

# FOIA MARKER

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**Subgroup/Office of Origin:** Americorps

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**OA/ID Number:** 24232

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**Folder Title:**  
Summer of Gleaning II [2]

**Stack:**

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**Row:**

**66**

**Section:**

**1**

**Shelf:**

**2**

**Position:**

**3**

ITEM	Corporation/ National Offc. <i>USDA</i>	Federal <i>Local</i> Sponsor <i>Rutgers Coop. Ext.</i>		Non-Fed <i>N.J.</i> Partner <i>Agricultural Society</i>		Other <i>Bonner</i> Non-Fed <i>Foundation</i> Partner		TOTAL
		Cash	In-Kind	Cash	In-Kind	cash	In-Kind	
Basic Allowance								
Basic member (not a team leader) (400 hours/ 12 weeks of service)	4	2,241.60	7623			1345		8,966.40 a
Team Leader (520 hours/ 13 weeks of service)		3,468.40 2,948				520		3,468.40 a
FICA (7.65%)								
Basic Member	4	1,604.67	677.64					2,282.31 677.64 a
Team Leader	1	265.33						265.33 a
Worker's Camp (Maximum of 7%)								
Basic Member	4	156.91	627.64					784.55 627.64 b
Team Leader	1	242.78						242.78 b
Uniforms (T-Shirts)		50						50 h
Member Training			1350					1350 a
Transportation (of members, produce, etc.)			12566				3134	15700 c
Supplies (gloves, paper, etc.)						3,600		3,600 e
Equipment (tools, NOT computers)						1,075		1,075 d
Staff Costs: (For non-federal personnel- cost of state contact/site supervisor, clerical to process forms payroll).								
Salaries		7,250	1,500			1,500		10,250 a
Benefits		2,188						2,188 b
Other (Facilities, lights, phone, FAX costs, etc.)		140				1,135		1,275 h
		<del>24,239</del>	2850			12,310		35,488

34,579

**AmeriCorps Project Objective Statement:**

New Jersey agencies distributing food to the hungry report a dire need for fresh fruits and vegetables. The New Jersey agricultural industry generated 36 billion dollars in 1994. Farmers cash receipts were 706 Million from 8500 farms. In 1996 fresh fruits and vegetables generated 242 million dollars. The Agricultural community estimates between 10-25% of produce grown is not sellable.

Of the children living in New Jersey, 7.3% subsist in extreme poverty. In 1994 one-half million New Jersey citizens received TEFAP assistance. At any one time, 292,000 children under the age of twelve are hungry or at risk of hunger in New Jersey (Bread of the World 1996).

The groups listed above in the Harvest New Jersey Alliance assert a new initiative, Harvest New Jersey, focusing its first year on selected areas in Mercer, Middlesex, Hunterdon and or Somerset counties. This unique Alliance of food growers, food distributors, youth and community groups, food banks, foundations, and churches will provide nutritious food to 100 families and 50 individuals through food resource recovery and gleaning the now wasted food in the state.

**What work will be done? What services will your members engage in?**

Members recruited with Harvest NJ will work with four NJ food banks and their alliance of over five hundred agencies, youth groups and, Churches. Member will then work with the Harvest NJ Alliance to coordinate gleaning and food resource recovery programs to gather, ship, sort and distribute the food to those identified as having need. We expect the gleaning and food recovery activities to come from farms and orchards in NJ. The teams of AmeriCorps and non-paid additional volunteers will work in partnership with Harvest NJ Alliance and staff to pick up, transport sort and distribute the harvested and recovered fruits and vegetables to NJ food agencies.

**What are the goal results of the project?**

To feed the identified needy; and build a strong alliance of eliminating hunger and identify and engage advocates to expand Harvest NJ to all NJ counties. From the first gleaning project in the summer of 1996, Harvest NJ hopes to develop a program that will be sustained by the Alliance (listed above) to harvest and distribute yearly crops to needy families and individuals in and throughout NJ.

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

The success of the project will be measured through surveys distributed to the client families which will measure if they received usable food that was a needed supplement to their current foodsource.

Surveys will also be administered to the farmer's and farm from where the food came. Success will be measured by the increase in the percentage of their harvest that was used, and the decrease in the percentage of their harvest that was wasted.

Surveys will also be administered to workers and NJ Harvest Alliance members to measure the willingness to continue the project and ways it may be improved.

### **By what standards will success be gauged?**

Success will be gauged through the surveys administered. If 70% of the clients served indicate a positive response, meaning that the food received was needed and used, we would consider the endeavor successful at meeting clients needs.

If the farmers surveyed claim their disposal crop waste has decreased by 50%, we would consider the endeavor successful at reducing crop waste in New Jersey.

If the Harvest New Jersey Alliance commits to taking on and improving the project for the following five years, we consider the endeavor successful at developing a sustainable program.

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

At this time we are not certain of the extent of our outreach capabilities. We do know that more than 290,000 children under the age of 12 go hungry in the state of New Jersey at any one time and that there are four thousand local congregations and churches and eight thousand farmers and thousands of young people that are committed to improving their communities.

### **Budget Narrative**

We request the support of ten summer Americorps members to be sponsored by the Corporation for National Service. We are also requesting that one-half of the salary for the Project Director of Harvest New Jersey come from the Corporation for National Service. The second half of the Director's salary. Already we have a commitment by the Bunner Foundation of \$25,000 for these non-corporation related expenses.

### **Preliminary Workplan and Milestone Schedule:**

#### **Task 1**

##### **Orientation and training**

Harvest Mercer County advisory committee, made up of members from the New Jersey Agricultural Society, the local farming community, the food bank and associated agencies, will work with the members. Orientation to the county, local communities, and farms will be through field visits and meetings. Training will focus on needs of the families to be served and the crops grown by the local farmers. Members will work with existing non-profits and farm organizations for training in the handling of produce, grading and sorting. Volunteers will be recruited and trained,

**Task 2**

Identifying communities in need and farmers interested in participating  
Members will meet with farm group, i.e. the county boards of agriculture, New Jersey Agriculture Society Members, Farm bureau members and others. Members will meet with local church groups to arrange for volunteers and distribution or processing sights. Local news papers and agricultural new letters and inter net networks will be utilized to "get the word out".

**Task 3**

Scheduling pick -up, sorting and distribution  
Members will work with the farmers to develop a system of packaging their extra produce, storing . and pick up. Arrangements will be made to notify the coordinator when produce is available and how much. Members will work with food banks, churches or other non-profits to set up scheduled distribution sights

**Task 4**

We will a survey of farmers, churches and agencies involved in the program to evaluate its success. We will also conduct a series of community meetings throughout the summer to discuss the strengths and address the challenges of the program while it is in progress and at the end of the harvest season.



**HARVEST NEW JERSEY**

A "Summer of Gleaning"  
proposal in submission to

Donna Hines, FCS AmeriCorps Program Coordinator  
14th and Independence, SW  
# 538A  
Washington, DC 20250

Submitted By: Rutgers Cooperative Extension Service  
Dr. Joseph Ponessa

Project Title: Harvest New Jersey  
New Jersey Agricultural Society, CN 331  
Trenton, NJ 08625

State of Duty Station:  
Counties of Duty Station  
of AmeriCorps Members:  
Names of counties served:  
Demographics:

Mercer, Middlesex, Hunterdon, Sommerset  
20.8% of the children in NJ are from poor and working  
poor families. In 1994 TEFAP, the emergency food  
assistance program, served one half million citizens.  
292,000 children under the age of 12 in New Jersey are  
hungry or at risk at any one time.

Congressional Districts: Mercer: 12, Middlesex: 13, 12, 6,7, Sommerset: 12, 7, 11,  
Hunterdon: 12

Site b Supervisors: Pam Mount  
33 Cold Soil Road  
Princeton, NJ 08540

Project Coordinator: Gen Gorman  
11 Aiken Ave  
Princeton, NJ 08540

Number of AmeriCorps  
Members:

10

Project Partners: Harvest NJ Alliance:  
Farmers Against Hunger, Farmer's Co-ops, NJ  
Agriculture Society, Food Bank of South Jersey, The  
Food Bank of Monmouth/Ocean Counties, Northwest  
New Jersey Community Food Bank, Churches and  
Agencies they work with and The Bonner Foundation

FAX

FOR: SUSAN ANDERSON

FROM: RON DE MUNBRUN

PHONE: (202) 690-3894

FAX: (202) 720-4614

BEEPER: (202) 542-3339

[after dialing this number, punch in the number you want me to call including area code and hit the # sign, I will get right back to you]

Budget info.

Attached is a blank budget sheet and one with a page filled out as an example.

Please complete and fax to me ASAP. If you have any questions please call.

Ron

*8 pgs - including cover.*









## SUMMER OF GLEANING ADMINISTRATIVE ISSUES

**CONTACT:** RON DE MUNBRUN

PHONE: (202) 690-3894

FAX: (202) 720-4614

### TERMS

**STATE CONTACT:** The Federal Agency Person or if the project is being run by a non-federal partner, the person in that organization who is responsible for the project.

**SITE SUPERVISOR:** The person who will actually manage the day-to-day work of the team. This person is not an AmeriCorps member. This person and the State Contact may be one and the same.

**TEAM LEADER:** Usually an AmeriCorps member who is receiving a larger stipend and who reports to the site supervisor.

### FORMS

**GENERAL:** Be sure that you keep a copy of each form you send in for your records. Also be sure that the member has a copy of each form they sign.

**NOTE:** Be sure that your operating site ID number appears on all forms and correspondence. The first 12 digits of this number are the same for everyone 95ADFDC0479xxx . Where the xxx are you will be provide with a three digit code that will complete your unique operating site ID. If these three digits were 06A for example, that site's operating site ID number would be 95ADFDC047906A. DON'T use just the last three digits.

### NATIONAL SERVICE TRUST ENROLLMENT FORM (gray)

PLEASE USE A DARK PENCIL AND PRINT CLEARLY

1. Fill out the first day. The site supervisor or state contact, if the state contact is also the site supervisor is responsible for making sure the members complete this form on the first day of service and that the form is mailed to:

JOEL BERG  
UNITED STATES DEPARTMENT OF AGRICULTURE  
AG BOX 1301  
WASHINGTON, D.C. 20251-1301  
Room 538-A

2. Part 3, item 1: this is a summer program  
Part 3, item 5: this is a national direct program
3. Purpose: Enrolls the member in the program and the trust. Without this form a member who has a End of Term of Service Form completed will NOT receive an education award.

## **NATIONAL SERVICE TRUST END OF TERM OF SERVICE FORM (green)**

(Be sure complete operating site ID number is on form)

PLEASE USE A DARK PENCIL AND PRINT CLEARLY

1. Fill out the last day of service. The site supervisor or state contact, if the state contact is also the site supervisor is responsible for making sure the members complete this form on the last day of service and that the form is mailed to:

JOEL BERG  
UNITED STATES DEPARTMENT OF AGRICULTURE  
AG BOX 1301  
WASHINGTON, D.C. 20251-1301  
Room 538-A

2. Item 6: A minimum of 480 hours is required to successfully complete a term of service and be eligible for a \$1,000 education award.

Item 8: this is a summer program

3. Purpose: Informs the National Service Trust that a member for whom an enrollment form was completed either successfully completed the term of service, terminated early and is not eligible for education award, terminated early and is eligible for a prorated education award. PLEASE NOTE THAT ONLY JOEL BERG, USDA DIRECTOR OF NATIONAL SERVICE IS AUTHORIZED TO APPROVE A PRORATED EDUCATION AWARD. Without this form a member who had an Enrollment Form completed will NOT receive an education award.
4. Four weeks after this form is received by the Corporation for National Service the National Service Trust will send a notice to the member (that is why the permanent address is so important on the two forms) telling him/her how much the award is and a voucher that has a part they fill out and a part the lender or educational institution fills out. The lender or educational institution submits the voucher to the trust and the trust disburses the money to them directly.
5. Members have up to seven years from the end of their service to redeem their award.
6. The award is non-transferable, it can not be paid out in cash, it can not be used to repay personal loans that may have been used for education expenses. It can only be used to repay qualified loans which are generally those obtained under Title IV of the Education Act of 1964.

### **MEMBER AGREEMENT**

1. A member agreement will be finalized and sent to you. It spells out your expectations for the member and what they can expect from you. You do not have to mail a copy of this agreement to us but you should retain the original and the member should have a copy.

## BUDGET

### GENERAL ASSUMPTIONS:

1. All members will have their basic living allowance (stipend) disbursed by the USDA national finance center. Each project's sponsoring USDA agency is going to have to compete for the SF 52's and bi-weekly T and A's .
2. The total cost of the member living allowance, FICA and up to 7% of the Worker's Compensation requirement will be funded by the USDA National Service Office using existing Corporation for National Service funds.
3. The USDA National Service Office will supply at least 4 T-Shirts for each member for use as a uniform for the project.
4. The USDA National Service Office will be able to provide some monies for some of the other expenses of a project. However, where the budget below indicates a SPLIT between the National Office, the Sponsoring Federal Agency, and the Non-Federal Partner that does NOT mean that the National Office will always split the costs in that area. This money is limited and the amount can vary from project and depends in large part on your explanation of the expense and its impact on the project. Each budget will be viewed on a case-by-case basis. Some expenses that can NOT be funded by the National Service Office are:
  - a. Land Grant University G&A (General and Administrative) expenses normally taken off the top of money passed through them.
  - b. Administrative costs (clerical, facilities, etc.) that are not associated with the direct operation of the program.
  - c. For Federal agencies no Corporation (national office) funds can be used to offset staff costs.

**USDA SUMMER OF GLEANING  
MEMBER AGREEMENT OF PARTICIPATION IN  
AMERICORPS SUMMER PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community service among the citizens of the United States to help meet human, educational, environmental, and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps Program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the USDA will operate its AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

**I. Purpose**

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding participation in the USDA AmeriCorps Summer of Gleaning and Food Rescue Program. This agreement is hereby entered into on this \_\_\_\_\_ day

of \_\_\_\_\_, 1996, between the USDA Subgrantee \_\_\_\_\_  
(hereinafter referred to as the "Program") and \_\_\_\_\_ (hereinafter referred to as the "Member").

**II. Minimum Qualification**

The member certifies that he/she is a United States citizen, lawful permanent resident alien and at least 17 years of age and has not been previously terminated for cause from another AmeriCorps Program. Lawful permanent resident aliens must have a valid "Alien Registration Receipt Card," INS Form I-551 or I-151.

*Current  
Version 5/2/96*

### III. Term of Service

(a) The Member/Team Leader's term of service begins on \_\_\_\_\_ and ends on \_\_\_\_\_. The end date may be extended upon the mutual agreement of the program and the member.

(b) The regular member must complete 480 hours of direct community service in order to be eligible for the education award. In addition to the 480 hours of direct community service, the USDA term of service includes 16 hours of personal leave and 16 hours for Federal holidays. This makes the USDA Term of Service 512 hours for regular members. If a member does not use any of the personal leave and all of the holiday hours, s/he will receive a payment for the unused hours. The required number of service hours must be completed in no less than 10 weeks.

© The member understands that in order to be eligible for serving a second term of service, s/he must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of his/her performance focusing on factors such as:

(1) completed the required number of hours;

(2) satisfactorily completed assignments, tasks, or projects; and

(3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) the member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement. The member will have to apply and be considered with any other applicants applying for positions.

(e) the member may serve more than 480 hours of direct service if the USDA Director of National Service approves an extension but the member will not be eligible for more than the one education award and the amount of the education award can not exceed \$1,000.

(f) The team leader must complete 480 hours of direct community service in order to be eligible for the education award. In addition to the 480 hours of direct community service, the USDA term of service includes 16 hours of personal leave and 16 hours for Federal holidays. The team leader will also be available for an additional 40 hours for training and program evaluation. This makes the USDA Term of Service 552 hours for team leader. If a team leader does not use any of the personal leave and all of the holiday hours, s/he will receive a payment for the unused hours. The required number of service hours must be completed in no less than 11 weeks.

### IV. Benefits

(a) The member will receive from the Program the following benefits --

(1) A living allowance of \$2,242, if the member is not a designated team leader. A living allowance of \$3,466 if the member is a designated team leader. In both cases the allowance will be distributed over the term of service (less tax withholdings).

(b) Upon successful completion of the member's term of service, the member will receive an education award of a value of \$1,000 (which will be taxed in the year it is used).

(1) Prior to using the education award, the member agrees (in the event the member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the member's education assessment).

(2) The member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render the member ineligible to receive the education award.

© If the member has received forbearance on a qualified student loan during the term of service, and the member has successfully completed the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

## V. Rules of Conduct

The member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Summer of Gleaning Program member further agrees to act in conformance with and abide by, the provisions of 7 CFR Part 735. Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) the member is expected to, at all times while acting in an official capacity as an AmeriCorps Member:

(1) demonstrate mutual respect toward others;

(2) follow directions;

(3) direct concerns, problems, and suggestions to the appropriate Program official, and

(4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit;

(5) follow all safety instructions and use safety equipment.

(b) At no time may the member:

(1) engage in personal use of government vehicles, property, tools, equipment, or telephones;

(2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbiturates, cocaine, marijuana, etc.;

(3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles;

(4) use abusive, vulgar, or discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;

(5) destroy government or personal property of others;

(6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;

(7) transport family members, pets, or any unauthorized personnel in government vehicles;

(8) engage in any activity that is illegal under local, State, or Federal law;

(9) engage in activities that pose a significant safety risk to others.

© the member understands that following acts will also constitute a violation of the Program's rules of conduct:

(1) unauthorized tardiness;

(2) unauthorized absences;

(3) repeated use of inappropriate language (i.e. profanity) at job site;

(4) failure to wear appropriate clothing to service assignments;

(5) stealing or lying;

(6) engaging in activity that may physically or emotionally damage other members of the program or members of the community; or

(7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

(1) for the member's first offense, an appropriate Program official will issue a verbal warning to the member;

(2) for the member's second offense, an appropriate Program official will issue a written warning and reprimand to the member;

(3) for the member's third offense, the member may be suspended for one or more days without compensation;

(4) for the fourth offense, the Program may release the member for cause.

(e) The program is not obligated to follow the sequence of actions listed above. The program reserves the right to impose any one of the above sanctions regardless of the number of the offense (first, second, or third) if the Program determines that the violation is serious enough to warrant a more severe sanction than that listed above for the number of offense committed.

(f) The member understands that s/he will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

## **VI. Release from Term of Service**

(a) The member understands that s/he may be released for the following two reasons:

(1) for cause, as explained in paragraph (b) of this section; or

(2) compelling personal circumstances as defined in paragraph © of this section.

(b) The Program will release the member for cause for the following reasons:

(1) the member has dropped out of the Program without obtaining a release for compelling personal circumstances from the USDA AmeriCorps Taskforce in Washington, D.C.;

(2) during the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance;

(3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or

(4) any other serious breach that in the judgment of the Director of the Program would undermine the effectiveness of the Program.

(C) The Program may release the member from the term of service, due to compelling personal circumstances if--

(1) the member has a serious injury or illness that makes completing the term of service impossible;

(2) there is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;

(3) the member is drafted by the Armed Services of the United States; or

(4) some other circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and the USDA Director of National Service deems that circumstance to be compelling.

(d) the program will suspend the member's term of service for the following reasons:

(1) during the term of service, the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)

(2) during the term of service, the member has been convicted of a first offense of possession of a controlled substance. (If the member, however, demonstrates that s/he has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service. The member will not receive back living allowance or credit for any service hours missed.)

(e) The Program may suspend the member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph © in section V of this agreement.

(f) If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the member has completed at least 15% of the required service hours (135 service hours) the member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and © of section IV.

## **VII. Grievance Procedure**

(a) The member understands that the Program has a "grievance procedure" (outlined in the USDA Operations Manual as amended) to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The member understands that, as a participant of the Program s/he may file a grievance in accordance with the Program's grievance procedure.

### **VIII. Program's Responsibilities to Members**

- (a) Select all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;
- (b) provide AmeriCorps members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;
- © provide AmeriCorps members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;
- (d) provide all AmeriCorps members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;
- (e) design and coordinate service projects for AmeriCorps members so that the members will continuously have productive and useful service projects in environmental or human needs;
- (f) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 480 hours of service within twelve weeks;
- (g) treat all AmeriCorps members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;
- (h) work with AmeriCorps members to develop mechanisms through which the AmeriCorps members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps Program; and
- (I) provide other additional support and services to ensure the success of all programs.

### **IX. Amendments to This Agreement**

This agreement may be changed or revised by written consent by both parties.

**X. Certification**

By signing this agreement the member certifies that:

1. If s/he has served in a previous AmeriCorps program, that fact has been revealed to the project director/manager, and if s/he was released for cause from the previous AmeriCorps program, that fact has also been disclosed.
2. S/he understands that the law places restrictions on the purposes for which the education award can be used and that generally its redemption is limited to qualified loans (those covered by Title IV of the Education Act of 1965) and **cannot be transferred to another person or used to pay off general loans even if those loans were used to pay education expenses. S/he further understands that they cannot be given a cash payment in lieu of an education award administered by the National Service Trust.**
3. S/he understands that by signing this agreement s/he is making a commitment to complete the full term of service and that receipt of the education award is contingent upon the successful completion of the full term of service. If s/he should choose to leave before the completion of the service, regardless of how many hours have been completed, s/he is NOT eligible for any part of the education award.
4. S/he understands that s/he is not covered by the Fair Labor Standards Act and is not eligible for overtime pay. For example, s/he is not eligible for overtime pay for time worked in excess of eight (8) hours in a day or forty (40) hours in a week although such times does count toward completing the required term of service.
5. S/he understands s/he is not a Federal employee and that the service hours do not count toward any Federal retirement program computations nor does s/he obtain any special status with respect to seeking a Federal job on the basis of having successfully completed a term of service.
6. S/he understands that this program is subject to the availability of government funds and that should those funds not become available, the program would be terminated. It is further understood that the program may be subject to a temporary shut-down in the event of a Government shut-down.
7. S/he understands that the receipt of the \$1,000 education award constitutes one full education award and that after receiving/earning this award the Member is only eligible for a maximum of one more education award with a maximum award amount of \$4,725. In other words, members in the USDA AmeriCorps Summer of Gleaning Program can earn the \$1,000 award and then be eligible if they enter another year long AmeriCorps program to earn one full-time award in the amount of \$4,725. In such a case the maximum education awards the member could earn would be \$1,000 plus \$4,725 for a total of \$5,725, whereas someone who participated in two full year programs could possibly earn two awards each worth \$4,725 for a total of \$9,450.
8. S/he understands that they should retain a copy for their personal files of all forms they sign while in the program.
9. S/he understands that as members in a program and not employees they are not eligible for unemployment compensation upon termination of all or part of their term of service.

**XI. Authorization**

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement and the rules and regulations of the Corporation for National Service.

\_\_\_\_\_  
AmeriCorps Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

SUMMER OF GLEANING (1996)  
ADMINISTRATIVE ISSUES STATUS

ASSUMPTIONS

1. Only in the FSA Maryland project and the CSREES New Jersey and Washington projects will the members be managed by a non-federal employee.
2. Budget totals as shown on the attached sheet are accurate.
3. Members are NOT eligible for Health Care or Child Care
4. Members will be allowed 16 hours (2 days) for personal or sick time and 16 hours for Federal holidays (Memorial Day, Fourth of July, or Labor Day). If a member's time of service is such that he/she will only need the Fourth of July than the other 8 hours can be used as either personal or sick time or will be paid at the end of the completion of the term of service.
5. The period of service for both Team Leaders and regular Members is 480 hours. Team leaders may be brought on for an additional 40 hours for advance training or program termination, etc. but their educational award is based on 480 hours. Team leaders will have to receive the basic living allowance for the entire 552 hours upon which their basic living allowance rate is based.
6. Basic living allowance for Regular Members will be disbursed at:  
  
2242.60 divided by 512 hours = \$4.38  
  
Basic living allowance for Team Leaders will be disbursed at:  
  
3466.56 divided by <sup>552</sup>512 hours = \$6.28
7. There is no hard code relationship between the GRADE and STEP designations in the NFC payroll system and the rate of pay (or actually in our case, the rate of disbursement of the basic living allowance). Therefore Summer of Gleaning AmeriCorps members will be entered as follows:  
  
Using the same AmeriCorps employee code:  
  
Team Leaders will be entered as Grade OO Step 03 with a rate of \$4.38  
  
Regular Members will be entered as Grade OO Step 04 with a rate of \$6.28
8. It does not appear that it will be feasible to move money from CSREES in order for them to move the money to Washington State and Rutgers because the National Service cap on

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

#### Rural Development

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

#### FARM SERVICE AGENCY (ALL BUT MARYLAND)

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

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

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

FSA-MARYLAND

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

CSREES-WASHINGTON, AND CSREES-NEW JERSEY

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

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

# **AGENDA**

## **AMERICORPS "SUMMER OF GLEANING" TRAINING**

- 8:30 a.m. *Welcome and Introductions*  
*Charles Sims, FSA/AmeriCorps Program Coordinator*  
*Donna Hines, FCS/AmeriCorps Program Coordinator*
- 9:00 a.m. *Opening Remarks*  
*Dan Glickman, Secretary of Agriculture*
- 9:30 a.m. *Overview of USDA Gleaning Initiatives*
- 10.00 a.m. *BREAK*
- 10:15 a.m. *Recruitment and Selection of AmeriCorps Members*  
*Katherine Gibney, AmeriCorps Recruitment and Media Coordinator*
- 10:45 a.m. *AmeriCorps Administrative Issues*  
*Ron DeMunbrun, Office of National Service*
- 11:30 a.m. *LUNCH*
- 12:30 p.m. *Starting Your "Summer of Gleaning" Project*  
*Rod Atterberry, FSA County Executive Director, Mason County, Illinois*  
*Donna Hines, FCS/AmeriCorps Program Coordinator*
- 3.00 p.m. *BREAK*
- 3:30 p.m. *Progress Reporting and Evaluation*  
*Charles Sims and Donna Hines*
- 4:00 p.m. *Questions and Wrap-Up*
- 5.00 p.m. *ADJOURN*

**"HAVE A SAFE TRIP HOME"**

Jean Hugstone → → Glean's information  
 apco associates. → →

food chain - attached.  
Society of St. Archers

# Glean's Blank Budget form

Coop	bel Expense		non-bapt Patron		other non fed		total.
	cash	in hand	cash	in hand	cash	in hand	

$$\begin{array}{r}
 425 \\
 4/1700 \\
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$$\begin{array}{r}
 425 \\
 114 \\
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 311
 \end{array}$$

**FOOD RECOVERY INITIATIVE**  
**OUTLINE FOR STRATEGIC PLAN**

I.           SETTING GOALS

- a)    Have extensive conversations with Food Chain, Second Harvest, etc. about what role USDA can play that empower -- rather than duplicates or hinders -- their efforts.
- b)    Ask FCS, ARS, or other entity to quickly so study how much food is currently wasted; how much food is currently gleaned or recovered; how many farms, restaurants, etc. are currently involved in recovery activities
- c)    Create vision statement and mission statement
- d)    Create concrete, measurable benchmarks for how many more tons or percentage of food to be recovered; and/or number of farms and restaurants will be participating, etc.
- e)    Create time-time for achieving goals and for each step in implementing measures to reach the goals

II.           IMPLEMENTING MEASURES TO REACH THE GOALS

- a)    Decal and Poster Campaign
    - 1) Design logo
    - 2) Print decals and posters - budget?
    - 3) Determine guidelines for restaurant, farm, and institutions participating
    - 4) Sign-up participants, monitor participation -
- ONGOING
- b)    Employee Volunteerism
    - 1) Policy on employee leave or activities
    - 2) Create new category for Secretary's honor awards
    - 3) Gleaning/urban gardening tie to Van Ness School

## c) Citizenship Award

- 1) Decide on award qualifications and process
- 2) Print awards
- 3) Implement process
- 4) Set ceremony - perhaps during National Gleaning Day or Week

## d) Food Recovery and Citizen Service Foundation

- 1) Ask Secretary to approve general direction of legislative proposal
- 2) Run draft language by OGC, OBPA, and OMB
- 3) Decide upon best legislative vehicle and recruit Congressional sponsors

## e) Community Food Security Act

- 1) Secretary must decide which office or offices will take lead role --
- 2) Possible roles for AmeriCorps and EZ/EC should be determined
- 3) Policy decisions should be made about what we hope Act can achieve --- held with De La Garza etc for

instance,  
 can we use  
 the Act to  
 investigate  
 the  
 possibility  
 whether a  
 large-scale,  
 comprehensive,  
 network  
 of gleaning  
 projects,  
 farmers  
 markets, and  
 community  
 gardens can  
 become a  
 cheaper but

more  
empowering  
alternative  
to Food  
Stamps and  
other  
Federal  
nutrition  
assistance  
programs?

- 4) Request for proposals must be written and cleared
- 5) Financial and administrative structures for  
and monitoring grants must be created or clarified distributing
- 6) Request for proposals must be published the  
Register Federal
- 7) Grant applications reviewed and awards made
- f) 800 line -- monitor its use and effectiveness and ensure that it has  
updated  
information  
about all  
activities  
of the  
initiative -  
- possible  
e-mail link  
to USDA  
gleaning  
office
- g) Using Computers
- 1) Home page --- Make sure FCS, Extension, Wood Hunger  
Year, etc agree on one food recovery home page with useful  
information that is updated regularly
- 2) Internet Exchange -Ron DeMunbrun of my staff had the idea  
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h) Liability Coverage

1) Possible Federal law - Danner Amendment or language in Foundation?

2) Clarifying state laws - letter from Glickman, Reno,

3. *Volunteer application*

4. *OPS manual and program similar to Earth team. / part of earth team?*

5. *training of volunteers in food handling, safety*

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i) AmeriCorps

1) Summer of Gleaning Launch June 10

2) Visit sites and monitor progress

3) Mid-project and project-end progress reports

- 4) Making projects permanent after AmeriCorps
  - 5) Finalize Olympics and conventions involvement
  - 6) Research, write
- j) Olympics
- 1) Letter to Olympic Committee
  - 2) Gleaning POTUS dinner
- k) National political conventions
- 1) Letter to party chairs, convention managers
- l) Presidential inauguration
- m) Other Federal agencies
- 1) Set up inter-agency working group
  - 2) Recover food from cafeterias and commissaries
  - 3) Work with GSA and Department of Defense on excess vehicles and refrigeration units, etc. for food recovery groups
  - 4) Work with FDA on regulations that force food banks to throw out packaged food because of with dents in outer box
- n) Food waste in other USDA Programs
- 1) Summer Feeding Program
  - 2) Commodities Distribution
- m) National Day or week of recovery

- 1) Presidential proclamation
  - 2) Letter to Harris Wofford
- o) Additional youth service and citizen service involvement
- 1) How can 4-H, FFA, boy and girl scouts, churches, mosques, and synagogues, etc. be more involved?
  - 2) How can the Farm Bureau, Farmer's union, Rotary, etc. be more involved
  - 3) How about food-related unions such as UFCW?

*see  
pg 4*



### III. MEASURING SUCCESS IN ACHIEVING THE GOALS

- a) Regular, perhaps quarterly, measurement of success in reaching benchmarks
- b) Frequent consultation with partners over whether benchmarks are sensible and accurate

### IV. COMMUNICATING SUCCESSES

- a) Media Plan for POTUS, VP, and/or First Lady
- b) Possible POTUS event at Olympics - check with Loftus and others at White House - Brief Carol Racso and Bruce Reed (Potential domestic policy council)
- c) TV, radio, and print PSA's
- d) Media and speaking plan for the Secretary
- e) Media and speaking plan for sub-cabinet
- f) Media and speaking plan for FSA and RD state directors
- g) Plan for use of FSA state and county committees
- h) Internal communications through USDA news and employee pay stubs
- i) Decal and poster campaign
- j) Distribution of Extension Service report

## V. RESOURCES NEEDED TO ACCOMPLISH ABOVE TASKS

- a) Program budget
- b) Administrative budget
- c) Staffing
- d) Time

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# ESPRIT D'AMERICORPS



*A Newsletter About and For AmeriCorps/USDA Members and Staff ---  
July 26, 1996*

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## Projects, Take Note!

### *August 19-25 designated as Food Recovery Week*

The figures are preliminary -- but impressive. Our 20 special "Summer of Gleaning" projects have already rescued more than 100,000 lbs. of food for distribution to the hungry.

The program is based on the premise that up to one-fifth of the food produced for consumption in this country in fields, commercial kitchens, markets, stores, schools, and restaurants is lost -- but could be salvaged for use in the battle against hunger. Gleaning has been designated by Agriculture Secretary Dan Glickman as one of his top priorities.

**TO EXPAND THE** effort, the week of August 19-25 has been designated as "National Week of Food Recovery" and all USDA AmeriCorps projects are urged to spend that week

-- or at least one day that week -- engaged in some activity to recover excess food.

Projects are encouraged to work with existing Summer of Gleaning sites and/or contact local anti-hunger groups to arrange to glean food from fields or to recover food from large events, institutions, and/or restaurants. **Projects are also encouraged to work with state, national, and community service commissions to recruit other, non-USDA, AmeriCorps members and community volunteers for the week's activities.**

**WITH THIS EDITION** of *L'Esprit d'AmeriCorps* is a form for information about your gleaning project to be faxed to the National Office, and a site list for the Summer of Gleaning projects.

## Our Second Year Coming To A Close

AmeriCorps/USDA is about to graduate its second class, as projects nationwide plan special ceremonies.

In Kentucky, 14 Rural Development Team members and six Summer of Gleaning members have organized a service project for their final day. The members will serve food at Hope Center, a facility for homeless men in Lexington, then work in the center's garden. Later that evening, a banquet is planned and local dignitaries

have been invited. Let us know your project's graduation plans by faxing the accompanying form to the National Office at (202) 720-4614.

### ***Commemorative Plaques Are Again Available***

The metal signs that can be used to designate a site as an AmeriCorps/USDA project are available again this year.

Fax your request for plaques to Dee DiFiore at (202) 720-4614. Order as many as you

thing that you will need.

**THERE ARE ABOUT** 600 available and they will be divided among projects as fairly as possible. Projects are encouraged to use them as part of graduation ceremonies or some sort of ceremony that would make a good media event.

They should be erected as close as possible to the specific work site. Space has been left for projects to engrave more information as desired.

**AMERICORPS/USDA RESPONSE FORM FOR SPECIAL SERVICE  
PROJECT DURING NATIONAL WEEK OF FOOD RECOVERY**

**Location of Project (City or State):** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Event Site:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Number of AmeriCorps/USDA members expected to attend:** \_\_\_\_\_

**County or counties of duty stations of AmeriCorps/USDA members expected to participate:** \_\_\_\_\_

**Collaboration with 1) existing gleaning project** \_\_\_\_\_

**2) local anti-hunger group** \_\_\_\_\_

**3) non-USDA AmeriCorps project** \_\_\_\_\_

**Local leader invited and/or confirmed:** \_\_\_\_\_

\_\_\_\_\_

**Name, telephone and fax numbers of contact person for food recovery project:**

\_\_\_\_\_

**Please fax to (202) 720-4614 when complete.**

**Call (202) 720-6350 with questions.**

### AmeriCorps Summer Gleaning Projects

California (Rural Development) will use six Members in Watsonville and King County to provide fresh produce to over 5,500 people.

Contact: Toni Symonds (916) 668-2025

Connecticut (Rural Development/FSA) will conduct a joint project using four Members that will serve at least 100 needy families and enhance the relationship between local farmers and community food banks. The Connecticut project will focus on the Hartford and New Haven areas.

Contact: Richard Burke (RD) (413) 253-4319  
Vincent Majchiers (FSA/CT) (860) 285-8483

District of Columbia/Northern Virginia (Food and Consumer Service), under the leadership of the Congressional Hunger Center (CHC), will implement a gleaning and perishable food rescue program in Washington, D.C. and the Northern Virginia area to provide 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 will utilize three Members, who will work as an adjunct to the District of Columbia's existing USDA/AmeriCorps Anti-Hunger, Nutrition, and Empowerment Team.

Contact: Joshua Yates (CHC) (202) 547-7022

Georgia (Rural Development) will provide 2 Members to work closely with the Atlanta Community Food Bank in accomplishing the first-ever food rescue project associated with the Olympic Games. This project anticipates providing approximately 25,000 meals to city distribution centers every day during the event.

Contact: Donnie Thomas (RD) (706) 546-2171

Illinois (FSA) will, with the addition of only two new AmeriCorps Members, expand its gleaning project in Mason County to include most of Southern Illinois, resulting in a program that will provide the local soup kitchens and food banks, which serve a total of more than 8,500 people daily, with an additional 5 tons of produce.

Contact: Rod Atterberry (309) 543-2852

Indiana (Rural Development) will focus 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 will coordinate both food rescue and farm gleaning efforts in rural and urban areas. Terre Haute and Indianapolis are the main focus areas for the Indiana project.

Contact: Kelly Barmann or (317) 290-3104  
Sharon Zapata

Iowa (FSA) will use three Members in the Model City area of Des Moines (A HUD Enterprise Community) to establish a gleaning and food rescue program that will also emphasize nutrition education and neighborhood gardens.

Contact: Kevin Fitzpatrick (515) 386-3138

Kentucky (Rural Development) will focus on the Kentucky Highlands Empowerment Zone in Eastern Kentucky, where six Members will glean and distribute excess crops to at least 100 local families, who will also be provided with training to improve the nutritional value of their meals through the addition of fresh fruits and vegetables.

Contact: Louis Elliott (502) 633-0891

Maryland (FSA) will use four Members, in partnership with the 3,000-volunteer Washington Area Gleaning Network, to provide fresh fruits and vegetables to needy families in the Baltimore area.

Contact: Jim Voss (410) 381-4550  
John Ciekot (Member Issues) (410) 366-8533  
George Roche (Volunteers) (301) 879-1484

Michigan (FSA) will use six Members, two of whom will be stationed in Detroit to coordinate an urban perishable food rescue effort as well as distribute some fresh produce to local food banks. Another four Members will work in the East Lansing area to recover fresh fruits and vegetables from farms after the mechanical harvesting is completed, provide these foods to the local food distribution center (run by the Red Cross), and take an active part in educating the recipients about the proper preparation and storage of the foods they receive.

Contact: Sandi Ramos (517) 337-6660, ext.1212

Mississippi (Rural Development) will, through the joint efforts of four new AmeriCorps Members and the newest USDA AmeriCorps Anti-Hunger Project, work to provide fresh foods, poultry, and nutrition education to 425 families in the Mississippi Delta Empowerment Zone and nearby counties.

Contact: Bettye Oliver (601) 965-5460

Missouri (FSA) will sponsor a 5-Member farm gleaning project near Kansas City, MO, that will serve nearly 400 poor, primarily elderly individuals this summer.

Contact: Cindy White (816) 776-5861

New Jersey (Extension Service) will use five 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) and over 100 families, with a secondary goal of effectively reducing crop waste.

Contact: Joni Elliott (609) 292-8897

New Mexico (Rural Development and FSA) will actually operate two separate projects, one in the Albuquerque area and one in the Four Corners area of the state, with four Members each, and will serve a total of more than 200 soup kitchens, 800 individuals, and over 75 Native American families on the Navajo reservation.

Contact: Lloyd Wilhelm (FSA/Four Corners) (505) 334-3090  
John Thomas (RD/Albuquerque) (505) 761-4960

New York (FSA) will use six Members in a five-county area around the state capital of Albany, in partnership with the Albany Service Corps, to provide fresh produce to 20,000 low-income individuals per month in the targeted Capital Region. Activities include maintenance of a large community garden, rescuing produce from local farmers and farmers' markets, and training the staff, volunteers and clients of local food pantries and soup kitchens on the preparation and use of the fresh foods obtained through this project.

Contact: Marc Smith (FSA) (315) 477-6304  
Paul Winkeller (518) 434-2677  
(Albany Service Corps)

Oregon (Rural Development) will, with six new Members, build on existing efforts by the Oregon Food Bank (Portland/Eugene area) to develop linkages between rural and urban populations, and to serve an additional 100 needy families during the summer months.

Contact: Bruce Kohler (503) 465-6850

Pennsylvania (Rural Development) will use five Members to organize volunteers to serve 200 needy people per day, through the local food banks serving Uniontown/Fayette County, using perishable foods that are rescued from area restaurants and cafeterias.

Contact: Lee Patterson (412) 482-4888

Rhode Island (FSA) will use three 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.

Contact: Patricia Seites (FSA/RI) (401) 828-8232

Texas (Rural Development) will use five Members to help provide fresh food to 100 families living in the Colonias area inside and near the Rio Grande Empowerment Zone.

Contact: Lorraine Clements (817) 774-1304

Washington (Extension Service) will, with six Members, effectively double the amount of food gleaned from farms in Pierce and Yakima Counties this summer, thus dramatically increasing the number of families that will benefit from these efforts; an innovative partnership with the local cannery will provide job training opportunities for low-income recipients as well as preserved foods that can be distributed during the winter months.

Contact: Dr. Steven Garrett (206) 591-7180

USDA Contacts: Joel Berg, Director of National Service (202) 720-5746  
Donna Hines, FCS Anti-Hunger Coordinator (202) 690-0693

22-2

**From:** Jim Borland  
**To:** JBERG  
**Date:** 8/6/96 7:53am  
**Subject:** Back-Up Plan for Spectrafax -Reply

Joel:

You want fail-safe? Call the Pentagon.

But seriously, the second node of the system is working fine. I submitted an 800 fax job yesterday and it ran to completion without errors. If you're going to request that News Distribution run a job for you, ask them to submit it to "FIRST.JOB". It is my understanding that Charles and Wayne are in contact with Spectreafax personnel regarding repair of the last two nodes. In addition, the contract for the maintenance/upgrade/expansion of the system has been completed and it should be only a matter of weeks until new work commences.

As with all technology, and technicians, be patient.

Jim



## FSA "SUMMER of GLEANING PROJECTS

1. **CONNECTICUT/RHODE ISLAND -- Joint FSA "Summer of Gleaning" Project" -**  
- **Six members** -- 3 members in Connecticut performing "field gleaning" of fresh fruits and vegetables -- 3 members performing perishable food rescue for donation to the Rhode Island Food Bank.

### **Primary Sponsors -**

- Connecticut and Rhode Island State FSA Offices and State RECD Office (covers Connecticut, Massachusetts, and Rhode Island) Connecticut Rural Development Council other nonprofit partners.

### **Secondary Sponsors**

- Rhode Island Food Bank and Rhode Island State Commission for National and Community Service.

### **Objectives**

- To provide fresh fruits and vegetable to 125 needy, hungry, elderly or disadvantage families by gleaning, delivering, and rescuing unharvested food from Connecticut farmers;; and to gleaned fruits and vegetables for donation to the Rhode Island Food Bank for distribution to 470 agencies and organizations who service the impoverish, the homeless, the under privilege, and the mentally challenged citizens of Rhode Island.

### **Budget**

2. **ILLINOIS -- "Harvesting Hope of Southern Illinois"-- Two members** added to existing State gleaning project to glean sweet corn, green beans, cabbage and cucumbers from producer's fields.

### **Primary Sponsor(s) -**

- Illinois FSA State Office, and Cooperative Extension Service.

### **Secondary Sponsors -**

- Catholic Urban Programs, Tri State Food Bank, Day Star, Twin Garden Farms, Pat Scates and Sons, Illinois Vegetables Grower's Association, Members in Southern Illinois, Illinois Conference of Churches.

## Objectives

- To provide at least 2,000 lbs. of 5 different fresh vegetables to 3 different partner charitable organization for distribution through pantries or soup kitchens that will provide the food to 2,452 families or donate it to a network of 260 charitable organizations that provide 6,000 meals a day; and, work with the Cooperative Extension Service to provide nutrition training to the recipients.

## Budget

3. **IOWA -- "Summer of Gleaning and Food Recovery" -- Six members** performing "field gleaning" of fresh fruits and vegetables, and rescuing perishable foods from local bakeries and dairies.

### Primary Sponsors -

- Iowa State FSA and RECD State Offices.

### Secondary Sponsors

- Boy Scouts, Iowa Farm Bureau, Lions Club of Iowa, Farmers Markets of Des Moines, and Des Moines Area Churches

## Objectives

- To provide fresh fruits and vegetables to 100 needy and hungry families through gleaning and food rescue efforts; and to increase nutrition food preparation and storage education to the Model Cities area of Des Moines, Iowa -- **Empowerment Zone.**

## Budget

4. **MARYLAND -- "Maryland FSA Summer of Gleaning Project" -- Four members** working in partnership with the Washington Area Gleaning Network (WAGN) to provide fresh fruits and vegetables to needy families in the Baltimore area.

### Primary Sponsors -

- Maryland FSA State Office.

### Secondary Sponsors

- WAGN, CIVIC Works, Maryland Food Committee, and Maryland Food Bank.

### **Secondary Sponsors**

- None included.

### **Objectives**

- To provide fresh fruits and vegetables to 90 needy, hungry, or elderly families through "field gleaning" of farms in the area and food rescue efforts; and to increase nutrition, food preparation and food storage education to food recipients; and provide K-12 nutrition and agricultural education in Jackson and Ray Counties.

### **Budget**

7. **NEW MEXICO -- FSA and RECD Summer of Gleaning and Perishable Food Salvage -- Four members** performing "field gleaning" of fresh fruits and vegetables in the Four Corners area.

### **Primary Sponsors -**

- New Mexico State FSA and RECD Offices, and New Mexico State Cooperative Extension Service.

### **Secondary Sponsors**

- Navajo Agricultural Products Inc. (NAPI), Downey Vegetable Stand, Farmers Market, San Juan College Volunteer Center, Farmington Chamber of Commerce, Echo Food Bank, Earl and Opal Hickam, Farm Bureau, Church of Jesus Christ of Latter Day Saints, New Mexico State University Experiment Farm, Little Colorado RC&D AmeriCorps, Four-Corners AmeriCorps Region, Navajo AmeriCorps, and Channels 4, 7, 13, TV Stations.

### **Objectives**

- Partner with NAPI to glean fresh fruits and vegetables for distribution to at least 75 hungry, needy and elderly families, on and off, the Navajo Indian Reservation; and provide K-12 nutrition and food processing education on the Navajo Indian Reservation and throughout the Four Corners Area (Arizona, Colorado, New Mexico, and Utah.)

### **Budget**

**From:** 1 National Service  
**To:** rdemunbrun  
**Date:** 4/26/96 5:35pm  
**Subject:** Washington State Gleaning Project

In talking with Steven Garret this afternoon, he pointed out to me that a sub-grant for his project would go to him at the University, which is NOT a non-profit. Can we explore the feasibility of going straight to WSU, but not through Extension here? He's the one who will be actually running the day to day operations, so it doesn't make real sense to sub-grant to the nonprofit partner that's not doing any of the staff work.

RE: New Jersey, Joni Elliott doesn't think a subgrant will be a problem, but needs to consider the implications and responsibilities over the weekend. She will tell us for sure on Monday. Do you want me to call her Monday morning, or are you going to be completely inaccessible?

Donna

**From:** 1 National Service  
**To:** rdemunbrun  
**Date:** 4/29/96 4:43pm  
**Subject:** another issue with Washington State

Steven Garrett called today (after he forgot the conference call) to say that the State of Washington -- or maybe the University -- has a minimum wage of \$4.90 or so, which is higher than the hourly equivalent for our summer program stipend. Apparently this minimum has to be met before WSU can or will bring anybody on board, AmeriCorps Member or not.

Did we have a similar problem with the other projects out there, and if so, how was it resolved? If we can get the 8% issue taken care of here, then maybe it becomes a moot point.

Steven says that the total increase for all 6 members, factoring in the higher amounts for FICA and workers' comp (why are they paying that?) comes to just under \$774. I can't agree to adding in that amount to his budget, when there are eo many explicit statements to the effect that this is a living allowance, not a wage or a salary, but if you want to do it, it's up to you. Seems unfair to the rest of the folks, though.

**CC:** jberg, csims

**From:** Joel Berg  
**To:** NSERVICE1  
**Date:** 4/29/96 5:29pm  
**Subject:** another issue with Washington State -Reply

By Federal law, AmeriCorps Members are explicitly exempt from minimum wage laws. Furthermore, they are NOT university employees. You can let the university know that the President of AFSCME is on the Corporation Board and he doesn't have a problem with it.

Lastly, if you want to talk about fundamental fairness, if you add in the \$1,000 educational award, they exceed the minimum wage.

We should be tough and insist that they pay the same stipend as everyone else.

**CC:** RDEMUNBRUN,CSIMS

**USDA SUMMER OF GLEANING  
MEMBER AGREEMENT OF PARTICIPATION IN  
AMERICORPS SUMMER PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community service among the citizens of the United States to help meet human, educational, environmental, and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps Program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the USDA will operate its AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

Please review  
and give your  
comments to  
Ron DeMunbrun  
3/25/19  
looks good to me  
see

OK with changes  
Please review  
and give your  
comments to  
Ron DeMunbrun  
- JAL

## I. Purpose

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding participation in the USDA AmeriCorps Summer of Gleaning Program. This agreement is hereby entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 1996, between the USDA Subgrantee \_\_\_\_\_ (hereinafter referred to as the "Program") and \_\_\_\_\_ (hereinafter referred to as the "Member").

## II. Minimum Qualification

The member certifies that he/she is a United States citizen, a national or a legal permanent resident and at least 17 years of age (~~or 16 in the case of a Youth Corps member~~), and has not been previously terminated for cause from another AmeriCorps Program.

## III. Term of Service

(a) The Member's term of service begins on \_\_\_\_\_ and ends on \_\_\_\_\_. The end date may be extended upon the mutual agreement of the program and the member.

(b) The member must complete 480 hours of direct community service in order to be eligible for the education award. In addition to the 480 hours of direct community service, the USDA term of service includes 16 hours of personal leave and 16 hours for Federal holidays. This makes the USDA Term of Service 512 hours. If a member does not use any of the personal leave and all of the holiday hours, s/he will receive a payment for the unused hours.

(c) The member understands that in order to be eligible for serving a second term of service, s/he must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of his/her performance focusing on factors such as:

(1) completed the required number of hours;

(2) satisfactorily completed assignments, tasks, or projects; and

(3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) The member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement. The member will have to apply and be considered with any other applicants applying for positions.

#### **IV. Benefits**

(a) The member will receive from the Program the following benefits --

(1) A living allowance of \$2,242, if the member is not a designated team leader. The allowance will be distributed over the term of service (less tax withholdings).

(b) Upon successful completion of the member's term of service, the member will receive an education award of a value of \$1,000.

(1) Prior to using the education award, the member agrees (in the event the member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the member's education assessment).

(2) The member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render the member ineligible to receive the education award.

(c) If the member has received forbearance on a qualified student loan during the term of service, and the member has successfully completed the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

## V. Rules of Conduct

The member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Summer of Gleaning Program member further agrees to act in conformance with and abide by, the provisions of 7CFR Part 735. Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) the member is expected to, at all times while acting in an official capacity as an AmeriCorps Member:

(1) demonstrate mutual respect toward others;

(2) follow directions;

(3) direct concerns, problems, and suggestions to the appropriate Program official, and

(4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit;

(5) follow all safety instructions and use safety equipment.

(b) At no time may the member:

(1) engage in personal use of government vehicles, property, tools, equipment, or telephones;

(2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbiturates, cocaine, marijuana, etc.;

(3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles;

- (4) use abusive, vulgar, or discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
  - (5) destroy government or personal property of others;
  - (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
  - (7) transport family members, pets, or any unauthorized personnel in government vehicles;
  - (8) engage in any activity that is illegal under local, State, or Federal law;
  - (9) engage in activities that pose a significant safety risk to others.
- (c) the member understands that following acts will also constitute a violation of the Program's rules of conduct:
- (1) unauthorized tardiness;
  - (2) unauthorized absences;
  - (3) repeated use of inappropriate language (i.e. profanity) at job site;
  - (4) failure to wear appropriate clothing to service assignments;
  - (5) stealing or lying;
  - (6) engaging in activity that may physically or emotionally damage other members of the program or members of the community; or
  - (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

(1) for the member's first offense, an appropriate Program official will issue a verbal warning to the member;

(2) for the member's second offense, an appropriate Program official will issue a written warning and reprimand to the member;

(3) for the member's third offense, the member may be suspended for one or more days without compensation;

(4) for the fourth offense, the Program may release the member for cause.

(e) The program reserves the right to impose any one of the above sanctions regardless of the number of the offense (first, second, or third) if the Program determines that the violation is serious enough to warrant a more severe sanction than that listed above for the number of offense committed

(f) The member understands that s/he will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

## **VI. Release from Term of Service**

(a) The member understands that s/he may be released for the following two reasons:

- (1) for cause, as explained in paragraph (b) of this section; or
- (2) compelling personal circumstances as defined in paragraph (c) of this section.

(b) The Program will release the member for cause for the following reasons:

- (1) the member has dropped out of the Program without obtaining a release for compelling personal circumstances from the USDA AmeriCorps Taskforce in Washington, D.C.;
- (2) during the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance;
- (3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or
- (4) any other serious breach that in the judgment of the Director of the Program would undermine the effectiveness of the Program.

(c) The Program may release the member from the term of service, due to compelling personal circumstances if--

- (1) the member has a serious injury or illness that makes completing the term of service impossible;
- (2) there is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
- (3) the member is drafted by the Armed Services of the United States; or

(4) some other circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and the USDA Director of National Service deems that circumstance to be compelling.

(d) the program will suspend the member's term of service for the following reasons:

(1) during the term of service, the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)

(2) during the term of service, the member has been convicted of a first offense of possession of a controlled substance. (If the member, however, demonstrates that s/he has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service. The member will not receive back living allowance or credit for any service hours missed.)

(e) The Program may suspend the member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph (c) in section V of this agreement.

(f) If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the member has completed at least 15% of the required service hours (135 service hours) the member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and (c) of section IV.

## **VII. Grievance Procedure**

- (a) The member understands that the Program has a “grievance procedure” (outlined in the USDA Operations Manual) to resolve disputes concerning the member’s suspension, dismissal, service evaluation or proposed service assignment;
- (b) The member understands that, as a participant of the Program s/he may file a grievance in accordance with the Program’s grievance procedure.

## **VIII. Program Responsibilities to Members**

- (a) Select all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps’ vision of diversity;
- (b) provide AmeriCorps members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;
- (c) provide AmeriCorps members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;
- (d) provide all AmeriCorps members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;
- (e) design and coordinate service projects for AmeriCorps members so that the members will continuously have productive and useful service projects in environmental or human needs;

(f) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 480 hours of service within twelve weeks;

(g) treat all AmeriCorps members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;

(h) work with AmeriCorps members to develop mechanisms through which the AmeriCorps members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps Program; and

(i) provide other additional support and services to ensure the success of all programs.

#### **IX. Amendments to This Agreement**

This agreement may be changed or revised by written consent by both parties.

## X. Certification

By signing this agreement the member certifies that:

1. If s/he has served in a previous AmeriCorps program, that fact has been revealed to the project director/manager, and if s/he was released for cause from the previous AmeriCorps program, that fact has also been disclosed.
2. S/he understands that the law places restrictions on the purposes for which the education award can be used and that generally its redemption is limited to qualified loans (those covered by Title IV of the Education Act of 1965) and cannot be transferred to another person or used to pay off general loans even if those loans were used to pay education expenses. S/he further understands that they cannot be given a cash payment in lieu of an education award administered by the National Service Trust.
3. S/he understands that by signing this agreement s/he is making a commitment to complete the full term of service and that receipt of the education award is contingent upon the successful completion of the full term of service. If s/he should choose to leave before the completion of the service, regardless of how many hours have been completed, s/he is NOT eligible for any part of the education award.
4. S/he understands that s/he is not covered by the Fair Labor Standards Act and is not eligible for overtime pay. For example, s/he is not eligible for overtime pay for time worked in excess of eight (8) hours in a day or forty (40) hours in a week although such times does count toward completing the required term of service.
5. S/he understands s/he is not a Federal employee and that the service hours do not count toward any Federal retirement program computations nor does s/he obtain any special status with respect to seeking a Federal job on the basis of having successfully completed a term of service.
6. S/he understands that this program is subject to the availability of government funds and that should those funds not become available, the program would be terminated. It is further understood that the program may be subject to a temporary shut-down in the event of a Government shut-down.
7. S/he understands that the receipt of the \$1,000 education award constitutes one full education award and that after receiving/earning this award the Member is only eligible for a maximum of one more education award with a maximum award amount of \$4,725. In other words, members in the USDA AmeriCorps Summer of Gleaning Program can earn the \$1,000 award and then be eligible if they enter another year long AmeriCorps program to earn one full-time award in the amount of \$4,725. In such a case the maximum education awards the member could earn would be \$1,000 plus \$4,725 for a total of \$5,725. Whereas someone who participated in two full year programs could possible earn two awards each worth \$4,725 for a total of \$9,450.

Add understanding  
on ~~no~~<sup>no</sup> - cash and  
No award transfers!

**XI. Authorization**

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement and the rules and regulations of the Corporation for National Service.

\_\_\_\_\_  
AmeriCorps Member                      Date \_\_\_\_\_

\_\_\_\_\_  
Project Director                      Date \_\_\_\_\_