is not counted as meal, rather as supplementary food.
- 93.2% of every dollar is used for the purchase and distribution of food. EFN's operational expense is 6.8%
- EFN operates with a lean staff of six (6): Executive Director; Marketing and Fund Development; Finance and Operations; Administrative Assistant; Lead Warehouse; Warehouse
- More than 5,000 volunteers each year pack, sort, transport and glean food to support EFN's mission
- EFN's source of revenue is dependent on donations (money and product), grants, and the EMERGENCY fundraiser



Emergency Food Network programs:
 EFNEP Gleaning Project with WSU
 Neighborhood Harvest with Rotary Club No. 8
 City and County Refuse, "Bag Hunger" campaign
 Pierce County School Holiday Food Drives
 Tacoma Letter Carriers "Stamp Out Hunger"
 Annual Thanksgiving Day Dinner
 Annual EMERGENCY fundraiser
 Annual "Scouting For Food", Boy Scouts

\$1 will purchase and distribute \$14 worth of food to hungry families.

COOPERATIVE EXTENSION



Washington State University

PIERCE COUNTY

3049 S. 36th Street, Suite 300

Tacoma, WA 98409-5739

206-591-7180 Fax 206-591-3165

Toll Free 1-800-992-2456 Ext. 7180

TDD/Voice 1-800-833-6388

<http://www.pierce.wsu.edu>

MEMORANDUM

To: Donna Hines
Anti-Hunger Program Coordinator
AmeriCorps National Service, USDA

From: Steven Garrett
Pierce County Faculty
WSU Cooperative Extension 

Date: May 7, 1996

Subject: Final budget for AmeriCorps Gleaning Project

Donna, per our discussion this morning with Ron Demunbrun enclosed is the final version of the budget. You will note several changes from the last draft version.

First, since we will be a subcontracted agency, there is a stipulation that we raise a 15% or \$2,018 of the Basic Living Allowance as a cash match. My local partners and I are making calls today to raise this from local foundations. We do not anticipate any difficulty in this endeavor due to the strength of this proposal and our combined historical success with our local foundations. I expect that we will have at least a guarantee of this cash match by the end of May (before we begin expending funds).

Secondly, I have added \$773 total to the Basic Living Allowance, FICA, and Workman's Compensation to match our state minimum wage.

And lastly, I have added \$500 to the supplies budget to handle extra anticipated needs for gleaning equipment and another \$2,500 to the travel budget. This extra amount of the travel budget is needed since we will have a large crew needing food and lodging for up to three days per week while in Yakima. Even then we will not be able to provide the same per diem that most state staff receive while traveling. We instead will use receipts for actual expenses and make food (for example, sandwiches at lunch) to save funds.

Ron requested the name and contact information on the person with signatory agreement power in our system. That person is Carol Pinch. Her phone is 509.335.4561 or e-mail at cpinch@wsu.edu. However, the person who will be the most knowledgeable about the grants is our grants specialist, Dorothy Heitter. She can authorize grant budgets. You can reach her at 509.335.2826 or e-mail at heitter@wsu.edu. Tom Kelley is replacing her until May 15 while she is on vacation. You can reach him at 509.335.3691.

cc: Curt Moulton, Pierce County Chair
Tom Kelley, ARC Grants Administration

ITEM	Corporation/ National Offc.	Federal Sponsor		Non-Fed Partner		Other Non-Fed Partner		TOTAL 6 Members
		Cash	In-Kind	Cash	In-Kind	cash	In-Kind	
Basic Allowance								
Basic member (not a team leader) (480 hours/ 12 weeks of service)	2,241.60			\$2,018				\$12,094
Team Leader (520 hours/ 13 weeks of service)	3,468.4							
FICA (7.65%)								
Basic Member	169.41							\$ 1,080
Team Leader	265.33							
Worker' Comp (Maximum of 7%)								
Basic Member	156.91							\$ 988
Team Leader	242.78							
Uniforms (T-Shirts)	50							
Member Training								\$ 300
Transportation (of members, produce, etc.)								\$ 5,000
Supplies (gloves, paper, etc.)								\$ 1,200
Equipment (tools, NOT computers)								
Staff Costs: (For non-federal personnel- cost of state contact/site supervisor, clerical to process forms payroll). Site Coordinator 520 hrs.								\$ 6,240
Salaries Clerical 130 hours.								\$ 1,235
Benefits both positions								\$ 1,198
Other (Facilities, lights, phone, FAX costs, etc.)								
Total w/o education award	27,317			\$2,018				\$29,335

MEMORANDUM FOR DR. STEVE GARRETT, WASHINGTON STATE UNIVERSITY

FROM: JOEL BERG
USDA, DIRECTOR NATIONAL SERVICE

**SUBJECT: Federal Assistance Award for Washington State Summer of Gleaning
Project, 95ADFDC047953A**

We are pleased to forward for acceptance and signature the original and one copy of Cooperative Agreement No. 95ADFDC047953A documenting a sub-grant to your organization for the operation of a "Summer of Gleaning" project in Washington State.

5/22/96
Van Smith
CSREES

COOPERATIVE AGREEMENT BETWEEN THE
USDA OFFICE OF COMMUNICATIONS
(USDA DIRECTOR OF NATIONAL SERVICE)

AND

WASHINGTON STATE UNIVERSITY
COOPERATIVE EXTENSION

FOR OPERATION OF USDA AMERICORPS
SUMMER OF GLEANING PROGRAM
95ADFDC047953A

WHEREAS: This agreement is entered into between the Director of National Service, Office of Communications, United States Department of Agriculture, hereinafter referred to as the Sponsor, and Washington State University, an institution of higher education of the state of Washington, located at Pullman, Washington 99164-3140, hereinafter referred to as the University.

WHEREAS: The Sponsor desires the assistance of the University in the operation of a summer long AmeriCorps program, the Summer of Gleaning, under the sponsorship of the U.S. Department of Agriculture (USDA) in accordance with the USDA AmeriCorps Direct Renewal Application submitted to the Corporation for National and Community Service, May 1, 1995 as amended. The program shall be conducted in accordance with the description and budget provided in that application and as amended by this agreement. and

WHEREAS: The performance of such program is consistent, compatible and beneficial to the academic role and mission of the University as an institution of higher education and, in consideration of the mutual premises and covenants contained herein, the parties hereto agree as follows:

Upon execution of this document, an award to Washington State University in the amount of \$27,580 is made under the terms of the National and Community Service Act of 1990, as amended (U.S.C. 12501 et seq.), and accepted for the purposes described in the attached narrative and the project description, objectives, and tasks contained in attachment A, as a sub-agreement of the Corporation for National and Community Service and U.S. Department of Agriculture Interagency Cooperative Agreement No. 95ADFDC047 and its requirements are incorporated in this agreement in their entirety, except as noted in attachment B. The application for Federal financial assistance submitted by you is incorporated and made a part of this agreement. This agreement is subject to the requirements set forth below.

Authority: This agreement is entered into in pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et seq.).

Performance Period:

April 15, 1995 through September 30, 1996

by reference
and made part of
this agreement

Therefore, for and in consideration of all promises and mutual covenants herein contained, and for other good and valuable considerations, the parties hereby mutually agree as follows:

WASHINGTON STATE UNIVERSITY COOPERATIVE EXTENSION RESPONSIBILITIES

A. GENERAL

This is an award of federal financial assistance and as such is subject to the Office of Management and Budget (OMB) Circular A-110, Uniform Administrative Requirements for Grants and other Agreements with institutions of Higher Education, Hospitals and Nonprofit Organizations, OMB Circular A-122, and Cost principles for Nonprofit Organizations, as implemented by the attached United States Department of Agriculture (USDA) Uniform Federal Assistance Regulations, 7 CFR 3015, and the OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations, as implemented in the United States Department of Agriculture (USDA) Uniform Federal Assistance Regulations, 7 CFR 3051.

B. SPECIFIC:

University agrees to perform for the Sponsor the tasks as identified in attachment A, "Gleaning Across the Cascades, A Summer of Gleaning Proposal in Submission to Donna Hines, FCS AmeriCorps Program Coordinator," described in Attachment A hereto.

Enter into and arrange for all subawards to the partners in the Summer of Gleaning project identified in attachment A.

Support the implementation of the project identified in attachment A.

USDA OFFICE OF COMMUNICATIONS (DIRECTOR OF NATIONAL SERVICE) RESPONSIBILITIES

1. The USDA Director of National Service will provide the services of a USDA representative to maintain liaison with the Cooperator.
2. Advance or reimburse the Cooperator for allowable, allocable, and reasonable costs as specified in the SF 424 and SF 424a Request for Federal Assistance and the budget sheet which accompanied attachment A, "Gleaning Across the Cascades, A Summer of Gleaning Proposal in Submission to Donna Hines, FCS AmeriCorps Program Coordinator." Tuition remission and indirect costs are not allowable.

C. IT IS MUTUALLY UNDERSTOOD AND AGREED THAT:

ARTICLE I - GENERAL PROVISIONS

1. The recipient agrees to abide by all Corporation for National Service and U.S. Department of Agriculture laws and regulations specifically but not limited to:
 - a. Not limiting program participation to persons under the age of 25;
 - b. Submitting all budget and payment forms in accordance with the schedule in attachment C; and,
 - c. Ensuring that the recipient clearly identifies their program as an AmeriCorps program at all times and that the AmeriCorps logo is no smaller than the recipients logo on all stationary, uniforms, signs, etc.
2. Additional reports as required by the prime Cooperative Agreement No. 95ADFDC047 shall be forwarded to USDA Director of National Service, which includes a final performance report to be submitted either with your final payment request, or no later than 90 days after expiration of the Cooperative agreement.
3. If any program income is generated as a result of this Cooperative Agreement, the income shall be applied using the deductive alternative as described in 7 CFR 3015.41.
4. Cooperative agreement support shall be acknowledged in publications and audiovisuals in accordance with 7 CFR 3015, Subpart U, 3015.200
5. The USDA Director of National Service is the only person authorized to sign forms certifying that an AmeriCorps member in a USDA AmeriCorps program is eligible for release from the program for compelling personal reasons and therefore eligible for a pro-rated education award.
6. All member enrollment forms and operating site forms are to forwarded to the USDA Director of National Service who will forward them to the Corporation for National Service.
7. Any modifications to the budgets submitted to the USDA Director of National Service for purposes of obtaining this award, such as increasing one line item while decreasing another, must be approved in writing by the USDA Director of National Service.
8. Purchase of property or equipment over \$5,000 must be approved in advance by the Department of Agriculture and the Corporation for National and Community Service (CNCS).
9. The USDA Director of National Service retains the authority to approve the enrollment or suspension/termination of any member. The recipient agrees to forward all potential recruits to the Director for approval BEFORE actually enrolling them in the program.

10. The recipient must abide by all matching requirements. In particular, recipients are reminded of the requirement for them to provide a match of at least 15% of the members' basic living allowance in CASH and that the cash match can NOT be made with Federal money.
11. In order to avoid confusion with the benefits available for USDA AmeriCorps members in full time programs, it should be noted that with respect to benefits, members in the USDA Summer of Gleaning program are NOT eligible for either ~~offer~~ health care or child care.
12. The recipient is responsible for providing liability and workers compensation coverage for each member as well as any disability insurance that may be required in the state in which the service is being performed.
13. At no time shall the recipient suspend or terminate the operation of the USDA AmeriCorps Summer of Gleaning project without prior notification and approval from the USDA Director of National Service. At no time shall the recipient reduce or increase the number of AmeriCorps members working on the program without the prior written consent of the USDA Director of National Service. The recipient must notify the USDA Director of National Service in writing if at any point the number of members actually serving in the project falls below 20% of the number approved for the project. The recipient must include a description of the reasons for the shortfall and the steps being proposed to address the situation but will not take action until receiving written approval from the Director.
14. Volunteers recruited by AmeriCorps members in this program are to fill out the volunteer form herein provided as Attachment B. The volunteer agreement form must be executed by a USDA employee.

ARTICLE II - Contract Period

This agreement shall become effective June 1, 1996, and shall be completed on September 30, 1996 unless subsequent time extension, supplement, addition, continuation or renewal is mutually agreed upon in writing between the parties. However, based on USDA notification of intent to award dated May 15, 1996, the University is authorized to incur costs beginning April 15, 1996 so long as those costs were identified in the proposal contained in Attachment A.

ARTICLE III - Key Personnel

Washington State Cooperative Extension Liaison:

The project director will be Dr. Steve Garrett who may select and supervise other project staff as needed. No other person will be substituted for the project director except with Sponsor's approval. Sponsor may exercise Termination provision of this Agreement if a satisfactory substitute is not identified.

USDA Program Liaisons:

Ms. Donna Hines, is designated contract for technical questions about the Cooperative agreement. She can be reached at (202) 690-0693. Her FAX is (202) 720-4614. All correspondence, reports, and requests for payment shall be forwarded to the following address:

Ms. Donna Hines
U.S. Department of Agriculture
AG Box 1301
14th & Independence Ave, S.W.
Washington, D.C. 20250-1301

Mr. Ron De Munbrun is designated contact for questions regarding the terms and conditions governing the Cooperative Agreement. He may be reached at (202) 690-3894. His FAX is (202) 720-4614. His address is:

Mr. Ron De Munbrun
U.S. Department of Agriculture
AG Box 1301
14th & Independence Ave, S.W.
Washington, D.C. 20250-1301

ARTICLE IV - Control of Summer of Gleaning Program

Control of this Summer of Gleaning project will rest entirely with University. However, it is agreed that University, through its project Director, will maintain continuing communication with a designated liaison for the Sponsor. The frequency and nature of these communications will be mutually defined by University's project Director and Sponsor's liaison person. It is also agreed the program will be conducted in accordance with the provisions of the Corporation for National and Community Service and U.S. Department of Agriculture Interagency Cooperative Agreement No. 95ADFDC047 and its requirements are incorporated in this agreement in their entirety, except as noted in attachment C.

ARTICLE V - Estimated Cost and Expenditure Limitation

Sponsor agrees to reimburse the University for services performed under this agreement in the amount of \$27,580.00 in accordance with the following payment schedule. Attachment A sets forth the proposed allocation plan. Deviations from this budget plan may be made to and from any expenditure object within the University system as long as such deviation is reasonable and necessary in the pursuit of the project contained herein and described at Attachment A. Furthermore, total amount identified above may not be exceeded without prior written amendment to this agreement.

Payment Schedule: Because of startup costs associated with the project, the unavailability of an electronic payment system and the requirement to make sub-awards to partners in the USDA Summer of Gleaning Program, the total amount of the project cost will be forwarded to the University upon execution of this agreement. A standard Form (SF) 269(a), Financial Status Report, which is the first and final SF-269 shall be submitted either with your final payment request, or no later than 90 days after expiration of the Agreement. Checks should be made payable to Washington State University and sent to: Controller's Office, Attn.: Sponsored Projects Finance Office Washington State University, Pullman, WA 99164-1025.

Cost-reimbursable payments and advance payments are approved under this cooperative agreement. ~~For purposes of this cooperative agreement, indirect costs shall be subject to an audit report by your cognizant Federal agency. Requests for payment shall be submitted on Standard Form 270's Request for Advance or Reimbursement in accordance with Attachment B attached.~~

ARTICLE VI - Reporting Requirements

University will provide reports on the progress of the ^{program} ~~research~~ as outlined or required in the Scope of Work. Specifically, in addition to the standard Form (SF) 269(a), Financial Status Report, the sub-grantee will submit a mid-term report to the USDA Director of National Service during the seventh week of service. The format of this report will be provided to the sub-grantee later but it will include as a minimum the names of the members who have served for the particular quarter and the number of hours of service they have performed. It will also include the names of any members who have been terminated, the reason they terminated and the hours they served in the program. It will also include the objectives originally listed as being performed by the project and the progress made in meeting those objectives.

ARTICLE VII - Publication and Confidentiality

The University, as a state institution of higher education, engages in research that is compatible, consistent and beneficial to its academic role and mission, and therefore significant results of research activities must be reasonably available for publication. The University agrees that publications developed through industrial support will be submitted to the Sponsor for a 30-day review period prior to release by the University. The University agrees to keep confidential any sponsor proprietary information supplied by Sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by Sponsor.

ARTICLE VIII - Equipment

~~Special equipment purchases under the terms of this agreement become the property of the University unless otherwise specified herein.~~

ARTICLE IX - Indemnification

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees to the full extent required by law, and agrees to hold the other party harmless from any such liability. The University does not warrant or assume liability for the interpretation or use of project data or results. University is an institution of higher education of the state of Washington.

ARTICLE X - Compliance with Laws

University agrees that it will comply with all applicable U. S. federal, State and local laws, codes, regulations, rules and orders. The terms and conditions contained herein apply only to this cooperative agreement, hereinafter referred to as the award, awarded by the Director of National Service, Office of Communications, United States Department of Agriculture (USDA). The statutory authority for this award is the National and Community Service Act of 1990, as amended (U.S.C. 12501 et seq.)

ARTICLE XI - Anti-Kickback

The Anti-Kickback Act of 1986 was passed to deter contractors from making payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this contract, the contractor agrees to comply with the following regulations. FAR 3.502 and FAR 52.203-7.

ARTICLE XII - Assignment

Neither party shall assign or transfer any interest in this contract, nor assign any claims for money due or to become due under this contract without the prior written approval of the other party.

ARTICLE XIII - Patents and Inventions

The University agrees that all personnel assigned to the research project will disclose any and all inventions and improvements conceived or reduced to practice by any such personnel in the performance of the research and relating to the subject matter thereof in the form of patent disclosures. Title to any invention, whether or not patentable, derived from research under this Agreement will vest in University. In the event that marketing such inventions is of interest to Sponsor, Sponsor is guaranteed a first right to negotiate for at least a nonexclusive royalty bearing license. Such first right to negotiate shall terminate three (3) months from the date University first indicated, by written notice, that it intends to negotiate a license for invention. If considered necessary to effective development and marketing, an exclusive license may be granted for a limited period. Consistent with University policy, its rights in such inventions may be assigned to the Washington State University Research Foundation or other agency for negotiation of an appropriate License Agreement.

ARTICLE XIV - Publication by Sponsor

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. agreement	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24231

FOLDER TITLE:

Gleaning - 1996 Summer I [6]

2013-0661-F
rc3093

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Sponsor will not include the name of Washington State University in any advertising, sales promotion or other publicity matter without the prior written approval of the president of the University or his designee.

ARTICLE XV - Termination

This contract may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

ARTICLE XVI - Changes and Amendments

This agreement constitutes the entire agreement between the parties. All amendments and/or changes shall be by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as of the date set forth herein by their duly authorized representatives.

WASHINGTON STATE UNIVERSITY

Signed

Signed

Name and Title

Joel Berg
USDA Director of
National Service

Name and Title

Date

Date tax id#

(b)(6)

[002]

ATTACHMENT A - PROJECT DESCRIPTION AND BUDGET

ATTACHMENT B - EXCEPTIONS TO THE CORPORATION FOR NATIONAL SERVICE
GRANT PROVISIONS

ATTACHMENT C - VOLUNTEER FORM

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. fax	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	06/04/1996	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24231

FOLDER TITLE:

Gleaning - 1996 Summer I [6]

2013-0661-F
rc3093

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as of the date set forth herein by their duly authorized representatives.

RUTGERS UNIVERSITY

Signed

Name and Title

Joel Berg
USDA Director of
National Service

Date

Signed

Name and Title

ANDREW RUDCZYNSKI
ASSOC. VICE PRESIDENT FOR RESEARCH,
POLICY, ADMINISTRATION

Date tax id

(b)(6)

[003]

ATTACHMENT A - PROJECT DESCRIPTION AND BUDGET

To: Zane Helsel Rutgers Summer Gleaning NJ From: RON DE MUNBRUN 202-720-4614

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**ATTACHMENT B - EXCEPTIONS TO THE CORPORATION FOR NATIONAL SERVICE
GRANT PROVISIONS**

The following is a list of the exceptions to the Corporation for National Service's (CNS) Grant provisions for a USDA Summer of Gleaning program. Only the sections to which there is an exception will be identified all others are in effect as written in the CNS grant provisions.

SECTION A - DEFINITIONS

No Exceptions

SECTION B - AMERICORPS SPECIAL PROVISIONS

4. Local and State Consultation

This has already been accomplished through a combination of USDA and partner actions.

7. Eligibility, Recruitment, and Selection

c. Level of Participation

The concept of "classes" does not apply.

9. Terms of Service

Term of service is defined in the USDA Summer of Gleaning Cooperative Agreement and the member agreement.

d. Notice to Child Care and Health Care Providers

Does not apply, Summer of Gleaning Members are NOT eligible for Child Care or Health Care.

12. Living allowances and Other In-Service Benefits and Taxes

a. Living Allowances

Summer of Gleaning living allowances are as specified in the attached project description and budget.

c. Health Care Coverage

Summer of Gleaning Members are NOT eligible for Child Care or Health Care.

f. Child Care

Summer of Gleaning Members are NOT eligible for Child Care or Health Care.

C. GENERAL PROVISIONS

To: Zane Helsel Rutgers Summer Gleaning NJ From: RON DE MUNBRUN 202-720-4814

6/4/96 7:37:04 Page 15 of 16

34. Grievance Procedure

The USDA Office of General Counsel is preparing guidelines for USDA's AmeriCorps grievance procedures. Until those are published the process to follow is the member may appeal to the Cooperator identified in this agreement. The next and final stage of appeal is to the USDA Director of National Service.

To: Zane Helsel Rutgers Summer Gleaning NJ From: RON DE MUNBRUN 202-720-4614

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ATTACHMENT C - VOLUNTEER FORM



New Jersey Agricultural Society
CN 331
Trenton, New Jersey 08625

Fax Machine: (609) 292-3978 ✓

TRANSMITTAL COVER SHEET

Date: 5/10/96 Number of Pages (including Cover): 24

To: Donna Hines / Ron DeMumbrun
USDA

Fax Number: (202) 690-1131

IF THERE IS A PROBLEM WITH THE TRANSMISSION
PLEASE NOTIFY THE INDIVIDUAL BELOW IMMEDIATELY

Being sent by: Joni Elliott Phone: (609) 984-2520

Additional Comments:

Donna: Budget for Summer Program + sample
contracts from Coop. Extension for Ron.
Hope this is what you want. Call if
you need anything else.

Joni



609.394.7766

ITEM	Corporation/ National Offc.	Federal Local Sponsor		Non-Fed N.F. Partner Agricultural Society		Other Bonner Non-Fed Partner Foundation		TOTAL
		Cash	In-Kind	Cash	In-Kind	cash	In-Kind	
Basic Allowance								
Basic member (not a team leader) (480 hours/ 12 weeks of service)	4	2,241.60 8966.40						8966.40
Team Leader (520 hours/ 13 weeks of service)		3,468.40						\$3,468.40
FICA (7.65%)								
Basic Member	4	16044 677.64						16044 677.64
Team Leader	1	265.33						\$265.33
Worker's Comp (Maximum of 7%)								
Basic Member	4	156.91 637.64						156.91 637.64
Team Leader	1	242.78						\$242.78
Uniforms (T-Shirts)	5	50 250						250
Member Training			1350					1350
Transportation (of members, produce, etc.)		10,700				5,000		15,700
Supplies (gloves, paper, etc.)						3,600		3,600
Equipment (tools, NOT computers)						1,075		1,075
Staff Costs: (For non-federal personnel- cost of state contact/supervisor, clerical to process forms payroll).								
Salaries		7,250	1,500			1,500		10,250
Benefits		2,188						2,188
Other (Facilities, lights, phone, FAX costs, etc.)		140				1,135		1,275
		20,278	2850			12,310		35,438

NEW JERSEY AGRICULTURAL SOCIETY

"FARMERS AGAINST HUNGER" PROJECT

1996 Summer Budget

INCOME

U.S. Department of Agriculture	\$20,279	
Bonner Foundation	\$5,000	
Other	\$10,000	
		<u>\$35,279</u>

EXPENSES

Member Training

10.5 days of training @ \$100/day	\$1,050
Van to visit sites (3 days @ \$100/day)	\$300

Transportation

Project Director (250 mi/day x 34 days)	\$2,125
Team Leader (250 mi/day x 34 days)	\$2,125
Cargo Vans (base \$225/wk x 12 weeks)	\$6,750
Cargo Vans (14¢/mile x 1000 mi/wk x 12)	\$4,200
Insurance	\$500

Supplies

General Supplies (\$50/wk, incl. gloves)	\$600
Cardboard Boxes (\$1/box)	\$3,000

Equipment

Handtruck (\$75/summer)	\$225
Box Stappler (\$50/each)	\$100
Scales (\$250/each)	\$750

Staff Costs

Project Director Salary (\$35,000/yr)	\$8,750
Project Director Benefits (@25%)	\$2,188
Clerical	\$1,500

Other

Phone (\$350/month)	\$1,050
800 Number (\$75/month)	\$225
	<u>\$35,438</u>

Post-It® Fax Note	7871	Date	5/10	# of pages	2
To: <i>Soni Elliott</i>		From: <i>Qu. German</i>			
Cc: <i>Qu. German</i>		Cc:			
Phone #		Phone #			
Fax # <i>262-3578</i>		Fax #			

OCT 5 1995

COOPERATIVE AGREEMENT

between

RUTGERS - THE STATE UNIVERSITY OF NEW JERSEY

and

COMPOSTING COUNCIL RESEARCH AND EDUCATION
FOUNDATION

NJ Ag Soc.

Name of project: NJ Public Outreach Program on Beneficial Use of
Biosolids *Summer of Gleanings*

Project Admin. Composting Council Research and Education
Foundation
114 South Pitt Street *NJ Ag Society*
Alexandria, Virginia 22314

Amount of Award:

Period of Award: October 1, 1995 - September 30, 1996

Whereas, The ~~Biosolids Information Sharing Group~~ (BISG) approved funding for the Association of New Jersey Recyclers proposal, NJ Public Outreach program on Beneficial Use of Biosolids (copy attached), in the amount of ~~one hundred thousand dollars~~ on June 19, 1995; and

Whereas, the Composting Council Research and Education Foundation (CCREF) has only ~~one hundred thousand dollars~~ of uncommitted funding remaining under the BISG program; and

Now, therefore, the parties hereby mutually agree as follows:

NJ Ag Soc.

CCREF agrees to administer the NJ Public Outreach Program on Beneficial Use of Biosolids under all terms and conditions of the CCREF agreement with USDA CSRS; and provide funding of ~~one hundred thousand dollars~~ for the project.

Rutgers - The State University agrees to provide funding to CCREF for the NJ Public Outreach Program on Beneficial Use of Biosolids on the following schedule:

by October 1, 1995 -

by January 1, 1996 -

CCREF will provide a final financial report to Rutgers - The State University within ~~60~~ days of the completion of the project.

✓ *Andrew B. Rudczynski*
ANDREW B. RUDCZYNSKI ASSOCIATE VICE
PRESIDENT FOR RESEARCH POLICY & ADMINISTRATION

Rutgers - The State University of New Jersey

✓ 9/22/95
Date

Charles A. Conner
Composting Council Research and
Education Foundation
Charles A. Conner
Exec. V.P.

10/2/95
Date



United States
Department of
Agriculture

Cooperative
State Research
Service

Office of the
Administrator

Washington, D.C.
20250

SEP 11 1993

Director William R. Sharp
New Jersey Agricultural Experiment Station
Rutgers University
P.O. Box 231
New Brunswick, NJ 08903

Dear Director Sharp:

We are pleased to forward for acceptance and signature the original and three copies of Cooperative Agreement NO. 93-COOP-1-9598 documenting our joint effort in the project entitled: "Biosolids Information, Education and Outreach." This Agreement has been awarded to Rutgers University in the amount of \$2,000.00.

This award incorporates the discussions and negotiations that have occurred between Dr. Daniel Rossi of your organization and Dr. Maurice L. Horton of this Agency.

Please have an authorized person of your institution sign and date all copies and return the original and two copies to Donna Jean Garrett, U.S. Department of Agriculture, Cooperative State Research Service, AG Box 2202, Washington, D.C. 20250-2202.

If you have any questions, contact Donna Jean Garrett at 202-401-6845. We look forward to your participation in this project.

Sincerely,

Rosemary R. Grady

for JOHN PATRICK JORDAN
Administrator

Enclosures

United States Department of Agriculture
Science and Education
AGREEMENT FACE SHEET

1. AGENCY (Name & address) U.S. Department of Agriculture Cooperative State Research Service AG Box 2202 Washington, D.C. 20250-2202		5. AGREEMENT NO. 93-COOP-1-9598		6. PROPOSAL NO.							
		7. PERIOD (From - thru) September 15, 1993 - September 14, 1996									
		8. TYPE OF ACTION NEW		9. FEDERAL OBLIGATION							
2. PERFORMING ORGANIZATION (Cooperator, Grantee, Contractor) (Name & complete address - include County) Rutgers University New Jersey Agricultural Experiment Station New Brunswick, NJ 08903		10. CFDA NO. 1 p 2 p p 1		11. STATE ID NO.							
3. PRINCIPAL INVESTIGATOR, PROJECT DIRECTOR, OR REPRESENTATIVE (Name & Address) Dr. Daniel Rossi <i>Zane Helsel</i> Rutgers University New Jersey Agricultural Experiment Station Martin Hall, Room 404 Cook College New Brunswick, NJ 08903		13. FUNDING ☐ Increase ☐ Decrease ☒ New ☐ No Change		12. TYPE OF Instrument Cooperative Agreement							
		14. FUNDS CHARGEABLE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Financial Data Code 328-2000-39221</td> <td style="width:30%;">Federal \$ 0</td> <td style="width:30%;">Non-Federal \$</td> </tr> <tr> <td>Trans. Code</td> <td>Object Class</td> <td>Procurement Source</td> </tr> </table>				Financial Data Code 328-2000-39221	Federal \$ 0	Non-Federal \$	Trans. Code	Object Class	Procurement Source
		Financial Data Code 328-2000-39221	Federal \$ 0	Non-Federal \$							
Trans. Code	Object Class	Procurement Source									
4. PROGRAMMATIC (ADODD) CONTACT: Dr. Maurice L. Horton (202) 401-4504 ADMINISTRATIVE CONTACT: Donna Jean Garrett (202) 401-6845		15. ADVANCE PAYMENT N/A		16. AUTHORITY (U.S.C., CFR, etc.) 7 USC 3318							
17. CRIS NO.		18. ACTS NO. N/A									
19. TITLE AND DESCRIPTION (180) Biosolids Information, Education and Outreach											

PROVISIONS

This Agreement includes the following attachments:

- ☒ Statement of Work; or identified as "Cooperative Agreement" with administrative provisions
- ☐ Project Summary; and
- ☒ General Provisions 7 CFR 3015 (by reference)
- ☐ Special Provisions
- ☒ Budget Form CSRS-55, dated September 10, 1993
- ☒ Proposal Form CSRS-661, dated September 10, 1993
- ☒ Other (Specify): CRIS Forms AD-416 and AD-417

Narrative: The following special condition applies in acceptance of this award: (1) notification to USDA-CSRS is required for all subaward arrangements not identified or approved in the original proposal, as contained in 7 CFR 3015.112.

PAYMENT WILL BE MADE BY THE "HHS-PAYMENT MANAGEMENT SYSTEM"

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

Signature indicates an award when a grant authority is cited in Item 16 above.

TYPED NAME JOHN PATRICK JORDAN, ADMINISTRATOR	SIGNATURE <i>Rosemary R. Grady Acting</i>	20. DATE 9-28-93
FOR THE PERFORMING ORGANIZATION (Signature of person authorized by the performing body of the performing organization to incur contractual obligations.) Signature indicates completion when a grant authority is cited in Item 16 above.		
TYPED NAME AND TITLE	SIGNATURE	DATE
TYPED NAME AND TITLE	SIGNATURE	DATE

**COOPERATIVE AGREEMENT
BETWEEN THE
U.S. DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH SERVICE
AND
RUTGERS UNIVERSITY, THE NEW JERSEY
AGRICULTURAL EXPERIMENT STATION**

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WHEREAS, Rutgers University, the New Jersey Agricultural Experiment Station, hereinafter referred to as the Cooperator, and the U.S. Department of Agriculture, Cooperative State Research Service, hereinafter referred to as *CSRS*, and the U.S. Environmental Protection Agency, hereinafter referred to as EPA, mutually recognize that a cooperative effort among the interested parties to identify obstacles to the beneficial use of sludge, to seek solutions and to support and conduct research, demonstration, training, and educational activities will help the State of New Jersey enhance the public acceptability of beneficially using sludge; and

WHEREAS, interested parties have expressed a need for additional information specific to their crops and soils to allow them to more clearly understand the safety and value of the beneficial use of sewage sludge and to better understand the science and risk assessments that underlie rules and guidance that are being produced to govern the beneficial use of sewage sludge; and

WHEREAS, the Cooperator has the ability and cooperative vehicles to assist *CSRS* and EPA in conducting this cooperative effort; and

WHEREAS, the Cooperator has experience in soliciting, evaluating and reviewing proposals, entering into and monitoring awards for conducting training, outreach and public education projects with CSRS; and

WHEREAS, organizations such as the Middlesex County Municipal Utilities Authority, the New York City Department of Environmental Protection, the Passaic Valley Sewerage Commission, and others have a major interest in providing for research, demonstration, training and educational programs to objectively show that sewage sludge can be used safely on land and to help gain public acceptance, and that they might be able to provide substantial additional funding for expansion of the cooperative efforts; and

WHEREAS, environmental groups like the Environmental Defense Fund (EDF) and the Natural Resources Defense Council (NRDC), farmers and food processors want to be assured that sewage sludge can be utilized safely and beneficially to enhance soil fertility and stimulate crop production, while protecting human health; and

WHEREAS, the representatives from interested organizations including some of those named above, have formed in cooperation with CSRS, EPA and the Cooperator, the Biosolids Information Sharing Group (BISG), to assist in seeking resources and solutions that are environmentally safe for disposal of sludge or other biosolids on the land; and

WHEREAS, the joint efforts described in this Agreement will be cooperatively planned and conducted with regular interaction between CSRS, EPA and the Cooperator's faculty and staff; and

WHEREAS, it is the intention of the parties to this Agreement, that this cooperative endeavor shall be for their mutual benefit and the benefit of the people of the United States; and

NOW, THEREFORE, for and in consideration of all of the promises and mutual covenants herein contained, and for other good and valuable considerations, the parties hereby mutually agree as follows:

A. THE COOPERATOR AGREES TO:

1. Support the organization, presentation and logistical coordination of the BISG.
2. Work cooperatively with CSRS and EPA to identify potential educational, outreach and public service projects designed to help overcome barriers to beneficial utilization of biosolids.
3. Work cooperatively with CSRS and EPA to target and contact other groups or individuals representing their interests affected by beneficial utilization and seek possible additional funds from these sources.
4. Implement, in cooperation with CSRS, EPA, and the BISG (refer to Rutgers Cooperative Agreement NO. 93-COOP-1-9597 for the developmental aspects), the process to solicit, evaluate proposals, and enter into subawards from the available funding, in the program areas of education, research, outreach or public service projects designed to help overcome barriers to beneficial utilization of biosolids.
5. After receiving the required written consent from CSRS (see special award condition identified on Form S&E-451), enter into and arrange for all subawards to the recipients as a result of the solicitation, evaluation and awarding process as identified in Section A.4. above, including in all subaward arrangements, provisions consistent with USDA's regulations contained in 7 CFR 3015, the applicable Federal cost principles (and any "flowdown" provisions), and the Cooperator's responsibilities in connection with the debarment and suspension requirements of 7 CFR 3017.510.
6. Summarize the results of the projects funded through this Agreement in a written report to CSRS.

B. CSRS AGREES TO:

1. Provide the services of a CSRS representative to maintain liaison with the Cooperator.
2. Offer technical and professional advice in planning, developing, coordinating, implementing, conducting, monitoring and evaluating the progress of this project.
3. Maintain a close working relationship with the Cooperator, including visits to the Cooperator's institution and hosting reciprocal visits to CSRS and EPA as needed.
4. Reimburse the cooperator for allowable, allocable, and reasonable costs as specified in the Agreement Face Sheet, Form S&E-451 and the Budget, Form CSRS-55. Tuition remission and indirect costs are not allowable.

C. IT IS MUTUALLY UNDERSTOOD AND AGREED THAT:

1. **Applicability and Order of Precedence.**

Applicability. The terms and conditions contained herein apply only to this cooperative agreement, hereinafter referred to as the award, awarded by the Cooperative State Research Service (CSRS), U.S. Department of Agriculture (USDA) and the statutory authority for this award is stated on the Form S&E-451.

Order of Precedence. Where the terms, conditions or other requirements relating to this award conflict with each other, the following order of precedence shall apply:

- a. The statute that authorized this award.
- b. The special terms and conditions set forth herein.
- c. The general terms and conditions set forth in 7 CFR 3015.205.

2. **Assurances and Certifications.**

Assurance. As a condition of this award, the Cooperator assures and certifies that it is in compliance and will comply in the course of this award with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those set out in 7 CFR 3015.205(b), which hereby are incorporated in this award by reference, and such other provisions as are specified herein. It further assures that it possesses the legal authority to enter into this award, and will comply with all requirements imposed by CSRS concerning special requirements of law, program requirements, and other administrative requirements.

c. **Access to Records.** The Cooperator assures CSRS that it will give CSRS, USDA, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to this award.

Certifications. In accepting this award, the Cooperator specifically certifies that:

a. It will assist CSRS in complying with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), Executive Order 11593, and the Historic and Archeological Data Preservation Act of 1974 (16 USC 469a-469c), as implemented in 7 CFR 3100 by:

1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historical Places that are subject to adverse effects by the award activity (see 36 CFR 800.8);
2. Notifying the Authorized Departmental Officer's Designated Representative (ADODR)(as referenced on the S&E-451) of the existence of any such properties; and
3. Avoiding or mitigating, to the extent possible, adverse effects upon such properties.

b. It will comply with all requirements of Section 114 of the Clean Air Act of 1970 (42 USC 1857 *et seq.*), as amended, and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 *et seq.*), as amended, relating to inspection, monitoring, entry, reports, and information, and with all regulations and guidelines issued thereunder; will not perform any work required by this award in a facility listed on the Environmental Protection Agency's List of Violating Facilities; will comply to the best of its ability with clean air standards and clean water standards in any facility in which work under this award is performed; and will insert the substance of this provision to any contracts and subawards in which the amount of award exceeds \$100,000.

c. It will comply with the flood insurance purchase requirements of the National Flood Insurance Act of 1968, as amended, and the Flood Disaster Protection Act of 1973, (42 USC 4001-4127). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

d. It will conduct all procurement actions in a manner that provides, to the maximum extent practicable, free and open competition.

e. It will establish safeguards that prohibit employees from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest.

f. It will establish safeguards for the rights and welfare of subjects at risk and the proper isolation security of research agents in activities supported by CSRS is the responsibility of the Cooperator to which support is provided. In order to provide for the adequate discharge of this responsibility, USDA and CSRS requires the Cooperator to formally assure that appropriate committees in each institution will carry out both initial review of proposals and continuing review of supported projects. USDA also requires certification of such reviews. The Cooperator will comply with the following:

1. **Recombinant DNA or RNA Research.** The Cooperator agrees to assume primary responsibility for complying with both the intent and procedures of the National Institutes of Health's (NIH) "Guidelines for Research Involving Recombinant DNA Molecules," as revised (see subsection 205(b)(3), Subpart U of 7 CFR 3015 and other applicable Federal/State guidelines and regulations;

2. **Animal Care.** The Cooperator agrees to comply with the Animal Welfare Act (Public Law 89-544, 1966, as amended, Public Law 91-579, Public Law 94-279, and Public Law 99-198, 7 USC 2131 *et seq.*) and the regulations promulgated thereunder by the Secretary of Agriculture in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of vertebrate animals held or used for research, teaching, or other activities supported by Federal awards. All CSRS administered research, must adhere to the principles enunciated in the *Guide for the Care and Use of Laboratory Animals* described in NIH Publication No. 86-23 (Revised, 1985), and to the USDA regulations and standards issued under the public laws stated above. In case of conflict, the higher standard shall be used;

3. **Protection of Human Subjects.** The Cooperator agrees to comply with the Department of Health and Human Services' (DHHS) regulations on the protection of human subjects as set forth in 45 CFR Part 46 and USDA requirements as set forth in 7 CFR Part 1c, implementation of the Federal Policy for the Protection of Human Subjects.

g. **Travel.** It will comply with all regulations pertaining to the use of air transportation to, from, between, or within a country other than the U.S., and the cost of such transportation will be assisted in whole or in part by award funds,

and the use of U.S. flag carriers in accordance with the provisions of 7 CFR 3015.205(b)(4)

h. It is not delinquent on any Federal debt, pursuant to OMB Circular No. A-129, "Managing Federal Credit Programs," and requirements contained in OMB Memorandum M-87-32, as implemented by 7 CFR Part 3.

i. It will make a good faith effort to provide and maintain a drug-free environment by prohibiting illicit drugs in the workplace, providing employees with drug-free policy statements (including penalties for noncompliance), and establishing necessary awareness programs to keep employees informed about the availability of counseling, rehabilitation and related services (Sections 5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 7 CFR 3017, Subpart F).

j. It has not used and will not use Federal funds, other than profits from a federal contract, for lobbying Congress or any federal agency in connection with the award or modification of any contract, grant, cooperative agreement, or loan; will disclose the name, address, payment details, and purpose of any agreements with lobbyists for whom it or its recipients and subrecipients have paid or will pay with profits or *non-appropriated* funds on or after December 23, 1989, for any award action in excess of \$100,000 (or \$150,000 for loans); will file quarterly updates about the use of lobbyists if material changes occur; and will require its nonexempt contractors or grantees to certify and disclose accordingly (Section 319, Public Law No. 101-121 (31 USC 1352), as implemented by 7 CFR 3018).

k. It and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not recently been convicted or indicted under criminal or civil statutes or had one or more public transactions terminated for cause or default within the past three years; will provide immediate written notice to the Authorized Departmental Officer's Designated Representative (ADODR) if at any time it learns that this certification was erroneous when submitted or made or has become erroneous by reason of changed circumstances; and will require recipients of lower-tier covered transactions under this award to similarly certify (Executive Order 12549, as implemented by 7 CFR 3017, Subparts A-E).

l. It shall clearly state in all requests for proposals, bid solicitations, press releases, statements, and other documents describing this project, (1) the percentage of the total cost of the project which will be financed with federal money, and (2) the dollar amount of federal funds for the project (Section 638 of the Rural Development, Agriculture, and Related Agencies Appropriations Act, 1991 (Public Law No. 101-506)).

These assurances and certifications are intended as summaries only and may not contain the exact language required by or stated in the relevant statutes or regulations. The Cooperator is encouraged to review all laws and regulations applicable to this award.

3. **Administrative Provisions.** This award, grants and contracts or other agreements at any tier under this award, shall be governed to the extent applicable by the following provisions, as in effect on the effective date of the award:
 - a. *7 CFR Part 3015, "Uniform Federal Assistance Regulations."*
 - b. *7 CFR Part 3016, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." (OMB Circular A-102 common rule has been adopted in this regulation).*
 - c. *7 CFR Part 3017, "Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)."*
 - d. *7 CFR Part 3018, "New Restrictions on Lobbying."*
 - e. *OMB Circular A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations."*
4. **Federal Cost Principles.** Allowable costs shall be determined in accordance with the authorizing statute, the purpose of the award, and to the extent applicable, by the following federal cost principles that are applicable to the type of organization receiving the award, regardless of tier, all as in effect on the effective date of award:
 - a. *OMB Circular A-21, "Cost Principles for Institutions of Higher Education."*
 - b. *OMB Circular A-87, "Cost Principles for State and Local Governments (including certain Indian tribal governments).*
 - c. *OMB Circular A-122, "Cost Principles for Nonprofit Organizations" other than institutions of higher education (nonprofit organizations excluded from coverage are listed in Attachment C of this circular).*
 - d. *Federal Acquisition Regulations, 48 CFR 31.2, "Principles for determining costs with profitmaking firms and those nonprofit organizations that are specifically exempted from the provisions of OMB Circular A-122.*

5. **Method of Payment.** Payments by CSRS to the Cooperator will be made either by the Department of Health and Human Services' (DHHS) Payment Management System (PMS), or CSRS's advance by Treasury Check or reimbursement by Treasury Check system. **The method of payment for each project will be indicated on the S&E-451.** The Cooperator should follow the provisions included in the appropriate paragraph below for the designated method of payment. All questions concerning the procedures to follow regarding the method of payment should be directed to the Cooperative Funds Division at the following address or telephone number:

U.S. Department of Agriculture
~~Cooperative Funds Division, Extension Service~~
AG Box 0995
Washington, DC 20250-0995
Telephone: (202)-401-4527

- a. **Payment Management System.** When funds are authorized by the DHHS-PMS, then the request for payment should be in accordance with the DHHS-PMS instructions provided by the Cooperative Funds Division.
 - b. **Advance by Treasury Check.** When this method is designated, the Cooperator receives an advance of funds to meet anticipated project disbursement needs for approximately 30 days upon submission of the "Request for Advance or Reimbursement", SF-270.
 - c. **Reimbursement by Treasury Check.** When this method is indicated on the S&E-451, the Cooperator shall receive payment by Treasury Check on a reimbursement basis upon submission of the "Request for Advance or Reimbursement", SF-270. Payments by CSRS to the Cooperator will be made no more than once a month. Section 11 of SF-270, must be fully completed to receive either an advance of funds or reimbursement of actual expenditures.
6. **Financial Reporting.** When funds are paid by the DHHS-PMS, the Cooperator shall submit the "Report of Federal Cash Transactions", SF-272 and, when necessary, its continuation sheet, SF-272A, to the Cooperative Funds Division at the address indicated above. These reports will be used to monitor cash advanced to the awardees and to obtain disbursement or outlay information for each award. *This reporting requirement may be waived when monthly advances do not exceed \$10,000 per recipient.*
- a. **Forecasts of Federal Cash Requirements.** An itemization of future Federal Cash requirements may be required under Item 14, "Remarks", on Form SF-272.

- b. **Cash on Hand of Secondary Recipients.** When considered necessary and feasible by the Cooperative Funds Division, the Cooperator may be required to report the amount of cash advances exceeding three days' needs in the hands of secondary recipients and to provide short narrative explanations of actions taken by the prime recipient to reduce the excess balances.
 - c. **Frequency and Due Date.** The Cooperator shall submit the original copy of the Cooperative Funds Division's computer generated SF-272 report no later than 15 working days following the end of each quarter. The report should be submitted to the Cooperative Funds Division at the address indicated in above.
7. **Final Financial Reports.** The final Financial Status Report (SF-269) is due 90 days after the expiration date of the award, and should be submitted to the Cooperative Funds Division in accordance with the instructions contained in Section 3015.82 of the Uniform Federal Assistance Regulations.
8. **Final Performance Report.** The final performance report is due 90 days after the expiration date of the award and should be forwarded to the Authorized Departmental Officer's Designated Representative (ADODR). It should include appropriate identifying data and be consistent with the information required in Section 3015.92 of the Uniform Federal Assistance Regulations. In the event the Cooperator encounters problems, delays, or adverse conditions that will materially affect the ability of the Cooperator to complete the award as proposed or to meet the completion date, the Cooperator should so advise the ADODR and the reason therefore.
9. **Current Research Information System (CRIS) Requirements.** All research projects supported by USDA must be documented in the Current Information System (CRIS). Forms AD-416, "Research Work Unit/Project Description-Research Resume", and AD-417, "Research Work Unit/Project Description-Classification of Research", are required to establish this project in CRIS. A completed set of Forms AD-416 and AD-417 shall accompany each new research award when the document is forwarded to the Cooperator for acceptance. All questions relating to CRIS documentation or reporting requirements shall be directed to:

Current Research Information System
Cooperative State Research Service
U.S. Department of Agriculture
5th Floor, NAL Building
Beltsville, Maryland 20705
Telephone: (301)-504-6846

NO!

Each year that the project is active, the CRIS office will forward to the Cooperator Forms AD-419, "Research Work Unit/Project Description-Research Funds and Staff Support", and AD-421, "Research Work Unit/Project Description-Progress Report". Form AD-419 should be completed in accordance with instructions that accompany the form and should be returned to the CRIS office by December 15. Electronically transmitted reports are acceptable where such capability is available.

One copy of the completed AD-421 should be returned directly to the CRIS office. The Cooperator has the option of returning the completed progress report (AD-421) by January 1 of each year (covering the prior Federal fiscal year of October through September) or by April 1 of each year (covering the prior calendar year).

A request for the final technical report will be forwarded to the Cooperator within ten days of the estimated termination date. As stated in Article C.8. above, the final performance report is due 90 days after expiration of the project. The final report should encompass progress made on the entire project instead of covering accomplishments only during the final reporting segment of the project. In addition, the final report must include the following when applicable:

- a. A disclosure of any inventions not previously reported that were conceived or first actually reduced to practice during the performance of work under this award; and
- b. A written statement on whether or not the Cooperator elects (or plans to elect) to obtain patent(s) on any such invention.

10. **Program Income.** If the award recipient is other than a Federal agency, royalties or equivalent income earned on patents, inventions, and copyrighted works may be retained by the Cooperator. General program income earned during the period of CSRS support of this award may be added to total project funds and used to further the objectives of this award or the legislation under which this award is made. Disposition of program income earned by subawardees shall be determined in accordance with the Cooperator's own practices.

Interest Income. *Investment income earned on advances of federal funds is not general project income.* Unless the Cooperator (or subrecipient) is a State or local government, they shall maintain advances of federal funds in interest-bearing accounts. Any interest or investment income earned by the Cooperator or any subrecipient on advances of funds under this award shall be promptly remitted to CSRS.

11. **Prior Approvals, Changes, Amendments, Revisions and No-Cost Extensions.** The Cooperator shall obtain prior written approval from the ADODR for the following post-award changes to the approved award. All requests shall be signed or countersigned by the authorized organizational representative and, unless otherwise noted herein, *should be submitted at least 45 days in advance of the required action date.*
- a. **Budget Changes.** Prior approval must be obtained whenever it becomes apparent that a proposed budget revision will:
1. Involve a cost or costs requiring prior approval in accordance with the Federal cost principles or 7 CFR 3015 and not approved in the award;
 2. Involve a cost that was disapproved or restricted or whose general allowability is questionable under the award;
 3. Involve one or more costs whose general allowability is questionable according to the terms and conditions of award or the applicable Federal cost principles.
- b. **Change in Project Scope or Objectives.** The principal investigator is authorized to make minor changes in methodology, approach, or techniques to better accommodate project objectives. However, requests for multiple minor changes or changes to the phenomenon or phenomena or changes of the objectives of the project as stated in the award shall not be changed without prior written approval from the ADODR. Requests should be in writing and cosigned by the Authorized Organizational Representative.
- c. **Project Leadership.** Any replacement or significant change in responsibilities or level of effort from the approved principal investigator (PI), requires written notification and prior approval sent to the ADODR. If the services of the designated PI will no longer be available, the Cooperator's notification should include the name and signature of a proposed replacement PI and, if not provided in the approved application, a brief biographical information for that person (not to exceed two pages including publications). If changes in responsibility or level of effort are proposed, the notification must include an explanation of expected project impacts if such action is taken. The Cooperator is not permitted to unilaterally authorize a change in PI. The award may not continue in force for a period of more than three consecutive months without the active leadership of a PI.
- d. **No-cost extension of time.** The Cooperator is expected to complete work under this award within the project period specified in the award. However, if the Cooperator needs additional time to complete activities *within the approved*

scope of work and within the limit of federal funds already made available, CSRS will consider a request to extend the expiration date of award at no additional cost to the Federal Government. The request must be sent in writing and must contain the signatures of the PI(s) and the authorized organizational representative. In accordance with Federal statute, the duration of an Agreement, including any extensions of time, may not exceed five years. The request must contain, at a minimum, the following information:

1. The length of time for which the extension is being requested and a justification for the extension;
2. A summary of progress to date including information on the type and percentage of work remaining to be completed;
3. An estimate of Federal funds expected to remain unobligated on the scheduled expiration date;
4. A projected timetable needed to complete the portion of the project for which the extension is being requested.

The fact that funds remain unobligated at the expiration of an award, is not in itself sufficient justification for an extension of time. Normally, no single extension may exceed twelve months and only in exceptional cases will more than one extension be considered.

e. Change in Research Location. If a change in research location becomes necessary during the life of this award, the Cooperator must inform the ADODR.

12. **Data Collection.** The provisions of 5 CFR 1320 apply if this award involves the collection of identical information from ten or more non-Federal persons or organizations and the collection of information is sponsored by USDA. Any data collection activities performed under this award are the responsibility of the Cooperator, and USDA support of the project does not constitute USDA approval of the survey design, questionnaire content, or data collection procedures unless the Cooperator is an agency of USDA. Cooperators other than agencies of USDA shall not represent to respondents that such data are being collected for or in association with the USDA or any other Federal Government agencies unless such data are sponsored by the USDA. However, this requirement is not intended to preclude mention of USDA support of the project in response to an inquiry or acknowledgement of such support in any publication of this data.
13. **Acknowledgment of Support on Publications.** In amplification of Section 3015.200 of the Uniform Federal Assistance Regulations, the following

acknowledgment of Departmental support must be placed on any publications written or published with USDA support and, if feasible, on any publication reporting the results of, or describing, an award-supported activity:

"This material is based upon work supported by the Cooperative State Research Service, U.S. Department of Agriculture, under Grant/Cooperative Agreement No. (Performing Organization should enter applicable award number here)."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must also contain the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."

If this award involves the support of another Federal agency or agencies in addition to CSRS, the statements required in this article shall be modified to include such other agency(ies).

14. Patents, Inventions, and Copyrights.

- a. **Patents and Inventions.** The clause found at 37 CFR, Part 401.14, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms is incorporated by reference. Copies of this regulation can be obtained by writing to:

Coordinator
National Patent Program
Agricultural Research Service, USDA
Room 401, Building 005, BARC-West
Beltsville, Maryland 20705

Further, this clause shall be incorporated into all subcontracts or other subawards, regardless of tier, for experimental, developmental, or other research work.

- b. **Disclosures.** Disclosure statements shall be made via the annual CRIS Form AD-421 Progress Report. If applicable, enter the following information on the bottom of the form:
1. If a patent has already been issued, provide the Patent number and the issue date.

2. If a patent has been applied for but not yet issued, provide the patent application serial number and the filing date.
 3. If disclosure information has been submitted prior to the termination of the award, please include it on the AD-421 Termination Report.
- c. **Central Point of Contact.** The central point of contact pertinent to this section of the provisions is:

Deputy Assistant General Counsel for Patents
Research and Operations Division
Office of the General Counsel, USDA
AG Box 1401
Washington, DC 20250-1401

- d. **Copyrights.** The provisions of 7 CFR 3015.175(b) (Appendix B) are applicable to copyrights. This clause shall be incorporated in all other subcontracts or subawards, regardless of tier, for experimental, developmental, or other research work.
15. **Suspension or Termination.** If it is determined that the Cooperator has not complied with the requirements of the program or the award, the Authorized Departmental Officer (ADO) shall provide the Cooperator with written notification of noncompliance, corrective action(s) that must be taken by the Cooperator to come into compliance, and the date by which such action(s) must be taken or evidence provided that required corrective action has been initiated satisfactorily. Failure of the Cooperator to achieve compliance or to initiate action to come into compliance may result in suspension of payments or suspension or termination of the award in whole or in part.

Circumstances also may arise in which either the Cooperator or CSRS wishes to terminate performance under this award in whole or in part. Where there is agreement between the Cooperator and CSRS that continuation of the project would not produce results commensurate with the further expenditure of funds, the project may be terminated by mutual agreement. The inability of the Cooperator to continue performance under this project (or to continue at a level of effort necessary to accomplish approved project objectives) is also grounds for termination; therefore, the ADO must be notified immediately whenever it becomes known that the Cooperator will be unable to continue with the project.

Costs incurred during a period of suspension or after the effective date of termination will generally be unallowable and the Cooperator must not incur any new obligations and must take action to cancel as many outstanding obligations

as possible. Legitimate obligations incurred prior to the effective date of the suspension or termination will be honored, however, and may be liquidated during or after the period of suspension or termination. Detailed instructions will be provided to the Cooperator if suspension or termination occurs. (See 7 CFR 3015, Subpart N).

16. **Release of Information.** The Freedom of Information Act of 1966 (5 USC 522) and the Privacy Act of 1974 (5 USC 552a), as implemented by USDA at 7 CFR Part I and supplemented by CSRS at 7 CFR 3404, shall govern release or withholding of information to the public in connection with the award. The release of information under the Act applies only to systems of records held by the Federal Government and imposes no requirement on the grantee or on third parties to permit or deny public access to their records.
17. **Maximum Obligation of CSRS.** The maximum financial obligation of CSRS under this award is the amount of funds *authorized* for the award, including any incrementally funded award (e.g., renewal or continuation ; award); this amount is stated on Form S&E-451. However, in the event that an erroneous amount is stated on Form S&E-451, the approved budget, or any supporting documentation relating to this award, CSRS shall have the unilateral right to make the correction and to make an appropriate adjustment in the CSRS share of the award to align with the Federal amount authorized.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. application	re: Tax ID # [Personally Identifiable Information] [partial] (1 page)	09/08/1993	b(6)

COLLECTION:

Clinton Presidential Records
AmeriCorps
General Files
OA/Box Number: 24231

FOLDER TITLE:

Gleaning - 1996 Summer I [6]

2013-0661-F
rc3093

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH SERVICE

FOR CSRS USE ONLY

CMS Approved 0524-0022
Expires 8/96

CSRS-AREA CODE PROPOSAL CODE

APPLICATION FOR FUNDING

1. NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE NJ Agricultural Exp. Station		2. NAME OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE Andrew Rudczynski		3. a. PHONE NUMBER (Include Area Code) 908-932-2820 b. FAX NUMBER 908-932-3257	
4. ADDRESS (Give complete mailing address and Zip Code-including Country) NJAES MARTIN HALL, Room 104 Cook College New Brunswick, NJ 08903		5. ADDRESS OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (If different from item 4.)			
6. TITLE OF PROPOSED PROJECT (100-character maximum, including spaces) Rutgers - Sludge Educational Project					
7. AGENCY TO WHICH YOU ARE APPLYING (Refer to Federal Register notifications where applicable) USDA - Cooperative St. Research Serv		8. FUNDING AREA AND NUMBER (Refer to Federal Register Announcements where applicable) USDA - CSRS			
9. a. (b)(6) (b)(6)		10. CONGRESSIONAL DISTRICT NO. 6		11. PERIOD OF PROPOSED PROJECT DATES FROM 9/15/93 THROUGH 4/14/94	
12. TYPE OF REQUEST (Check one only) ☒ New ☐ Renewal ☐ Supplement ☐ Reimbursement ☐ Continuing increment ☐ PI Transfer (PRIOR USDA Award No. _____)		13. FUNDING REQUESTED (From Form CSRS-55) 150,300		14. FUNDING REQUESTED (From Form CSRS-55) 150,300	
15. PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR(S) a. PVPD #1 Name (First, Middle, Last SS #*) (Corresponding PI) DANIEL ROSS		16. a. PVPD #1 PHONE NUMBER (Include Area Code) 908-433-8445 b. FAX NUMBER 908-932-0709			
17. PVPD #2 Name (First, Middle, Last SS #*)		18. PVPD #2 ADDRESS (Include Department/Zip Code) NJAES MARTIN HALL, Room 104 Cook College New Brunswick, NJ 08903			
19. PVPD #3 Name (First, Middle, Last SS #*)					
* Subsequent to the Social Security Number is mandatory and will not affect the organization's eligibility for an award. However, it is an integral part of the CSRS information system and will assist in the processing of the award.					
20. TYPE OF PERFORMING ORGANIZATION (Check one only) ☐ USDA/ARS Laboratory ☐ Other Federal Research Laboratory ☒ State Agricultural Experiment Station (AES) ☐ Land-Grant University 1862 ☐ Land-Grant University 1890 or Tuskegee University ☐ Private University or College ☐ Public University or College (Non Land-Grant) ☐ Private Profit-making ☐ Private Non-profit ☐ State or Local Government ☐ Veterinary School or College ☐ Other (Specify) ☐ Individual		21. WILL THE WORK IN THIS PROJECT INVOLVE RECOMBINANT DNA? ☒ No ☐ Yes (If yes, complete Form CSRS-55L)			
		22. WILL THE WORK IN THIS PROJECT INVOLVE USING VETERINATE ANIMALS? ☒ No ☐ Yes (If yes, complete Form CSRS-55L)			
		23. WILL THE WORK IN THIS PROJECT INVOLVE HUMAN SUBJECTS? ☒ No ☐ Yes (If yes, complete Form CSRS-55L)			
		24. WILL THIS PROJECT BE SENT OR HAS IT BEEN SENT TO OTHER FUNDING AGENCIES, INCLUDING OTHER USDA AGENCIES? ☒ No ☐ Yes (If yes, list Agency acronym(s) & program(s))			
25. SIGNING AND SUBMITTING this application, the applicant is providing the following certification set forth in 7 CFR Part 3017, as amended, regarding Department and Subrecipient and Organizational activities and 7 CFR Part 3018 regarding laboratory. Submission of this individual certifies that the applicant has the necessary resources and infrastructure to carry out the project and that the applicant is in good standing with the Department of Agriculture and the Cooperative State Research Service in effect at the time of the award.					
26. SIGNATURE OF PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR(S) (All PVPD's listed on page 15 must sign if they are to be included as award designees) Daniel Rossi (PI)		27. DATE 8/8/93			
28. SIGNATURE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (and of center) A. Rudczynski		29. TITLE Andrew B. Rudczynski, Assistant Vice President for Research Administration		30. DATE 9/10/93	

UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH SERVICE
BUDGET

OMB Approved 0524-0022
Expires 6/95

ORGANIZATION AND ADDRESS U.S. G.A. EXP. - Italian ITALY - ITAL. RES. INST. C/O 21095 NEW BRUNSWICK, NJ 07903			USDA AWARD NO.	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR: DANIEL ROSSI			Duration Proposed Months: _____ FUNDS REQUESTED BY PROPOSER	Duration Awarded Month: _____ FUNDS APPROVED BY CARS or otherwise
A. Salaries and Wages				
1. No. of Senior Personnel			COSTS FUNDED WORK MONTHS	
a. <u>1</u> (Cal-Pits/PO(s)) @ <u>1590</u> um			Category	Amount
b. Senior Associates				
2. No. of Other Personnel (Non-Faculty)				
a. Research Associates-Postdoctorate				
b. Other Professionals				
c. Graduate Students				
d. Predoctorate Students				
e. <u>1</u> Secretarial-Clerical @ <u>1590</u> um				
f. Technical Shop and Other				
Total Salaries and Wages				
B. Fringe Benefits (If charged as Direct Costs)				
C. Total Salaries, Wages, and Fringe Benefits (A plus B)				
D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)				
E. Materials and Supplies				
F. Travel				
1. Domestic (including Canada)				
2. Foreign (List destination and amount for each trip.)				
G. Publication Costs/Page Charges				
H. Computer (ADPE) Costs				
I. All Other Direct Costs (Attach supporting data. List items and dollar amounts. Outline of expenditures, including work schedules and budget, should be submitted as part of proposal.)				
J. Total Direct Costs (C through I)				
K. Indirect Costs (If Applicable (Security review) and based on effort category activity. Where both are involved, identify indirect costs category in effort category table.)				
L. Total Direct and Indirect Costs (J plus K)				
M. Other				
N. Total Amount of This Request			\$ 130,300	\$
O. Cost Sharing (If Required Provide Details)			\$ 28,036	

NOTE: Signatures required only for Revised Budget

This is Revision No. -

NAME AND TITLE (Type or print)	SIGNATURE	DATE
Principal Investigator/Project Director Daniel Rossi	Daniel Rossi (pm)	9/18/93
Authorized Organizational Representative Richard A. Rudzinski	Richard A. Rudzinski, Assistant Vice President for Research Administration	9/10/93

Tony P. Hall

Olympians Against Hunger

Believe it or not, one story out of the Atlanta Olympic Games hasn't received as much attention as it deserves. It's about the success of a practice we call "gleaning"—assembling the excess food from a huge event such as this and getting it to the poor and homeless who need it most. The final figures aren't in yet, but it appears certain that records were set in Atlanta in this regard. The gleaning accomplished there may well prove, over the long run, to be the Olympic story that echoes most loudly in communities across the United States.

Modern-day gleaners help coordinate donations of surplus food from farmers, restaurants, caterers and grocers. They turn it into healthy meals in kitchens that often double as training grounds for future chefs. And they deliver it to grass-roots organizations that, once freed from kitchen duty, can focus on helping to solve other problems.

Gleaning is a time-honored way of helping needy people help themselves. "When you harvest your crops, don't reap the corners of your fields, and don't pick up stray grains of wheat from the ground," the Old Testament admonishes. "Leave them for the poor and for those traveling through."

When my daughter Jyl and I put that advice to work in a patch of collard greens near Washington, along with about 100 other volunteers, we enjoyed watching the harvest pile up—to nearly 500 bags in all, with some 70 servings per bag. But the impression that stuck with us was the way the heat and the dirt and the common purpose blurred the distinctions among people in the field. Some were from families that would benefit

directly from the day's harvest; some were people more accustomed to dining in restaurants than in their comfortable homes; and it didn't really matter who was who.

When we finished, organizers delivered the produce to D.C. Central Kitchen, whose people turned it and other gleaned food into nourishing meals that were in turn sped to some of the 15 shelters and city agencies that serve needy people directly.

This is the feat that Atlanta gleaners replicated as they worked to collect as much food over the past few weeks as their local food bank did in all of 1995. A glimpse at the provisions that Atlanta chefs ordered to feed visitors—including 15 tons of bananas, 77,000 pounds of cheese, and 120,000 pounds of fish—boggles the mind. What is harder to grasp is the dedication and enterprise of gleaners trying to turn all of the surplus food into 200,000 nourishing meals for Atlanta's needy.

This is food that never made it out of the kitchen, perfectly good food that would go to waste if it were not used quickly. Nearly a half-million pounds of food—just a drop compared with the 13 billion pounds of food wasted annually in the United States, and relief for only a few of the 20 million Americans who regularly go to bed hungry.

But this food will make a real difference to many people in Atlanta, and the gleaning at the Olympics highlights an important breakthrough in combating hunger: central kitchens that can take advantage of surplus food to feed more people, more efficiently than ever before.

The gleaning effort in Atlanta has the potential to "raise the world's collective consciousness about the hunger problem," says Atlanta Community Food Bank founder Bill Bolling. "We want to leave a legacy and working model for other host cities to follow."

Political leaders can help spread the word at this summer's political conventions in San Diego and Chicago (where food also will be gleaned). And they can help promote gleaning in their own communities, which face the same challenge of helping an army of poor Americans. The challenge is a moral one, made more so by the children who fill the ranks of this sad army. The situation in Atlanta mirrors that nationwide:

- Children account for four out of every 10 people served by food banks in Atlanta and other U.S. cities.
- One in four children lives on a monthly family budget lower than \$1,100—or the average amount a family attending the Olympics spent in just 48 hours.

The sorry spectacle of people going hungry in America is one that we need not tolerate. We may not know how to solve a lot of our problems, but America's bounty is the envy of the world, and America knows how to beat hunger. Gleaning is one way, a way that we can help people help themselves, and a way that is catching hold across the United States.

The writer, a Democratic representative from Ohio, is founder of the Congressional Hunger Center, whose associates are helping to glean food at events in Washington, Atlanta, San Diego and Chicago.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

**USDA AMERICORPS
“SUMMER OF GLEANING”
PROJECT-END RESULTS**

October, 1996

EXECUTIVE SUMMARY:

USDA AMERICORPS "SUMMER OF GLEANING" PROJECT-END RESULTS

In the Summer of 1996, USDA sponsored a special AmeriCorps "Summer of Gleaning" program that implemented 22 food recovery projects in 20 states.

"Summer of Gleaning" projects worked in partnership with literally hundreds of locally based anti-hunger groups, youth service corps, churches, food banks, and food recovery organizations.

The AmeriCorps members in this summer program helped recover over 1,005 tons of food, which provided an estimated 1.34 million meals. Given that the total Federal dollars spent on this summer program -- including transportation and storage of food and stipends and educational awards for the AmeriCorps members --- was only \$430,000, the total Federal cost per meal provided was only 31 cents.

The program was based on the so-called "volunteer generator" model in which a handful of compensated AmeriCorps members recruit numerous non-compensated volunteers to help implement large-scale tasks. The 88 AmeriCorps members in the summer program recruited over 1,600 non-compensated community volunteers who helped pick, sort, deliver, and prepare the recovered foods. Thus, on average, each AmeriCorps member recruited 18 non-compensated community volunteers.

The food recovery programs that were begun through the initiative of the USDA AmeriCorps members now continue to operate in those communities, even though the AmeriCorps Members are no longer there.

U.S.D.A. AMERICORPS

Summer of Gleaning

PROJECT



RESULTS

A detailed illustration of various food items, including ears of corn, a bunch of grapes, and other produce, arranged in a circular pattern. The background is a checkered pattern.

**1,005
TONS OF
FOOD COLLECTED**

A simple line drawing of a fork, a knife, and a spoon, arranged vertically.

**1.34 MILLION
MEALS PROVIDED**

USDA AMERICORPS FOOD RECOVERY PROJECTS THAT PRE-DATED THE “SUMMER OF GLEANING”

AmeriCorps is a domestic national service program created by President Clinton --- with bi-partisan support from Congress -- to allow Americans of all backgrounds to provide community service in exchange for educational awards that can be used to pay for college, job training, graduate school, or to pay back existing student loans. Since the inception of AmeriCorps, USDA has sponsored AmeriCorps projects that use a wide variety of tools -- including gleaning and food recovery --- to fight hunger.

Thus, even before the “Summer of Gleaning” in 1996, USDA AmeriCorps anti-hunger programs in five different locations -- both urban and rural ---were involved in various types of food rescue and distribution activities.

In Washington, D.C., USDA AmeriCorps Members in partnership with the Congressional Hunger Center have joined with a local gleaning organization on a regular basis to pick and distribute fresh produce to local soup kitchens and shelters, and teach local children about the importance of gleaning in general.

In partnership with the Vermont Office of Economic Opportunity, thousands of loaves of day-old bread have been salvaged by USDA AmeriCorps Members from grocery stores in Burlington, VT, to be donated to local food shelves (pantries).

The USDA AmeriCorps s project in partnership with the Milwaukee Community Service Corps has helped allocate tons of food collected through massive food drives to the Milwaukee area pantries, as well as rebuilding, repairing, and repainting the physical plants of the city's food banks.

In the poverty-stricken counties of the Mississippi Delta, USDA AmeriCorps members in partnership with MAIZE (NEED Spelled-out) have worked with local affiliate groups to establish food banks in areas that have no emergency food assistance facilities.

In partnership with the Interfaith Hunger Coalition of Southern California, one entire team of AmeriCorps Members is now dedicated to contacting the hundreds of restaurants and fast-food outlets there 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.

HOW THE USDA AMERICORPS “SUMMER OF GLEANING” WORKED

AmeriCorps is a domestic national service program created by President Clinton --- with bi-partisan support from Congress -- to allow Americans of all backgrounds to provide community service in exchange for educational awards. Since the inception of AmeriCorps, USDA has sponsored AmeriCorps projects that use a wide variety of tools -- including gleaning and food recovery -- to fight hunger. (See Chapter IV.)

In the Summer of 1996, USDA sponsored a special AmeriCorps “Summer of Gleaning” program that implemented 22 food recovery projects in 20 states. **The AmeriCorps members in this summer program helped recover over 1,005 tons of food, which provided an estimated 1.34 million meals.**

“Summer of Gleaning” projects were not based on the premise that a heavy-handed, bureaucratically driven, large government program based in Washington has all answers to the nation’s problems. Conversely, the “Summer of Gleaning” is were based on the premise that the free-market, volunteers, and non-profit organizations --- without any government assistance --- can alone solve all the nation’s social problems.

Instead, the “Summer of Gleaning” was based on the reinventing philosophy which holds that government should provide energy, vision, --- and some limited funds ---- to serve as a catalyst to increase citizen efforts.

“Summer of Gleaning” projects worked in partnership with literally hundreds of locally based anti-hunger groups, youth service corps, churches, food banks, and food recovery organizations.

These AmeriCorps partnerships have created collaborative efforts that brought together farmers, agribusinesses, food distribution organizations, special event organizers, large institutions, and restaurants to recover food that would be otherwise have been thrown away.

Overall Federal funding was minimal. The AmeriCorps members received a small living stipend that allowed them to meet basic living expenses as they provided full-time community service. If they successfully completed the program, the AmeriCorps Members earned an educational voucher that can be used to pay for college, graduate school, job training, and/or to pay back already existing students loans.

In addition to supporting the expenses of the AmeriCorps Members themselves, the "Summer of Gleaning" program provides local organizations with limited matching funds to pay for critical needs such as transportation and storage of the food.

Given that the total Federal dollars spent on this summer program -- including transportation and storage of food and stipends and educational awards for the AmeriCorps members --- was only \$430,000, the total Federal cost per meal provided was only 31 cents.

The program was based on the so-called "volunteer generator" model in which a handful of compensated AmeriCorps Members recruit numerous non-compensated volunteers to help implement large-scale tasks. The 88 AmeriCorps members in the summer program recruited over 1,600 non-compensated community volunteers who helped pick, sort, deliver, and prepare the recovered foods. Thus, on average, each AmeriCorps member recruited 18 non-compensated community volunteers.

There were a total of 22 "Summer of Gleaning" projects operated 12-week, 480-hour programs that were administered by USDA agencies (Rural Development, the Farm Service Agency, and Cooperative Extension Service), with technical assistance and support provided by the USDA Food and Consumer Service and the USDA National Service staff.

The 88 AmeriCorps members in the program served in teams of two to six members each, organizing and implementing gleaning projects that rescued ripe fruits and vegetables from farmers' fields that would otherwise have gone unharvested and either left to rot in the fields or plowed under. The fresh produce was then distributed to needy families and individuals in the local area, thereby emphasizing the community-building aspect of the AmeriCorps program overall. In addition to gleaning produce directly from farmers, several of the summer projects focused on efforts to rescue prepared and perishable foods from local restaurants, resorts, bakeries, and other businesses involved with food service.

The food recovery programs that were begun through the initiative of the USDA AmeriCorps members now continue to operate in those communities, even though the AmeriCorps Members are no longer there.

“SUMMER OF GLEANING” STATE-BY-STATE ACCOMPLISHMENTS

California - Six AmeriCorps members, equally divided between sites in Watsonville and Kings County, provided more than 420,000 pounds of fresh produce to over 11,000 people. The Watsonville program focused on expanding the level and extent of service that was already being provided within that community (a HUD-designated Enterprise Zone), while a completely new program was established in Hanford, CA (Kings County) that targeted senior citizens as the primary recipients of the extra food. With the help of 529 volunteers, who provided some 4,100 hours of noncompensated service, the Hanford AmeriCorps Members also put together a directory of food resource agencies to be distributed to needy families and individuals, and held a Hunger Forum to open dialogues within the community about the extent of hunger in Kings County and what could be done to address and resolve those problems.

Connecticut - The AmeriCorps organized efforts that gleaned 71,000 pounds of produce, serve over 47,000 needy people (through an effective partnership with the local food bank), and recruited 45 volunteers who worked for 280 hours during the project period. The relationship between local farmers and community food banks in the Hartford and New Haven areas of Connecticut was greatly enhanced. The Connecticut project was one of several Summer Gleaning Programs that successfully used inmates of from local correctional institutions to help gather the produce that was donated.

District of Columbia/Northern Virginia - Under the leadership of the Congressional Hunger Center (CHC), this project implemented a gleaning and perishable food rescue program in Washington, D.C. and the Northern Virginia area that provided meals and fresh produce to residents of the District (through the D.C. Central Kitchen) and Arlington (through the Arlington Food Assistance Center). This project utilized three AmeriCorps members, who worked as an adjunct to the District of Columbia's existing USDA/AmeriCorps Anti-Hunger, Nutrition, and Empowerment Team. The three AmeriCorps members were able to arrange for 21,500 pounds of food to be gathered and distributed to 100 needy families.

Georgia - Two AmeriCorps members worked closely with the Atlanta Community Food Bank in setting up and implementing the first-ever food rescue project associated with the Olympic Games. They were assisted for several weeks by 10 volunteers, four Mickey Leland Hunger Fellows, and one member of the USDA AmeriCorps D.C. anti-hunger team, provided for this project by the Congressional Hunger Center. The provided approximately 233,000 meals to city distribution centers during the event with nearly 350,000 pounds of prepared foods recovered from area hotels and food service outlets, as well as from the many Olympic venues and concession areas.

Illinois - As the prototype for all of USDA's rural AmeriCorps gleaning projects, the full-term Mason County program simply expanded its gleaning project to include most of Southern Illinois, with the addition of only two new AmeriCorps Members. This resulted in a program that provided the local soup kitchens and food banks, which serve a total of more than 8,500 people daily, with an additional 71 tons of produce, enough to provide over 90,000 meals.

Indiana - The project focused on providing nutritious foods to 10 new "Kids' Cafes" (that serve low-income and homeless children), spearheaded by the efforts of six AmeriCorps Members who coordinated both food rescue and farm gleaning efforts in rural and urban areas. Terre Haute, Indianapolis, and Anderson were the main focus areas for the Indiana project. Over 4,600 pounds of food was recovered, enabling Second Harvest in Indiana to serve another 3,500 children through the "Kids' Cafes" program.

Iowa -- Three AmeriCorps members in the Model City area of Des Moines (a HUD Enterprise Community) established a gleaning and food rescue program that also emphasized nutrition education and neighborhood gardens. A vegetable garden was planted at a day care center in the Model City, and some 3,600 pounds of food were gleaned or rescued through a variety of outlets. The AmeriCorps Members obtained donations from individual farmers, from vendors at the Des Moines Farmers' Market, and from a unique partnership with Rock and Wrap It Up!, Inc. --- a group that rescues food from rock and country music concerts, State fairs, etc. The rescued food was provided to a Des Moines food bank, in sufficient quantities to feed at least 300 people.

Kentucky - The project focused on USDA's Kentucky Highlands Empowerment Zone in Eastern Kentucky, where six AmeriCorps members gleaned and distributed 61,000 pounds of excess produce to over 10,000 families, who were also provided with training to improve the nutritional value of their meals through the addition of fresh fruits and vegetables.

Maryland - Four AmeriCorps Members, in partnership with the 3,000-volunteer Washington Area Gleaning Network, gathered and distributed over 78,000 pounds of produce directly to soup kitchens, homeless shelters, and other emergency meal sites in the City of Baltimore. Nearly 500 volunteers gave 1,815 hours of their time to help gather, sort, and distribute the extra fruits and vegetables, while the AmeriCorps members also initiated a sustainable network of communication that will enable meal service providers that need food and Maryland farmers who have extra food to continue to work together toward meeting their separate needs through one effort.

Michigan - The project mobilized a team of six AmeriCorps members, two of whom were stationed in Detroit to coordinate an urban perishable food rescue effort as well as distribute some fresh produce to local food banks. The other four Members worked in the East Lansing area to recover fresh fruits and vegetables from farms after the mechanical harvesting was completed, provided these foods to the local food distribution center (run by the Red Cross), and took an active part in educating the recipients about the proper preparation and storage of

the foods they receive. More than 21,350 pounds of food were recovered through the two sites, enough to provide meals for 35,400 individuals.

Mississippi -- Through the joint efforts of four new AmeriCorps Members and the newest USDA AmeriCorps Anti-Hunger Project, the project provided 105,000 pounds of fresh foods and poultry, as well as food safety training and nutrition education to 425 families in the Mississippi Delta Empowerment Zone and nearby counties.

Missouri - The project sponsored a two AmeriCorps Members in the Kansas City area who were expected to service nearly 400 poor, primarily elderly individuals through a partnership with Harvesters Food Bank in Kansas City. The project was still underway at the time of publication of this handbook, so final data on the quantity of food rescued was not yet available as of this writing.

New Jersey - The project used five AmeriCorps members, in partnership with the Bonner Foundation and many other partners, to provide fresh produce to the southern New Jersey food bank network (Atlantic, Cumberland, Burlington, and Camden Counties), with a secondary goal of effectively reducing crop waste. This project recovered some 230,000 pounds of fresh produce and serving over 10,000 individuals through these efforts.

New Mexico -- In the Albuquerque area four AmeriCorps members recovered over 61,000 pounds of food and provided it to the Road Runner Food Bank in Albuquerque. Some additional and significant successes of this project include the bilingual nutrition education component that was added to the services provided by the Road Runner facility (which would not have been implemented without the work of the Summer AmeriCorps Team), an urban gleaning involving "Super Kids" (a special program for at-risk, low-income youth in the Albuquerque area), and the establishment of a Senior Citizens' Gleaning Club in Cuba, NM. Altogether, a total of 55 volunteers worked side by side with the AmeriCorps Members to glean enough food to serve over 400 families. Up in the Four Corners area of the state, four AmeriCorps members were able to gather more than 63,000 pounds of produce that was distributed, through the ECHO Food Bank, to over 75 Native American families on the Navajo reservation. This project also distributed donated garden plants to residents of the Navajo and Southern Ute Reservations, and ran a booth at the San Juan County Fair to educate local residents about the benefits of gleaning and food recovery.

New York - The project mobilized six AmeriCorps Members, on very short notice, in a five-county area around the state capital of Albany, in partnership with the Albany Service Corps. They provided 60,000 pounds of fresh produce (triple their projections) to 40,000 low-income individuals per month (twice as many as expected) in the targeted Capital Region. Activities included maintenance of a large community garden, rescuing produce from local farmers and farmers' markets, and training the staff, 105 volunteers, and clients of local food pantries and soup kitchens on the preparation and use of the fresh foods obtained through this project.

Oregon -- The project deployed six new AmeriCorps members to build on existing efforts by the Oregon Food Bank (Portland area), Food for Lane County (Eugene area), and the Community Services Consortium (Corvallis area) to develop linkages between rural and urban populations. Altogether, the three projects sites gleaned nearly 200,000 pounds of food that was used to provide meals to 132,000 Oregon residents. This project was also very successful in recruiting volunteers, with some 500 individuals serving without compensation for approximately 1,500 hours during the course of the summer project.

Pennsylvania -- The project utilized five Members to rescue perishable and prepared foods from local restaurants, cafeterias, conference centers and resorts that were then delivered to the Fayette County Food Bank, serving Uniontown/Fayette County. This locally-focused effort enabled the Food Bank to improve the quality of the meals it provided to needy people in the county, as well as to increase the number of people that could be served, by reducing its dependence upon obtaining food "long distance" from the larger Pittsburgh food banks located some 50 miles away. Over 10,400 pounds of food were collected and distributed to 8,025 needy persons.

Rhode Island - The project used three AmeriCorps members to serve needy families in the area by enhancing the relationship between local farmers and community food banks, as well as by providing extensive education to the local food bank operators about proper food storage, handling, and preparation techniques. Rhode Island's efforts are centered primarily around Providence, and the Rhode Island Food Bank in that city was the recipient agency for most of the 83,000 pounds of produce that was collected directly by the Members. However, some of the food was distributed directly by the Members to housing projects and a battered women's shelter. The Rhode Island program also did extensive work related to nutrition education for the program recipients, developing pamphlets and flyers on how to handle and store the various vegetables, and offering creative as well as basic recipes for their preparation.

Texas - The project utilized five AmeriCorps to help provide fresh food to families living in the Colonias area inside and near USDA's Rio Grande Empowerment Zone. This project, which gathered and/or recovered more than 25,000 pounds of food, covered a large geographic area, and capitalized on the empowerment concept by successfully encouraging many of the colonias residents who were going to be receiving these foods to help with the actual gleaning. Overall, enough produce was recovered to serve 3,144 people.

Washington State - Six AmeriCorps members helped significantly increase the amount of food gleaned from farms in Pierce and Yakima Counties by nearly 200,000 pounds, and made meals available to an additional 90,000 individuals. An innovative partnership with the local cannery, run by the Church of Jesus Christ of the Latter Day Saints, provided job training opportunities for low-income recipients as well as preserved foods that can be distributed during the winter months.

HOW TO IMPLEMENT COMMUNITY SERVICE PROJECTS FOCUSED ON FOOD RECOVERY

The following issues have been identified by staff and project partners. They do not represent a comprehensive approach to food recovery issues, but do provide one case study about key challenges and solutions that can affect many food recovery projects:

While the examples below are based on USDA AmeriCorps projects, they can apply to any AmeriCorps, VISTA, Senior Volunteer Corps, National Civilian Community Corps, and Learn and Serve program interested in starting food recovery projects. Moreover, these lessons can be applied to any food recovery projects started by any interested 4-H group, FFA chapters, Girl or Boy Scouts groups, youth service corps, or any other groups of community volunteers.

Creating and Implementing Partnerships

No AmeriCorps project can operate without effective local partnerships, and the USDA Summer of Gleaning projects were no exception.

In general, effective partnerships appear to have been easily established between the Federal agencies responsible for administering the gleaning projects and local non-profit organizations.

USDA staff provided preliminary guidance and information to potential project managers, and wherever possible, tried to facilitate linkages between groups that sometimes were not even aware of each other's existence. Comprehensive lists of local groups, such as those in "Appendix B" of this book, were provided to local project managers at a training program and through subsequent mailings in order to give them a starting point. However, in many cases we found that this type of information was not needed, because the project managers were already familiar with the types of services available in their own communities. Most of the project proposals came in to USDA Headquarters with letters of commitment from a wide variety of partners, thereby saving a great deal of start-up time for the short summer projects that could then be better utilized contacting farmers or other donors and getting right to work on the actual gleaning/food recovery activities.

In creating partnerships, it is essential to delineate the responsibilities of each participant in the project. Each partner needs to know exactly what it will be expected to contribute, and what it can expect the others to do. This must be done at the beginning of the project, to eliminate confusion and possible collapse as the project proceeds.

Formal written agreements are not always necessary, but letters of commitment are a very good idea. Administering agencies should also be prepared to replace partners in the event that some logistical problems arise; a contingency list is advisable.

Once a project develops to a level where there are several key partners involved, regular contact, either through meetings or conference calls, should be sustained to avoid confusion and to be sure that all of the necessary tasks are being completed and all commitments are being fulfilled.

Some of the summer projects were slightly less effective in implementing good partnerships because they did not always recognize an organization's real potential as a good partner. Every group, organization, and company that brings added value, however small, to the project should be and treated as a valuable partner. The Department noted that thanks and recognition, even in small gestures, often generated increased support for the project, and played a critical part in the local communities' interest in continuing the gleaning projects beyond the summer months.

General Donor Identification Issues

Obviously, finding donors for any sort of food recovery program, whether it involves farm and field gleaning, or is designed around a prepared and perishable food rescue operation, is absolutely critical: without the donors, there is no food to be recovered.

USDA has learned through the AmeriCorps "Summer Gleaning" projects that, because this is such a critical element, contacts with potential donors must of a necessity be one of the first tasks to be accomplished if a program is going to be a success. Furthermore, if donors are carefully identified, solicited, and maintained during the course of a gleaning project, they are much less likely to drop out of the program as it progresses, and their peers who declined to participate at the outset, for whatever reason, are more likely to offer their own contributions as well.

Since the two types of food recovery programs involve very different types of donors, we will address them separately. However, farm gleaning and perishable food rescue programs also have a number of common concerns related to donors.

Specifically, both types of donors are going to be concerned about liability issues -- What if someone gets sick from the sandwiches I donate because they weren't refrigerated properly after they left my restaurant? or What if someone trips and falls while gathering cucumbers in my field?

The solution to providing the right response to both of these questions is achieved by making sure that when a donor is approached, the person who is soliciting donations is familiar with the appropriate Good Samaritan laws, both the new Emerson Act that establishes minimum standard Federal policy about liability and immunity in every State, and the particular State statutes that may apply more stringent requirements related to donating food to those in need.

Another concern to keep in mind when identifying and soliciting donors is that most people in the food production business, whether they are growing fresh food to be sold to commercial processors or preparing it to be consumed right away, are trying to make a profit. Solicitors should be very tactful and careful not to present their requests in a way that would threaten the donor; what is being offered instead is an opportunity to make good use of food that would not have been sold and would otherwise have to be thrown away.

With both of these concerns in mind, the project manager and/or his staff should make every effort to speak with someone at the potential donor's place of business who is actually in a position to make the decision and the commitment to participate in the project.

All donors need to be pampered, to a certain degree. They need to know that a food recovery program manager is well aware of the fact that if it weren't for the donors' contributions, there would be no program. Project managers must remember that donors are partners in this effort, who need to have a real stake in the project's outcome. They need to be approached carefully, and once engaged, they need to be treated as valuable members of the process from the beginning to the end of the project period. Including the donors on an advisory council that is set up to oversee and sustain a gleaning project is a good way to accomplish this, as it reiterates the donors' relevance to the project. Finally, donors should always be thanked for their contributions as publicly as possible (or at least to the extent that they are comfortable with such expressions of appreciation).

Identifying Donors for Farm Gleaning Projects

The experience with the 22 summer gleaning projects in 1996 indicates that the state and county USDA Farm Service Agency (FSA) office are essential partners in any successful gleaning project. (These local offices can usually be found in most phone books in the blue government pages under "Federal government -- Agriculture Department.") FSA is the entity that knows, on a daily basis, what is being grown by any given farmer in the area, how the crops are coming along, when they will be ready to be harvested, and what sort of prices are likely to be paid for the various foods.

The FSA County Director is also a valuable resource because the farmers know and trust him. This confers legitimacy and credibility to the gleaning project that might otherwise take months to establish. We noted that in general, the summer projects administered through FSA were able to identify their donors much more quickly, and rarely lost donors during the course of the project period. Based on this observation, we strongly encourage all non-FSA project managers to establish a working partnership with FSA **first**, thereby saving considerable time and effort that can be better devoted to other aspects of project management. In short, FSA is a critical conduit to the farmers, especially when another agency is administering the gleaning project.

State Departments of Agriculture are extremely valuable resources in helping to identify donors for gleaning projects. These agencies are not only closely tied to the individual growers, possibly even more than the FSA office, but are also usually the offices that approve and establish farmers' markets, and organize the State and County Fairs. Furthermore, the importance of involving the appropriate state and local agencies in a project such as this cannot be overstated in respect to building a sense of community and cooperation at the local level.

Several summer project managers suggested that a database be set up that identifies and tracks the vital information that makes a gleaning project possible. Such a database would include information such as who is growing what food, who is likely to have excess crops, who might be willing to donate that excess to the gleaning project, when the different crops will be ready to be harvested, how long it would take to glean all or part of a field, the best method(s) for harvesting a given crop, pick-up schedules for acquiring the harvested food that is being donated, etc. The database can then be cross-referenced to a similar database that indicates the names, addresses, needs and preferences, and capacities of the recipients or recipient agencies, as well as names of volunteers who can be called on to go and gather the crops from the farmer's field.

Before going out to request a farmer to donate some of the food he has raised to the gleaning project, the project manager needs to anticipate as many questions that the farmer is likely to raise as possible.

Keep in mind that a farmer is going to have some unique concerns that will need to be addressed, but do NOT make a commitment that will be impossible to keep, such as an absolute guarantee that no one can sue him if injured while on his land. (Anyone can sue anyone else; the Good Samaritan laws just set some guidelines for who would win such a lawsuit.) Be prepared to discuss the liability provisions in detail; have a copy of the Good Samaritan law, or a well-written summary of its provisions, to give the farmer. Initiate a discussion of who will be responsible for providing the containers for the gleaned produce - is he willing to contribute them, or will they have to be brought in? What are his concerns about having all these unknown people on his land? Does he have ground rules that he wants to set up front (no use of the restroom facilities or the telephone in the house, don't drive your vehicles in certain areas, etc.)?

And one final issue that will be very important to most farmers is how well-equipped the gleaning project is to handle produce on very short notice. If a project needs three or four days to make all the arrangements to get out to a certain farm, the farmer is not likely to want to participate, because he may not know how much he has to donate until he needs either to move the excess off the field or to plow it under so he can get another crop into the ground.

It is important to remember that need to recognize that producers are professionals whose time and product is valuable. Neither should be wasted by promising to glean and then not showing up or showing up at the wrong time, place, or with the wrong type of gleaners (boy scouts, when the producer specifically said no children).

Identifying Donors for Food Rescue Projects

Most of the lessons that USDA learned pertaining to identifying and soliciting farmers as donors for field gleaning projects can be easily adapted and applied to commercial entities as potential donors for food rescue programs. In addition to the applicable Good Samaritan laws, the project manager should also be conversant with the appropriate State and local health department restrictions and requirements that would affect the donation of prepared foods, as well as basic food safety procedures for handling and storage of the donated items.

If the project is working in partnership with an established food bank, especially the larger ones with extensive recipient agencies, the manager should be very careful not to design a process that conflicts with, duplicates, or disrupts the food bank's regular donor list.

One of the most frequent difficulties encountered during the summer projects was related to this issue, when the AmeriCorps project contacted a potential donor that was already a regular donor for an established food recovery system.

As a general rule, new food recovery should be extremely careful NOT to compete with pre-existing efforts.

The best way to convince potential donors to participate in a food rescue program, after reassuring them about the liability issues, of course, is to be able to offer them an arrangement that is as easy as possible. This essentially means that the food rescue project would be prepared to do everything, once the donor has agreed to contribute his allowable leftovers, that the donor does not want or have the time to do, such as arrange a pick-up schedule that is convenient for the donor, provide the transportation and the manpower to pick up and take the food away, etc.

Identifying Recipients

Obviously, recovering the food is only half the job; the second half consists of finding someone who can use the food once it has been recovered. In virtually every community in every state in America today, there are families and individuals who lack the resources to obtain good quality, nutritious foods at prices they can afford.

Donated food recipients are not always homeless, or substance-abusers, or irresponsible, or even unemployed; they simply have to make some very hard choices about how to spend whatever funds they may have. Unfortunately, food -- particularly wholesome, healthy food -- is not always one of the things they choose. Therefore, the task of identifying potential recipients who can benefit from a food recovery project is rarely difficult; the difficulty arises instead in identifying those who will benefit most from such an effort.

Based on USDA's experiences with the AmeriCorps gleaning projects, it is much simpler and efficient to establish a firm partnership with a local food bank or distributing agency that already has a regular clientele or recipients. This can be accomplished effectively at several levels. For example, a large food bank, such as the Atlanta Community Food Bank or the Greater Chicago Food Depository, distributes recovered food to smaller, grass-roots types of organizations that then provide direct meal services or boxes/bags of food to needy families and individuals. When a project works through such a "middle man" sort of arrangement, it can devote more of its time, energy, and other resources to acquiring the food itself, because the food bank has a system in place to evaluate and allocate the recovered foods to those facilities that can use it best. This process works especially well in urban areas, by keeping the food recovery project managers from running the risk of "competing" with the larger organizations or of unnecessarily duplicating their efforts.

On the other hand, in some of the smaller communities, and particularly in rural areas, gleaning projects work best by delivering their produce directly to a shelter or soup kitchen. Project staff seem to find this approach more gratifying because they maintain a degree of control over the process a little longer, and can see first-hand the results of their efforts. Like the system described above, however, the final recipients of the recovered foods have already been identified by the local facility.

The third option is by far the most time-consuming and labor-intensive, in which individuals and families are solicited and identified directly by the gleaning project itself. Project managers work with local social service offices, and/or advertise the project in order to develop a pool of eligible recipients. Sometimes this is the only option available, in instances where relatively small amounts of food are expected to be recovered, and in the smaller rural communities that do not have facilities that provide emergency meal services or food assistance to those in need. One additional benefit to this approach is that the project can establish its own criteria and requirements for eligibility to receive gleaned or recovered food, such as a requirement to attend a class on proper handling, storage, and preparation of the food that is

received. On the whole, however, we recommend that this option be used only for those projects that cannot find a local or regional food bank to work with them as a partner. In addition to the lists attached to this Handbook, USDA personnel will be glad to work with individual projects either to locate a partnering organization or to help develop a direct recipient identification and selection process.

Collecting the Food

Collection and transportation of recovered food were by far the most expensive aspects of the summer gleaning projects. Suitable containers to hold the produce as it was picked and delivered were absolutely essential. The farmers who donated the produce could not be expected to provide these containers because they represent a significant expenditure. Several projects were very successful in obtaining donations of boxes and bags for the gleaned food, but this is an area that needs to be budgeted carefully. Arrangements to obtain containers also need to be made early on in the development of the gleaning project, because by the time the food is ready to be harvested, an adequate supply may not be available.

Transporting the Food

While the purchase of containers for the gleaned food should be considered and budgeted against as a significant expense, transportation clearly falls into the major expense category. There are actually three separate issues in this area: transportation for Members, transportation of volunteers, and transportation of the food itself.

1. Transportation of AmeriCorps Members. Some projects opted to pay the AmeriCorps Members mileage for using their own vehicles to accomplish the day-to-day requirements of their jobs, such as traveling out to meet with area farmers to solicit donations of produce, or traveling around town to meet with food bank managers and church groups and boy scouts and homeless shelters about the project. Other projects preferred to provide such transportation directly, by renting a vehicle, usually a van, that could meet several needs by carrying Members, food, volunteers, or combinations of all three. Whichever option is elected, project managers need to be aware that this is a critical line item in the budget process.

2. Transportation of non-compensated volunteers. Although this did not arise consistently in all 22 projects, there were a few instances where it became a critical issue. USDA does not recommend that gleaning project managers commit to providing transportation for volunteers as a regular practice unless they already have the capacity to do so. With sufficient time allowed in the project development stage, we suggest that contingency plans that would arrange for transporting volunteers to and from the project site (farm, warehouse, soup kitchen, etc.) be included in the initial project design.

3. Transportation of Food. Because freshly-harvested produce is perishable, it must be transported to the delivery point as quickly and as safely as possible. Refrigerated trucks are always preferable, but are often prohibitively expensive. Regular (non-refrigerated) trucks can be used as long as appropriate precautions are taken to ensure that the safety of the harvested produce is not compromised. Most of the summer projects incurred major expenses in renting trucks to carry the food that was gleaned either to a food bank with a cold storage facility or directly to the soup kitchen, etc, that would be using the food immediately. However, some projects were able to transport the gleaned/rescued food at no cost whatsoever, because they had established partnerships (see above) that provided this service. For example, the project in Washington State was able to use the Emergency Food Network's 40-foot refrigerated truck because EFN was one of the primary partners there. Another example of creative partnership is found in Illinois, where the Illinois National Guard provided trucks and drivers for the duration of the program -- all they had to do was ask. And as always, USDA staff are available to provide suggestions, alternatives, and potential contacts for this critical area.

Storing the Food

Storage of the food recovered through the AmeriCorps gleaning projects was not really a problem. Those projects that did not deliver the food directly to its final destination, such as a homeless shelter where it was usually immediately used in that day's meal preparation, made sure that it was delivered to a food bank with the appropriate warehousing facility. Some concern was expressed by one of the project managers that when the latter procedure was used, the AmeriCorps project staff had no way to be sure that it was utilized promptly.

It is particularly important for emergency feeding facilities to handle food properly because the clientele most dependent on these programs -- young children, pregnant women, the elderly, and the immunity-compromised -- are most vulnerable to foodborne illness, or even death. Improper storage and preparation of food is the main cause of food poisoning. Food recovery programs can reduce the risk of foodborne illness and save valuable food from waste by teaching staff and volunteers the importance of cleanliness in all their efforts. A video and accompanying workbook, "Understanding Prepared Foods: An Integrated Media Tutorial for Prepared and Perishable Food Rescue Programs," is available from USDA's Food Safety and Inspection Service or the National Service office to interested food recovery project managers.

The video and workbook were produced by the Chef and the Child Foundation, an project of the American Culinary Federation, and duplicated by FSIS for broader distribution.

Communicating With The Public

Communicating the activities and successes of gleaning projects through the media helps generate support for food salvage efforts -- and volunteers and new sources for food recovery. Media coverage also provides an opportunity to increase awareness of this tool in combating hunger and could spawn further use of food recovery in the fight to end hunger.

Salvaging excess food for distribution to the hungry has a innate high human interest factor, a key component in attracting media coverage. Initial project plans should incorporate a communications strategy outlining media goals and specifically how they will be achieved. If time and manpower are problems, perhaps a volunteer with media experience could be identified to spearhead media efforts, including the development of a list with fax numbers of news and assignment editors of the print and broadcast media. Or a partnering organization may provide public relations assistance.

Planning media events with the sole purpose of attracting coverage is essential. Some suggestions include planning a kickoff ceremony, designating a Day of Food Recovery, or inviting a well-known personality or official to visit the project site. Maybe there is a novel aspect to a project that would draw media attention, such as a grade school class -- or some homeless veterans -- volunteering to glean for a day.

A week before the event send out a media advisory -- the who, what, and where of the activity with a contact and telephone number. The day before the event, telephone the appropriate editor at the newspaper(s) or assignment editors at the television or radio stations.

Send out press updates: "A month after kickoff, the local gleaning project has harvested 500 pounds of vegetables - the equivalent of 250 meals for needy families."

And send out an end-of-project press release detailing the program's accomplishments and the people and partners who made it happen.

Recruiting and Managing Volunteers

Volunteers must be recruited, trained, supervised, thanked, motivated, and thanked again. Volunteers can be recruited from the membership of all project partners, as well as through the media. Recruitment efforts must be high-profile and persistent.

One of the best ways to manage volunteers is to be organized so that the volunteers' time is not wasted. Telling people to show up at a field at 9:00 and then no one can get to work until 10:00 can significantly reduce the number of volunteers you have next time.

In several projects, such as Baltimore, MD, and the Rio Grande Valley in Texas, the most reliable -- and satisfied -- volunteers were the people who were also the recipients of the food that was gleaned. Another extremely successful and innovative approach was to obtain volunteers from State Correctional Departments' alternate sentencing projects and minimum security inmates. The precautions and requirements for this approach were rather more extensive, but project managers who tried it seemed to believe that the extra effort was worthwhile when compared to both the quality and the quantity of work that was accomplished.

As noted above, in some cases, transportation of the volunteers was a critical issue. Finally, some of the projects relied almost exclusively on the AmeriCorps Members actually to glean the produce or arrange to have it harvested and picked up at the farm themselves, rather than to facilitate the process by recruiting sufficient volunteers to get the job done. This is an area that will need special attention for future gleaning projects, but is also one that we believe can be resolved fairly easily with a slightly longer planning/start-up period and a more direct treatment of the issue during the preliminary training and technical assistance phase of the program.

USDA AMERICORPS "SUMMER OF GLEANING" PROJECT PARTNERS

CALIFORNIA

USDA/Rural Development/CA
City of Watsonville
F.O.O.D. CROPS
Second Harvest
California Grey Bears
Kings Co. Comm. Action
Salvation Army
Fresno Community Food Resources

CONNECTICUT

USDA/Rural Development
USDA/FSA/Connecticut
Food Share of Greater Hartford
The Foodbank, New Haven
Connecticut Reg. Market, Hartford
CT Corrections, Alt. Sanctions Div.
Connecticut Ag. Station, New Haven
Rachael's Table
Edwards Food Stores, Enfield
Borelli & Sons, North Haven
Christoforo Sr., North Haven

DISTRICT OF COLUMBIA

Arlington Food Assistance Center
DC Central Kitchen
Washington Area Gleaning Network
Pizza Hut
Wang Produce
Bowie Produce
Giant Grocery Stores
Bread & Circus
Parker Farms

GEORGIA

USDA/Rural Development
Congressional Hunger Center
Atlanta Community Food Bank
Atlanta Olympics Committee

ILLINOIS

Harvesting Hope of Southern Illinois
Day Star, Cairo
Catholic Social Services, East St. Louis
Tri-State Food Bank, Evansville, IN
Southern Illinois Laborers' Union
Illinois National Guard
Pat Scates & Sons
Twin Garden Farms
Illinois Conference of Churches
USDA/FSA
Harvesting Hope - Illinois River Valley
Mason City Food Pantry
Illinois Community Action
Delevan Food Pantry
Green Valley Food Pantry
Havana Food Pantry
Manito Area Regl Ec. Development
Illinois Irrigated Growers Association
Peoples State Bank of Manito
Christian Civic Outreach
Salvation Army
Oney's Grocery Stores
Ext.Services of Mason and Tazewell Co.
Havana Park District
River Park Retirement Center
Catholic Social Services
Illinois National Guard
Del-Monte Foods
OFFUTT Brothers
Hartung
WARECO
ZETTA
Dow Chemical
B&B Motors
Havana Chrysler
U.S. Army Reserve
Illinois Conference of Churches
Mason County Soil and Water District
The Brick Tavern
Mason County Health Department
Illinois Hunger Coalition
Day & Palins

INDIANA

USDA Rural Development/Indiana
 Indiana Department of Commerce
 Indiana Off. of the Comm. of Agriculture
 IN Comm. Action Programs Ass., Inc.
 IN Family & Social Services Admin.
 USDA/FSA
 Purdue U. Coop. Extension Service
 USDA Food & Consumer Service
 Gleaners, Indianapolis
 E. Centr. Reg. IN Food Bank, Anderson
 Catholic Char. Food Bank, Terre Haute

IOWA

Iowa State University Extension Service
 United Way of Iowa
 USDA/Farm Service Agency/Iowa
 USDA Rural Development
 USDA Food and Consumer Service
 City of Des Moines
 Rock and Wrap It Up! Inc
 Lou Williams Variety Club Day Care

KENTUCKY

Cedar Ridge Ministries
 Oneida Baptist Institute
 Laurel County Housing
 Heavenly Helpers
 Come-Unity Cooperative Care
 Jackson County Food Bank
 Corbin Presbyterian Food Bank
 McKee Manor
 Camp Andrew Jackson
 Central Baptist Church
 McCreary County Food Bank
 St. Gerard Center
 Paint Lick Food Bank
 Russell County Social Services
 Garrad County Food Bank

MARYLAND

USDA/FSA/Maryland
 Civic Works, Baltimore
 Washington Area Gleaning Network
 Maryland Food Committee
 Maryland Food Bank

Action for the Homeless

MICHIGAN

Michigan Comm. Service Commission
 Mayor David Hollister
 American Red Cross Regional Food
 Distribution Center
 Greater Lansing Food Bank
 Food Bank Council of Michigan
 Michigan State U., Coop. Extension
 Michigan State U., Central Bakery
 Food Movers
 Ingham Co. Health Dept., Food Bank
 MI Employment Security Commission
 Michigan Farm Bureau
 Mayor Dennis Archer
 Detroit Senior Citizens and Homeless
 HUD Empowerment Zone
 Hunger Action Coalition
 Michigan Black Farmers Association
 Focus:HOPE
 Capuchin Soup Kitchen
 Domino's Pizza
 Food Bank Council of Michigan
 Macomb Coalition Emergency Shelter

Inkster Harvest
 U-Haul

MISSISSIPPI

USDA/RD/MS
 Mississippi Food Network
 Salvation Army
 MS Dept of Human Services
 USDA Food and Consumer Service
 State Comm. of Ag. and Commerce
 Morrison's Cafeteria
 MS Economic Development Association
 Mid Delta Empowerment Zone Alliance
 Alcorn State University
 Lewis Grocers
 Eubanks Farms

MISSOURI

USDA/FSA/MO
 Catherine Masuch
 Elite Catering Service

Renaissance W. Drug Treatment Center
 Black Archives of Mid-America
 ConStar Plastics
 Harrisonville City Market
 St. Teresa's Academy
 Girl Scouts
 The Donut Factory

NEW JERSEY

New Jersey Agricultural Society
 Rutgers Cooperative Extension Service
 Terhune Orchards
 The Bonner Foundation
 New Jersey Farm Bureau
 Johnny Boy's Farm
 Ellis Farm
 Rabbit Hill Farm
 Ponderosa Farm
 Sheppard Farm, Inc.
 Ed Wuillermin & Sons
 Pastore's
 Glossy Fruits
 Le Monaca's
 Tri-Star Farms
 American Cyanamid
 Landisville Co-Op
 Tarabbio Farms
 Hensel Brothers
 DeCoup's Orchard
 Youth Volunteers Corps
 Lifeline
 St. Vincent De Paul Society
 St. Memorial Community Church
 4-H Club
 Archway Programs
 Camden Housing Authority
 Atlantic City Rescue Mission
 Kingsway Assembly of God
 Food Bank of South Jersey
 Children's Home of Burlington County
 Hammonton First Assembly of God

NEW MEXICO

USDA/RD/NM
 USDA/FSA
 Road Runner Food Bank
 New Mexico State University

University of New Mexico
 NM State Prison
 Extension Service
 Albuquerque School System
 Albuquerque Fire Department
 Valencia County Sheriff's Department
 Local Growers in the Four Corners area
 SO-LO, Farmington
 Smith's Food & Drug Cent. Farmington
 Hobby Lobby, Farmington
 Safeway Grocery Store, Farmington
 Garden Fresh Fruits & Veg., Farmington
 Bloomfield Farmers' Market
 KU-TIPS Nursery
 Downey's Produce
 Collyer Prod. & Greenhouse, Waterflow
 Furr's Supermarket, Farmington
 Utton's Produce, Aztec
 San Juan College
 NAPI, Farmington
 Bolack Farm, Farmington
 LDS Farm, Bloomfield
 ECHO Emergency Food Bank
 Shiprock Resources Advisory Council
 Governor Gary Johnson
 United Way
 Navajo AmeriCorps
 Sam's Club
 Noels, INC
 Construction Supply
 IFA
 Smiths
 Grocery Warehouse
 Daily Bread Soup Kitchen
 Anasazi Care Center
 Blanco Senior Center
 Local WIC offices
 Aztec Mayor Mike Padilla
 Bloomfield Mayor Sam Mohler
 Farmington Mayor Tom Taylor
 Evergreen Nursery
 Lower Valley Senior Center
 Bloomfield Feed & Supply
 D&K Hardware
 Cloer Farms
 Salvation Army, Farmington
 Seventh Day Adventist Church

Holy Trinity Parish
 Iglesia Baptista Ebenezer
 Kingdom Hall of Jehovah's Witnesses
 Aztec Church of Christ
 Aztec Church of the Nazarene
 Aztec Presbyterian Church
 Bethel Baptist Church
 Bible Baptist Church
 St. Josephs Catholic Church
 First Southern Baptist Church
 Church of Jes. Christ and Latter Day Sts.
 Church of Christ
 Calvary Southern Baptist Church
 Berea Baptist Church
 Seventh Day Adventist Church
 Light of His Way Church
 Bloomfield Assembly of God
 St Rose Catholic Church
 Templo de Fe Assembly of God
 Templo Sinai Assembly of God
 Kingdom Hall of Jehovah's Witnesses
 Landmark Missionary Baptist Church
 Living Grace Church of the Open Bible
 San Juan Baptist Organization
 San Juan Unitarian Fellowship
 Seventh Day Adventist Church
 Good Shepherd Baptist Church
 Grace Baptist Church
 Ideal Baptist Church
 Farmington First Assembly of God
 St. Jude's Anglican Catholic Church
 St. Mary's Church Rectory
 Northside Church of Christ
 Sacred Heart Church
 Mesa View Southern Baptist Church
 Maranatha Fellowships
 Navajo United Methodist Center
 CCD Religious Convent
 Central Baptist Church
 Chapel of the Valley Church
 Bethany Christian Church
 Catholic Charities
 Gideons International
 River of Life Church of God
 First Presbyterian Church

 Pentecostal Church of God

First Southern Baptist Church
 Mission of the Valley Church
 Church of Jesus Christ of the Latter Day
 Saints
 San Juan Catholic Center
 Four Corners Native American Ministry
 Free Methodist Church
 College Height Baptist Church
 St. John's Episcopal Church
 Trinity Lutheran Church
 United Pentecostal Church
 Zion Evangelical Lutheran Church
 La Vica Mission
 Holy Trinity Catholic Church
 New Hope Four Square Church
 Bible Baptist Shepherd Navajo Church

NEW YORK

Albany Service Corps
 USDA/FSA/NY
 Hunger Action Network of NY State
 Capital Gleaning Network
 Food Pantries of the Capital District
 Reg. Food Bank of NE New York
 Schenectady Inner City Ministry
 City of Albany
 Honest Weight Food Co-Op
 St. Joseph's Food Pantry
 Capital City Rescue Mission
 St. John's
 Trinity Institute
 Carver Community Center
 Salvation Army
 Cohoes Community Action
 New Hope Gospel
 Marillac Family Shelter
 Jewish Community Center
 St. Vincent de Paul
 Bethlehem Food Pantry
 Local Area Farmers

OREGON

USDA Rural Development/ Oregon
 Oregon Food Bank, Portland
 Food for Lane County, Eugene
 Community Serv.Consortium, Corvallis

Comm. Act. Pr. of East OR., Pendleton

PENNSYLVANIA

USDA/Rural Development/PA
 Fayette County Community Action Food
 Bank
 Nemacolin Woodlands Resort
 Linden Hall Recr. and Conf. Center
 Myers Catering and Decorating

RHODE ISLAND

USDA Farm Service Agency/Rhode Island
 Rhode Island Community Food Bank
 Elmwood Comm.Center, Providence
 McAuley House, Providence
 Amos House, Providence
 Newport Multi-Purpose Center
 M.L. King, Jr., Center, Newport

Individual local farmers statewide

TEXAS

Texas Ass. of Comm. Action Agencies
 Local Rio Grande Valley Farmers
 Nicho Produce Co., Inc
 GM Super Foods
 H&H Foods
 H.E.B. Food Stores
 Exquisita Tortillas
 Calera Zacatecas
 Joiner Food Service
 Plantation Produce
 Anderson Produce
 What-A-Melon
 FRUTEX International, Inc.
 CITROTAM International, Inc.
 Bebo Distributing Company, Inc.
 LoMex Produce
 Milagro Sales Limited
 Monte Alto Volunteer Fire Department
 Sra. Maria Rojas
 Sra. Mazia del Socorro Gonzalez
 Ms. Ramona Riojas, Nutritionist, TX
 Agricultural Extension Service
 Monte Alto Independent School District

WASHINGTON

Cascade Blue Mountain Food Share, Walla
 Walla

The Emergency Food Network, Tacoma
 Seattle Muliregion Bishop's Store., Kent
 Ch. of Jes. Christ and the Latter Day Sts.
 WSU/USDA Extension Service, Tacoma