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THE WHITE HOUSE
WASHINGTON

September 14, 1993

Dear Interagency Working Group Member,

I hope you will be able to attend the first fall meeting of the Interagency Working Group on National Service. The meeting will be held on September 20 at 3:00 in the Old Executive Office Building room 476. This meeting is the first of four meetings which will be held this fall. The other meetings are tentatively scheduled to take place on October 13, November 12, and December 15. I hope that you will be able to join us for all of these meetings, schedules permitting.

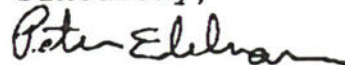
We have three agenda items for the September 20 meeting: an update and further briefing on the legislation; reports from some of you about your department's national service initiatives (we will be in touch with some of you to ask for this, but feel free to call Kate Frucher at 456-6444 to volunteer); and discussion of a number of questions on which we want your advise.

Attached you will find the list of questions we will discuss at the upcoming meeting. (Answers in writing, either before the meeting or after, are not essential but would be greatly appreciated). I realize that some of these questions are quite particular and may not fall within your area of expertise. If you could take the time to do a little bit of research within your department to identify others who may be able to provide us with information about particular questions, it would be very helpful for us.

I want to underscore how critical your participation is to the successful launch of this initiative. The more we can involve a broad range of people in developing this program in its early stages, the stronger it will be in the long-run. As you continue to think about ways in which to involve your department and other constituencies in your field in national service, I would welcome further suggestions about how we can help, whether through additional meetings, materials, or technical assistance in proposal development.

I look forward to working with you over the weeks and months to come on this exciting new initiative.

Sincerely,



Peter Edelman

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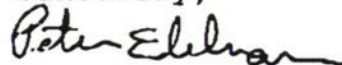
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I. Program Ideas

According to our tentative time line, departments may be able to apply for funds (on a competitive basis) from the Corporation for National Service as early as next spring.

*** Is your department likely to develop a service program proposal, either by creating a new program or by adding new service components to existing programs? If the answer is yes, please describe plans.**

*** Do you think that a service component could be successfully built into any of the main Administration initiatives your department is helping to develop and ultimately implement (health care, welfare reform, school-to-work, etc.)? Please present your ideas.**

II. Policy Questions

One of the biggest challenges national service will face will be keeping the President's vision of the program intact while running it through decentralized structures. As you recall, national service will be administered by a federal government entity, the Corporation for National Service, but will allocate two-thirds of its funds through state commissions.

Does your department have experience running programs which are structured in a similar way? If it does, please share your ideas with us about the following issues:

*** How can the Corporation properly assure a proper balance between state and federal roles?**

- How can the Corporation build strong partnerships with states and still retain sufficient control over quality?

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- What are the most effective points of leverage? Setting quality standards up front? Negotiating changes in state plans as a condition for providing funding? Providing technical assistance and training? Monitoring and evaluating state funded programs?

*** How can the Corporation monitor performance of grantees to ensure that high-quality services are being delivered?**

- How can we effectively evaluate programs? What sorts of quality criteria and performance standards should be established?

*** How can the Corporation best use technology to enhance the overall program?**

- Are there examples of programs that connect their local offices or grantees to a computer network for management and financial reporting as well as for exchanging ideas among programs?

- How should the Corporation approach creating such a network? What can we at the federal level reasonably ask/require of states?

III. Outreach

*** What is the best way to encourage development of high-quality proposals to the Corporation for National Service and its state commissions?**

- How can we effectively disseminate information to potential applicants in your field? Please suggest any key organizations, conferences, publications, or other venues which may be effective dissemination vehicles.

THE WHITE HOUSE

WASHINGTON

Office of National Service

Contact: Josie Heath
Peter Edelman
Kate Frucher
202/456-6444

This Packet Includes:

1. Memo to your Dept.
2. Background Information on the National Service Initiative
3. New York Times op-ed from the President on National Service (1/28/93).
4. Summer of Service Program Design
5. Newsletter from the Commission on National and Community Service announcing the Summer Program.
6. Federal Register's announcement of the Summer Program.
7. OPM document referred to in Dept. memo.
8. Nov. 5, 1992 Executive Order referred to in memo.
9. Public Law referred to in memo.

We hope that you will find this information useful for our discussion.

DEPARTMENT OF AGRICULTURE
OFFICE OF COMMUNICATIONS
WASHINGTON, DC 20250

FACSIMILE COVER SHEET

TO: Susan Stoud

Company/Agency: _____

Phone: _____

Fax: _____

FROM: Joel Berg

Agency: **USDA, Office of Communications**

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

Fax: **(202) 720-5043**

DATE: _____

Pages including this cover page: 2

Comments: _____


Memo just sent by chief of staff
Please share with Eli



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

January 10, 1994

To: Under and Assistant Secretaries, Agency Administrators, Office Heads

From: Ron Blackley, Chief of Staff 

Subject: Sponsorship of National Service Initiatives

The Administration's national service program -- now known as AmeriCorps -- is one of the President's top priorities. Participants in AmeriCorps will earn a small living wage while performing work that addresses unmet human, environmental, educational and public safety needs. For each year of service successfully performed, participants also earn an educational voucher of \$4,725, which they may use to pay for college, vocational school, job training, or graduate school.

This program presents an exciting opportunity for USDA. Secretary Espy has announced that USDA will run a Rural Development Team, a Public Lands and Environmental Team, and an Empowerment and Anti-Hunger Team. These teams will likely participate in activities in areas related to most USDA agencies, including sustainable agriculture, USDA feeding programs, rural development, National Forest maintenance and construction, rural housing, urban tree-planting, nutrition education, soil conservation, youth-at-risk, farmers' markets, watershed protection, urban farming, and food safety.

The White House has made it clear that the Department should identify areas in operating plans and budget requests where AmeriCorps volunteers can be used to effectively deliver our programs. In order to properly plan our efforts, please compile a list of current FY 94 initiatives that lend themselves to AmeriCorps participation, as well as an estimate of how much money your agency might be able to spend on national service initiatives in FY 95. Please provide this information to Joel Berg, Director of Public Liaison and National Service, by January 24, 1994.

If you have any questions concerning AmeriCorps, please contact Joel Berg, 720 -4623, Room 213A.

CORPORATION FOR
NATIONAL
AND
COMMUNITY
SERVICE

DATE: January 3, 1994

TO: Inter-Agency Council Members

FR: Susan Stroud

RE: Technical Assistance for Federal Agencies

The Corporation for National and Community Service will provide funding on a competitive basis for national service programs. To encourage broad participation, the Corporation is conducting a series of Program Application Assistance Workshops. The first of four workshops, designed to offer information on all of the programs and application procedures of the Corporation, will be held January 10-11 in Washington, D.C. at the Ramada Hotel. Attached is additional information on the D.C. meeting, which will include a breakout session specific to the concerns of Federal Agencies.

The technical assistance meeting will follow a two day agenda. The agenda on the first day will begin with an introduction and overview of the Corporation's objectives, the application process, and will include an extensive question and answer period. In the afternoon, legal and administrative requirements will be discussed followed by a breakout session. During which the specific concerns of Federal Agencies will be addressed. The second day will be geared toward the interests of the state commissions and developing a state service plan. To reserve a space, please fax the attached registration form to the Corporation at (202) 606-4854.

There will be three additional meetings held:

January 12-13	Atlanta, GA
January 18-19	Kansas City, MO
January 20-21	Los Angeles, CA

While there will be no breakout sessions specifically for Federal Agencies, these meetings would still be beneficial for regional and field staff. I encourage you to alert your staff outside D.C. about these meetings.

Attached is information about technical assistance available by telephone. Please encourage your agency's regional and field staff to

contact the Corporation with questions and answers at the scheduled times. While the Corporation has set up the workshops and the phone service to simplify the application process, I, of course, am always available to provide assistance to and answer questions for your agency.

I am attaching the final version of national priorities for Americorps programs. Program regulations will be published in the Federal Register by the end of this week. I will fax them to you as soon as they are available.

cc: Peter Edelman

Interagency Council Meeting**December 15, 1993****AGENDA**

- I. Introductions: Peter Edelman, Chair**
Video of AmeriCorps
- II. Status report on implementation of AmeriCorps: Eli Segal**
- III. Technical assistance to federal agencies: Shirley Sagawa**
- IV. Discussion and Questions**
- V. Public Affairs: Diana Aldridge**
- VI. Briefing on Civilian Community Corps: Don Scott**
- VII. Calendar of meetings January - June: Susan Stroud**

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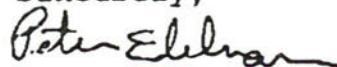
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CORPORATION FOR
NATIONAL
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COMMUNITY
SERVICE

TO: Inter-Agency Council Members

FR: Peter Edelman

RE: Inter-Agency Council Meeting

DA: January 6, 1994

The Inter-Agency Council meeting scheduled for January 11 has been canceled to accommodate the Technical Assistance Workshop that will be held on January 10. We assume all or most of you will attend. Please contact Susan Stroud at (202) 606-5000 x172 if you have not received information about the workshop.

The next meeting of the Inter-Agency Council will be held on February 8 from 4:00 - 5:30.

- I have let the network know about this.

Agenda

National Service Meeting
January 12, 1993
5:00 - 7:00 p.m.
National Press Building
529 14th Street NW, Room 807
Washington, DC 20045

Questions:

1. At the federal level, what should be the organizational structure to implement national service/national trust fund? What are the roles and responsibilities?
 - What should, if any, be the role of the Commission on National and Community Service?
 - What should, if any, be the role of ACTION?
 - Should they be combined? eliminated? How best can the scenario outlined below be performed?

Assumptions:

1. Decisions need to be made regarding which organizations would be able to offer a post-service Federal benefit and which individuals would be the ones to receive the benefit. There is a need to make sure that the service is worthwhile (i.e. avoid the CETA problems) and make sure that there is some geographic distribution of the benefit.
2. There are potential roles for the federal, state and local governments, as well as regional and local entities. Want to avoid large federal bureaucracy and have implementing decisions be as close to service delivery as is possible.
3. National and community service should be a national priority.

One scenario:

Potential Federal role:

- develop a federal comprehensive plan and encourage leadership at all levels
- set the focus and standards for the types of service (such as environment/ education; youth, elderly)
- decide which States can participate (based on proposals)
- spot audit to make sure compliance is being met
- support clearinghouses, research, replication, training
- Presidential leadership --- bully pulpit, inspire
- Agencies whose missions directly relate to a problem could support or operate a program (i.e. EPA and an environmental corps, Interior or Agriculture a conservation corps, etc.).

Potential State role:

- develop a state comprehensive plan for service and coordinate with other state activities
- certify local organizations that qualify for federal/state funds and monitor compliance.
- operate or support national service programs (such as subtitle D programs)
- leadership from governor, state school officer, corporate, college presidents, foundations
- training for infrastructure --- particularly school teachers

Potential Local role:

- encourage service by weaving into ongoing institutions
- encourage partnerships between organizations that cross racial and economic lines
- operate community service programs, encourage grass roots entrepreneurs

Invitees

National Service Meeting
January 12, 1993

Joel Berg
Transition Team

John Briscoe
Director
PennSERVE
Harrisburg, PA

Peter Edelman
Transition Team

Tom Endress
ACTION

William Galston
Transition Team

Robert Gordon
Transition Team

Patricia Kells
Executive Director
Kansas State Dept. of Education
Topeka, KS

Mimi Mager
Transition Team

Billie Ann Meyers
Director
Division of Volunteerism
Little Rock, AK

Catherine Milton
CNCS

Shirley Sagawa
CNCS

Richard Staufenberger
CNCS

Susan Stroud
Director
Campus Compact
Providence, RI

Melanne Verveer
Transition Team

Lisa Woll
National Association of Service and
Conservation Corps
Washington, DC

Note: Look forward to seeing you at the meeting. – Catherine

OUTLINE - Clinton Nat'l Service Bill

Short title: National Service Trust Fund Act of 1993

Title I: Amendments to the National and Community Service Act of 1990

Subtitle A: Creation of the National Service Trust Fund

Eligibility of Individuals

Term of Service

Qualified National Service

Educational Benefits (amount and use)

Allocation of Funds

State Governance

Federal Governance

Authorization of Appropriations

Subtitle B: Additional Amendments

Addition of Program Authority

- police corps/pre-professional corps

- individual placements

- public service entrepreneurs

State National Service Commissions

Amendments to the Governance Structure of the

Commission on National and Community Service

Authority to fund model programs directly

Title II: Amendments to the Higher Education Act

Title III: Amendments to the Domestic Volunteer Service Act

(Necessary if ACTION is eliminated,
or if UNDA is expanded)

Title IV: Amendments to the Peace Corps Act

(Necessary if Peace Corps is expanded)

Agenda

Inter-Departmental Working Group On National Service June 30th, 1993

*** Introduction: Peter Edelman**

Welcome

Explanation of handouts

Brief description of working group's function

*** Status of National Service Legislation: Shirley Sagawa**

See Legislative Summary

*** Building an Ethic of Service - National Service Program Development Efforts: Susan Stroud**

Overview of program development strategy

Examples of national service placements

*** Departments' Role in Program Development: General Discussion**

- help determine policy priority areas
- help identify experts and constituencies
- begin to develop/expand programs in own departments
(see handout for funding options)

*** Next Steps**

See handout on follow-up tasks

FOLLOW-UP AGENDA FOR NATIONAL SERVICE INTERAGENCY GROUP

1. Help develop **agenda for issue-specific outreach** to implement the forthcoming national service legislation:

* -- Identify **constituency groups** to be contacted which can in turn reach others to encourage organizational applications for national service slots;

* -- Identify **individuals** inside and outside the government who can help in the process of contacting and meeting with constituencies, help to create ideas for service roles and the organization of service roles, and advise about training and technical assistance;

-- Develop **ideas for service roles** connected with agency programs and areas of responsibility, to be shared with outside constituencies who may apply for national service funds;

-- Suggest **agenda items for issue-specific working groups**, including cross-cutting issues like ways to assure diversity; and

-- Suggest **challenges the President can make** to different sectors in the society, e.g., schools, businesses, religious groups, to involve themselves more extensively in service.

2. Begin (or continue) **brainstorming within departments and agencies** as to their own role in national service, bearing in mind the FY 95 budget cycle for any ideas that require new money:

-- Plan for **new ideas for service** or expansion of existing service programs within the various departments. The same substantive idea could take any of three forms:

o A new idea for an agency's own programs, to be funded out of the agency's own budget;

o Planning for the federal agency competition portion of the national service legislation, including any technical assistance the agency needs from the Office for National Service or the new Corporation on National Service; or

o Ideas that can be shared with constituency groups which might then apply to States and/or the new Corporation for funding.

-- Develop **ways to incorporate an array of service activities into current programs** that merit inclusion of a service component;

-- Develop **ideas for connecting existing service programs more integrally** with the broader national service initiative; and

-- Develop additional and **expanded opportunities for employee volunteer activities**.

May 25, 1993

She says she is trying to get EPA to fund some projects immediately also.

Joel,

Alison Rainey, EPA/National Service person, said she would love to meet with us. Tentatively scheduled meeting for Wednesday, June 2 at 11 p.m. here, pending the availability of Mike Sweeny (sp?), Interior/National Service person. Would you give him a call at 208-4203.

Sally Katt wants to wait until next Tuesday to schedule a meeting with you and me about Van Ness as she is tied up this week with Career Shadowing.

I took a note for you yesterday to get the Research Center in the phone book next year, remember? Just letting you know.

I am leaving immediately for the Hill for the hearing. I am sure that it will last all day but I will decide whether to stay all day after I get there. Will check in at some point.

Katherine

K

208-4561

NATIONAL SERVICE
AGENDA

Conference with
EPA, DOA AND DOI

When: Monday February 28, 1994

Time: 12:30 until 2:30

Where: USDA (Take Smithsonian Metro stop (orange and blue line). Take the Mall exit and go to you right. Go down Jefferson Ave. The large building to your left is the Agriculture Administration Building. Come to room 107A.

Please Bring:

- a. A list of specific pilot projects each agency feels is appropriate for collaboration (geographical location, scope of project, funding, number of proposed N.S. participants for FY 1995)
- b. A list of National Service Contacts for each Agency (and brief description of their general area of responsibility) Please refer to EPA examples below:

List of Attendees:

U.S. EPA

	Phone	Fax
Helga Butler, NS Workgroup Chair	(202) 260-4179	(202) 260-9284
Pat Bonner, Water	" 260-0599	" 260-0587
Scott Bowles, Project Committee Co-Chair	" 233-9097	" 233-9555
Ruth Miller, Water	" 260-4373	" 260-5282
Melanie Medina Ortiz, Water	" 260-4508	" 260-0174
Jamal Kadri, Water	" 260-3848	" 260-2300
Victor McMahan, Water	" 260-0657	" 260-0587

USDA

Joel Berg	" 720-4623	" 690-2164
Katherine Gibney	" 720-4623	" 720-5043

DOI

Sue Kemnitzer	" 208-4203	" 208-4561
Victoria Squire	" 208-4544	" 208-7500

DOE

Pam Deveaux	" 586-2020	" 586-0019
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NATIONAL SERVICE
AGENDA
Conference with EPA, USDA, DOI, and DOE

HELGA BUTLER has agreed to facilitate.

PILOT PROJECT STAGE

I. 45 minutes - What Specific Projects Could/Should EPA, DOI, USDA, and DOE Work on Jointly?

Desired outcome:

- . Develop a list of specify pilot projects.
- . Determine locations on a map.

II. 45 minutes - What assistance is needed for each project and who will do it?

Desired outcome:

- . Develop a list specifying what type of contribution each agency will make for each project (monetary, technical support, strategic planning, etc.)

III. 30 minutes - How Will We Apply to the Corporation? (Explain how both options, joint application or separate applications, would be carried out).

Desired outcome:

- . Decide whether we will apply jointly or separately. If we apply jointly, develop a list of those willing to be responsible for developing the joint application package. If we apply separately, determine how each Agency will endorse or outline collaboration/support/etc. so that we can make our intentions clear to the Corporation.

IV. Next Steps and Wrap-up

Optional Agenda Items if we have time

LONG TERM NATIONAL PROGRAM STAGE

- I. **Development of a National Ecosystems Management Program - How Should this be Accomplished?**

- II. **Should we Use National Service as a Vehicle for Nationwide Environmental Literacy Training? If so, How Shall we Develop Consistent Environmental Literacy Training?**

Desired outcome:

If agreed upon, form a group of representatives from each Agency to take responsibility for development. Then, develop a strategy for accomplishing this goal, with a timeline for completion.

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 <u>DOI</u>		
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