

# FOIA MARKER

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administrative marker by the William J. Clinton  
Presidential Library Staff.**

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**Collection/Record Group:** Clinton Presidential Records  
**Subgroup/Office of Origin:** Americorps  
**Series/Staff Member:** General Files  
**Subseries:**

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**OA/ID Number:** 24231  
**FolderID:**

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**Folder Title:**  
Summer Partners' List [2]

|               |             |                 |               |                  |
|---------------|-------------|-----------------|---------------|------------------|
| <b>Stack:</b> | <b>Row:</b> | <b>Section:</b> | <b>Shelf:</b> | <b>Position:</b> |
| <b>S</b>      | <b>66</b>   | <b>1</b>        | <b>3</b>      | <b>2</b>         |

# Withdrawal/Redaction Sheet

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                               | DATE       | RESTRICTION |
|--------------------------|---------------------------------------------|------------|-------------|
| 001. fax                 | Agreement Fact Sheet [partial] (1 page)     | 05/10/1996 | P4/b(4)     |
| 002. memo                | Charles Sims to Director [partial] (1 page) | 06/03/1996 | P4/b(4)     |

### COLLECTION:

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

### FOLDER TITLE:

Summer Partners' List [2]

2013-0661-F  
rc3099

### RESTRICTION CODES

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

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

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

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

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

RR. Document will be reviewed upon request.

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



APR-16-96 TUE 15:30

Page 4

P.05/08

APR -16' 96 (TUE) 09:36 ROADRUNNER FOOD BANK

TEL:505-242-6471

P.003

**Roadrunner Food Bank  
In-Kind Contributions****Utilities:**

|                                 |         |
|---------------------------------|---------|
| Electricity                     | 1200.00 |
| Phone                           | 300.00  |
| Insurance (property, liability) | 240.00  |

**Administrative Costs:**

|                                         |         |
|-----------------------------------------|---------|
| Business Manager/Executive Director     | 1100.00 |
| Janitorial Service                      | 200.00  |
| Computer time/supplies/maintenance      | 250.00  |
| Cleaning and general warehouse supplies | 200.00  |

**Other Staff Costs:**

|                               |         |
|-------------------------------|---------|
| Supervision/computer operator | 1540.00 |
| Benefits                      | 230.00  |

**TOTAL IN-KIND****\$260.00**PHOTOCOPY  
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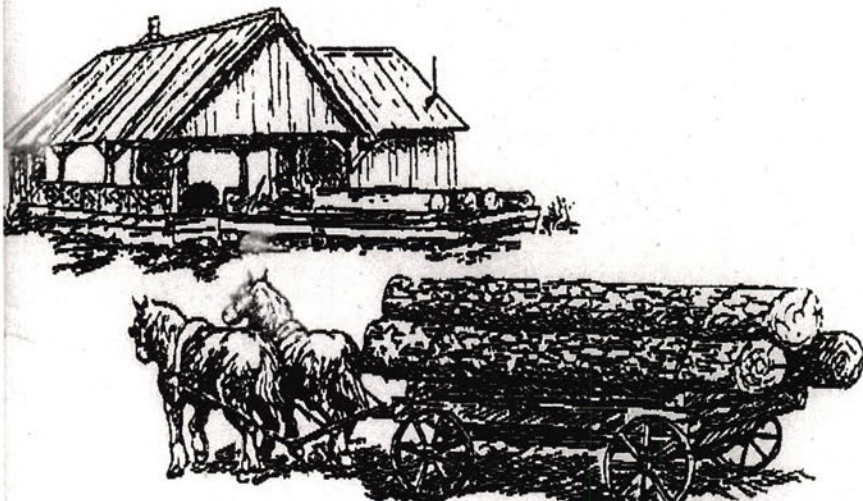
## FACSIMILE TRANSMISSION

DATE: 4/16/96 NO. PAGES: 5  
SUBJECT: "Summer of Cleaning"  
TO: Donna Hines  
FROM: Bruce K Kolber - Oregon

**REC'D AREA 2 OFFICE, EUGENE, OR**  
**(541) 465-6850 FAX: (541) 465-6347**

## COMMENTS:

*As requested attached is our proposed  
budget.*



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United States  
Department of  
Agriculture

Rural Economic  
and Community  
Development

1600 Valley River Drive Suite 270  
Eugene, OR 97401  
PHONE (503) 465-6850  
FAX (503) 465-6347  
Office Hours 8:00 - 4:30 pm

April 16, 1996

**SUBJECT:** AmeriCorps - Summer of Gleaning  
Proposed Budget - Oregon

**TO:** Donna Hines  
Program Coordinator  
Washington, D.C.

Enclosed you will find the proposed budget for the "Summer of Gleaning" for the State of Oregon.

Our proposal is for six AmeriCorp members. Tentatively these will be located as follows:

| Location        | County(s) Served              |
|-----------------|-------------------------------|
| 1 - Pendleton   | - Umatilla, Morrow, & Malheur |
| 1 - Oregon City | - Multnomah & Yamhill         |
| 1 - Tangent     | - Linn & Benton               |
| 1 - Tangent     | - Marion & Polk               |
| 1 - Eugene      | - Lane                        |
| 1 - Eugene      | - Team leader                 |

All members will be located in a Local Rural Development office with the exception of the Team Leader who will be located with the Project Manager in the Eugene Area Rural Development office. All members will have access to desks, computers, phones, etc.

#### Explanation of Expenses:

\$2,300 - Member Training

It is planned that we will have a training session in the Portland area as soon as we have the six members on board. This training will cover the basics of the program, the expectations, T & A preparation, travel reporting etc. It is anticipated that this training will require one nights lodging and per diem.

At the end of the project we will again get the members together for a wrap up session and media coverage.

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**\$2,500 - Transportation**

Due to the size of the State of Oregon and the area to be served by each member, our travel needs account for a good share of our budget. It is estimated that the six members will travel 7,950 miles over the three month period. The member covering the Eastern Oregon area will undoubtedly require the most travel funds due to the distance and size of the area. Where possible GSA cars will be made available.

**\$4,050 - Federal Sponsor**

Rural Development will provide the services related to Time and Attendance, Travel Transmittals and other personnel related actions. In addition to office space, phones, fax machines, postage and such services will be available to the members.

**\$2,100 - Project Manager Expenses**

It is anticipated that monthly site visits will be needed. Here again due to the size of the State this may require upwards to 1,000 miles per month.

**\$ 300 - Recruiting Expenses**

It is anticipated that contact will be made with the major Colleges and Universities in the State. Presentations and interviews will be held at the individual institutions.

It should be noted that as of the submittal of this proposed budget, that due to the short time frame given, we have not yet been able to meet with our Non-Federal Partner, the Oregon Food Bank. We will be meeting the week of April 22nd. At that time we will "fine tune" the scope of the project including the budget. Their involvement as far as 'Cash or In-Kind' is uncertain at this time. The location of some of the members may also change after our meeting. We will advise you of any changes to our budget and proposal following this meeting.

If you have any questions please feel free to contact me.



BRUCE K. KOHLER  
RURAL DEVELOPMENT MANAGER

cc: bkkrd  
cc: Scott Duff - State Director  
cc: Rachel Bristol Little - Ore. Food Bank

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OREGON

| ITEM                                                                                                                      | Corporation/<br>National<br>Offc.    | Federal<br>Sponsor |         | Non-Fed<br>Partner |         | Other<br>Non-Fed<br>Partner: |         | TOTAL                   |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------|---------|--------------------|---------|------------------------------|---------|-------------------------|
|                                                                                                                           |                                      | Cash               | In-Kind | Cash               | In-Kind | cash                         | In-Kind |                         |
| Basic Allowance                                                                                                           |                                      |                    |         |                    |         |                              |         |                         |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                      | $2,241.60 \times 5 =$<br>$11,208.00$ |                    |         |                    |         |                              |         | \$2,241.60<br>11,208.00 |
| Team Leader<br>(520 hours/ 13 weeks of service)                                                                           | $3,468.4 \times 1$                   |                    |         |                    |         |                              |         | \$3,468.40              |
| FICA (7.65%)                                                                                                              |                                      |                    |         |                    |         |                              |         | 847.05                  |
| Basic Member                                                                                                              | $169.41 \times 5 =$ 847.05           |                    |         |                    |         |                              |         | \$169.41                |
| Team Leader                                                                                                               | $265.33 \times 1$                    |                    |         |                    |         |                              |         | \$265.33                |
| Worker' Comp (Maximum of 7%)                                                                                              |                                      |                    |         |                    |         |                              |         |                         |
| Basic Member                                                                                                              | $156.91 \times 5 =$ 784.55           |                    |         |                    |         |                              |         | 784.55<br>\$156.91      |
| Team Leader                                                                                                               | $242.78 \times 1$                    |                    |         |                    |         |                              |         | \$242.78                |
| Uniforms (T-Shirts)                                                                                                       | $50 \times 6 =$ 300                  |                    |         |                    |         |                              |         | 300.00                  |
| Member Training                                                                                                           | 2,500.00                             |                    | 50      |                    |         |                              |         | 2350.00                 |
| Transportation (of members, produce, etc.)                                                                                | 2,500.00                             |                    |         |                    |         |                              |         | 2500.00                 |
| Supplies (gloves, paper, etc.)                                                                                            |                                      |                    |         |                    |         |                              |         |                         |
| Equipment (tools, NOT computers)                                                                                          |                                      |                    |         |                    |         |                              |         |                         |
| Staff Costs: (For non-federal personnel- cost of<br>state contact/site supervisor, clerical to process<br>forms payroll). |                                      |                    | 3000.00 |                    |         |                              |         | 3000.00                 |
| Salaries                                                                                                                  |                                      |                    |         |                    |         |                              |         |                         |
| Benefits                                                                                                                  |                                      |                    |         |                    |         |                              |         |                         |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                        |                                      |                    | 1000.00 |                    |         |                              |         | 1000.00                 |
|                                                                                                                           |                                      |                    |         |                    |         |                              |         |                         |

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| Administrative costs not directly related to the operation of project) |                       |  |                   |  |  |  |  |                                |
|------------------------------------------------------------------------|-----------------------|--|-------------------|--|--|--|--|--------------------------------|
| Project Manager Mtg - D.C. 9/14/76                                     | \$ 797. <sup>27</sup> |  |                   |  |  |  |  | 797. <sup>27</sup>             |
| Education Award                                                        | 6000. <sup>00</sup>   |  |                   |  |  |  |  | 6000. <sup>00</sup><br>\$1,000 |
| Project Manager Monthly Site visits                                    | 2100. <sup>00</sup>   |  |                   |  |  |  |  | 2100. <sup>00</sup>            |
| contingencies                                                          | 136. <sup>62</sup>    |  |                   |  |  |  |  | 136. <sup>62</sup>             |
| Recruiting                                                             | 300. <sup>00</sup>    |  |                   |  |  |  |  | 300. <sup>00</sup>             |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
|                                                                        |                       |  |                   |  |  |  |  |                                |
| TOTAL                                                                  | 31,250. <sup>00</sup> |  | 4050 <sup>-</sup> |  |  |  |  | 35,800                         |

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PRESERVATION



OPTIONAL FORM 99 (7-90)

## FAX TRANSMITTAL

# of pages 2

|                                 |                     |
|---------------------------------|---------------------|
| To: Donna Harris                | From: Janani C      |
| Dept./Agency                    | Phone: 817-774-1304 |
| Fax #                           | Fax #               |
| NSN 7540-01-317-7308            | 5096-101            |
| GENERAL SERVICES ADMINISTRATION |                     |

## GENERAL ASSUMPTIONS:

1. All members will have their basic living finance center. Each project's sponsoring USDA agency is going to have complete the 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 off set staff costs.

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Texas

| ITEM                                                                 | COST                               | PAID BY         |
|----------------------------------------------------------------------|------------------------------------|-----------------|
| Basic Allowance                                                      |                                    |                 |
| Basic member (not a team-leader)<br>(480 hours/ 12 weeks of service) | $\$2,241.60 \times 4 =$<br>8966.40 | National Office |
| Team Leader<br>(520 hours/ 13 weeks of service)                      | \$3,468.40                         | National Office |
| FICA (7.65%)                                                         |                                    |                 |
| Basic Member                                                         | $\$169.41 \times 4 =$ 677.64       | National Office |
| Team Leader                                                          | \$265.33                           | National Office |



|                                                                                                                     |                  |                                                       |
|---------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------|
| Worker' Comp (Maximum of 7%)                                                                                        |                  |                                                       |
| Basic Member                                                                                                        | <del>STATE</del> | National Office (up to 7%)                            |
| Team Leader                                                                                                         | <del>STATE</del> | National Office (up to 7%)                            |
| Uniforms (T-Shirts)                                                                                                 |                  | National Office                                       |
| Member Training                                                                                                     | 650.00           | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Transportation (of members, produce, etc.)<br>STATE CONTACT                                                         | 4,500.00         | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Supplies (gloves, paper, etc.)                                                                                      | 1,350.00         | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Equipment (tools, NOT computers)                                                                                    | 1,900.00         | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Staff Costs: (For non-federal personnel- cost of state contact/site supervisor, clerical to process forms payroll). | 3,000.00         |                                                       |
| Salaries                                                                                                            | 1,000.00         | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Benefits                                                                                                            |                  | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                  | 3,000.00         | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
|                                                                                                                     |                  |                                                       |
| Administrative (costs not directly related to the operation of the project)                                         |                  | Federal Agency or Non-Federal Partner                 |
|                                                                                                                     |                  |                                                       |
| Education Award                                                                                                     | <del>STATE</del> | Corporation for National Service                      |
|                                                                                                                     |                  |                                                       |
| TOTAL                                                                                                               | 28,777.77        |                                                       |
|                                                                                                                     |                  |                                                       |
|                                                                                                                     |                  |                                                       |

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2301530  
4/1/96

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| EM                                                                                                      | Corporation/<br>National<br>Offc. | Federal<br>Sponsor |         | Non-Fed<br>Partner<br>EZ/EC |         | Other<br>Non-Fed<br>Partner CAA |         | TOTAL      |
|---------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|---------|-----------------------------|---------|---------------------------------|---------|------------|
|                                                                                                         |                                   | Cash               | In-Kind | Cash                        | In-Kind | cash                            | In-Kind |            |
| ic Allowance                                                                                            |                                   |                    |         |                             |         |                                 |         |            |
| ic member (not a team leader)<br>10 hours/ 12 weeks of service)                                         | 2,241.60<br>8966.40               |                    |         |                             |         |                                 |         | \$2,241.60 |
| an Leader<br>9 hours/ 13 weeks of service)                                                              | 3,468.4                           |                    |         |                             |         |                                 |         | \$3,468.40 |
| CA (7.65%)                                                                                              |                                   |                    |         |                             |         |                                 |         |            |
| ic Member                                                                                               | 169.41/677.64                     |                    |         |                             |         |                                 |         | \$169.41   |
| n Leader                                                                                                | 265.33                            |                    |         |                             |         |                                 |         | \$265.33   |
| icr' Camp (Minimum of 7%)                                                                               |                                   |                    |         |                             |         |                                 |         |            |
| ic Member                                                                                               | 156.91 <del>627.64</del>          |                    |         |                             |         |                                 |         | \$156.91   |
| n Leader                                                                                                | 242.78                            |                    |         |                             |         |                                 |         | \$242.78   |
| forms (T-Shirts)                                                                                        | 50                                |                    |         |                             |         |                                 |         |            |
| iber Training                                                                                           | 501.81                            |                    |         |                             | 100.00  |                                 |         |            |
| operation (of members, produce, etc.)                                                                   | 3,500.00                          |                    |         |                             |         |                                 | 2,400   |            |
| lies (gloves, paper, etc.)                                                                              | 1,350.00                          |                    |         |                             | 200.00  |                                 |         |            |
| ment (tools, NOT computers)                                                                             | 1,400.00                          |                    |         |                             |         |                                 |         |            |
| Costs: (For non-federal personnel- cost of<br>contact/site supervisor, clerical to process<br>payroll). |                                   | 6,500              |         |                             |         |                                 |         |            |
| ices                                                                                                    |                                   |                    |         |                             |         |                                 |         |            |
| efits :                                                                                                 |                                   |                    |         |                             |         |                                 |         |            |
| (Facilities, lights, phone, FAX costs, etc.)                                                            | 3,000.00                          |                    |         |                             | 990.00  |                                 |         |            |



# PHOTOCOPY PRESERVATION



April 19, 1996

To: Donna Hines

From: Lorraine Clements

*Lorraine*

Subject: Revised AmeriCorps budget

Attached is a revised budget as we discussed. Please let me know if further revision is necessary.

PHOTOCOPY  
PRESERVATION

OPTIONAL FORM 99 (7-90)

**FAX TRANSMITTAL**

# of pages *3*

|                    |                          |
|--------------------|--------------------------|
| <i>Donna Hines</i> | From <i>Lorraine C -</i> |
| Dept./Agency       | Phone #                  |
| Fax #              | Fax #                    |

NBN 7540-01-317-7000

5099-101

GENERAL SERVICES ADMINISTRATION

April 16, 1996

Subject: Budget Explanation

As we further define our program for the valley, we have identified two non-federal partners that are included in this budget request. The Empowerment Zone office in Mercedes, Texas will house three of the five AmeriCorps members to include the crew chief. The other agency will be the Community Action Group in Laredo that will bring food to the three colonia areas near the Hebbronville area. More partners may be defined at a later date.

Budget requests for the federal sponsors will include money for the Texas State Office and the field offices in Hebbronville and Rio Grande City. One member will be assigned to the Hebbronville office and the other will work in the Rio Grande City Office.

Most of the budget request are estimates that I arrived at with the help of the members who will be involved in this subject.

Training: Most training will be conducted at the local level. Training would include administrative orientation, safety related training and some community involvement training.

Transportation: The members will travel many miles as the valley is spread out.

Supplies: Figures include administrative supplies as well as some things the members will need to do their work. I would like to know what kinds of supplies are allowed and what are not.

Equipment: We may have to rent equipment as well as buy some things. I would like to know what kind of purchases are allowed and what are not.

Staff costs: Routine expenses were figured. My travel to the valley from the state office is included here.

Salaries: I included a month of my salary as well as some money for the offices where payroll and travel would be processed.

Other: I have included some money to purchase food from food banks. It appears that some of the food banks will sell food by the pound for as little as 10 cents a pound. This would help us buy certain foodstuff that the colonia residents need. Also, my members have asked for cameras. I thought the members could purchase throw away cameras to take pictures for reports, the media and for the state and national office.

Finally, how will this money be distributed? Will it go to the state office or the empowerment zone office?

*Not sure if this is legal*

OPTIONAL FORM 99 (7-90)

**FAX TRANSMITTAL**

# of pages **5**

|                                 |                                |
|---------------------------------|--------------------------------|
| From<br><b>Bon DeBenedictis</b> | To<br><b>Shirley Clements</b>  |
| Dept./Agency                    | Phone #<br><b>817-774-1306</b> |
| Fax #                           | Fax #<br><b>817-774-0177</b>   |

N8N 7540-01-317-7388

5099-101

GENERAL SERVICES ADMINISTRATION

**PHOTOCOPY  
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PHOTOCOPY  
PRESERVATION

12,500

04-16-96 01:03 PM

P02

| EM                                                                                                      | Corporation/<br>National<br>Offc. | Federal Sponsor RD |         | Non-Fed EZ<br>Partner Office |         | Other Community<br>Non-Fed Action<br>Partner Group |         | TOTAL      |
|---------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|---------|------------------------------|---------|----------------------------------------------------|---------|------------|
|                                                                                                         |                                   | Cash               | In-Kind | Cash                         | In-Kind | cash                                               | In-Kind |            |
| ic Allowance                                                                                            |                                   |                    |         |                              |         |                                                    |         |            |
| ic member (not a team leader)<br>12 weeks of service)                                                   | 2,241.60<br>11208                 |                    |         |                              |         |                                                    |         | \$2,241.60 |
| m Leader<br>13 weeks of service)                                                                        | 3,468.4                           |                    |         |                              |         |                                                    |         | \$3,468.40 |
| A (7.65%)                                                                                               |                                   |                    |         |                              |         |                                                    |         |            |
| c Member                                                                                                | 169.41<br>847.05                  |                    |         |                              |         |                                                    |         | \$169.41   |
| n Leader                                                                                                | 265.33                            |                    |         |                              |         |                                                    |         | \$265.33   |
| her' Camp (Minimum of 7%)                                                                               |                                   |                    |         |                              |         |                                                    |         |            |
| c Member                                                                                                | 156.91                            |                    |         |                              |         |                                                    |         | \$156.91   |
| n Leader                                                                                                | 242.78                            |                    |         |                              |         |                                                    |         | \$242.78   |
| sons (T-Shirts)                                                                                         |                                   |                    |         |                              |         |                                                    |         |            |
| ber Training                                                                                            |                                   | 500                |         |                              | 100     |                                                    |         | 600.00     |
| portation (of members, produce, etc.)                                                                   |                                   | 3,000              |         |                              |         | 2,400                                              |         | 5,400.00   |
| lives (gloves, paper, etc.)                                                                             |                                   | 400                |         |                              | 200     |                                                    |         | 600.00     |
| ment (tools, NOT computers)                                                                             |                                   | 1,200              |         |                              |         |                                                    |         | 1,200.00   |
| Costs: (For non-federal personnel- cost of<br>contact/site supervisor, clerical to process<br>payroll). |                                   | 1,500              |         |                              |         |                                                    |         | 1,500.00   |
| ries                                                                                                    |                                   | 6,500              |         |                              |         |                                                    |         | 6,500.00   |
| ilities                                                                                                 |                                   |                    |         |                              |         |                                                    |         |            |
| (Facilities, lights, phone, FAX costs, etc.)                                                            |                                   | 3,000              |         |                              | 990     |                                                    |         | 3,990.00   |



Administrative (costs not directly related to the  
execution of the project)

Union Award

\$1,000

TOTAL

18,100

15,788

3,888

5314.66

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## 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 compete 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 off set staff costs.

PHOTOCOPY  
PRESERVATION

| ITEM                                                                 | COST       | PAID BY         |
|----------------------------------------------------------------------|------------|-----------------|
| Basic Allowance                                                      |            |                 |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service) | \$2,241.60 | National Office |
| Team Leader<br>(520 hours/ 13 weeks of service)                      | \$3,468.40 | National Office |
| FICA (7.65%)                                                         |            |                 |
| Basic Member                                                         | \$169.41   | National Office |
| Team Leader                                                          | \$265.33   | National Office |



|                                                                                                                           |            |                                                       |
|---------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------|
| <b>Worker' Comp (Maximum of 7%)</b>                                                                                       |            |                                                       |
| <b>Basic Member</b>                                                                                                       | \$129.91   | National Office (up to 7%)                            |
| <b>Team Leader</b>                                                                                                        | \$242.78   | National Office (up to 7%)                            |
| <b>Uniforms (T-Shirts)</b>                                                                                                | 50.00      | National Office                                       |
| <b>Member Training</b>                                                                                                    | 500/100    | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Transportation (of members, production, etc.)</b>                                                                      | 3000/2,400 | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Supplies (gloves, paper, etc.)</b>                                                                                     | 400/200    | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Equipment (tools, NOT computers)</b>                                                                                   | 1,200      | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Staff Costs: (For non-federal personnel-cost of state contact/site supervisor, clerical to process forms payroll).</b> | 1,500      |                                                       |
| <b>Salaries</b>                                                                                                           | 6,500      | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Benefits</b>                                                                                                           |            | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Other (Facilities, lights, phone, FAX costs, etc.)</b>                                                                 | 3,000/990  | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| <b>Administrative (costs not directly related to the operation of the project)</b>                                        |            | Federal Agency or Non-Federal Partner                 |
| <b>Education Award</b>                                                                                                    | \$1,000    | Corporation for National Service                      |
|                                                                                                                           |            |                                                       |
|                                                                                                                           |            |                                                       |
|                                                                                                                           |            |                                                       |
|                                                                                                                           |            |                                                       |
|                                                                                                                           |            |                                                       |

PHOTOCOPY  
PRESERVATION



**FAX****MICHIGAN**

FARM SERVICE AGENCY  
3001 COOLIDGE ROAD SUITE 100  
EAST LANSING, MI 48823-6321

FAX NUMBER (517) 337-6898

MSG NO: 2916DATE: 4-16-96TO: Charles Birma

FAX: \_\_\_\_\_

ATTN: \_\_\_\_\_

FROM: YANA STO

PHONE: \_\_\_\_\_

Sandi RamoREMARKS: Summer of LearningYANA FSA Proposed BudgetPAGE 1 OF 4PRIORITY: X

REGULAR: \_\_\_\_\_

IF ALL PAGES ARE NOT RECEIVED, CALL:  
(517) 337-6659

PHOTOCOPY  
PRESERVATION





United States  
Department of  
Agriculture

Consolidated  
Farm Service  
Agency

Michigan State CFSA Office  
3001 Coolidge Road, Suite 100  
East Lansing, MI 48823-6321

**SUMMER OF GLEANING  
MICHIGAN FSA**

**BUDGET PROPOSAL**

| <u>ITEM</u>                                           | <u>NATIONAL<br/>OFFICE</u>        | <u>FSA</u> | <u>REDCROSS</u> |
|-------------------------------------------------------|-----------------------------------|------------|-----------------|
| <b>Allowance</b>                                      |                                   |            |                 |
| A. Basic Member<br>(12 weeks- 480 hours)<br>3 members | \$6,724.80                        |            |                 |
| B. Team Leader<br>(13 weeks -520 hours)               | 3,468.40                          |            |                 |
| <b>FICA</b>                                           |                                   |            |                 |
| A. Basic Member x 3                                   | 508.23                            |            |                 |
| B. Team Leader                                        | 265.33                            |            |                 |
| <b>Workmen's Compensation</b>                         |                                   |            |                 |
| A. Basic Member x 3                                   | 470.73                            |            |                 |
| B. Team Leader                                        | 242.78                            |            |                 |
| <b>Uniforms</b>                                       |                                   |            |                 |
| A. T-Shirts (4 each)                                  | National Office -<br>Cost Unknown |            |                 |
| B. Boots                                              |                                   |            | Donations       |

**PHOTOCOPY  
PRESERVATION**



**SUMMER OF GLEANING  
MICHIGAN -FSA  
Budget Proposal**

**Page 2**

|                                                                           | <u>NATIONAL<br/>OFFICE</u>        | <u>FSA</u>             | <u>REDCROSS</u>           |
|---------------------------------------------------------------------------|-----------------------------------|------------------------|---------------------------|
| <b>Travel Expenses</b>                                                    |                                   |                        |                           |
| A. Basic Member<br>(12 weeks at 500 miles per week<br>@ .10 per mile) x 3 | 1,800.00                          |                        |                           |
| B. Team Leader<br>(13 weeks at 800 miles per week<br>@ .10 per mile)      | 1,040.00                          |                        |                           |
| <b>Office Space</b>                                                       |                                   | FSA/Redcross to split  |                           |
| <b>Supplies</b>                                                           |                                   |                        |                           |
| A. Gloves                                                                 | National Office -<br>Cost Unknown |                        |                           |
| B. Paper                                                                  |                                   | FSA -<br>Cost Unknown  |                           |
| C. Pens - Pencils                                                         |                                   | FSA -<br>Cost Unknown  |                           |
| <b>Equipment</b>                                                          |                                   |                        |                           |
| A. Phone                                                                  |                                   | FSA -<br>Costs Unknown | Redcross                  |
| B. FAX                                                                    |                                   | FSA -<br>Costs Unknown |                           |
| C. Copy machines                                                          |                                   | FSA -<br>Costs Unknown |                           |
| D. Typewriters                                                            |                                   | FSA -<br>Costs Unknown |                           |
| <b>Educational Awards</b>                                                 |                                   |                        |                           |
| \$1,000 each @ 4                                                          | \$4,000.00                        |                        |                           |
| <b>Transportation</b>                                                     |                                   |                        |                           |
| A. Produce<br>(Possible partnership with Ryder Trucks)                    |                                   |                        | Redcross<br>Costs Unknown |
| B. Volunteers                                                             |                                   |                        |                           |

**PHOTOCOPY  
PRESERVATION**

**SUMMER OF GLEANING  
MICHIGAN - FSA  
Budget Proposal**

**Page 3**

**NATIONAL  
OFFICE**

**FSA**

**REDCROSS**

**Training**

A. Basic Members

FSA-

Redcross

Costs Unknown

B. Team Leader

FSA-

Red Cross

Costs Unknown

**Total Projected Costs:**

**\$18,520.27**

**Unknown**

**Unknown**

**PHOTOCOPY  
PRESERVATION**





**Fayette County AmeriCorps Team**

3543 National Road, RD 2 Box 528

Farmington, PA 15437

Tel: 412-329-1560

Fax: 412-329-1561

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**FAX COVER PAGE**  
April 17, 1996

To: Donna Hines  
Fax: 202-690-1131

From: Jaime Fecek  
Phone: 412-329-1560

Total pages including cover: 3

| ITEM                                                                                                                 | Corporation/<br>National<br>Offc.   | Federal<br>Sponsor  |                   | Non-Fed<br>Partner |                     | Other<br>Non-Fed<br>Partner |         | TOTAL               |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|-------------------|--------------------|---------------------|-----------------------------|---------|---------------------|
|                                                                                                                      |                                     | Cash                | In-Kind           | Cash               | In-Kind             | cash                        | In-Kind |                     |
| Basic Allowance                                                                                                      |                                     |                     |                   |                    |                     |                             |         |                     |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                 | 2,241.60 x 4<br>8,966 <sup>40</sup> |                     |                   |                    |                     |                             |         | 8,966 <sup>40</sup> |
| Team Leader<br>(120 hours/ 13 weeks of service)                                                                      | 3,468.4                             |                     |                   |                    |                     |                             |         | 3,468 <sup>40</sup> |
| FICA (7.65%)                                                                                                         |                                     |                     |                   |                    |                     |                             |         | -                   |
| Basic Member                                                                                                         | 169.41 x 4                          |                     |                   |                    |                     |                             |         | 677 <sup>64</sup>   |
| Team Leader                                                                                                          | 265.33                              |                     |                   |                    |                     |                             |         | 265.33              |
| Worker's Comp (Maximum of 7%)                                                                                        |                                     |                     |                   |                    |                     |                             |         | -                   |
| Basic Member                                                                                                         | 156.91 x 4                          |                     |                   |                    |                     |                             |         | 627 <sup>64</sup>   |
| Team Leader                                                                                                          | 242.78                              |                     |                   |                    |                     |                             |         | 242.78              |
| Uniforms (T-Shirts)                                                                                                  | 30                                  |                     |                   |                    |                     |                             |         | 50 <sup>00</sup>    |
| Member Training                                                                                                      |                                     |                     | 500 <sup>00</sup> |                    | 300 <sup>00</sup>   |                             |         | 800 <sup>00</sup>   |
| Transportation (of members, probes, etc.)                                                                            |                                     | 2,525 <sup>00</sup> |                   |                    |                     |                             |         | 2,525 <sup>00</sup> |
| Supplies (gloves, paper, etc.)                                                                                       |                                     |                     |                   |                    | 250 <sup>00</sup>   |                             |         | 250 <sup>00</sup>   |
| Equipment (tools, NOT computers)                                                                                     |                                     |                     |                   |                    | 1,500 <sup>00</sup> |                             |         | 1,500 <sup>00</sup> |
| Staff Costs: (For non-federal personnel- cost of<br>state contract/supervisor, clerical to process<br>forms payroll) |                                     |                     |                   |                    |                     |                             |         | -                   |
| Salaries                                                                                                             |                                     |                     |                   |                    | 1,000 <sup>00</sup> |                             |         | 1,000 <sup>00</sup> |
| Benefits                                                                                                             |                                     |                     |                   |                    |                     |                             |         | -                   |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                   |                                     | 550 <sup>00</sup>   |                   |                    |                     |                             |         | 550 <sup>00</sup>   |



VA KEO SUMMER OF CLEANING

| Expenditures (costs not directly related to the position of the project) |  |                      |                    |                   |  |                    |  |  |                     |
|--------------------------------------------------------------------------|--|----------------------|--------------------|-------------------|--|--------------------|--|--|---------------------|
| Amount Award                                                             |  |                      |                    |                   |  |                    |  |  | 5,000 <sup>00</sup> |
| TOTAL                                                                    |  | 14,298 <sup>14</sup> | 3075 <sup>00</sup> | 500 <sup>00</sup> |  | 3050 <sup>00</sup> |  |  | 20923 <sup>14</sup> |

11373  
2845.50

April 16, 1996

Subject: Kentucky RECD Americorps Summer of Gleaning  
Project--PROPOSED BUDGET

To: Joel Berg, Director  
USDA Office of National Service

Kentucky's proposed budget for the above project is attached. As you can see it is proposed that a portion of the expense for the project will be shared by RECD as Federal partner and Kentucky Highlands. In-Kind expenses by the above two partners will account for 28% of the total project costs.

If additional information is required please let me know.



Louis F. Elliott  
Americorps Program Director



| ITEM                                                                                                                    | Corporation/<br>National<br>Offc. | Federal<br>Sponsor |          | Non-Fed<br>Partner |         | Other<br>Non-Fed<br>Partner |         | TOTAL      | Program<br>Totals |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|----------|--------------------|---------|-----------------------------|---------|------------|-------------------|
|                                                                                                                         |                                   | Cash               | In-Kind  | Cash               | In-Kind | cash                        | In-Kind |            |                   |
| Basic Allowance                                                                                                         |                                   |                    |          |                    |         |                             |         |            |                   |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                    | 2,241.60                          |                    |          |                    |         |                             | *       | \$2,241.60 | 11,208.00         |
| Team Leader<br>(520 hours/ 13 weeks of service)                                                                         | 3,468.4                           |                    |          |                    |         |                             |         | \$3,468.40 | 3,468.40          |
| FICA (7.65%)                                                                                                            |                                   |                    |          |                    |         |                             |         |            |                   |
| Basic Member                                                                                                            | 169.41                            |                    |          |                    |         |                             | *       | \$169.41   | 847.05            |
| Team Leader                                                                                                             | 265.33                            |                    |          |                    |         |                             |         | \$265.33   | 265.33            |
| Worker' Comp (Maximum of 7%)                                                                                            |                                   |                    |          |                    |         |                             |         |            |                   |
| Basic Member                                                                                                            | 156.91                            |                    |          |                    |         |                             | *       | \$156.91   | 784.55            |
| Team Leader                                                                                                             | 242.78                            |                    |          |                    |         |                             |         | \$242.78   | 242.78            |
| Uniforms (T-Shirts)                                                                                                     | 50                                |                    |          |                    |         |                             | *       | 50.00      | 300.00            |
| Member Training                                                                                                         | 150.00                            |                    | 100.00   |                    | 25      |                             | *       | 275.00     | 1,650.00          |
| Transportation (of members, produce, etc.)                                                                              | 1500.00                           |                    |          |                    |         |                             | *       | 1,500.00   | 9,000.00          |
| Supplies (gloves, paper, etc.)                                                                                          |                                   |                    | 25.00    |                    | 50.00   |                             | *       | 75.00      | 450.00            |
| Equipment (tools, NOT computers)                                                                                        |                                   |                    |          |                    |         |                             |         |            |                   |
| Staff Costs: (For non-federal personnel- cost of<br>site contact/site supervisor, clerical to process<br>runs payroll). |                                   |                    |          |                    |         |                             |         |            |                   |
| Salaries                                                                                                                |                                   |                    | 8,250.00 |                    | 2,400   |                             |         | 10,650     | 10,650            |
| Benefits                                                                                                                |                                   |                    |          |                    |         |                             |         |            |                   |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                      |                                   |                    |          |                    | 950     |                             |         | 950        | 950               |

|                                                                             | CPH         | cost | in hq  | CPH | in hi  | CPH | in hd     | total |        |
|-----------------------------------------------------------------------------|-------------|------|--------|-----|--------|-----|-----------|-------|--------|
| Administrative (costs not directly related to the operation of the project) |             |      | 300.00 |     | 200.00 |     |           | 500   | 500    |
| Education Award                                                             | 1,000       |      |        |     |        |     | * \$1,000 |       | 6,000  |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
|                                                                             |             |      |        |     |        |     |           |       |        |
| TOTAL                                                                       | 2,714 66.11 |      | 865    |     | 3675   |     |           |       | 46,316 |

\* This Figure Times the number of members equals the Program Total.



## EXPLANATION OF BUDGET EXPENSES

1. BASIC ALLOWANCE: self-explanatory
2. FICA: self-explanatory
3. WORKERS COMP: self-explanatory
4. UNIFORMS: 4 T-shirts for 6 members.
5. MEMBER TRAINING:
  - . \$150- this expense is for 2 nights of overnight lodging per member.
  - . 100 3 days expense (salary/lodging) for the Americorps Coordinator to provide training.
  - . 25 Kentucky Highlands EZ Staff will contribute 4 hours of staff time to give the members an update of EX activities in the area.
6. TRANSPORTATION: This is an estimated figure for the members to travel to the fields and to make distributions. This would include truck rental if that became necessary.
7. SUPPLIES: RECD in KY will furnish the necessary office supplies to operate the program. This is to include paper, pencils, etc. It is anticipated that a non-federal partner will provide gloves, boots, etc. which will cost approximately \$50 per member.
8. STAFF COSTS: (salaries)
  - \$8,250 contributed staff hours from RECD- calculated as follows:
    - . 1 day per week by Americorps Coordinator
    - . 2 hours per day by RECD site supervisor
    - . 1 hour per day by clerical for reports
  - 2,400 staff hours contributed by Kentucky Highlands (12 days to assist Americorps members to get acquainted to each county and provide orientation to the area)
9. OTHER: Kentucky Highlands will contribute office space equivalent to \$600 value and pay phone costs, etc. up to \$350.
10. ADMINISTRATIVE: RECD will provide 12 hours of staff time for recruitment and Kentucky Highlands will provide 8 hours of staff time for recruitment.
11. EDUCATION AWARD: Self-explanatory

MD Revised 4/8

1996 Summer of Gleaning - Baltimore  
Washington Area Gleaning Network and Civic Works

18  
4-18-96

| Item                                                                                                                        | Corporation/<br>National Offc.                                                 | Federal Sponsor<br>MD FSA        |         | Non-Federal<br>Partner |                                   | Other Non-Federal<br>Partner |          | Total                                     |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------|---------|------------------------|-----------------------------------|------------------------------|----------|-------------------------------------------|
|                                                                                                                             |                                                                                | Cash                             | In-Kind | Cash                   | In-Kind                           | Cash                         | In-Kind  |                                           |
| Basic Allowance                                                                                                             |                                                                                |                                  |         |                        |                                   |                              |          |                                           |
| Basic member (not a team leader)<br>(480 hours/12 weeks of service)                                                         | 2,241.60 x <sup>3</sup> / <sub>5</sub> cm's =<br><del>11,208.00</del> 6,724.80 |                                  |         |                        |                                   |                              |          | <del>\$11,208.00</del><br>\$6,724.80      |
| Team Leader<br>(520) hours/13 weeks of service)                                                                             | 3,468.40                                                                       |                                  |         |                        |                                   |                              |          | \$ 3,468.40                               |
| FICA (7.65%)                                                                                                                |                                                                                |                                  |         |                        |                                   |                              |          |                                           |
| Basic Member 3.5x                                                                                                           | 169.41 <sup>508.23</sup><br><del>=847.05</del>                                 |                                  |         |                        |                                   |                              |          | \$ <sup>508.23</sup><br><del>847.05</del> |
| Team Leader                                                                                                                 | 265.33                                                                         |                                  |         |                        |                                   |                              |          | \$ 265.33                                 |
| Worker Comp (Maximum of 7%)                                                                                                 |                                                                                |                                  |         |                        |                                   |                              |          |                                           |
| Basic Member 3.5x                                                                                                           | 156.91 <sup>470.73</sup><br><del>=784.55</del>                                 |                                  |         |                        |                                   |                              |          | \$ <sup>470.73</sup><br><del>784.55</del> |
| Team Leader                                                                                                                 | 242.78                                                                         |                                  |         |                        |                                   |                              |          | \$ 242.78                                 |
| Uniforms (T-Shirts) 4x                                                                                                      | <del>50 = 300.00</del> 200.00                                                  |                                  |         |                        |                                   |                              |          | \$ <del>300.00</del><br>200.00            |
| Member Training                                                                                                             | 250.00                                                                         | 250.00                           |         |                        | 2,000.00                          |                              | 1,000.00 | \$ 3,500.00                               |
| Transportation (of members, produce,<br>etc.) 3400                                                                          | <del>2,600.00</del><br>4,500.00                                                | <del>10,000.00</del><br>4,500.00 |         |                        | <del>18,000.00</del><br>10,000.00 |                              | 300.00   | <del>\$35,900.00</del><br>\$19,300.00     |
| Supplies (gloves, containers, paper,<br>etc.) Field supplies                                                                | <del>2,300.00</del><br>1,150.00                                                | <del>2,300.00</del><br>1,150.00  |         |                        | <del>1,000.00</del><br>500.00     |                              |          | <del>\$5,600.00</del><br>\$2,800.00       |
| Leasing Equipment Consumables<br>(tools, NOT computers, palette jacks)                                                      | <del>500.00</del><br>250.00                                                    | <del>500.00</del><br>250.00      | 200.00  |                        | 1,250.00                          |                              |          | <del>\$2,450.00</del><br>\$1,950.00       |
| Staff Costs: (for non-federal<br>personnel-cost of state contact/site<br>supervisor, clerical to process forms<br>payroll). |                                                                                |                                  |         |                        |                                   |                              |          |                                           |



| Item                                                | Corporation/<br>National Offc.  | Federal Sponsor                 |             | Non-Federal<br>Partner |                        | Other Non-Federal<br>Partner |            | Total                                          |
|-----------------------------------------------------|---------------------------------|---------------------------------|-------------|------------------------|------------------------|------------------------------|------------|------------------------------------------------|
|                                                     |                                 | Cash                            | In-Kind     | Cash                   | In-Kind                | Cash                         | In-Kind    |                                                |
|                                                     |                                 |                                 |             |                        |                        |                              |            |                                                |
| Salaries *                                          | <del>4,425</del><br>6,400.00    | <del>4,425</del><br>4,500.00    | 2,100.00    |                        |                        |                              |            | <del>\$10,950</del><br><del>\$12,400.00</del>  |
| Benefits (15% FICA, WC, SUI)                        | <del>960.00</del> 663.75        | <del>663.75</del><br>675.00     | 316.00      |                        |                        |                              |            | <del>\$1,643.50</del><br><del>\$1,951.00</del> |
| Other (Facilities, lights, phone, FAX, costs, etc.) | <del>1,240.00</del><br>1,150.00 | <del>1,240.00</del><br>1,150.00 | 1,500.00    |                        | 3,675.00               |                              | 300.00     | <del>\$7,955.00</del><br>\$7,775.00            |
| Recruitment Expense                                 | <del>500.00</del> 300.00        | <del>300.00</del><br>300.00     |             |                        | 300.00                 |                              |            | <del>\$900.00</del><br><del>\$1,200.00</del>   |
| Education Award                                     | <del>4,000.00</del>             |                                 |             |                        |                        |                              |            | <del>\$4,000.00</del><br><del>\$4,000.00</del> |
| Office software, printing, postal supplies          | 700.00                          | 700.00                          |             |                        |                        |                              |            | \$ 1,400.00                                    |
| Account Services                                    | 300.00                          | 300.00                          |             |                        |                        |                              |            | \$ 600.00                                      |
| Equipment Rental Inc. (Air Cond.)<br>Ofc. Equip.    | 825.00                          | 825.00                          |             |                        |                        |                              |            | \$ 1,650.00                                    |
| Project Development (sal./benefits)                 |                                 |                                 |             |                        | 7,300.00               |                              |            | \$ 7,300.00                                    |
| General Liability Ins.                              | 750.00                          | 750.00                          |             |                        |                        |                              |            | \$1,500.00                                     |
| Total                                               | <del>\$38,191.11</del>          | <del>\$21,790.00</del>          | \$ 4,116.00 |                        | <del>\$23,525.00</del> |                              | \$1,600.00 | <del>\$105,721.71</del>                        |
|                                                     | <del>\$31,144.02</del>          | <del>\$15,263.75</del>          |             |                        | <del>\$25,025.00</del> |                              |            | <del>\$77,148.77</del>                         |

## **Budget Narrative**

Basic Allowance for three AmeriCorps members at the usual stipend rate and for a period of 12 weeks equals \$6,724.80 (3 x \$2,241.60).

Basic Allowance for one AmeriCorps team leader at the team leader's stipend rate and for a period of 13 weeks equals \$3,468.40.

FICA amounts for 3 members is \$508.23 and \$265.33 for the team leader.

Workers Compensation at the rate of 7% amounts to \$470.73 for the 3 members and \$242.78 for the team leader.

Uniforms for four members at \$50 each equals \$200.

Member training costs of \$500 pays for instruction in safe operation of produce hauling trucks and loading dock equipment and training in use of certain computer software.

Transportation costs of \$9,000 provides: 1) transport of AmeriCorps members and volunteers, as needed, to/from gleaning events and transport of gleaned produce from fields to distribution points; 2) transport of cull salvage produce from packing houses to distribution points; 3) transport of members, volunteers and produce to/from farmers' markets and small retailers to distribution points; 4) travel by members and supervisors in support of project, which includes travel to/from: gleaning sites, distribution sites, service providers, volunteer groups, management meetings, logistics errands, etc.

Supplies amount of \$2,300 includes boxes and bags to hold gleaned produce for distribution plus these necessary field supplies: trash bags, brooms, clean-up articles, plastic sheeting, signs, hoses, towels, cups, gloves, marking tape and pens, area boundary tape, buckets, ID badges.

Equipment amount of \$500 is for purchase of consumables that includes used pallet jack, knives, shovels shade structure, water canisters, folding tables and tie bag tools.

Salaries amount of \$8,850 consists of:

\$4,500 for a contract position of gleaning project Office Manager who keeps data organized, handles calls, completes certain written correspondence and implements bulk mailings, as well as using Civic Works equipment such as copiers and coordinates with Civic Works Office Manager.

\$2,250 for new and additional tasks to be performed by the Chairman of Washington Area Gleaning Network in establishing the new gleaning network of volunteer gleaners, consumer organizations, food growers, and others in the Baltimore area.

\$2,100 for new and additional tasks to be performed by the



Work Projects Director of Civic Works in supervising the Corpsmembers and directing them to local resources.

Benefits on the above salaries consist of FICA, workers compensation premiums and state unemployment insurance premiums in the amount of \$1,150.

Other (facilities, lights, phone, FAX, etc.) in the amount of \$2,300 provides communication costs of two phone lines and a dedicated FAX line at the gleaning office in Baltimore and six pagers for communication to members and site supervisors and cost of FAX machine.

Recruitment Expense of \$600 consists of \$450 fee for new and additional time furnished by the Civic Works Recruitment Coordinator and \$150 in advertising and long distance phone costs.

Education Awards of \$4,000 are the usual AmeriCorps tuition vouchers of \$1,000 each for members who successfully complete the twelve weeks of service.

Office Supplies figure of \$1,400 provides ordinary office stationary supplies; word processing, spreadsheet and other select PC computer software; printing of gleaning information materials; and mailing expenses for materials sent to volunteer groups, farmers, service providers, media, etc.

Accounting Services of \$600 provides bookkeeping services and supplies for primary partners, Civic Works and WAGN to maintain audit trail of income and expenses for gleaning project.

Equipment Rental of \$1,650 provides three months rental of one window air conditioner for attic office during the hot months in Baltimore and office equipment rentals including computers, printer and copier.

Liability Insurance amount of \$1500 is premium for general liability protection for WAGN and Civic Works from claims as a result of actions by or related to participants and operations that are part of the gleaning project.

Project Development (NOTE: IN KIND CONTRIBUTION) This \$7,300 identifies the "front-end" salaries and benefits value, contributed in-kind by WAGN and Civic Works to the gleaning project prior to June 1 start of Summer of Gleaning project. This time contribution includes preparation of necessary detailed plans, training of partners, advance development of producer network, volunteer network, distributor network and information management structures so that USDA-AmeriCorps team can "hit the ground running."

[illegible]



## COOPERATIVE EXTENSION

**Washington State University****PIERCE COUNTY**

3049 S. 36th Street, Suite 300

Tacoma, WA 98409-5739

206-591-7180

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

TDD/Voice 1-800-833-6388

CE6527@wsuvm1.csc.wsu.edu (INTERNET)

**MEMORANDUM**

To: Donna Hines  
FCS AmeriCorps program Coordinator

From: Steven Garrett  
Pierce County Faculty

Date: April 15, 1996

Subject: AmeriCorps Summer of Gleaning Budget

Included in my fax is the cost estimate of our project. You will note that there is little there in regards to match. This is because I have not been able to get a hold of my partners to get this information due to the short turn-around time and the fact that I was not apprised that I would be asked to provide that information. However, the cost sharing will be significant when you consider that we have a 40 foot refrigerated tractor-trailer and the use of a commercial cannery for one day per week. We will also have JOBS trainees labor donated to the cannery for the project as well as the many volunteers.

I look forward to seeing you and Mr. Sims on Thursday.

| ITEM                                                                                                                                                 | Corporation/<br>National<br>Offc. | Federal<br>Sponsor |         | Non-Fed<br>Partner |         | Other<br>Non-Fed<br>Partner |         | TOTAL<br>6<br>Members |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|---------|--------------------|---------|-----------------------------|---------|-----------------------|
|                                                                                                                                                      |                                   | Cash               | In-Kind | Cash               | In-Kind | cash                        | In-Kind |                       |
| Basic Allowance                                                                                                                                      |                                   |                    |         |                    |         |                             |         |                       |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                                                 | 2,241.60                          |                    |         |                    |         |                             |         | \$13,450              |
| Team Leader<br>(520 hours/ 13 weeks of service)                                                                                                      | 3,468.4                           |                    |         |                    |         |                             |         |                       |
| FICA (7.65%)                                                                                                                                         |                                   |                    |         |                    |         |                             |         |                       |
| Basic Member                                                                                                                                         | 169.41                            |                    |         |                    |         |                             |         | \$1,016               |
| Team Leader                                                                                                                                          | 265.33                            |                    |         |                    |         |                             |         |                       |
| Worker' Comp (Maximum of 7%)                                                                                                                         |                                   |                    |         |                    |         |                             |         |                       |
| Basic Member                                                                                                                                         | 156.91                            |                    |         |                    |         |                             |         | \$941                 |
| Team Leader                                                                                                                                          | 242.78                            |                    |         |                    |         |                             |         |                       |
| Uniforms (T-Shirts)                                                                                                                                  | 50                                |                    |         |                    |         |                             |         |                       |
| Member Training                                                                                                                                      |                                   |                    |         |                    |         |                             |         | \$300                 |
| Transportation (of members, produce, etc.)                                                                                                           |                                   |                    |         |                    |         |                             |         | \$2,500               |
| Supplies (gloves, paper, etc.)                                                                                                                       |                                   |                    |         |                    |         |                             |         | \$700                 |
| Equipment (tools, NOT computers)                                                                                                                     |                                   |                    |         |                    |         |                             |         |                       |
| Staff Costs: (For non-federal personnel- cost of<br>state contact/site supervisor, clerical to process<br>forms payroll). Site Coordinator 520 hours |                                   |                    |         |                    |         |                             |         | \$6,240               |
| Salaries Clerical - 130 hours                                                                                                                        |                                   |                    |         |                    |         |                             |         | \$1,235               |
| Benefits both positions                                                                                                                              |                                   |                    |         |                    |         |                             |         | \$1,198               |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                                                   |                                   |                    |         |                    |         |                             |         |                       |
| Total without education award                                                                                                                        |                                   |                    |         |                    |         |                             |         | \$27,580              |



| ITEM                                                                        | Corporation/<br>National<br>Offc. | Federal<br>Sponsor |         | Non-Fed<br>Partner |         | Other<br>Non-Fed<br>Partner |         | TOTAL    |
|-----------------------------------------------------------------------------|-----------------------------------|--------------------|---------|--------------------|---------|-----------------------------|---------|----------|
|                                                                             |                                   | Cash               | in-kind | Cash               | in-kind | Cash                        | in-kind |          |
| Administrative (costs not directly related to the operation of the project) |                                   |                    |         |                    |         |                             |         |          |
| Education Award                                                             |                                   |                    |         |                    |         |                             |         | \$1,000  |
| F Connecticut / RI 6070 6                                                   | 36420                             |                    | 27330   |                    | 250     |                             |         |          |
| F Illinois 6018 4800 2                                                      | 9600                              |                    |         |                    |         |                             |         |          |
| x Indiana 3474 6                                                            | 20846                             |                    |         |                    |         |                             |         |          |
| F Iowa 4647 5                                                               | 17626.47                          | 5610               | 2000    |                    |         |                             |         | 23236.47 |
| FT Kentucky 5493 5                                                          | 24000                             |                    | 8675    |                    | 3625    |                             |         | 39766.11 |
| Maryland 9830.18 6                                                          | 38191.11                          | 21.790             | 4116    |                    | 33525   |                             | 1600    |          |
| F Michigan 4630 4                                                           | 18520.27                          |                    | -17920  |                    |         |                             |         |          |
| x Mississippi                                                               |                                   |                    |         |                    |         |                             |         |          |
| Missouri 4522 4                                                             | 13088                             | 5000               |         |                    |         |                             |         |          |
| New Jersey 11010 5                                                          | 55054                             |                    |         |                    |         |                             |         |          |
| 6995 5                                                                      | 34775                             |                    |         |                    |         |                             |         |          |
| FT New Mexico-San Juan 4617 4                                               | 18471                             |                    | 950     |                    | 820     |                             |         |          |
| FT New Mexico-Allamore 7826 4                                               | 19200                             |                    | 2100    |                    | 5260    |                             |         | 38665    |
| FT Oregon 4208 6                                                            | 25250                             |                    | 4050    |                    |         |                             |         |          |
| Pennsylvania 3474 5                                                         | 14298.19                          | 3075               | 500     | 3050               |         |                             |         | 20923    |
| FT Texas 6377 5                                                             | 24000                             |                    |         |                    | 1290    |                             | 2400    |          |
| Washington 5516 5                                                           | 27580                             |                    |         |                    |         |                             |         |          |
| x California 4                                                              |                                   |                    |         |                    |         |                             |         |          |
|                                                                             |                                   |                    |         |                    |         |                             |         |          |
|                                                                             |                                   |                    |         |                    |         |                             |         |          |

324,717 62990

86 x 4800



United States  
Department of  
Agriculture

Rural Economic  
and Community  
Development

1600 Valley River Drive Suite 270  
Eugene, OR 97401  
PHONE (503) 465-6850  
FAX (503) 465-6347  
Office Hours 8:00 - 4:30 pm

April 16, 1996

**SUBJECT:** AmeriCorps - Summer of Gleaning  
Proposed Budget - Oregon

**TO:** Donna Hines  
Program Coordinator  
Washington, D.C.

Enclosed you will find the proposed budget for the "Summer of Gleaning" for the State of Oregon.

Our proposal is for six AmeriCorp members. Tentatively these will be located as follows:

| Location        | County(s) Served              |
|-----------------|-------------------------------|
| 1 - Pendleton   | - Umatilla, Morrow, & Malheur |
| 1 - Oregon City | - Multnomah & Yamhill         |
| 1 - Tangent     | - Linn & Benton               |
| 1 - Tangent     | - Marion & Polk               |
| 1 - Eugene      | - Lane                        |
| 1 - Eugene      | - Team leader                 |

All members will be located in a Local Rural Development office with the exception of the Team Leader who will be located with the Project Manager in the Eugene Area Rural Development office. All members will have access to desks, computers, phones, etc.

**Explanation of Expenses:**

\$2,300 - Member Training

It is planned that we will have a training session in the Portland area as soon as we have the six members on board. This training will cover the basics of the program, the expectations, T & A preparation, travel reporting etc. It is anticipated that this training will require one nights lodging and per diem.

At the end of the project we will again get the members together for a wrap up session and media coverage.

Rural Economic and Community Development is an Equal Opportunity Lender.  
Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, D.C. 20250



\$2,500 - Transportation

Due to the size of the State of Oregon and the area to be served by each member, our travel needs account for a good share of our budget. It is estimated that the six members will travel 7,950 miles over the three month period. The member covering the Eastern Oregon area will undoubtedly require the most travel funds due to the distance and size of the area. Where possible GSA cars will be made available.

\$4,050 - Federal Sponsor

Rural Development will provide the services related to Time and Attendance, Travel Transmittals and other personnel related actions. In addition to office space, phones, fax machines, postage and such services will be available to the members.

\$2,100 - Project Manager Expenses

It is anticipated that monthly site visits will be needed. Here again due to the size of the State this may require upwards to 1,000 miles per month.

\$ 300 - Recruiting Expenses

It is anticipated that contact will be made with the major Colleges and Universities in the State. Presentations and interviews will be held at the individual institutions.

It should be noted that as of the submittal of this proposed budget, that due to the short time frame given, we have not yet been able to meet with our Non-Federal Partner, the Oregon Food Bank. We will be meeting the week of April 22nd. At that time we will "fine tune" the scope of the project including the budget. Their involvement as far as 'Cash or In-Kind' is uncertain at this time. The location of some of the members may also change after our meeting. We will advise you of any changes to our budget and proposal following this meeting.

If you have any questions please feel free to contact me.



BRUCE K. KOHLER  
RURAL DEVELOPMENT MANAGER

cc: bkkrrdr  
cc: Scott Duff - State Director  
cc: Rachel Bristol Little - Ore. Food Bank

OREGON

| ITEM                                                                                                                      | Corporation/<br>National<br>Offc.              | Federal<br>Sponsor |                     | Non-Fed<br>Partner |         | Other<br>Non-Fed<br>Partner |         | TOTAL                               |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------|---------------------|--------------------|---------|-----------------------------|---------|-------------------------------------|
|                                                                                                                           |                                                | Cash               | In-Kind             | Cash               | In-Kind | cash                        | In-Kind |                                     |
| Basic Allowance                                                                                                           |                                                |                    |                     |                    |         |                             |         |                                     |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                      | 2,241.60 $\times 5 =$<br>11,208. <sup>00</sup> |                    |                     |                    |         |                             |         | \$2,241.60<br>11,208. <sup>00</sup> |
| Team Leader<br>(520 hours/ 13 weeks of service)                                                                           | 3,468.4 $\times 1$                             |                    |                     |                    |         |                             |         | \$3,468.40                          |
| FICA (7.65%)                                                                                                              |                                                |                    |                     |                    |         |                             |         | 847. <sup>05</sup>                  |
| Basic Member                                                                                                              | 169.41 $\times 5 =$ 847. <sup>05</sup>         |                    |                     |                    |         |                             |         | \$169.41                            |
| Team Leader                                                                                                               | 265.33 $\times 1$                              |                    |                     |                    |         |                             |         | \$265.33                            |
| Worker' Comp (Maximum of 7%)                                                                                              |                                                |                    |                     |                    |         |                             |         |                                     |
| Basic Member                                                                                                              | 156.91 $\times 5 =$ 784. <sup>55</sup>         |                    |                     |                    |         |                             |         | 784. <sup>33</sup><br>\$156.91      |
| Team Leader                                                                                                               | 242.78 $\times 1$                              |                    |                     |                    |         |                             |         | \$242.78                            |
| Uniforms (T-Shirts)                                                                                                       | 50 $\times 6 =$ 300                            |                    |                     |                    |         |                             |         | 300. <sup>00</sup>                  |
| Member Training                                                                                                           | 2,300. <sup>00</sup>                           |                    | 50                  |                    |         |                             |         | 2350. <sup>00</sup>                 |
| Transportation (of members, produce, etc.)                                                                                | 2,500. <sup>00</sup>                           |                    |                     |                    |         |                             |         | 2500. <sup>00</sup>                 |
| Supplies (gloves, paper, etc.)                                                                                            |                                                |                    |                     |                    |         |                             |         |                                     |
| Equipment (tools, NOT computers)                                                                                          |                                                |                    |                     |                    |         |                             |         |                                     |
| Staff Costs: (For non-federal personnel- cost of<br>state contact/site supervisor, clerical to process<br>forms payroll). |                                                |                    | 3000. <sup>00</sup> |                    |         |                             |         | 3000. <sup>00</sup>                 |
| Salaries                                                                                                                  |                                                |                    |                     |                    |         |                             |         |                                     |
| Benefits                                                                                                                  |                                                |                    |                     |                    |         |                             |         |                                     |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                        |                                                |                    | 1000. <sup>00</sup> |                    |         |                             |         | 1000. <sup>00</sup>                 |
|                                                                                                                           |                                                |                    |                     |                    |         |                             |         |                                     |



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

*Romina's  
Comments*

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

Notes are in margins of pages  
w/ folded corners-

## I. Purpose

*Food and Food Rescue*

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.

*Mutual*



(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. *to 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.

(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) --

- may want to compare this - it's a short program term!*
- (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 possibly earn two awards each worth \$4,725 for a total of \$9,450.



## XI. Authorization

The Member and Program hereby acknowledge by their signatures that they have read, *and do* 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



United States  
Department of  
Agriculture

Consolidated  
Farm Service  
Agency

Michigan State CFSA Office  
3001 Coolidge Road, Suite 100  
East Lansing, MI 48823-6321

**SUMMER OF GLEANING  
MICHIGAN FSA**

**BUDGET PROPOSAL**

\* REVISED \*

| <u>ITEM</u>                                           | <u>NATIONAL<br/>OFFICE</u>        | <u>FSA</u> | <u>REDCROSS</u> |
|-------------------------------------------------------|-----------------------------------|------------|-----------------|
| <b>Allowance</b>                                      |                                   |            |                 |
| A. Basic Member<br>(12 weeks- 480 hours)<br>5 members | \$11,208.00                       |            |                 |
| B. Team Leader<br>(13 weeks -520 hours)               | 3,468.40                          |            |                 |
| <b>FICA</b>                                           |                                   |            |                 |
| A. Basic Member x 5                                   | 847.05                            |            |                 |
| B. Team Leader                                        | 265.33                            |            |                 |
| <b>Workmen's Compensation</b>                         |                                   |            |                 |
| A. Basic Member x 5                                   | 784.55                            |            |                 |
| B. Team Leader                                        | 242.78                            |            |                 |
| <b>Uniforms</b>                                       |                                   |            |                 |
| A. T-Shirts (4 each)                                  | National Office -<br>Cost Unknown |            |                 |
| B. Boots                                              |                                   |            | Donations       |



**SUMMER OF GLEANING  
MICHIGAN -FSA  
Budget Proposal**

Page 2

|                                                                        | <u>NATIONAL<br/>OFFICE</u>        | <u>FSA</u>             | <u>REDCROSS</u>           |
|------------------------------------------------------------------------|-----------------------------------|------------------------|---------------------------|
| <b>Travel Expenses</b>                                                 |                                   |                        |                           |
| A. Basic Member<br>(12 weeks at 1,000 per week)<br>@ .10 per mile) x 5 | 6,000.00                          |                        |                           |
| B. Team Leader<br>(13 weeks at 1,500 per week)<br>@ .10 per mile)      | 1,950.00                          |                        |                           |
| <b>Office Space</b>                                                    |                                   | FSA/Redcross to split  |                           |
| <b>Supplies</b>                                                        |                                   |                        |                           |
| A. Gloves                                                              | National Office -<br>Cost Unknown |                        |                           |
| B. Paper                                                               |                                   | FSA -<br>Cost Unknown  |                           |
| C. Pens - Pencils                                                      |                                   | FSA -<br>Cost Unknown  |                           |
| <b>Equipment</b>                                                       |                                   |                        |                           |
| A. Phone                                                               |                                   | FSA -<br>Costs Unknown | Redcross                  |
| B. FAX                                                                 |                                   | FSA -<br>Costs Unknown |                           |
| C. Copy machines                                                       |                                   | FSA -<br>Costs Unknown |                           |
| D. Typewriters                                                         |                                   | FSA -<br>Costs Unknown |                           |
| <b>Educational Awards</b>                                              |                                   |                        |                           |
| \$1,000 each @ 6                                                       | \$6,000.00                        |                        |                           |
| <b>Transportation</b>                                                  |                                   |                        |                           |
| A. Produce<br>(Possible partnership with Ryder Trucks)                 |                                   |                        | Redcross<br>Costs Unknown |
| B. Volunteers                                                          |                                   |                        |                           |

SUMMER OF GLEANING  
MICHIGAN - FSA  
Budget Proposal

Page 3

NATIONAL  
OFFICE

FSA

REDCROSS

Training

A. Basic Members

FSA- Redcross  
Costs Unknown

B. Team Leader

FSA- Red Cross  
Costs Unknown

Total Projected Costs:

\$ 30,766.11

Unknown Unknown



9:30 Wed  
| VERA SMITH |  
Cotton Chief Treasurer

401 4326 Coop Agrements  
NS / WA

## USDA AmeriCorps Summer of Gleaning and Food Rescue

### State Contacts/Project Directors

| <u>STATE</u>                 | <u>CONTACT</u>                                                                                                          | <u>PHONE/FAX</u>        |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------|
| California                   | Toni Symonds<br>State Project Manager<br>USDA Rural Development<br>194 West Main St.<br>Woodland, CA 95695              | (916) 668-2025/668-2055 |
| Connecticut/<br>Rhode Island | Richard Burke<br>Rural Development Coordinator<br>USDA Rural Development<br>451 West Street<br>Amherst, MA 01002        | (413) 253-4319/253-4347 |
|                              | Patricia Seites<br>USDA FSA/Rhode Island<br>60 Quaker Lane, #40<br>Warwick, RI 02852                                    | (401) 828-8232/528-5206 |
|                              | Vincent Majchiers<br>USDA FSA/Connecticut<br>88 Day Hill Road<br>Windsor, CT 06095-1726                                 | (860) 285-8483/285-8481 |
| Illinois                     | Rod Atterberry<br>FSA State Project Manager<br>Mason County FSA<br>930 East Laurel Avenue<br>Havana, IL 62644           | (309) 543-2582/543-3154 |
| Indiana                      | Kelly Barmann<br>Director, Admin. Services<br>USDA/IN Rural Development<br>5975 Lakeside Blvd<br>Indianapolis, IN 46278 | (317) 290-3104/290-3127 |



|             |                                                                                                                        |                                     |
|-------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Iowa        | Kevin Fitzpatrick<br>State Project Manager<br>1403 N. Elm (Box 270)<br>Jefferson, IA 50129                             | (515) 386-3138/386-4328             |
| Kentucky    | Louis Elliott<br>State Project Manager<br>1900 Midland Trail<br>Shelbyville, KY 40065                                  | (502) 633-0891/633-0552             |
| Maryland    | Jim Voss<br>Maryland State FSA Office<br>Rivers Center<br>8335 Guilford Road, Suite E<br>Columbia, MD 21046            | (410) 381-4550/962-4860             |
|             | John Ciekot<br>Work Projects Director<br>Civic Works<br>2701 St. Lo Drive<br>Baltimore, MD 21213                       | (410) 366-8533/366-1831             |
|             | George Roche<br>Washington Area Gleaning Network<br>12902 Kilgore Road<br>Silver Spring, MD 20904                      | (301) 879-1484/                     |
| Michigan    | Sandi Ramos<br>State Project Manager<br>MI State FSA Office<br>3001 Coolidge Road, Suite 100<br>East Lansing, MI 48823 | (517) 337-6660/337-6898<br>ext.1212 |
| Mississippi | Bettye Oliver<br>State Project Manager<br>USDA/MS Rural Development<br>100 W. Capitol, Suite 831<br>Jackson, MS 39269  | (601) 965-5460/965-5384             |

|              |                                                                                                                    |                         |
|--------------|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| Missouri     | Cindy White<br>State Project Manager<br>USDA/FSA Ray County<br>201 E. Franklin, Suite 5<br>Richmond, MO 64085-1883 | (816) 776-5861/776-6902 |
| New Jersey   | Joni Elliott<br>Project Coordinator<br>New Jersey Agricultural Society<br>CN 331<br>Trenton, NJ 08625              | (609) 292-8897/292-3978 |
|              | Pam Mount<br>Terhune Orchards<br>330 Cold Soil Road<br>Princeton, NJ 08540                                         | (609) 924-2310/924-8569 |
|              | Dr. Joseph Ponessa<br>Extension Office<br>Rutgers University                                                       | (908) 932-9349/932-8929 |
| New Mexico   | Lloyd Wilhelm<br>State Project Director<br>USDA/FSA New Mexico<br>504 North Main<br>Aztec, NM 87410                | (505) 334-3090/334-8659 |
|              | John Thomas/Ernie Watson<br>USDA/NM Rural Development<br>6200 Jefferson Street, NE<br>Albuquerque, NM 87109        | (505) 761-4960/761-4977 |
| Oregon       | Bruce Kohler<br>USDA/OR Rural Development<br>1600 Valley River Dr., Suite 270<br>Eugene, OR 97401                  | (503) 465-6850/465-6347 |
| Pennsylvania | Lee Patterson<br>USDA/PA Rural Development<br>602 Evans City Road, Suite 101                                       | (412) 482-4887/482-4826 |



Butler, PA 16001-8701

Texas

Lorraine Clements  
State Program Manager  
101 S. Main, Suite 102  
Temple, TX 76501

(817) 774-1304/774-1477

Washington

Dr. Steven Garrett  
Washington State University  
Cooperative Extension Service  
3049 South 36th, Suite 300  
Tacoma, WA 98409

(206) 591-7180/591-3165

| ITEM                                                                                                                      | Corporation/<br>National<br>Offc. | Federal Sponsor |         | Non-Fed Partner |         | EZ Office |         | Other Community<br>Non-Fed Partner Action<br>Group |         | TOTAL      |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------|---------|-----------------|---------|-----------|---------|----------------------------------------------------|---------|------------|
|                                                                                                                           |                                   | Cash            | In-Kind | Cash            | In-Kind | Cash      | In-Kind | Cash                                               | In-Kind |            |
| Basic Allowance                                                                                                           |                                   |                 |         |                 |         |           |         |                                                    |         | \$2,241.60 |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service)                                                      | 2,241.60                          |                 |         |                 |         |           |         |                                                    |         | \$3,468.40 |
| Team Leader<br>(520 hours/ 13 weeks of service)                                                                           | 3,468.4                           |                 |         |                 |         |           |         |                                                    |         |            |
| FICA (7.65%)                                                                                                              |                                   |                 |         |                 |         |           |         |                                                    |         | \$169.41   |
| Basic Member                                                                                                              | 169.41                            |                 |         |                 |         |           |         |                                                    |         | \$265.33   |
| Team Leader                                                                                                               | 265.33                            |                 |         |                 |         |           |         |                                                    |         |            |
| Worker' Comp (Maximum of 7%)                                                                                              |                                   |                 |         |                 |         |           |         |                                                    |         | \$156.91   |
| Basic Member                                                                                                              | 156.91                            |                 |         |                 |         |           |         |                                                    |         | \$242.78   |
| Team Leader                                                                                                               | 242.78                            |                 |         |                 |         |           |         |                                                    |         |            |
| Uniforms (T-Shirts)                                                                                                       | 50                                |                 |         |                 |         |           |         |                                                    |         | 600.00     |
| Member Training                                                                                                           |                                   | 500             |         |                 | 100     |           |         |                                                    |         | 5,400.00   |
| Transportation (of members, produce, etc.)                                                                                |                                   | 3,000           |         |                 |         |           |         | 2,400                                              |         | 600.00     |
| Supplies (gloves, paper, etc.)                                                                                            |                                   | 400             |         |                 | 200     |           |         |                                                    |         | 1,200.00   |
| Equipment (tools, NOT computers)                                                                                          |                                   | 1,200           |         |                 |         |           |         |                                                    |         |            |
| Staff Costs: (For non-federal personnel- cost of<br>state contact/site supervisor, clerical to process<br>forms payroll). |                                   | 1,500           |         |                 |         |           |         |                                                    |         | 1,500.00   |
| Salaries                                                                                                                  |                                   | 6,500           |         |                 |         |           |         |                                                    |         | 6,500.00   |
| Benefits                                                                                                                  |                                   |                 |         |                 |         |           |         |                                                    |         | 3,990.00   |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                        |                                   | 3,000           |         |                 | 990     |           |         |                                                    |         |            |



|                                                                             |  |        |  |  |  |  |  |         |  |
|-----------------------------------------------------------------------------|--|--------|--|--|--|--|--|---------|--|
| Administrative (costs not directly related to the operation of the project) |  |        |  |  |  |  |  |         |  |
| Education Award                                                             |  |        |  |  |  |  |  | \$1,000 |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
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|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
|                                                                             |  |        |  |  |  |  |  |         |  |
| TOTAL                                                                       |  | 16,100 |  |  |  |  |  |         |  |

**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 complete 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.

| ITEM                                                                 | COST       | PAID BY         |
|----------------------------------------------------------------------|------------|-----------------|
| Basic Allowance                                                      |            |                 |
| Basic member (not a team leader)<br>(480 hours/ 12 weeks of service) | \$2,241.60 | National Office |
| Team Leader<br>(520 hours/ 13 weeks of service)                      | \$3,468.40 | National Office |
| FICA (7.65%)                                                         |            |                 |
| Basic Member                                                         | \$169.41   | National Office |
| Team Leader                                                          | \$265.33   | National Office |



|                                                                                                                     |            |                                                       |
|---------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------|
| Worker' Comp (Maximum of 7%)                                                                                        |            |                                                       |
| Basic Member                                                                                                        | \$156.91   | National Office (up to 7%)                            |
| Team Leader                                                                                                         | \$242.78   | National Office (up to 7%)                            |
| Uniforms (T-Shirts)                                                                                                 | 50.00      | National Office                                       |
| Member Training                                                                                                     | 500/100    | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Transportation (of members, produce, etc.)                                                                          | 3000/2,400 | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Supplies (gloves, paper, etc.)                                                                                      | 400/200    | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Equipment (tools, NOT computers)                                                                                    | 1,200      | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Staff Costs: (For non-federal personnel- cost of state contact/site supervisor, clerical to process forms payroll). | 1,500      |                                                       |
| Salaries                                                                                                            | 6,500      | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Benefits                                                                                                            |            | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
| Other (Facilities, lights, phone, FAX costs, etc.)                                                                  | 3,000/990  | SPLIT National Office/Fed Agency Sponsor/Non-Fed Part |
|                                                                                                                     |            |                                                       |
| Administrative (costs not directly related to the operation of the project)                                         |            | Federal Agency or Non-Federal Partner                 |
|                                                                                                                     |            |                                                       |
| Education Award                                                                                                     | \$1,000    | Corporation for National Service                      |
|                                                                                                                     |            |                                                       |
|                                                                                                                     |            |                                                       |
|                                                                                                                     |            |                                                       |
|                                                                                                                     |            |                                                       |

## USDA AmeriCorps Summer of Gleaning and Food Rescue

### State Contacts/Project Directors

| <u>STATE</u>                 | <u>CONTACT</u>                                                                                                          | <u>PHONE/FAX</u>        |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------|
| California                   | Toni Symonds<br>State Project Manager<br>USDA Rural Development<br>194 West Main St.<br>Woodland, CA 95695              | (916) 668-2025/668-2055 |
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|                              | Patricia Seites<br>USDA FSA/Rhode Island<br>60 Quaker Lane, #40<br>Warwick, RI 02852                                    | (401) 828-8232/528-5206 |
|                              | Vincent Majchiers<br>USDA FSA/Connecticut<br>88 Day Hill Road<br>Windsor, CT 06095-1726                                 | (860) 285-8483/285-8481 |
| Illinois                     | Rod Atterberry<br>FSA State Project Manager<br>Mason County FSA<br>930 East Laurel Avenue<br>Havana, IL 62644           | (309) 543-2582/543-3154 |
| Indiana                      | Kelly Barmann<br>Director, Admin. Services<br>USDA/IN Rural Development<br>5975 Lakeside Blvd<br>Indianapolis, IN 46278 | (317) 290-3104/290-3127 |



|             |                                                                                                                        |                                      |
|-------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Iowa        | Kevin Fitzpatrick<br>State Project Manager<br>1403 N. Elm (Box 270)<br>Jefferson, IA 50129                             | (515) 386-3138/386-4328              |
| Kentucky    | Louis Elliott<br>State Project Manager<br>1900 Midland Trail<br>Shelbyville, KY 40065                                  | (502) 633-0891/633-0552              |
| Maryland    | Jim Voss<br>Maryland State FSA Office<br>Rivers Center<br>8335 Guilford Road, Suite E<br>Columbia, MD 21046            | (410) 381-4550/962-4860              |
|             | John Ciekot<br>Work Projects Director<br>Civic Works<br>2701 St. Lo Drive<br>Baltimore, MD 21213                       | (410) 366-8533/366-1831              |
|             | George Roche<br>Washington Area Gleaning Network<br>12902 Kilgore Road<br>Silver Spring, MD 20904                      | (301) 879-1484/                      |
| Michigan    | Sandi Ramos<br>State Project Manager<br>MI State FSA Office<br>3001 Coolidge Road, Suite 100<br>East Lansing, MI 48823 | (517) 337-6660/337-6898<br>ext. 1212 |
| Mississippi | Bettye Oliver<br>State Project Manager<br>USDA/MS Rural Development<br>100 W. Capitol, Suite 831<br>Jackson, MS 39269  | (601) 965-5460/965-5384              |

Missouri  
Cindy White  
State Project Manager  
USDA/FSA Ray County  
201 E. Franklin, Suite 5  
Richmond, MO 64085-1883  
(816) 776-5861/776-6902

New Jersey  
Joni Elliott  
Project Coordinator  
New Jersey Agricultural Society  
CN 331  
Trenton, NJ 08625  
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Pam Mount  
Terhune Orchards  
330 Cold Soil Road  
Princeton, NJ 08540  
(609) 924-2310/924-8569

Dr. Joseph Ponessa  
Extension Office  
Rutgers University  
(908) 932-9349/932-8929

New Mexico

*Quentin Hall Rm 111  
New Brunswick, NJ*  
Lloyd Wilhelm  
State Project Director  
USDA/FSA New Mexico  
504 North Main  
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*08903 (908) 9329306*  
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Pennsylvania

Lee Patterson  
USDA/PA Rural Development  
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Butler, PA 16001-8701

Texas

Lorraine Clements  
State Program Manager  
101 S. Main, Suite 102  
Temple, TX 76501

(817) 774-1304/774-1477

Washington

Dr. Steven Garrett  
Washington State University  
Cooperative Extension Service  
3049 South 36th, Suite 300  
Tacoma, WA 98409

(206) 591-7180/591-3165

01 SEP 1993

SUBJECT: Advances in Pay

TO: Compensation Counterparts

On Thursday, August 5, 1993, the Office of Personnel Management (OPM) published final regulations related to Advances in Pay. OPM has amended the interim regulations which were published March 28, 1991, as a result of comments made from agencies and employee organizations. Please note the following changes:

The regulations have been amended so that an advance payment will more closely reflect the net amount of pay the employee will receive in his or her first regular paycheck. Agencies are to reduce the gross amount of an advance payment by the exact amount of each applicable deduction, wherever practicable.

As a result of agency requests, OPM contacted the Department of the Treasury regarding authorization for Federal agencies to use imprest funds to make advances in pay. Treasury will be revising their Financial Manual to reflect this policy change. Mary Andrasco, Office of Finance and Management, will notify our office if the Department of Agriculture decides to adopt this flexibility. We will publish more information on this as it becomes available.

A labor organization recommended that agencies be required to instruct employees when and how prepayments on the balance of an advance in pay can be made, even before the money is due. OPM agreed, and the final regulations include this requirement.

OPM has amended the interim regulations to allow an agency to establish a recovery period of no more than 14 pay periods to repay an advance payment. The recovery period has also been amended to begin on the date the advance payment is made to the employee, rather than on the date of the appointment. In addition, an agency must provide each employee a statement indicating how the advance payment will be recovered, either in installments under agency procedures for payroll deductions, or by salary offset procedures under 5 CFR part 550, subpart K.

Finally, the definition of "newly appointed" in 550.202, was expanded to allow cooperative education students who are on leave without pay for at least 90 days pending conversion to the competitive service to receive an advance payment when they receive



their first permanent appointment in the competitive service. A co-op student may receive the advance payment only if he or she has repaid any former advance in pay that may have been received upon his or her first appointment in the Federal service.

We have also forwarded this information to the Automated Personnel Systems Division, which will discuss systems implications related to the changes with the National Finance Center.

Copies of the August 5 Federal Register can be picked up in Room 311-W. Please contact either Susan Fonte or Elizabeth Daly at (202) 720-8417 or (202) 720-8629, respectively, if you have any questions. We will keep you informed of further information as it becomes available.



Charles S. Warrick  
Acting Director  
Compensation Division

OP:CD:SFONTE:sis:720-8417:8/31/93

DISK: SUSAN 9 DOC: ADVANCES

ef 8/31/93  
cw 8/31/93 sis 8/31/93

**Federal Personnel Manual System  
FPM Bulletin**

SUBJECT: Advances in Pay

Washington, D.C. 20415

August 10, 1993

## Notice of OPM Regulatory Change

**AGENCIES:** POST THIS NOTICE IN A PROMINENT PLACE. The attached regulations must be made available for employees to review in accordance with 5 U.S.C. 1103(b)(2)(A) and 5 CFR Part 110. Insert the location where the regulations can be reviewed in the box below. This notice should be posted for a minimum of 10 workdays.

**EMPLOYEES:** The OPM regulations summarized in this bulletin were recently published in the Federal Register. The complete text of the regulations, including relevant dates and addresses, is available for review in the location listed below. This bulletin is for informational purposes only. Publication in the Federal Register provides official notice to the public of OPM regulatory changes.

REGULATION STAGE:

☐ Proposed☐ Interim☒ Final

**SUMMARY:** These regulations prescribe the circumstances under which the head of an agency may make advance payments of up to 2 pay periods to newly appointed individuals.

LOCATION OF COMPLETE TEXT:

*Patricia W. Lattimore*Patricia W. Lattimore  
Acting Deputy Director

Attachment

**Inquiries:** Personnel Systems and Oversight Group, Office of Compensation Policy, Compensation Administration Division, (202) 606-1413

**Code:** 550, Pay Administration (General)

**Distribution:** Basic FPM and FPM Supplement 990-2

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41623

## Rules and Regulations

Federal Register

Vol. 58, No. 149

Thursday, August 5, 1993

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.

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### OFFICE OF PERSONNEL MANAGEMENT

#### 5 CFR Part 550

RIN 3206-AE30

#### Pay Administration (General); Advances in Pay

AGENCY: Office of Personnel  
Management.

ACTION: Final rule.

**SUMMARY:** The Office of Personnel Management (OPM) is issuing final regulations on advances in pay for newly hired employees, as authorized by section 107 of the Federal Employees Pay Comparability Act of 1990 and E.O. 12748 of February 1, 1991. The head of an agency may provide an advance in pay, covering not more than 2 pay periods, to a newly appointed employee.

**EFFECTIVE DATE:** The final rule is effective on September 7, 1993.

**FOR FURTHER INFORMATION CONTACT:**  
JoAnn Perrini, (202) 606-1413.

**SUPPLEMENTARY INFORMATION:** On March 28, 1991, OPM published interim regulations to implement section 107 of the Federal Employees Pay Comparability Act of 1990 (FEPCA) (Pub. L. 101-509, November 5, 1990), codified at 5 U.S.C. 5524a, which provides that the head of an agency may make advance payments of basic pay, covering not more than 2 pay periods, to any individual who is newly appointed to a position in the agency. (See 56 FR 12833.)

The 60-day public comment period ended on May 28, 1991. Comments were received from six Federal agencies and one labor organization. Comments, as well as certain modifications and clarifications of the interim regulations, are summarized below.

#### General Comments

One agency commented that the time period during which an advance payment may be made should be extended to the first 60 days following appointment. The agency believes the additional time would allow an employee more time to assess his or her financial needs and would be more consistent with the military personnel system, which generally permits 1 month's advance pay to members in receipt of orders to a permanent change of station (including reserve forces members ordered to active duty) within the first 60 days of arrival at the new/first duty station. Another agency recommended that the time period for authorizing an advance payment be extended to at least 30 days following appointment and that the time limit for issuing payment be tied to the date the authorization for payment is granted, rather than the date the employee receives the first regular paycheck. The agency believes new employees may not realize they need the advance payment until a week or more after entering on duty and that many agencies cannot process payments before the date of the first regular paycheck.

The law does not provide a maximum time limit for authorizing an advance payment. The purpose of an advance payment under 5 U.S.C. 5524a is to provide a newly appointed employee payment prior to, or in addition to, his or her first regular paycheck to assist in paying immediate expenses that are normally incurred as a result of starting a new job and/or relocating to a new geographic area. After an employee receives his or her first regular paycheck, the need for an advance payment is less critical. However, OPM realizes that in some cases, agencies may need additional time to process advance payments and newly appointed employees may need additional time to evaluate their financial needs. As a result of the agencies' concerns, OPM has amended the regulations to extend the maximum time limit for making an advance payment. An advance payment may be made to a newly appointed employee no earlier than the date of appointment with the agency and no later than 60 days after appointment. To ensure that employees receive an advance payment when it is most needed, OPM encourages agencies to make an advance payment as soon as

practicable after the employee is appointed to the agency.

#### Estimated Deductions

The interim regulations state that the maximum amount that may be advanced is the amount of basic pay to which the employee is entitled on the date of appointment, reduced by the amount of any applicable allotments or deductions from pay. An agency recommended that the regulations be revised to clarify that the maximum amount that may be advanced should not exceed the amount estimated to be available after normal deductions. The agency noted that the actual amount of allotments or deductions may not be known until normal payroll processing for the first 2 pay periods. Allowing the use of estimates would greatly expedite payment of the advance to the employee and reduce processing costs.

The regulations have been amended so that an advance payment will more closely reflect the net amount of pay the employee will receive in his or her first regular paycheck. Agencies are instructed to reduce the gross amount of an advance payment by the exact amount of each applicable deduction wherever practicable. In some cases, actual deductions are required. The Internal Revenue Service (IRS) has determined that an advance payment is considered to be income at the time of payment and is subject to deductions for Federal Insurance Contributions Act (FICA) tax and Federal income tax withholdings. Agencies must determine the exact amounts of FICA tax and Federal income tax withholdings to be subtracted from the advance payment. In a memorandum to Federal Personnel Directors dated August 3, 1992, OPM provided agencies with additional information on the tax consequences of receiving an advance payment.

In most cases, actual deductions will not be made. Estimates may be used for deductions or allotments for which the agency does not yet know the employee's preferences—e.g., life and health insurance premiums and Thrift Savings Plan contributions. In addition, since OPM accepts deductions for retirement contributions, health benefits, and life insurance premiums only as of the date of each regular paycheck, these deductions will not actually be paid to OPM. Rather, the gross advance payment will be reduced



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as though such deductions were actually made so that the computation of the advance payment approximates the computation of the employee's first regular paycheck to the maximum extent practicable.

**Use of Imprest Funds**

An agency asked OPM to consult with the Department of the Treasury to obtain authorization for use of imprest funds by Federal agencies to make advance payments. We contacted the Department of the Treasury's Financial Management Service in Kansas City, Kansas, and learned that a revision of the Treasury Financial Manual has been drafted to allow agencies to use imprest funds for advance payments, as long as the advance payment is consistent with 5 U.S.C. 5524a. The revised Treasury Financial Manual is expected to be published at the end of June 1993. Agencies should contact the Kansas City Financial Management Service for additional guidance on this matter.

**Definition of "Newly Appointed" Employee**

An agency requested that excepted service positions be included under this provision. Section 5524a of title 5, United States Code, provides authority to the head of each agency to make an advance payment of basic pay to any "individual who is newly appointed to a position in the agency." This broad authority includes employees appointed to the excepted service.

**Waiver of Repayment**

An agency asked whether an agency head may waive any dollar amount of repayment of an advance payment if the agency head determines that recovery would be against equity and good conscience or against the public interest criteria established by the agency. Neither the statute nor the final regulations place any limit on the dollar amount an agency head may waive under 5 U.S.C. 5524a.

**Definition of "Rate of Basic Pay"**

In the interim regulations, the definition of "rate of basic pay" included annual premium pay for standby duty under 5 U.S.C. 5545(c)(1). The labor organization commented that the rate of basic pay should also include annual premium pay for administratively uncontrollable overtime (AUO) work, as authorized by 5 U.S.C. 5545(c)(2). The intent of an advance payment is to provide an amount that reflects the pay the employee will receive in his or her first regular paycheck. If annual premium pay has been authorized for a specific

position, the employee will receive the appropriate amount in his or her first regular paycheck. OPM has modified the definition of "rate of basic pay" to include annual premium pay for AUO work.

**Prepayment of Balance Due**

Section 550.204(c)(3) of the interim regulations requires agencies to notify an employee that he or she may prepay all or part of the balance of an advance in pay at any time before the money is due. The labor organization recommended that this section be supplemented to require agencies to instruct employees on where and how such prepayments can be made. OPM agrees and has amended the regulations to include this requirement.

**Payroll Allotments**

The labor organization commented that § 550.204(d) of the regulations should eliminate agency discretion in establishing procedures for payroll allotments from an advance payment. The labor organization believes that agencies should be required to establish procedures that allow allotments from an advance payment on the same basis as regular pay. Section 550.204(d) is consistent with 5 U.S.C. 5525, which authorizes the head of an agency to establish procedures under which an employee is permitted to make allotments and assignments of amounts out of his or her pay for such purpose as the head of the agency considers appropriate. OPM believes modification of § 550.204(d) is unwarranted.

**Recovery Period**

The interim regulations authorize an agency to establish a recovery period of no longer than 13 pay periods for each employee to repay an advance payment. The labor organization commented that a maximum term of 13 pay periods for repaying an advance payment is far too short, since it may result in deductions of more than 15 percent of an employee's disposable pay. The labor organization commented that under these circumstances, employees would be well advised to invoke the salary offset provisions in 5 CFR part 500, subpart K, which limits deductions to no more than 15 percent of disposable pay per pay period, unless a larger deduction is requested by the employee. The labor organization recommended that the regulations be amended to include a requirement that agencies notify an employee in writing of his or her right to: (1) Cap a payroll deduction installment at 15 percent of disposable pay, and (2) voluntarily request any payroll deductions in excess of this

amount. The labor organization commented that the length of recovery periods could be left to agency discretion and be a subject of bargaining between agencies and their exclusive representatives.

OPM calculated that, in most cases, it would take slightly more than 13 pay periods to repay the maximum payable net advance payment if no more than 15 percent of disposable pay is deducted. Limiting the deduction to a maximum of 15 percent of disposable pay is consistent with the salary offset provisions in 5 CFR part 550, subpart K. Therefore, OPM has amended the interim regulations to allow an agency to establish a recovery period of no more than 14 pay periods to repay an advance payment. In addition, the recovery period has been amended to begin on the date the advance payment is made to the employee, rather than on the date of appointment. Shorter recovery periods may be established upon written request by an employee. OPM does not believe a longer recovery period is warranted, since the intent of an advance payment is to provide a "loan" to an employee to assist in meeting immediate financial obligations. Under § 550.204(c)(1), employees will be notified of their rights under the salary offset provisions, since before making an advance payment, the agency must provide each employee a statement indicating how the advance payment will be recovered, either in installments under agency procedures for payroll deductions or by salary offset procedures under 5 CFR part 550, subpart K.

**Miscellaneous**

A new paragraph has been added to § 550.203 to clarify that the head of an agency, or an employee appointed to a position in the expectation of receiving an appointment as the head of an agency, may not receive an advance payment under 5 U.S.C. 5524a.

The definition of "newly appointed" in § 550.202 was expanded to allow cooperative education (co-op) students who are on leave without pay for at least 90 days pending conversion to the competitive service to receive an advance payment when they receive their first permanent appointment in the competitive service. A co-op student may receive the advance payment only if he or she has repaid any former advance in pay that may have been received upon his or her first appointment in the Federal service—i.e., an appointment to his or her first work session.

Finally, it should be noted that OPM is amending § 550.202, which was



adopted as final with changes on January 22, 1992 (57 FR 2431).

**E.O. 12291, Federal Regulation**

I have determined that this is not a major rule as defined under section 1(b) of E.O. 12291, Federal Regulation.

**Regulatory Flexibility Act**

I certify that this regulation will not have a significant economic impact on a substantial number of small entities, since it applies only to Federal employees and agencies.

**List of Subjects in 5 CFR Part 550**

Administrative practice and procedure, Claims, Government employees, Wages.

Office of Personnel Management.

Patricia W. Lattimore,  
Acting Deputy Director.

Accordingly, the interim regulations in 5 CFR part 550, subpart B, published on March 28, 1991, at 56 FR 12833, as amended by final rules published on January 22, 1992, at 57 FR 2431, are adopted as final with the following changes:

**PART 550—PAY ADMINISTRATION  
(GENERAL)**

1. The authority citation for part 550, subpart B continues to read as follows:

**Subpart B—Advances in Pay**

Authority: 5 U.S.C. 5524a; secs. 302 and 404 of the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509), 104 Stat. 1462 and 1466, respectively; E.O. 12748.

2. In § 550.202, the definitions of *newly appointed* and *rate of basic pay* are revised to read as follows:

**§ 550.202 Definitions.**

\* \* \*

*Newly appointed* means—

(a) The first appointment, regardless of tenure, as an employee of the Federal Government;

(b) A new appointment following a break in service of at least 90 days; or

(c) A permanent appointment in the competitive service following a period of leave without pay for at least 90 days received after termination of employment in a cooperative work-study program under a Schedule B appointment made in accordance with § 213.3202 of this chapter, provided such employee has fully repaid any former advance in pay under § 550.205 of this part.

\* \* \*

*Rate of basic pay* means the rate of pay fixed by law or administrative

\*U.S. G.P.O.: 1993-342-693:61348

action for the position held by an employee, including annual premium pay under 5 U.S.C. 5545(c); night differential for prevailing rate employees under 5 U.S.C. 5343(f); a special rate established under 5 U.S.C. 5305, § 532.231 of this chapter, or other legal authority; and locality-based comparability payments under 5 U.S.C. 5304, any applicable interim geographic adjustment, special rate of pay for law enforcement officers, or special pay adjustment for law enforcement officers under section 302, 403, or 404 of the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509), respectively; but not including additional pay of any other kind.

3. In § 550.203, paragraphs (a), (b), and (c) are revised and paragraph (e) is added to read as follows:

**§ 550.203 Advances in pay.**

(a) The head of an agency may provide for the advance payment of basic pay, in one or more installments covering not more than 2 pay periods, to an employee who is newly appointed to a position in the agency.

(b) The maximum amount of pay that may be advanced to an employee shall be based on the rate of basic pay to which the employee is entitled on the date of his or her new appointment with the agency, reduced by the amount of any allotments or deductions that would normally be deducted from the employee's first regular paycheck.

(c) An advance in pay may be made to an employee no earlier than the date of appointment with the agency and no later than 60 days after the date of appointment.

\* \* \*

(e) An advance in pay may not be made to the head of an agency or to an employee appointed to a position in the expectation of receiving an appointment as the head of an agency.

4. In § 550.204, paragraph (c)(3) is revised to read as follows:

**§ 550.204 Agency procedures.**

\* \* \*

(c) \* \* \*

(3) A statement indicating that the employee may prepay all or part of the balance of the advance payment at any time before the money is due, including instructions as to where and how such prepayments may be made.

\* \* \*

5. In section 550.205, paragraph (b) is revised to read as follows:

**§ 550.205 Recovery of advances in pay.**

\* \* \*

(b) An agency shall establish a recovery period for each employee to

repay an advance in pay, but no agency may establish a recovery period of longer than 14 pay periods beginning on the date the advance in pay is made to the employee under § 550.203 of this part. If a longer period for recovery is necessary to avoid exceeding the limitation on deductions described in § 550.1104(i) of this part, recovery may be accomplished under salary offset procedures established under subpart K of this part. Upon written request, an employee may elect a recovery period of less than 14 pay periods.

\* \* \*

[FR Doc. 93-18567 Filed 8-4-93; 8:45 am]

BILLING CODE 6325-01-M



Internal Revenue Service

Department of the Treasury

Washington, DC 20224

oCP 1/29/92 [initials]

Ms. Barbara L. Fiss  
Assistant Director for Pay  
Policy and Programs  
Office of Personnel Management  
Washington, D.C. 20415

Person to Contact:

Robin Ehrenberg

Telephone Number:

(202) 566-4747

Refer Reply to:

TR-45-1828-91

Date:

JAN 23 1992

Dear Ms. Fiss:

Your letter dated October 9, 1991, to James J. McGovern has been forwarded to this office for reply. Your letter requests advice on the income tax withholding and Federal Insurance Contributions Act (FICA) tax consequences of advances in pay authorized by section 107 of the Federal Employees Pay Comparability Act of 1990 (FEPCA). According to your letter and section 107 of FEPCA, employees may receive an advance covering up to two biweekly pay periods. An advance is paid in addition to an employee's regular biweekly pay and normally must be repaid in installments from the employee's regular biweekly paychecks under the agency's procedures for payroll deductions.

Your letter poses three specific questions regarding these advance payments. Your first question asks whether pay advances under section 107 of FEPCA are subject to federal income tax and if so, must income tax withholding and FICA be deducted from an advance?

Section 61(a) of the Internal Revenue Code and the regulations thereunder provide that gross income means all income from whatever source derived, including compensation for services. Section 451 of the Code states that the amount of an item of income shall be included in the gross income of a taxpayer for the taxable year in which it is received by the taxpayer, unless under the method of accounting used in computing taxable income, such amount is to be properly accounted for in a different period. Section 1.451-1 of the regulations states that under the cash receipts and disbursements method of accounting, items of income are includible in gross income when actually or constructively received. Accordingly, an employee who receives an advance of basic pay under section 107 of FEPCA would have income upon receipt of the advance.

Section 3121(a) of FICA provides that, with certain exceptions, the term wages means all remuneration for employment. Section 3401(a) of the Code, relating to income tax withholding, contains a similar definition. The advance made to an employee



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in contemplation of services to be performed in the future is income at the time of payment, even though an employee is obligated to repay the advance. Because the advance is income at time of receipt, the advance is subject to deductions for FICA employee tax and income tax withholding. The employing agency also must pay the employer's share of FICA tax on such wages.

Your second question asks about the federal income tax consequences of an advance that is paid to an employee in one year and then is repaid, either wholly or partially, in a subsequent year.

The federal income tax consequences of the repayment of amounts previously received under a claim of right depends upon the year of repayment. If repayment is made in the same calendar year that the amount is received under claim of right, the amount is excluded from gross income. The repayment results in a reduction in gross income rather than a deduction. See Couch v. Commissioner, 1 B.T.A. 103 (1924), acq., IV-1 C.B. 1 (1925). However, if repayment is made in a calendar year subsequent to receipt of the amount, the amount is included in gross income in the year that it is received under claim of right and the taxpayer is entitled to a deduction for the amount of repayment in the year the repayment is made. See Rev. Rul. 67-48, 1967-1 C.B. 50; Healy v. Commissioner, 345 U.S. 278 (1953); and Oswald v. Commissioner, 49 T.C. 645 (1968), acq., 1968-2 C.B. 1.

Rev. Rul. 79-311, 1979-2 C.B. 25, (copy enclosed) concerned a situation in which an employee tendered payment for unearned advances from a prior year under a legal obligation to repay the advances. Two individuals (A and B) were employed beginning in 1975. Both received semimonthly payments for commissions earned, or to be earned, from which federal employment taxes were properly withheld. The gross amount advanced to each employee in 1975 was \$9,600. B received an additional advance of \$800 in 1976. However, each employee earned only \$8,640 of commissions in 1975 and B earned only \$720 of commissions in 1976. A resigned on December 31, 1975, and B resigned on February 5, 1976. Pursuant to the express provisions of each employee's employment contract, each repaid the company at the time of resignation the excess amount advanced to each.

Rev. Rul. 79-311 held that, generally, the advances were income to the employees at the time of receipt. In the ruling the parties intended that the advances would be satisfied by the performance of future services, but provided for the repayment of such advances in the event such services were not rendered. When the parties intend that an advance paid to an employee is to be satisfied by future services, such advance constitutes taxable income and is not a loan to the employee at the time received,



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even though the employee must repay the advance. Beaver v. Commissioner, 55 T.C. 85 (1970).

In Rev. Rul. 79-311, commissions that were repaid in the same year they were received were found to be excludable from the gross income of the employee. See Couch, cited above. With respect to any excess commissions repaid by B in the year subsequent to the year received, the ruling holds that such repayment amounts may not be excluded from B's gross income. The ruling concludes that B is entitled to a deduction in the year of repayment of that portion of the repayment used to restore advances received in prior years. The repayment is deductible from B's adjusted gross income in computing taxable income and is allowable only if B itemizes deductions.

Applying the aforementioned rulings and case law to the section 107 advances, it is clear that the amounts repaid by an employee in same year as they are received are excludable from gross income. Amounts repaid in subsequent years are not excludable from gross income in the year repaid and gross compensation, unreduced for the repaid amount, must be reported on the employee's Form W-2 for the year of repayment. The amount repaid is deductible by the employee in the year of repayment, provided that the employee itemizes deductions. The deduction is also subject to the 2-percent floor for miscellaneous itemized deductions under section 67 of the Code.

If the amount of the salary repayment exceeds \$3,000, the computation of tax liability for the year of repayment would be governed by section 1341 of the Code which provides a formula for determining the correct amount of tax for the taxable year.

With respect to the proper FICA tax treatment of the repaid amount, Rev. Rul. 79-311 indicates that, if the repayment is made in the same year as receipt, that amount of compensation is excluded from gross income and is not reflected on Form W-2. Adjustments on returns and repayment to the employee of the employment taxes collected with respect to such repayments should be made as illustrated in Rev. Rul. 79-311.

If repayments of advanced amounts are made in a year subsequent to the year of receipt, and the year of repayment is within the statute of limitations, it is also necessary to reflect changes in FICA liability for the year of repayment.

Section 6401(c) of the Code provides that an amount paid as tax shall not be considered not to constitute an overpayment solely by reason of the fact that there was no tax liability in respect of which such amount was paid.



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Section 6413(a) of the Code provides that if more than the correct amount of FICA tax imposed by section 3101 is paid with respect to any payment of remuneration, proper adjustment shall be made, in such manner and at such time as the Secretary or his delegate may prescribe by regulations. Section 6413(b) provides that if an overpayment cannot be adjusted under section 6413(a), the amount of the overpayment shall be refunded in such manner and at such time as the Secretary or his delegate may prescribe by regulations.

Section 31.6413(a)-1(b)(1) of the employment tax regulations provides that if an employer collects from an employee and pays the district director more than the correct amount of employee tax under section 3101 and if the error is ascertained within the applicable period of limitation on credit or refund, the employer shall repay or reimburse the employee in the amount thereof prior to the expiration of the return period following the return period in which the error is ascertained and prior to the expiration of such limitation period. The regulation further provides that if such repayment by the employer occurs, the employer shall obtain and keep as part of his records a written receipt of the employee showing the date and the amount of the repayment. In addition, if in any calendar year an employer repays or reimburses an employee the amount of an overpayment of tax collected under section 3101, section 31.6413(a)-1(b)(1) of the regulations provides that the employer shall obtain and keep as part of his records a written statement that the employee has not and will not claim any refund or credit for such overpayment (or if the employee has filed a claim, that such claim has been rejected). The employer may obtain credit for such payment pursuant to section 31.6413(a)-2(a)(1) of the regulations.

If an adjustment cannot be made under section 6413(a) with respect to an overpayment of tax under section 3101, then the employer may repay such overpayment to the employee provided the employer fulfills the requirements of section 31.6402(a)-2 of the regulations. The regulation requires, in part, that every claim filed by an employer for refund or credit of an employee tax under section 3101 shall include (1) a statement that the employer has repaid the tax to such employee or has secured written consent of such employee to the allowance of the refund or credit, and (2) a statement that the employer has obtained from the employee a written statement (a) that the employee has not claimed a refund or credit or that amount of the overcollection (or, if so, such claim has been rejected), and (b) that the employee will not claim refund or credit of such amount.

Section 31.6402(a)-2(c) of the regulations requires that whenever a claim for credit or refund of employee tax under section 3101 or employer tax under section 3111 is made with



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respect to remuneration which was erroneously reported as wages paid to an employee, such claim must include a statement showing (1) the identification number of the employer, (2) the name and account number of such employee, (3) the period covered by such return, (4) the amount of remuneration actually reported as wages for such employee, and (5) the amount of wages (if any) which should have been reported for such employee.

Under section 6511, which sets forth the statute of limitations with respect to credits and refunds of taxes, a claim for credit or refund of an overpayment of any tax imposed by this title in respect of which tax the taxpayer is required to file a return shall be filed by the taxpayer within 3 years from the time the return was filed or 2 years from the date the tax was paid, whichever of such periods expires later, or if no return was filed by the taxpayer, within 2 years from the time the tax was paid. Section 6513(c) provides that for purposes of section 6511 with respect to FICA taxes -- (1) if a return for any period ending with or within a calendar year is filed before April 15 of the succeeding calendar year, such return shall be considered filed on April 15 of such succeeding calendar year; and (2) if a tax with respect to remuneration or other amount paid during any period ending with or within a calendar year is paid before April 15 of the succeeding calendar year, such tax shall be considered paid on April 15 of such succeeding calendar year.

The effect of the above regulations on repayments of salary is illustrated in Rev. Rul. 79-311. To briefly recap the relevant part of the facts of the ruling, B received excess commissions in 1975 that he was required to repay in 1976. FICA taxes had been withheld from the excess commissions paid in 1975. The ruling holds that B should be given credit for the FICA employee taxes deducted in 1975 pursuant to section 6413(a) of the Code and section 31.6413(a)-1(b)(1) of the regulations. The adjustment with respect to the excess commissions paid to B in 1975 was reported on the next Form 941 filed by the employer, the Form 941 for the first quarter of 1976. Also at the time the adjustment was reported on Form 941, the employer furnished B with a 1975 Form W-2 marked "Corrected by Employer" showing B's corrected FICA employee tax pursuant to section 31.6051-1(c) of the regulations. The employer also obtained a credit or refund of the employer's FICA tax attributable to the excess commissions repaid by B pursuant to section 6413 of the Code and the regulations.

Thus, the FICA tax consequences of the repayment of salary previously included in FICA wages in a prior year are as follows, provided the excess payment occurs in a year that is within the statute of limitations:



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- (1) The repayment of salary received in a prior year creates an overcollection and overpayment of FICA taxes for that prior year. Pursuant to section 31.6413(a)-1(b)(1) of the regulations, upon the repayment by the employee of the advance, the FICA employee taxes paid with respect to the advance should be paid to the employee or otherwise credited to the employee. If the amount is repaid to the employee, the employer should obtain and keep a written receipt from the employee showing the date and amount of the repayment of FICA taxes. Also, if the amount is repaid to the employee, the employer should obtain from the employee and keep as part of his records a written statement that (a) the employee has not claimed a refund or credit of the amount of the overcollection, or if so, such claim has been rejected and (b) the employee will not claim a refund or credit of such amount. See section 31.6413(a)-1(b)(1)(ii).

If the employer does not repay the employee the amount of the overcollection, the employer shall reimburse the employee by applying the amount of the overcollection against the FICA employee tax which attaches to wages or compensation paid to the employee prior to the expiration of the return period following the return period in which the advance is repaid and prior to the expiration of the applicable period of limitations on credit or refund. See section 31.6413(a)-1(b)(1)(iii).

- (2) The employer should claim a credit for the amount of FICA employee tax repaid to the employee and for the overpayment of FICA employer tax with respect to the overpayment as an adjustment on its Form 941 for the period during which the advance was repaid or on the Form 941 for the return period following the return period in which the overpayment was ascertained. See section 31.6413(a)-2(a).
- (3) Pursuant to section 31.6051-1(c) of the regulations, the employer should furnish the employee a corrected Form W-2 for the year of the excess payment showing the employee's corrected "social security wages" (for example, box 13 on the 1989 Form W-2) and "social security tax withheld" (for example, box 11 on the 1989 Form W-2). In completing the corrected Form W-2, the amount in the box for "social security wages" should be reduced by the amount of the advance has been repaid, and the amount in the box for "social security tax withheld" should be reduced by the amount of FICA tax with respect to the repayment amount. The box for

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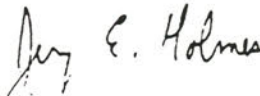
"wages, tips, other compensation" (for example, box 10 on the 1989 Form W-2) and the box for federal income tax withheld (for example, box 9 on the 1989 Form W-2) should not be changed. The employee should be advised not to file an amended federal income tax return solely because of this corrected Form W-2.

If the year of the repayment is beyond the statute of limitations, no refund or adjustment of FICA taxes is allowed and the Form W-2 and Form 941 should not be adjusted.

The third question posed by your letter asks about the federal income tax consequences of the waiver by the head of an agency of an employee's repayment obligation. The waiver has no impact on either current year wages or prior year wages.

We hope that this information is helpful. If you have any questions about this letter, please do not hesitate to contact us.

Sincerely yours,



JERRY E. HOLMES  
Chief, Branch 2  
Office of the Associate  
Chief Counsel  
(Employee Benefits and  
Exempt Organizations)

Enclosure: Rev. Rul. 79-311

(throw away)



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PERSONNEL

WASHINGTON, D.C. 20250

September 9, 1991

PERSONNEL BULLETIN NO. 550-97

SUBJECT: Advances in Pay

Attached is a new Department Personnel Manual (DPM) Chapter 550, Subchapter 13, concerning advances in pay. The Federal Employees Pay Comparability Act of 1990 permits the head of each agency or his or her designee to make advance payments of basic pay, covering not more than two pay periods, to any individual who is newly appointed to a position in the agency.

Agencies may begin immediately to grant advances in pay in accordance with this guidance. We will accept agency comments through October 31, 1991. A final DPM Chapter will be issued after the Office of Personnel Management publishes its final regulations in the Federal Register.



LARRY B. SLAGLE  
Director of Personnel

Attachment

INQUIRIES: Compensation, Employment and Performance Management Staff  
Susan Fonte (202) 447-8385, Room 306-W, Administration Building

DISTRIBUTION: Agency Personnel Officers

BULLETIN EXPIRES: September 5, 1992

CHAPTER 550 - PAY ADMINISTRATION

SUBCHAPTER 13 - ADVANCES IN PAY

10-1 INTRODUCTION

a. POLICY. This authority is to be used to grant an advance in pay not to exceed pay for 2 pay periods to any individual who is newly appointed. This includes any individual who is appointed following a break in Federal service of at least 90 days. In making the decision to use this authority, USDA managers should consider whether or not its use is necessary to encourage the candidate to accept the position; the relative merits of the case by comparison to other cases in which the agency has used the authority; and the impact of the decision on the advancement of USDA's equal employment opportunity objectives.

b. DELEGATION OF AUTHORITY. The authority to make advance payments of basic pay is delegated to the Agency Personnel Officers (APO's), who may redelegate it to lower levels of the organization consistent with the authority to make final, firm offers of employment. APO's are responsible for ensuring judicious and equitable use of this authority.

10-2 CRITERIA FOR GRANTING/DENYING REQUESTS

Requests for an advance in pay must be submitted in writing. The following are examples of criteria on which the decision to grant or deny requests for advances in pay may be based:

- a. an indication of financial need;
- b. the recommendation by the selecting official;
- c. the difficulty encountered in filling the position;
- d. whether it will be necessary for the individual concerned to move to a different city to accept the position and the cost of moving;
- e. whether a recruitment bonus or relocation bonus would be more appropriate; or
- f. budget constraints.

10-3 PROCESSING AND ACCOUNTING PROCEDURES GOVERNING ADVANCE PAYMENTS

a. STATEMENT OF UNDERSTANDING. Before an advance in pay may be processed, the employee must sign a statement of understanding (see Exhibit 1).

b. PROCEDURES FOR PROCESSING ADVANCES IN PAY AND REPAYMENT. Within 3 workdays after the employee has entered on duty, the Servicing Personnel Office (designated POI) should TELEFAX a copy of the statement of understanding, along with a memorandum signed by the official with authority to approve an advance of pay containing the following information, to the National Finance Center (NFC), Payroll/Personnel Operations Section, at (FTS) 680-5330:



ATTACHMENT 1 TO DPM BULLETIN 550-97 (2)

- (1) an identification that this is a request for an advance in pay;
- (2) the name and social security number of the employee for whom the advance in pay will be issued;
- (3) the amount of money to be advanced (agencies should follow the guidelines in Exhibit 3 of Chapter 13 of the Payroll/Personnel Processing Manual); *under Quick Service Request Payments*
- (4) the pay period in which the employee enters on duty (Note: The check cannot be issued prior to the employee's entry on duty date, but must be issued prior to the issuance of his or her first paycheck);
- (5) the check mailing address;
- (6) the agency code and Personnel Office Identifier (POI);
- (7) the name, title, and agency of the official authorized to approve an advance in pay; and
- (8) the name and telephone number of the agency representative who can answer questions regarding the request.

Form AD-343 should be forwarded to NFC stating the amount of pay that was advanced as well as instructions on the number of pay periods over which the advance is to be recovered. The maximum period of time an agency may establish for recovery of an advance payment is 13 pay periods, beginning on the date of the employee's appointment, unless recovery is accomplished by salary offset procedures and a longer period is necessary to avoid exceeding the 15 percent of disposable pay limitation described in 5 CFR 550.1104(i). Further instructions for processing advances in pay and repayment will be issued by the Office of Finance and Management in the Payroll/Personnel Processing Manual.

10-4 WAIVING REPAYMENT OF ADVANCES IN PAY

a. DELEGATION OF AUTHORITY. The authority to waive all or part of an advance in pay is delegated to Agency Heads or their designees.

b. CRITERIA FOR WAIVER. Before waiving all or part of an advance payment, the Agency Head or his or her designee should consider whether recovery would be against equity and good conscience or against the public interest.

10-5 RECORDS AND REPORTS

a. RECORDS. At a minimum, agencies must keep the following records for at least 2 years:

**ATTACHMENT 1 TO DPM BULLETIN 550-97 (3)**

(1) a justification for approving or denying the request for an advance in pay;

(2) a copy of the statement of understanding; and

(3) a copy of the justification for waiving repayment, if applicable.

b. **REPORTS.** Use of this authority will be evaluated as a part of the Department's personnel management evaluation program; however, reports on the use of this authority may be periodically required.



STATEMENT OF UNDERSTANDING

Employee Name \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Position Title \_\_\_\_\_  
Pay Plan, Series, and Grade \_\_\_\_\_  
Duty Location \_\_\_\_\_  
Accounting Classification Code \_\_\_\_\_  
Object Class Code \_\_\_\_\_

- o I am aware that the \$ \_\_\_\_\_ I will receive as an advance in pay will be recovered by the Federal Government through biweekly deductions from my salary which will begin on the second pay period after the one in which the advance is issued.
- o I am also aware that in accordance with the order of precedence for payroll deductions prescribed by the General Accounting Office, an advance of pay is considered to be an indebtedness due the United States Government, and deductions therefore precede other voluntary deductions, including allotments and assignments of pay.
- o I understand that repayment of \$ \_\_\_\_\_ which has been advanced to me will be deducted over a period of \_\_\_\_\_ pay periods, at a rate of \$ \_\_\_\_\_ per pay period.
- o I also understand that I may repay all or part of the balance of the advance pay any time before the money is due.
- o If I default on repayment, I understand that the provisions of Personnel Letter No. 550-94, Final Implementing Procedures for Salary Offset, dated May 5, 1987, will take effect.
- o I understand that if I transfer to another Government agency or if my employment with USDA is terminated for any reason, the amount of advance in pay that has not been repaid is recoverable from me as a debt due the United States Government.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

From: 1 National Service  
To: RDEMUNBRUN  
Date: 5/7/96 10:55am  
Subject: Supervision of Summer of Gleaning Members -Reply

I had the understanding that the RECD folks were doing the direct supervision, too. I just spoke with Sean, and explained to him the budget implications if the situation is different from what we originally thought, and he said the Rural Development Offices are supposed to be providing direct supervision -- he's going to call to make sure they understand that.

Sean's efforts notwithstanding, I expect that the Georgia Members will be supervised directly by the Atlanta Community Food Bank director rather than the State Rural Development Office in Athens, but we have a little bit extra in that budget allocation anyway if we are still figuring on the \$10,000 figure you initially gave us.

*Handwritten notes in green ink:*  
All  
Donna  
Dee  
DEE  
the short  
Stacy  
720-2847  
690-0639

*Handwritten notes in red ink:*  
2-4 hours  
Shub 885-3145  
yesterday





New Jersey Agricultural Society  
CN 331  
Trenton, New Jersey 08625

Fax Machine: (609) 292-3978 ✓

TRANSMITTAL COVER SHEET

Date: 5/10/96 Number of Pages (including Cover): ~~20~~ 24

To: Donna Hines / Ron DeMunbrun  
USDA

Fax Number: (202) 690-1131

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

Being sent by: Joni Elliott Phone: (609) 984-2570

Additional Comments:

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

Joni



609.394.7766

## NEW JERSEY AGRICULTURAL SOCIETY

## "FARMERS AGAINST HUNGER" PROJECT

## 1996 Summer Budget

## INCOME

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

## EXPENSES

## Member Training

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

## Transportation

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

## Supplies

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

## Equipment

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

## Staff Costs

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

## Other

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

|                   |              |         |             |            |   |
|-------------------|--------------|---------|-------------|------------|---|
| Post-It® Fax Note | 7671         | Date    | 5/10        | # of pages | 2 |
| To                | Doni Elliott | From    | Doni German |            |   |
| Co. Dept.         |              | Co.     |             |            |   |
| Phone #           |              | Phone # |             |            |   |
| Fax #             | 262-3678     | Fax #   |             |            |   |



OCT 5 1995

## COOPERATIVE AGREEMENT

between

RUTGERS - THE STATE UNIVERSITY OF NEW JERSEY

and

COMPOSTING COUNCIL RESEARCH AND EDUCATION  
FOUNDATION

NJ Ag Soc.

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

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

Amount of Award: *10,000*

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

Whereas, The ~~Biosolids Information Sharing Group (BISG)~~ approved funding for the Association of New Jersey Recyclers proposal, NJ Public Outreach program on Beneficial Use of Biosolids (copy attached), in the amount of ~~10,000~~ on June 19, 1995; and

Whereas, the Composting Council Research and Education Foundation (CCREF) has only ~~10,000~~ of uncommitted funding remaining under the BISG program; and

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

*NJ Ag Soc.*  
CCREF agrees to administer the NJ Public Outreach Program on Beneficial Use of Biosolids under all terms and conditions of the CCREF agreement with USDA CSRS; and provide funding of ~~10,000~~ for the project.

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

by October 1, 1995 - ~~10,000~~  
by January 1, 1996 - ~~10,000~~

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

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

Rutgers - The State University of New Jersey

*✓ 9/22/95*  
Date

*Charles A. Gann*  
Composting Council Research and  
Education Foundation

*10/2/95*  
Date

Charles A. Gann  
Exec. V.P.





United States  
Department of  
Agriculture

Cooperative  
State Research  
Service

Office of the  
Administrator

Washington, D.C.  
20250

SEP 28 1997

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

Dear Director Sharp:

We are pleased to forward for acceptance and signature the original and three copies of Cooperative Agreement NO. 93-COOP-1-9598 documenting our joint effort in the project entitled: "Biosolids Information, Education and Outreach." This Agreement has been awarded to Rutgers University in the amount of \$25,000.

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

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

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

Sincerely,

*Rosemary R. Grady*

for JOHN PATRICK JORDAN  
Administrator

Enclosures

# Withdrawal/Redaction Marker

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                          | DATE       | RESTRICTION |
|--------------------------|----------------------------------------|------------|-------------|
| 001. fax                 | Agreement Fact Sheet [partial (1 page) | 05/10/1996 | P4/b(4)     |

### COLLECTION:

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

### FOLDER TITLE:

Summer Partners' List [2]

2013-0661-F  
rc3099

### RESTRICTION CODES

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

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

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

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

RR. Document will be reviewed upon request.

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

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



United States Department of Agriculture  
Science and Education  
AGREEMENT FACE SHEET

|                                                                                                                                                                                                                                                                |  |                                                               |  |                                                 |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------|--|-------------------------------------------------|--|
| 1. AGENCY (Name & address)<br>U.S. Department of Agriculture<br>Cooperative State Research Service<br>AG Box 2202<br>Washington, D.C. 20250-2202                                                                                                               |  | 5. AGREEMENT NO.<br>93-COOP-1-9598                            |  | 6. PROPOSAL NO.                                 |  |
| 2. PERFORMING ORGANIZATION (Cooperator, Grantor, Contractor) (Name & complete address - include County)<br>Rutgers University<br>New Jersey Agricultural Experiment Station<br>New Brunswick, NJ 08903                                                         |  | 7. PERIOD (From - to) September 15, 1993 - September 14, 1996 |  | 9. FEDERAL OBLIGATION                           |  |
| 3. PRINCIPAL INVESTIGATOR, PROJECT DIRECTOR, OR REPRESENTATIVE (Name & Address)<br>Dr. Daniel Rossi <i>Zane Helsel</i><br>Rutgers University<br>New Jersey Agricultural Experiment Station<br>Martin Hall, Room 104<br>Cook College<br>New Brunswick, NJ 08903 |  | 8. TYPE OF ACTION NEW                                         |  | 11. STATE ID NO.                                |  |
| 4. PROGRAMMATIC (ADMIN) CONTACT<br>Dr. Maurice L. Horton (202) 401-4504<br><br>ADMINISTRATIVE CONTACT:<br>Donna Jean Garrett (202) 401-6845                                                                                                                    |  | 10. CFDA NO.<br>1 P 2 P P 1                                   |  | 12. TYPE OF Instrument<br>Cooperative Agreement |  |
| 13. FUNDING<br><input type="checkbox"/> Increase<br><input type="checkbox"/> Decrease<br><input type="checkbox"/> Renew<br><input type="checkbox"/> No Change                                                                                                  |  | Previous Total \$<br>+ or -<br>Total \$<br>Overall Total \$   |  | Funds \$<br>New-Federal \$                      |  |
| 14. FUNDS CHARGEABLE<br>Funding Data Code (b)(4) 60017<br>Trans. Code Object Class Preempted Source                                                                                                                                                            |  |                                                               |  |                                                 |  |
| 15. ADVANCE PAYMENT<br>N/A                                                                                                                                                                                                                                     |  | 16. AUTHORITY (U.S.C., CFR, etc.)<br>7 USC 3318               |  | 17. CRIS NO.<br>N/A                             |  |
| 18. ACTS NO.<br>N/A                                                                                                                                                                                                                                            |  |                                                               |  |                                                 |  |
| 19. TITLE AND DESCRIPTION (100)<br>Biosolids Information, Education and Outreach                                                                                                                                                                               |  |                                                               |  |                                                 |  |

PROVISIONS

This Agreement includes the following attachments:

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

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

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

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

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

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

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

*Off. of Communications*

*Rutges Coop - EXT -*

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

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

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

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

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

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

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



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

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

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

**A. THE COOPERATOR AGREES TO:**

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

**B. CSRS AGREES TO:**

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

**C. IT IS MUTUALLY UNDERSTOOD AND AGREED THAT:**

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

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

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

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

2. **Assurances and Certifications.**

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



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

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

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

1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historical Places that are subject to adverse effects by the award activity (see 36 CFR 800.8);

2. Notifying the Authorized Departmental Officer's Designated Representative (ADODR)(as referenced on the S&E-451) of the existence of any such properties; and

3. Avoiding or mitigating, to the extent possible, adverse effects upon such properties.

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

U.S. Department of Agriculture

~~Cooperative Funds Division, Extension Service~~

AG Box 0995

Washington, DC 20250-0995

Telephone: (202)-401-4527

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

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

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

NO!



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

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

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

- a. A disclosure of any inventions not previously reported that were conceived or first actually reduced to practice during the performance of work under this award; and
  - b. A written statement on whether or not the Cooperator elects (or plans to elect) to obtain patent(s) on any such invention.
10. **Program Income.** If the award recipient is other than a Federal agency, royalties or equivalent income earned on patents, inventions, and copyrighted works may be retained by the Cooperator. General program income earned during the period of CSRS support of this award may be added to total project funds and used to further the objectives of this award or the legislation under which this award is made. Disposition of program income earned by subawardees shall be determined in accordance with the Cooperator's own practices.

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

11. **Prior Approvals, Changes, Amendments, Revisions and No-Cost Extensions.** The Cooperator shall obtain prior written approval from the ADODR for the following post-award changes to the approved award. All requests shall be signed or countersigned by the authorized organizational representative and, unless otherwise noted herein, *should be submitted at least 45 days in advance of the required action date.*

a. **Budget Changes.** Prior approval must be obtained whenever it becomes apparent that a proposed budget revision will:

1. Involve a cost or costs requiring prior approval in accordance with the Federal cost principles or 7 CFR 3015 and not approved in the award;
2. Involve a cost that was disapproved or restricted or whose general allowability is questionable under the award;
3. Involve one or more costs whose general allowability is questionable according to the terms and conditions of award or the applicable Federal cost principles.

b. **Change in Project Scope or Objectives.** The principal investigator is authorized to make minor changes in methodology, approach, or techniques to better accommodate project objectives. However, requests for multiple minor changes or changes to the phenomenon or phenomena or changes of the objectives of the project as stated in the award shall not be changed without prior written approval from the ADODR. Requests should be in writing and cosigned by the Authorized Organizational Representative.

c. **Project Leadership.** Any replacement or significant change in responsibilities or level of effort from the approved principal investigator (PI), requires written notification and prior approval sent to the ADODR. If the services of the designated PI will no longer be available, the Cooperator's notification should include the name and signature of a proposed replacement PI and, if not provided in the approved application, a brief biographical information for that person (not to exceed two pages including publications). If changes in responsibility or level of effort are proposed, the notification must include an explanation of expected project impacts if such action is taken. The Cooperator is not permitted to unilaterally authorize a change in PI. The award may not continue in force for a period of more than three consecutive months without the active leadership of a PI.

d. **No-cost extension of time.** The Cooperator is expected to complete work under this award within the project period specified in the award. However, if the Cooperator needs additional time to complete activities *within the approved*



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

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

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

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

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

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

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

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

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

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

**14. Patents, Inventions, and Copyrights.**

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

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

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

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



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

Deputy Assistant General Counsel for Patents  
Research and Operations Division  
Office of the General Counsel, USDA  
AG Box 1401  
Washington, DC 20250-1401
- d. **Copyrights.** The provisions of 7 CFR 3015.175(b) (Appendix B) are applicable to copyrights. This clause shall be incorporated in all other subcontracts or subawards, regardless of tier, for experimental, developmental, or other research work.
15. **Suspension or Termination.** If it is determined that the Cooperator has not complied with the requirements of the program or the award, the Authorized Departmental Officer (ADO) shall provide the Cooperator with written notification of noncompliance, corrective action(s) that must be taken by the Cooperator to come into compliance, and the date by which such action(s) must be taken or evidence provided that required corrective action has been initiated satisfactorily. Failure of the Cooperator to achieve compliance or to initiate action to come into compliance may result in suspension of payments or suspension or termination of the award in whole or in part.

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

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

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

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





U.S.  
DEPARTMENT OF AGRICULTURE

817 774 1477  
TEAM USDA  
NATIONAL SERVICE  
PROGRAM

**FAX TRANSMISSION**

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

TO: LORAINE CLEMENTS

FROM: RON DE MONBRUN

DATE: 6/20/96 NO. OF PAGES: 1  
(With Cover)

FAX NUMBER: \_\_\_\_\_

COMMENTS: Because some gleaning projects may require  
extensive travel, gleaning project members  
may use "blanket" travel orders in the manner  
similar to those used by year-long members.

Ron De Monbrun  
USDA National Service  
(202) 690 3894

**From:** nordquis@wsu.edu@i  
**To:** USDAHQ.GW("Ron.DeMunbrun@usda.gov@i")  
**Date:** 6/17/96 10:41am  
**Subject:** Re: Steven Garrett agreement -Reply

X-Sender: nordquis@mail.wsu.edu

>Dan,

>

>Don't know if you got this message the first time. So here it is again.

>Are we ready to execute the agreement?

>

>ron

>

>

>1. How much money are we talking about? When did they spend it and  
>for what was it spent?

>

>2. The hours becomes an issue if you take the basic living allowance  
>and divide it by the number of hours they serve and that is how the living  
>allowance is disbursed. How do you intend to pay someone during the  
>week of the 4th of July? Will they receive the same amount as they did  
>the previous week when they served 40 hours instead of 32? If you are  
>going to limit your program to 12 weeks, how will you pay them when  
>they work extra hours in a week to make up for the 8 hours not served  
>on the 4th of July?

>

>Perhaps you should call me. Beep me at (202) 542-3339 after dial that  
>number, punch in the number you want me to call and then hit the # sign.

>

>ron

Dorothy, please e-mail me a response back to item #2 and I will continue to  
work with Ron on this issue. Thanks

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





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

April 22, 1996

SUBJECT: Gleaning Home Page

TO: **DAN GLICKMAN**  
Secretary

FROM: Graydon J. Forrer   
Acting Director  
Office of Consumer Affairs  
Food and Consumer Services

The Uniform Research Locator for the USDA Gleaning and Food Recovery Home Page is as follows:

**<http://www.usda.gov/fcs/glean.htm>**

Should you need additional information, I can be reached on (703) 305-1615.

# Withdrawal/Redaction Marker

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                               | DATE       | RESTRICTION |
|--------------------------|---------------------------------------------|------------|-------------|
| 002. memo                | Charles Sims to Director [partial] (1 page) | 06/03/1996 | P4/b(4)     |

### COLLECTION:

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

### FOLDER TITLE:

Summer Partners' List [2]

2013-0661-F  
rc3099

### RESTRICTION CODES

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

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

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

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

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

RR. Document will be reviewed upon request.

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



June 3, 1996

**TO:** Director, Financial Management Division, FSA  
**ATTN:** Gloria Brown, Supervisory Systems Accountant  
**FROM:** Charles W. Sims, FSA AmeriCorps Program Coordinator  
**SUBJECT:** Transfer of Funds - Maryland State FSA AmeriCorps "Summer of Gleaning" Project

As agreed between USDA Director of National Service, the Maryland State FSA Office, and the Washington Area Gleaning Network (WAGN), please electronically transfer **\$30,528**, in care of WAGN, to the:

First Virginia Bank  
6400 Arlington Boulevard  
Falls Church, Virginia 22046  
ABA Routing Transit Number 056001118

The WAGN bank account no. is (b)(4) 2002]

Your immediate cooperation in this matter is greatly appreciated.

cc: John Stencel III, Deputy Administrator, Program Delivery and Field Operation  
Maryland State Office  
Tim Carter, Director, Northeast Area Office  
Budget Division

FSA/DAPDFO/CSims/720-2829/6-3-96-/gleanbud.md1

Gloria Brown  
FAX # 703-305-1146

From: sgarrett@wsu.edu@i  
To: USDAHQ.GW("heitter@wsu.edu@i")  
Date: 6/4/96 1:11pm  
Subject: Re: Ben Cheney Foundation Proposal

X-Sender: sgarrett@coopext.cahe.wsu.edu

>I was just handed the FedEx package with the referenced proposal. Included  
>with the proposal is a total project budget. You are showing a total of  
>\$29,335 from USDA-AmeriCorps. The draft I have of the agreement with  
>AmeriCorp only has \$27,580 shown as the amount of award. If you can FAX  
>that final project budget ASAP, I can maybe figure out why the difference  
>and proceed with approving this.

We had a teleconference and I wrote down the corresponding figures that were agreed upon verbally by Ron Demunbrun. The \$27,580 was the DRAFT version from well before our teleconference, whereupon Mr. Demunbrun agreed to add enough funding to cover the WA State minimum wage, an extra \$2,500 to travel, and extra supplies funds to cover the expense of ladders (actually that was agreed upon by Donna Hines earlier). Then we had to subtract the \$2,018 which is the 15% cash match needed for the AmeriCorps members salaries to get the amount of the USDA award.

I hope that balances out. I did send a copy to them immediately after our teleconference, per their request, so I am confused as to why they are using the old figure in the agreement.

Steven

\*\*\*\*\*

|                            |                          |
|----------------------------|--------------------------|
| Steven Garrett, MS, RD     | Voice: 206-591-7180      |
| WSU Cooperative Extension  | Fax: 206-591-3165        |
| 3049 South 36th, Suite 300 | E-mail: sgarrett@wsu.edu |
| Tacoma, WA 98409           |                          |

\*\*\*\*\*

I can't complain, but sometimes I still do. -- Joe Walsh

\*\*\*\*\*

CC: USDAHQ.GW("rdemunbrun@usda.gov@i")

*Kuter, Scott, Heller*



# RUTGERS COOPERATIVE EXTENSION

NEW JERSEY AGRICULTURAL EXPERIMENT

**NOTICE**  
This transmission is intended only for the addressee(s) listed above, and may contain information that is confidential or privileged. If you are not the addressee, any use, disclosure, copying, or communication of the contents of this transmission is prohibited. If you received this FAX in error, please telephone us at once and we will arrange for the return of this message at no cost to you.

FAX NO: 908-932-6633

DATE: 6/4/96 TIME: \_\_\_\_\_TO: Ron De Munbrun DEPARTMENT: \_\_\_\_\_FROM: Zone HelselFAX NUMBER BEING CALLED: 202-720-4614

# OF PAGES: 16 (Please call if you have not received the entire transmission)  
(including cover page)

## FOR ASSISTANCE

PLEASE CALL OUR OFFICE AT: 908-932-9306

## ADDITIONAL INFORMATION

Zone would be happy to discuss any of these changes with you - he will out of the office until Thursday. Please call if you have any questions.

OPERATOR: Joe Medina

By the

## RUTGERS COOPERATIVE EXTENSION

## FAX INFO LINE (908) 932-6767

### FARM INFORMATION IN A FLASH

UTAH AGRICULTURAL EXPERIMENT  
RUTGERS

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Productions. Educational programs are offered without discrimination, race, handicap, color, or national origin. Rutgers Cooperative Extension is an equal opportunity institution.

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

6/4/96 1:23:52 Page 3 of 16

## COOPERATIVE AGREEMENT BETWEEN THE

RUTGERS ~~UNIVERSITY~~  
COOPERATIVE EXTENSION, *RUTGERS, THE STATE*  
AND *UNIVERSITY OF*  
USDA OFFICE OF COMMUNICATIONS  
(USDA DIRECTOR OF NATIONAL SERVICE)  
FOR OPERATION OF USDA AMERICORPS  
SUMMER OF GLEANING PROGRAM  
95ADFDC047953A

*RUTGERS, The State Univ. of N.J.*  
WHEREAS: This agreement is entered into between the Director of National Service, Office of Communications, United States Department of Agriculture, hereinafter referred to as the Sponsor, and Rutgers ~~University~~ Cooperative Extension, an institution of higher education of the state of New Jersey, located New Brunswick, New Jersey 08903 hereinafter referred to as the University.

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

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

Upon execution of this document, an award to Rutgers University in the amount of \$20,278<sup>?</sup> is made under the terms of the National and Community Service Act of 1990, as amended (U.S.C. 12501 et seq.), and accepted for the purposes described in the attached narrative and the project description, objectives, and tasks contained in attachment A, as a sub-agreement of the Corporation for National and Community Service and U.S. Department of Agriculture Interagency Cooperative Agreement No. 95ADFDC047 and its requirements are incorporated in this agreement in their entirety, except as noted in attachment B. The application for Federal financial assistance submitted by you is incorporated by reference and made a part of this agreement. This agreement is subject to the requirements set forth below.



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

6/4/96 7:24:40 Page 4 of 16

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

**Performance Period:** April 15, 199<sup>6</sup> through September 30, 1996

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

*RUTGERS*  
**WASHINGTON STATE UNIVERSITY, COOPERATIVE EXTENSION  
RESPONSIBILITIES**

**A. GENERAL**

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

**B. SPECIFIC:**

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

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

*including but not limited to the N.J. Agricultural Society and the Governor's Foundation,*

Support the implementation of the project identified in attachment A.

**USDA OFFICE OF COMMUNICATIONS (DIRECTOR OF NATIONAL SERVICE)  
RESPONSIBILITIES**

1. The USDA Director of National Service will provide the services of a USDA representative to maintain liaison with the Cooperator.

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

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2. Advance or reimburse the Cooperator for allowable, allocable, and reasonable costs as specified in the SF 424 and SF 424a Request for Federal Assistance and the budget sheet which accompanied attachment A, "Harvest New Jersey, A Summer of Gleaning Proposal in Submission to Donna Hines, FCS AmeriCorps Program Coordinator." Tuition remission and indirect costs are not allowable.

### C. IT IS MUTUALLY UNDERSTOOD AND AGREED THAT:

#### ARTICLE I - GENERAL PROVISIONS

1. The recipient agrees to abide by all Corporation for National Service and U.S. Department of Agriculture laws and regulations specifically but not limited to:

- a. Not limiting program participation to persons under the age of 25;
- b. Submitting all budget and payment forms in accordance with the schedule in attachment C; and,
- c. Ensuring that the recipient clearly identifies their program as an AmeriCorps program at all times and that the AmeriCorps logo is no smaller than the recipients logo on all stationary, uniforms, signs, etc.

2. Additional reports as required by the prime Cooperative Agreement No. 95AIDFDC047 shall be forwarded to USDA Director of National Service, which includes a final performance report to be submitted either with your final payment request, or no later than 90 days after expiration of the Cooperative Agreement.

3. If any program income is generated as a result of this Cooperative Agreement, the income shall be applied using the deductive alternative as described in 7 CFR 3015.41.

4. Cooperative agreement support shall be acknowledged in publications and audiovisuals in accordance with 7 CFR 3015, Subpart U, 3015.200

5. The USDA Director of National Service is the only person authorized to sign forms certifying that an AmeriCorps member in a USDA AmeriCorps program is eligible for release from the program for compelling personal reasons and therefore eligible for a pro-rated education award.

6. All member enrollment forms and operating site forms are to be forwarded to the USDA Director of National Service who will forward them to the Corporation for National Service.

7. Any modifications to the budgets submitted to the USDA Director of National Service for purposes of obtaining this award, such as <sup>in excess of 10% of overall budget must be</sup> increasing one line item while decreasing another, must be approved in writing by the USDA Director of National Service.

8. Purchase of property or equipment over \$5,000 must be approved in advance by the Department of Agriculture and the Corporation for National and Community Service (CNCS).



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

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9. The USDA Director of National Service retains the authority to approve the enrollment or suspension/termination of any member. The recipient agrees to forward all potential recruits to the Director for approval BEFORE actually enrolling them in the program.

10. The recipient must abide by all matching requirements. In particular, recipients are reminded of the requirement for them to provide a match of at least 15% of the members' basic living allowance in CASH and that the cash match can NOT be made with Federal money.

11. In order to avoid confusion with the benefits available for USDA AmeriCorps members in full time programs, it should be noted that with respect to benefits, members in the USDA Summer of Gleaning program are NOT eligible for either health care or child care.

12. The recipient is responsible for providing liability and workers compensation coverage for each member as well as any disability insurance that may be required in the state in which the service is being performed.

13. At no time shall the recipient suspend or terminate the operation of the USDA AmeriCorps Summer of Gleaning project without prior notification and approval from the USDA Director of National Service. At no time shall the recipient reduce or increase the number of AmeriCorps members working on the program without the prior written consent of the USDA Director of National Service. The recipient must notify the USDA Director of National Service in writing if at any point the number of members actually serving in the project falls below 20% of the number approved for the project. The recipient must include a description of the reasons for the shortfall and the steps being proposed to address the situation but will not take action until receiving written approval from the Director.

14. Volunteers recruited by AmeriCorps members in this program are to fill out the volunteer form herein provided as Attachment C. The volunteer agreement form must be executed by a USDA employee.

15. In accordance with the USDA AmeriCorps Summer of Gleaning Member agreement, regular members will serve 512 hours of which 16 hours is for Federal Holidays and 16 hours is for personal leave. Team Leaders will serve 552 hours of which 16 hours is for Federal Holidays and 16 hours is for personal leave. Upon successful completion of these hours of service the member will receive from the Corporation for National Service a \$1,000 education award to be used as described in the member agreement and Corporation documentation.

~~16. The USDA Director of National Service does not provide for interest.~~

## ARTICLE II - Contract Period

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

## ARTICLE III - Key Personnel

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

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*Rutgers*  
~~Washington State~~ Cooperative Extension Liaison:

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

#### USDA Program Liaisons:

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

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

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

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

#### ARTICLE IV - Control of Summer of Gleaning Program

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

#### ARTICLE V - Estimated Cost and Expenditure Limitation

Sponsor agrees to reimburse the University for services performed under this agreement in the amount of \$20,278.00 in accordance with the following payment schedule. Attachment A sets forth the



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

6/4/96 7:27:52 Page 8 of 16

proposed allocation plan. Deviations from this budget plan may be made to and from any expenditure object within the University system as long as such deviation is reasonable and necessary in the pursuit of the project contained herein and described at Attachment A. Furthermore, total amount identified above may not be exceeded without prior written amendment to this agreement.

Payment Schedule: Because of startup costs associated with the project, the unavailability of an electronic payment system and the requirement to make sub-awards to partners in the USDA Summer of Gleaning Program, the total amount of the project cost will be forwarded to the University upon execution of this agreement. A standard Form (SF) 269(a), Financial Status Report, which is the first and final SF-269 shall be submitted ~~either with your final payment request, or~~ no later than 90 days after expiration of the Agreement. Checks should be made payable to **XXXXXXXXX**. *Refer to SF 269(a) R-J*

Cost-reimbursable payments and advance payments are approved under this cooperative agreement. Requests for payment shall be submitted on Standard Form 270's Request for Advance or Reimbursement.

#### ARTICLE VI - Reporting Requirements

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

#### ARTICLE VII - Publication and Confidentiality

The University, as a state institution of higher education, engages in research that is compatible, consistent and beneficial to its academic role and mission, and therefore significant results of research activities must be reasonably available for publication. The University agrees that publications developed through industrial support will be submitted to the Sponsor for a 30-day review period prior to release by the University. The University agrees to keep confidential any sponsor proprietary information supplied by Sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by Sponsor. Any materials produced describing the project will clearly indicate that the 1996 Harvest New Jersey is a USDA AmeriCorps program sponsored by the USDA and the Corporation for National Service.

#### ARTICLE VIII - Equipment

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

#### ARTICLE IX - Indemnification

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

#### ARTICLE X - Compliance with Laws

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

#### ARTICLE XI - Anti-Kickback

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



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

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## ARTICLE XII - Assignment

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

## ARTICLE XIII - Patents and Inventions

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

## ARTICLE XIV - Publication by Sponsor

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

## ARTICLE XV - Termination

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

## ARTICLE XVI - Changes and Amendments

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

**From:** Ron DeMunbrun  
**To:** WDC-ASCS.ASCS\_PO6.CSIMS  
**Date:** 4/26/96 7:58am  
**Subject:** Administrative issue

The one issue I forgot to discuss with your personnel that they should know about immediately is the issue of getting the members their first disbursement of their living allowance. depending on when the program starts members could wait three weeks to get one weeks pay. We want to start paying after the first time they earn a weeks salary. Please ask those people we met with how to do this.

We need to get on this now.

Thank You

Ron

**CC:** nservice1, jberg

Robin - Draft Re-programming when do this

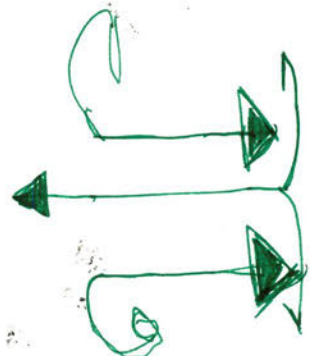
Kathie - a message concerning teleconference  
Ali should pass.

farm bill proposal. scan if you have it  
Replac National Service with Blowing + food service.

travel 3 weeks out of month

Elaine trout - any low budget Jack's travel.

Frank - RFP





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## **Clinton Presidential Records Digital Records Marker**

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Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

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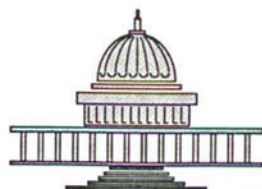




# California Commission on Improving Life Through Service

## NATIONAL SERVICE UPDATE

March 13, 1998



### On The National Front

#### Commission Staff Participate in FEMA Roundtable

Gavin Healy, our AmeriCorps Spring Break Coordinator had the honor and pleasure of joining President Clinton; Harris Wofford, President and CEO of the Corporation for National Service; and James Lee Witt, Director of the Federal Emergency Management Agency (FEMA) for a roundtable discussion on Disaster Relief in Oakland, California. The event centered around Project Impact -- which is a collaboration between the Corporation for National Service and FEMA.

Gavin Healy is a former AmeriCorps member who served at the East Bay Conservation Corps in 1997. He is coordinating the Spring Break Project in California, a component of Project Impact. Spring Break project will engage AmeriCorps members from the National Civilian Community Corps (NCCC) to help lead high school and college students in intensive spring break activities to lessen or prevent damage from future disasters. Elizabeth Del Nagro, an AmeriCorps\*NCCC member active in disaster relief also participated. Supporting Gavin were Dr. Linda Forsyth, our Executive Director, and Eddie Aguero, our Director of Training and Technical Assistance. To learn more about Project Spring Break, contact Gavin Healy at 510/233-2520

*For more information on the Commission and submissions to the National Service Update, please contact the Office of Public Information:*

1121 L Street, Suite 103,  
Sacramento, California 95814  
(916) 323-7646 • FAX (916) 323-3227

E-Mail: [commission@cilt.ca.gov](mailto:commission@cilt.ca.gov)  
Internet Home Page: <http://www.cilt.ca.gov>

### *From the State Capital*

#### **Funding for Fingerprinting in the Governor's Budget**

Clean-up legislation (AB2102) for the 1997 Michelle Montoya fingerprinting bills (AB1610 & AB1612) is currently moving through the legislative process. The Montoya bills and others have been instrumental in requiring fingerprinting and criminal background checks for prospective school volunteers and employees. However, due to the increased workload at the California Department of Justice, the delay in receiving reports has proven to be hardship for some California AmeriCorps programs in the processing of member background checks.

The good news is that Governor Pete Wilson has included over \$6 million in his 98/99 Budget to assist the Department of Justice in managing the increased workload of the Applicant Processing Program. While state budget negotiations have just begun, we want to applaud the Governor and the Department of Justice for aggressively working to solve this problem. Should the clean-up legislation and the Governor's Budget move smoothly through the legislative process, AmeriCorps programs, school districts, and other agencies should see a much swifter turnaround of fingerprinting applications for prospective youth volunteers and school district employees.

\*\*\*\*\*

**National Youth Service Day**  
**April 21, 1998**

**National Volunteer Week**  
**Big Help Week**  
**April 19 - 25**

**Earth Day**  
**April 22**





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

February 3, 1997

**MEMORANDUM FROM THE SECRETARY**

**TO:** USDA Program Managers for Projects Utilizing AmeriCorps Members

**SUBJECT:** The Department of Agriculture's (USDA) Role in AmeriCorps

I regret to inform you that we have been unable to reach an agreement with Congress that will allow us to continue directly running service projects that utilize AmeriCorps members. Therefore, we have no choice but to cancel those projects planned for this year.

I want to thank you for your tremendous effort and patience in implementing previous projects utilizing AmeriCorps members--and in working towards a possible implementation of similar projects this year. You have exemplified the best of public service through your efforts to reinvent government by creating service projects that achieved concrete, measurable results fighting hunger, protecting the environment, and boosting rural communities. In just 2 years of operation, these projects directly aided over 1 million citizens and improved over 400,000 acres of land. Last summer alone, a handful of AmeriCorps members aided by USDA recovered over 1,000 tons of excess food--enough to provide over 1.3 million meals. You should be forever proud of these achievements.

It is important to note that, while projects sponsored directly by USDA will not continue this year, growing bipartisan support for the overall AmeriCorps program has allowed the program as a whole to thrive. This year, the overall program will enable 25,000 citizens to earn money for post-secondary education by serving their nation. Your past efforts in pioneering high-quality projects throughout the nation played a significant role in building public support for the overall program. I believe history will show that USDA's early involvement in AmeriCorps played a major role in making national service a permanent fixture in American life.

In the months and years ahead, USDA and the Corporation for National Service will work closely together to find alternative ways to continue the important work you and your projects have started. We will work hard to guarantee that rural America is fully served by AmeriCorps, and that community service projects focused on fighting hunger, boosting community development, protecting the environment, and preserving public lands will continue.

Although I must again state my regret that we are forced to cancel our projects, I am confident that your energy and expertise will, in the future, continue to be focused on positive ways to engage citizens in improving our nation.

## IMPORTANT DATES IN THE AMERICORPS/USDA 1995-1996 PROGRAM YEAR

### 1995

July 17 - Sites begin drafting or refining recruitment plans and work plans

July 24 - States begin calling qualified applicants from the Department's national database

July 26 - Final revisions of community service objectives for each operating site due to the Department

Week of July 31 - Final operation sites approved by the Department and the Corporation for National and Community Service; local Congressional offices notified; agencies issue one joint press release per state announcing recruitment

By August 5 - All sites finalize recruitment plans

By August 10 - Department orders complete set of uniforms for all Members

By September 11 - All sites submit Member assessment forms to the Department for approval before final Member selection

By September 15 - All sites complete workplan for the year

By September 18 - Department approves Member assessment forms; sites formally accept or reject applicants; Members signs contracts and complete enrollment forms

By September 25 - All sites submit site operating form

Week of September 25 - National teleconference for training of site supervisors (tentative)

September 18 - October 10 - All sites begin joint Member orientation and training for all Members in the state; operations manuals distributed to all Members

September 25 - October 16 - Members at all sites begin actual service projects

September 29 - Close of 4th quarter reporting period for 1994-1995 project year

October 1 - Start of Fiscal Year 1996



Week of October 10 - National Opening Ceremony for 1995-1996 project year

October 20 - Fourth quarter and end-of-year reports due for all 1994-1995 project year

Week of November 13 - National video teleconference for all AmeriCorps/USDA Members; national training for all RECD-sponsored AmeriCorps Members

Week of December 4 - Agencies begin internal application process for 1996-1997 AmeriCorps project year

Dec 31 - End of reporting period for first quarter reports

### 1996

January 10 - First quarter reports due to the Department

January 15 - Martin Luther King Jr. Federal Holiday (service project) \*

March 31 - End of reporting period for second quarter reports

April 10 - Second quarter reports due to the Department

April 22 - 28 - National Volunteer Week

April 23 - National Day of Service (joint service projects) \*

June 30 - End of reporting period for third quarter reports

July 10 - Third quarter reports due to the Department

June - August - Member graduation ceremonies

September 30 - End of fourth quarter reporting period

October 20 - Fourth quarter and end-of-year reports due for 1995-1996 project year

*\* Sites are encouraged to use both of these days to organize special "signature" service projects which recruit large numbers of community volunteers to work side-by-side with the AmeriCorps Members for the day.*

**From:** Joel Berg  
**To:** SIESNET.OSEC.GFRAZIER, SIESNET.OSEC.MPHIPPS, SIESN...  
**Date:** 1/8/97 3:33pm  
**Subject:** New AmeriCorps Tabulations Show Civil Rights Success

\*\* Proprietary \*\*

Ironically, even as we are shutting down AmeriCorps here, we just received final figures from the last year of the Department's program which indicate that USDA AmeriCorps was a smashing success in providing equal opportunity to an exceedingly diverse group of Americans.

The 1,002 participants in the program last year were:

46% Male

54% Female

54% White (non-Hispanic)

24% African-American

8% Hispanic/Latino

5% American Indian/Alaskan Native

2% Asian/Pacific Islander

1% Other

7% No response to this question

3.5% were people with disabilities

5% were veterans

The highest level of education broke down as follows:

6% less than high school

13% high school degree

3% General Equivalency Degree (GED)

1% technical/trade school

26% some college

5% associate degree

42% college degree

6% some graduate school

6% graduate degree

Given that some AmeriCorps graduates subsequently gained permanent Federal jobs at USDA --- and that many more are poised to do so in the future --- even the short-lived, two year, program should provide civil rights benefits to the Department for years to come.

**CC:** KGIBNEY,DDIFIORE



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

August 23, 1995

SECRETARY'S MEMORANDUM 1030-27

USDA AmeriCorps National Service Program

1 PURPOSE

This memorandum establishes the USDA AmeriCorps National Service Program and delegates the authority to manage the program for the Department to the Director of National Service.

2 BACKGROUND

The National and Community Service Trust Act of 1993 established the Corporation for National and Community Service (CNCS), the AmeriCorps and Public Lands Corps Programs. The intent of the legislation is to engage Americans of varied ages and backgrounds in community-based service. This service addresses the Nation's educational, public safety, human, and environmental needs to achieve direct and demonstrable results. In doing so, national service will foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service. The Act authorizes the CNCS to provide assistance to private organizations, States, and Federal departments to conduct national service programs. The Act further authorizes Federal departments to run national service programs directly or in partnerships with others.

3 POLICY

As the People's Department, it is the responsibility of all USDA agencies to strive for the maximum allowable participation by USDA in the area of national service. By identifying existing programs that can be used to support national service initiatives or by proposing new programs,

projects, the Department will strive to the fullest extent possible to use assistance from the CNCS to leverage existing resources and to integrate the national service concept more fully into Departmental programs and activities. USDA will run programs in which both the AmeriCorps members and managers at every project site will represent a socio-economically diverse group of Americans.

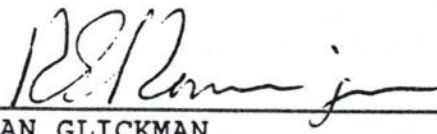
4 DELEGATION

The Director of National Service is hereby delegated the authority to manage the USDA AmeriCorps National Service Program, including the Public Lands Corps, and coordinate the Department's national service initiatives. The Director is authorized to prepare the Department's annual application to CNCS and to execute on behalf of the Department agreements with the CNCS and other entities concerning the USDA National Service Program.

The Director is further authorized to develop and oversee implementation of detailed guidelines and procedures for agencies to follow in planning, operating, staffing, and funding the program.

5 EXPIRATION

This memorandum shall expire after one year.

  
for DAN GLICKMAN  
Secretary



10/10/46



UNITED  
STATES  
DEPARTMENT  
OF AGRICULTURE

# ***SUMMER OF GLEANING***

# Americorps crew saves fresh vegetables for the needy

Associated Press

MONTICELLO, Ky. — A morning's "gleaning" yesterday will mean fresh cabbages for people in need and some lettuce, of sorts, for six college students.

The students descended on a Wayne County field to gather about 1,000 pounds of cabbage that would otherwise have been left to rot because it didn't meet commercial standards. In the process, they earned scholarship money through the federal Americorps program.

Dan Radford, of Monticello, said it was the best of both worlds.

"I want to help the needy," said Radford, 23, a junior food-science major at the University of Kentucky. "And, of course, the scholarship helps out. My money is getting kind of tight."

Americorps is a national program that offers scholarship money and stipends to students in exchange for community work. Monday's effort was part of Americorps' "Summer of Gleaning and Food Rescue" program.

Gleaning means picking up what's left after a field has been harvested. In this case, farmer Larry McKinley donated cabbages that were either too small or too moldy to sell. The mold is simply cut away after gleaning.

"It would sit there and rot if somebody didn't come and get them," said team leader Damont Drake, 37, of Corbin, a student at Southern Baptist Theological Seminary in Louisville.

He recently helped distribute gleaned tomatoes to about 300 fam-

ilies in Whitley County. Drake and his team were working through the Kentucky Highlands Empowerment Zone, which is receiving millions in federal aid to develop the rural region.

Most of the food will go to charities in a 15-county area. Margaret Robinson, food coordinator at God's Food Pantry in Somerset, said her families gets mostly canned vegetables.

"I think that's just wonderful that we're going to get fresh vegetables ...," Robinson said.

THE COURIER JOURNAL  
LOUISVILLE, KENTUCKY  
JUNE 25, 1996



Jackson, Mississippi

The Clarion-Ledger Monday, August 19, 1996

## Delta families benefit from USDA food program

The Associated Press

**SUNFLOWER** — Several state and federal agencies have spearheaded a campaign to feed the hungry in underprivileged regions of the Delta, U.S. Agriculture Secretary Dan Glickman says.

Sunflower County was chosen along with six other counties nationwide to participate in the "Summer of Gleaning" program, Glickman said during a visit to the Mississippi Delta last week.

Glickman said millions of pounds of perfectly good food is thrown away every day.

"I'd rather see that food put in people's mouths than tossed in the dumpster," he said. "Hopefully, the community will be able to supplement this program with others."

Hundreds flooded downtown Sunflower on Friday to receive a portion of the 5,000 pounds of dry and canned goods being distributed. The food included everything from watermelons to rice.

USDA AmeriCorps members

like LaDonna James, who wrote the grant for Sunflower County and helped to coordinate the event, said members are pleased to see the federal government support the first-ever "National Week of Food Recovery."

More than 100,000 pounds of excess food products have been gleaned over the summer with the help of farmers and merchants, said Roger Robinson, an MDEZA AmeriCorps member.

Betty Oliver, state coordinator for USDA AmeriCorps/Rural Development, said the 12-week program started July 31, and "I'm hoping the community will help to sustain it." She said more than 200 families will benefit from the gleaning program.

Rosie Binder, 65, of Sunflower, said she is on Social Security and can only stretch her monthly check so far.

"I don't even qualify for food stamps, and when I pay my bills I ain't got nothing for food," she said. "So this is the best thing that could have happened for me."

MISSISSIPPI

# Summer gleaning program helping feed Mid-Deltans

■ Agriculture secretary pays visit.

By DAVON APPLEWHITE  
Delta Democrat Times

**SUNFLOWER** — U.S. Secretary of Agriculture Dan Glickman, 2nd District Congressman Bennie Thompson and the USDA and MDEZA AmeriCorps programs are spearheading a campaign to feed the hungry in underprivileged regions of the Delta.

According to Glickman, Sunflower County was chosen along with six other counties nationwide to participate in the "Summer of Gleaning" program.

Glickman, who visited the Mid-Delta Friday, said millions of pounds of perfectly good food is thrown away every day.

"I'd rather see that food put in people's mouths than tossed in the dumpster," Glickman said. "Hopefully the community will be able to supplement this program with others."

A crowd of hundreds formed in downtown Sunflower Friday morning to receive a portion of

the 5,000 pounds of dry and canned goods being distributed. The food included everything from watermelons to rice.

USDA AmeriCorps members like LaDonna James, 24, who wrote the grant for Sunflower County and helped to coordinate the event, said members are pleased to see the federal government support the first-ever "National Week of Food Recovery."

"Everybody in the community will benefit from the project, although it's targeted at the elderly and low-income," James said. "Sunflower County is part of the empowerment zone, and we target historically impoverished areas."

Roger Robinson, an MDEZA AmeriCorps member, said more than 100,000 pounds of excess food products have been gleaned over the summer with the help of farmers and merchants.

"Hundreds of needy families will be served, where they otherwise wouldn't have been without this program," Robinson said.

Rosie Binder, 65, of Sunflower, said she is on Social Security and

can only stretch her monthly check so far.

"I don't even qualify for food stamps, and when I pay my bills I ain't got nothing for food," she said. "So this is the best thing that could have happened for me."

Gerline Conrad, 45, of Ruleville, said she has a growing teenage son, and with her set income, it's hard to keep food in the house.

"I only get \$10 a week, and I usually run out before the next week. Food is so high. A box of cereal costs \$5," she said. "This will really help make ends meet."

Betty Oliver, state coordinator for USDA AmeriCorps/Rural Development, said the 12-week program started July 31, and "I'm hoping the community will help to sustain it." She said more than 200 families will benefit from the gleaning program.

Other organizations that helped to co-sponsor the event are the Mississippi Food Network, Eubanks Farms and Lewis Grocer of Indianola.

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# Feds study Michigan food banks' success

## Summit held to help forge alliance between government and firms.

By Anjali J. Sekhar  
*The Detroit News*

Michigan is one of the most effective states in helping the hungry with food that otherwise would be thrown away, experts say.

And U.S. Agriculture Secretary Dan Glickman came to Detroit on Monday to see how it's done.

Glickman visited the Gleaners Community Food Bank of Greater Detroit to lead a discussion on how to save food, as well as pack crates of beans for needy families.

The discussion, part of Food Recovery Leadership Summit 1996, was the first of seven to be held around the country to build alliances between government and businesses to feed the hungry.

"Between 10 to 12 percent of all food prepared every day is not eaten," Glickman said. "It ends up in the Dumpster rather than in somebody's stomach."



Alan Lessig / *The Detroit News*

**Rodney Tucker, 17, helps U.S. Secretary of Agriculture Dan Glickman load bags for needy.**

Gleaners Food Bank is a part of the Michigan Agricultural Surplus System (MASS), a partnership between Michigan's food producers and food banks. Last year, MASS

gathered and distributed 3 million pounds of surplus food.

Gleaners President Gene Gonya said state support for programs that save leftover food will be increased to \$720,000 in the next budget. "We want to encourage the feds to give matching grants to the states who are doing these kinds of projects," Gonya said.

Gordon E. Guyer, director of the state Department of Agriculture, said he needs more money for storing and transporting food, and some of that money could come from cooperation between government and business. "If the partnership is between private, public and federal, it's win-win for everyone," Guyer said.

Glickman said he hopes to get money for storage and transportation from the 1996 Farm Bill Community Food Security Act, which offers grants to hunger projects.

One concern that could lead restaurants to hold back on donating food is the question of legal liability, said Williams Ridella, director of food sanitation for the state health department.

# Court approves sobriety test for drivers

## Michigan appeals panel rules test is reliable.

*Associated Press*

LANSING — A field sobriety test commonly used by police officers has been given the stamp of approval by the Michigan Court of Appeals.

tal gaze nystagmus test" could be used routinely in court without extensive testimony from experts about its validity.

The test is one of several field sobriety tests recommended by the National Highway Traffic Safety Administration to help officers determine whether a driver is drunk.

In the test, the person covers or

Courts in some other states have held the test results are inadmissible without evidence that the test is generally accepted by the scientific community and is reliable.

But the appeals court disagreed with that. It said prosecutors who want to use the results in Michigan courts only have to show the test was properly performed and that the officer was qualified to perform



# How Excess Food From The Olympics Makes It To Georgia's Hungry

By Kristine Anderson  
Special to The Christian Science Monitor

**ATLANTA**  
**C**ARL JAFFAR backs his large, white refrigerated van into one of the concession loading docks at Centennial Park. But while other drivers are dropping off late-night deliveries for tomorrow's menu, Mr. Jaffar is making a pickup.

Jaffar is a driver for Atlanta's Table, and his van is one of a modest fleet of five vehicles used to rescue surplus food from the bulging Olympics' tables.

Tonight he will pick up almost 400 pounds of Southern specialties such as barbecue pork, honey-baked ham, and fried chicken left over from a sponsor's buffet. He will then head to the World Congress Center, two blocks away, where he will pick up about 400 extra box lunches.

Jaffar is part of a first-time effort coordinated by the Atlanta Community Food Bank and Atlanta's Table to retrieve a half-million pounds of Olympic food for the poor in 43 counties around the state.

Janice Reece, the assistant director of Atlanta's Table, hopes the program will provide 300,000 meals for the 570 community

agencies that shop at the food bank. "This [program] is a simple way to impact people like the elderly poor, the kids in day shelters, and the homeless who are usually left out at all the Olympic activities," she says.

Though many look at the Centennial Games as the world's biggest party, Ms. Reece and other coordinators look at the event as an opportunity to fill more stomachs than usual and change the way people think about surplus food. "Even though we live in the land of plenty, we can't take basic necessities for granted," she says.

For Donald Daughtery, director of Atlanta's Shepherd's Inn, a shelter and provider of over 1,000 meals a day for the homeless, the Olympic fare, which is free, is "a real blessing." "It allows us to feed the increasing number of homeless ... without straining an already strained budget," he explains.

But moving 500,000 pounds of food during the three-week period involved is something of a nightmare, in part because of the strict security surrounding the Games.

Coordinators for the food bank and Atlanta's Table have been

meeting with Atlanta Committee for the Olympic Games (ACOG); Aramark, the official food service manager for the Games; and food vendors for almost two years to work out the logistics.

Working in a room covered with charts, daily plan sheets, schedules, and maps, Rob Johnson, project director of Atlanta's Table, says, "We didn't want people wondering what to do with trays of leftovers when they broke down buffet lines at 10 p.m."

Working around the clock six days a week are the regular food bank and Atlanta's Table staff of 38, along with a handful of volunteers from food banks across the country, AmeriCorps, and the Congressional Hunger Fellows in Washington.

Coordinators have also tapped close to 30 local volunteers who were willing to work long hours on the grueling graveyard shift.

Since most volunteers don't have credentials to get into the Village and venues, they work in

the 125,000 square-foot warehouse, putting perishables in huge coolers and freezers. They also make early morning calls and send faxes to agencies to let them know what's available each day.

Bill Bolling, executive director, explains, "Since we get lots of

**FOOD ON THE MOVE:** Carl Jaffar (far left) is ready to pack up his truck with leftover food for the needy.



fruit, we can't keep most of the food more than 24 hours. We've got to keep it moving."

But getting to the food bank can be difficult for agencies located in and around the Olympic Ring when so many of Atlanta's streets are closed and blocked off for the Games. So food banks in other cities, as well as several neighboring states, are ready to send more trucks to help with food distribution.

While the rescue effort will cost the food bank about \$100,000, Mr. Johnson sees it as a win-win situation for everyone involved.

"If we can make it work with a large-scale event like the Olympics, we can make it work almost anywhere," he says.

## Chillin' Out in Hotlanta

**ATLANTA**

**M**ANY observers are convinced that it took a super sales job to lure the Olympics to Atlanta in the dead of summer. Some reports even suggest that local organizers massaged the temperature numbers a bit, hoping to convince the international Olympic brass that the heat really isn't that bad. The chilling discovery this reporter made is that Hotlanta really has two midsummer climates, one outside and one inside.

Expectations of the first influenced my packing. Firsthand experience with the latter influenced my purchasing. Anticipating a daily steam bath, I packed one pair of long pants. What I didn't bargain for, though, was the arctic temperature that Olympic buildings and buses would achieve.

Packing for any Olympics is a challenge. Do you take a couple of extra media guides and background files, or do you opt for a full supply of underwear? Most, I feel certain, elected to carry a large Olympic library. With the papers stuffed into my suitcase, I possessed personally the information to survive in Atlanta.



OLYMPIC  
POSTCARD



Sentinel

Santa Cruz, California

# Business/Agriculture

Sentinel — Saturday, May 11, 1996

## 'Summer of Gleaning' comes to Central Coast

### AmeriCorps plans to recruit volunteers to assist in 12-week food program

By DAVE BROCKMANN  
Sentinel staff writer

WATSONVILLE — The U.S. Department of Agriculture has chosen the Central Coast as a site for its "Summer of Gleaning" program in conjunction with two local agencies.

Joel Berg, director of National Service for the Agriculture Department in Washington, D.C., announced this week that the 12-week project would try to provide 500 pounds of food to 5,000 people in the two counties from June through August.

FOOD Crops in Castroville, which stands for Food Organization Organizing and Distributing Crops, is the non-profit agency that provides fresh donated produce to food banks, such as Second Harvest Food Bank, in Santa Cruz, Monterey and San

Benito counties.

"This is a post-harvest harvest for the needy," said Willie Elliott-McCrea, executive director of Second Harvest Food Bank. "After harvesting lettuce, for example, there are small heads left behind that are eatable and nutritious, but are not marketable, and we'll be able to rescue those for this program."

To assist with the program, two new members of AmeriCorps — President Bill Clinton's national service program — are being recruited for the summer jobs in either Watsonville or possibly Hollister. The AmeriCorps projects provide each selected member with \$2,242 living allowance, as well as a \$1,000 education awards that can be used to pay for college, graduate school, job training, or to pay existing student

loans.

Tentatively, one of the volunteers will be assigned to FOOD Crops for the gleaning project, and the other will work at the Second Harvest to help recruit and train of other volunteers, Elliott-McCrea said.

"Every day, a significant amount of wholesome, nutritious food in this country goes to waste — sometimes in the field because it does not meet market specifications, sometimes in cafeterias and restaurants because too much is prepared," USDA Secretary Dan Glickman said in a prepared statement. "There are many innovative local programs that are rescuing both prepared, perishable foods, and surplus field crops from area farmers and providing meals to those who might otherwise go without."

This will be the second AmeriCorps member in Watsonville, Berg said. Last year, Manuel Montes joined the staff at the Ramsay Park Community Center to assist in developing an arts program for youth.

USDA sponsors rural development, environmental protection, and anti-hunger projects that engage up to 1,350 of the 25,000 members in the overall AmeriCorps program.

Any citizen or permanent resident age 17 or older can apply for the summer AmeriCorps program, Berg said. Anyone interested should call 763-4033, and the deadline for application is May 20.

The USDA has a hotline (1-800-GLEAN-IT) to provide up-to-date information about local and national gleaning and food rescue efforts.

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**'This is a  
post-harvest  
harvest for the  
needy.'**

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**— Willie Elliott-McCrea,  
food bank director**

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■ A13 Monday, May 6, 1996

FOUR CORNERS

# USDA Americorps sets summer food project

LLOYD WILHELM  
SPECIAL TO THE DAILY TIMES

Each year millions of pounds of fresh fruits and vegetables go to waste in fields and gardens throughout the United States. At the same time, hundreds of thousands of adults and roughly 20 percent of the nation's children go without proper nutrition through the lack of adequate resources to acquire the needed food.

Gleaning of fields and gardens (gathering after the harvesters) is one way we can rescue food that would otherwise be wasted. Through a network of farmers, gardeners, harvesters, volunteers and distributors, perishable commodities can be dispersed to needy families.

The United States Department of Agriculture (USDA) Americorps Program with the support of Secretary of Agriculture Dan Glickman will form partnerships with non-profit organizations and volunteers in 17 project sites throughout the United States to sponsor a "Sum-

mer of Gleaning" program from June 1 through Aug. 31.

Americorps, President Clinton's National Service Program, passed with bipartisan support from Congress.

The Four Corners area and Albuquerque have been selected as operation sites in New Mexico for 12 weeks during the summer of 1996. The Farm Service Agency (FSA), in partnership with Rural Economic Community Development (RECD), will sponsor gleaning efforts at the two New Mexico sites.

These agencies will recruit four members for each site to serve 480 hours of actual service time to coordinate and promote the gleaning activities in the respective communities. Each member will be provided a \$2,242 living allowance as well as a \$1,000 education award. Any citizen or permanent resident of the United States age 17 years or older can apply for this program.

For information or an application, contact the Farm Service Agency at 334-3090 or for addi-

tional information on the National Americorps Program call (800) 880-4183.

The U.S. Department of Agriculture prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7808 (TDD).

To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C. 20250 or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal employment opportunity employer.

*EDITOR'S NOTE: Lloyd Wilhelm is the Americorps site supervisor and works for the San Juan County Farm Service Agency.*



REGISTER-PAJARONIAN  
WATSONVILLE, CALIFORNIA  
JUNE 15, 1996

## ***Two kinds of lettuce***

Jill Thompson, second from right, under secretary of the federal Rural Development Agency, helps sort lettuce Friday at Second Harvest Food Bank after presenting the city of Watsonville with a \$300,000 Rural Business Enterprise Grant. Helping, from left, are Michael Rena, California director of the Rural Development Agency, and Alexandra Herrera and Bryan Rodriguez, volunteers at the food bank this summer as part of President Clinton's AmeriCorps program.

Michael McCollum







ASSISTANT TEAM LEADER Joseph Lochridge and Suzanne Lecourt, members of the Albany Service Corps, tend the Harvest for the Hungry garden on the State Office Campus in Albany Monday.

Times Union/STEPHEN WEAVER

# Community gardeners hope to harvest bounty for hungry

■ Albany Service Corps' gleaning program aims to stock food pantries with fresh produce

BY CAULIN BROWN  
Staff writer

Albany

**T**he beating sun prompted an afternoon sprinkling Monday at the Harvest for the Hungry community garden, where food is grown entirely for the poor.

Beside the sprouting carrots, lettuce, kale and beets, government leaders and community-based organizations introduced a gleaning program that is expected to collect surplus food this year for a population increasingly in need of food-pantry help.

The "AmeriCorps Summer of Gleaning" program will be coordinated through the Albany Service Corps, which has received a \$20,000 federal grant for the program. The project will link the rural farming community with the urban poor to direct food that might otherwise go to waste.

"These four to six corps members will gather 10 tons of food (for) the emergency food system. That's significant," said Paul Winkeller, executive director of the Albany Service Corps. He estimated the corps workers will spend 2,000 hours over 12 weeks creating a system for volunteers to collect food from farmers and gardeners. Once surplus food is collected from six counties, it will be distributed through food pantries and soup kitchens to about 20,000 low-income families in Albany, Troy and Schenectady.

Efforts by assorted local agencies have been fragmented and not sufficiently coordinated, Winkeller said.

Behind Winkeller, members of the Albany Service Corps and AmeriCorps were busy watering, weeding and thinning the community garden at the State Office Campus where produce is grown for local food pantries and soup kitchens.

Albany is one of only 20 sites nationwide to which the U.S. Department of Agriculture has

allocated gleaning-program grant money.

"With one out of nine people on food stamps, the department is finding ways to facilitate partnerships between those who have food and those who don't," said Donna Hines, an anti-hunger coordinator with the USDA and AmeriCorps. She said she would like to see "food rescue" programs become as common as bottle recycling programs.

For Debbie Catozzi, associate director of the Hunger Action Network of New York State, the gleaning program might make possible an idea that has mostly been hit-or-miss.

"We've been working for a long time to try and get a gleaning project growing," she said. Once an infrastructure is built, farmers can get involved, volunteers can be trained and users of gleaned food can be educated about the value of fresh produce, she said.

The coordination effort involves identifying farmers who are willing to give away their surplus, then lining up storage for large quantities of fresh food at pantries that generally have minimal capacity.

Efforts to assist the emergency food system will help groups like the Food Pantries of the Capital District, which has had a hard time collecting donations, according to executive director Dawn Primeau.

She asked 100 local businesses to consider collecting for pantries this spring and received only five responses.

"We rely on the state offices, but many of them are doing drives for their own employees because people are being laid off and displaced," Primeau said. "We're always thinking of new ways to raise food, and gleaning is a traditional, historical way of feeding poor people."

The Focus Interfaith food pantry is receptive to the idea because the pantry usually lacks fresh produce, according to director Tom McPheeters.

"We never seem to be able to get enough fresh produce," McPheeters said. He plans to have pantry staff educated in the uses of fresh produce so that they can pass the knowledge on to pantry clients. "A lot of education needs to be done."

Tuesday, June 18, 1996

TIMES UNION

ALBANY, NEW YORK



THE THUMB FARM NEWS  
APRIL 29, 1996  
MICHIGAN

Page 3-THUMB FARM NEWS-APRIL 29, 1996

## Detroit and Lansing areas as site for its AmeriCorps summer gleaning program

WASHINGTON — Agriculture Secretary Dan Glickman announced the Detroit and Lansing, Michigan areas, will be two of a number of sites in 17 states where AmeriCorps members will participate in gleaning and food rescue activities this summer.

"Every day, a significant amount of wholesome, nutritious food in this country goes to waste — sometimes in the field because it does not meet market specifications, sometimes in cafeterias and restaurants because too much is prepared," Glickman said. "There are many innovative local programs that are rescuing both

prepared, perishable foods and surplus field crops from area farmers and providing meals to those who might otherwise go without."

Six new AmeriCorps members will serve in the Detroit and Lansing area for 12 weeks during the summer to help with the coordination and gleaning of crops from local producer's fields. The gleaning effort will concentrate on manually harvesting fruits and vegetables after the producer has completed their mechanical harvesting.

CLEANING page 6

Page 6-THUMB FARM NEWS-APRIL 29, 1996

## CLEANING

From page 6

In addition, on April 2 USDA established a toll free hotline (1-800-GLEAN IT) to provide up-to-date information about local and national gleaning and food rescue efforts. The hotline will help put potential food donors into contact with local food distribution programs and provide guidance to individuals interested in initiating programs in their communities.

"I believe it is a natural partnership to utilize AmeriCorps members for gleaning and food rescue activities," Glickman said. "AmeriCorps is a highly effective program that gets things done while strengthening communities, expanding educational opportunity, and encouraging personal responsibility. Gleaning and food rescue are important ways to engage these volunteers to use available re-

sources to reduce hunger in America."

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

Any citizen or permanent resident of the United States age 17 or older can apply for the summer gleaning program. Anyone interested can call (517) 337-6659 or 1-800-880-4183 for more information and for an application.

## **AmeriCorps Summer of Gleaning and Food Rescue program under way**

LONDON - More food for area residents will be available this summer as the result of the work of six young people who are participating in the AmeriCorps Summer of Gleaning and Food Rescue program.

For the next 12 weeks these students will work in the Kentucky Highlands Empowerment Zone and its surrounding counties.

Some 100 needy, hungry or elderly families are hoped to be helped by the project in which the AmeriCorps volunteers will organize other volunteer groups to assist in gleaning fields - "gathering after the reapers," and rescuing excess foodstuffs from prepared food distributors.

Those foodstuffs would be distributed to local food pantries for the poor and those assisted will be instructed in proper processing of the fresh foods to make them last longer.

The AmeriCorps volunteers, who are paid a living stipend and also will be granted a lump sum award toward their college education, will recruit other agencies such as Kentucky Communities Economic Council groups, the Christian Appalachian Project and County Extension

Service offices to assist in the project.

The AmeriCorps volunteers will also encourage church youth groups, Scouting groups, 4-H clubs, Future Farmers of America and other similar groups to assist in actually going into the fields after the harvesters to glean the vegetables and collecting prepared foodstuffs.

And once the project is completed for the summer it is hoped by AmeriCorps volunteers that the volunteers they have generated in the local communities will continue the gleaning work.

In the early part of the summer the AmeriCorps volunteers will meet with farmers who have been recruited into the program as well as those community members who have been recruited to assist in distribution of the foodstuffs.

Actual gleaning and packaging will begin in July and will continue through the harvest season.

Groups or individuals who wish to assist in the Summer of Gleaning should contact team leader Damont Drake through the Kentucky Highlands Empowerment Zone office at (606) 864-5175.



## Local Americorps Project- "Summer of Gleaning" Members Sworn In

ALBANY—On Monday, July 1, new AmeriCorps members were sworn in by U.S. Congressman Michael

McNulty. The swearing-in event was held at the Albany City Hall.

USDA FSA State Executive Director, Marc A. Smith was on hand along with Albany's Mayor Gerald Jennings, to address the group on this

worthwhile project.

The USDA Farm Service Agency has been awarded one of eight grants nationwide to the Albany Service Corps. This project called "Summer of Gleaning" will employ six college bound members to work with

farmers and local emergency food suppliers in a Multi-County area. Surplus produce will be harvested by the AmeriCorps members and distributed to food pantries, soup kitchens and other facilities in Albany, Schenectady and Troy.

Through the efforts of this group and the project partners, it is hoped that 20,000 low income individuals will benefit from this supply of fresh produce each month. Groups participating in this effort are many and include Albany County Farm Service Agency, Albany Department of Human Resources, The Hunger Action Network of NYS, Food Pantries of the Capital District, The Regional Food Bank, The Capital Gleaning Network, and The Schenectady Inner City Ministries.

Marc A. Smith, State Executive Director for The USDA in New York State, noted that in addition to serving as facilitators to move food from the field to

families in need, AmeriCorps members will learn about New York State's number one industry in agriculture and the challenges producers face to feed America.

AmeriCorps members will also work in a 3/4 acre "Harvest for the Hungry" garden located on the SUNY Albany Campus. They will work with local food pantries and soup kitchens to train staff volunteers and clients in preparation and use of in-season vegetables and fruit. AmeriCorps members will coordinate with neighborhood centers and churches/synagogues that have cooking facilities.

The goal of this project is to glean 10 tons of food and make it available to 20,000 low income individuals each month through 100 local emergency food sites.

**For more information call Tom Della Rocco at 518-765-3570 with the Albany County Farm Service Agency.**

USA TODAY  
JUNE 25, 1996

## Kentucky

Monticello — Students participating in the federal AmeriCorps Food Rescue program gathered 1,000 pounds of fresh cabbage for the poor. In the process they earned scholarship money.



# Summer program helping area needy

BY KELLE EDWARDS  
TIMES-TRIBUNE STAFF

Modernize the old biblical parable about gleaning the harvest and you might just find yourself in southeastern Kentucky picking some cabbage and tomatoes, humbling yourself for someone else.

Just as in the book of Ruth, you will find a little extra is left for those less fortunate and people gathering the harvest to give to them.

It's called the Americorps Summer of Gleaning project and it's currently providing much of the Tri-County with fruits and vegetables at absolutely no charge, thanks to area farmers and businesses.

Americorps is a national program initiated by President Clinton and passed by Congress that allows Americans of all backgrounds to serve their communities in exchange for educational

For more information about the USDA Rural Development Summer of Gleaning Food project, call Mona Powell at 528-0551 or Darnell Drake at 864-5175.

reward.

Working in conjunction with the U.S. Department of Agriculture, which sponsors rural development, environmental protection and anti-hunger projects that engage up to 1,350 of the 25,000 members in the Americorps program, local volunteers go out into farm lands, pick up the leftovers and distribute them throughout the area to people who need food.

"We go out into the fields, in the farms and take what they can't sale," Summer Gleaning Project Coordinator Mona Drake said. "Monday, we gathered 1,000 pounds of cabbage and Tuesday ... 500 more pounds."

Drake and six other Americorps volunteers have spent their summer gathering, giving and feeling good about it.

"Oh mercy, I'm sitting here chilling. It's amazing the response we get," Drake said.

Most of the food gathered would be destroyed or thrown away if the volunteers didn't find a way to use it, she said. "If there is blue mold or something else wrong with a portion of the food, the farmers can't sell it even if two-thirds of it is good," she explained.

Drake said she and the other volunteers simply cut out the bad parts on the produce and load it up.

"Then we distribute it to local food banks and other agencies who target people who need it and distribute it," she said.

Keith Decker, director of Cedaridge Ministries, said Cedaridge is one of the distributors for the Americorps' gatherings.

"They brought us a bunch of tomatoes, and we gave them out to families and area food banks and other centers," Decker said.

Cedaridge Ministries distributes food, clothing and other items to 318 local churches and other organizations.

"I'm going to really push this (Americorps). I think it's one of the best things I've seen come along in a long time. It gets people involved with farming. It gives (the volunteers) college credit and it gets farmers involved in the community.

Decker said this program was also a way for farmers to feel they're needed.

TIMES-TRIBUNE  
CORBIN, KENTUCKY  
JUNE 27, 1996



# Dan Radford is local gleaner for AmeriCorps

Agriculture Secretary Dan Glickman has announced that the Kentucky Highlands Empowerment Zone and nearby counties, will be one of a number of sites in 17 states where AmeriCorps members will participate in gleaning and food rescue activities this summer.

Dan Radford will be the local representative, serving Wayne, Clinton, and Russell counties.

Radford has already began work this summer. On Monday, June 24, several students and other volunteers gleaned a cabbage patch on Larry McKinley's farm on KY 92. The group gathered around 3,000 pounds of cabbage.

The cabbage, grown for commercial purposes, was left in the field because it did not meet the commercial specifications.

AmeriCorps will be serving 19 counties across southeastern

Kentucky. The 19 counties form a triangle between Clinton, Madison, and Bell counties.

AmeriCorps is a new national initiative that involves people of all ages and backgrounds in strengthening America's communities through service. Currently, over 20,000 AmeriCorps members serve full or part-time in more than 350 AmeriCorps programs nationwide. In exchange for service, members receive educational awards.

"Six new AmeriCorps members will serve a 14 county area in Southeastern Kentucky for twelve weeks during the summer working with volunteers, local farm cooperatives, and non-profit organizations to aid in the feeding of needy families," according to Thomas G. Fern, State Director for Rural Development.

"Kentucky members will strive

to help provide food and vegetables to hungry, needy and elderly families by gleaning farms in the area and increase awareness of how these fruits and vegetables can be processed by the families to last longer during the year," said Fern.

Six young people participating in the AmeriCorps Summer of Gleaning and Food Rescue program have already affected the lives of about 300 families in Whitley County by rescuing a ton of tomatoes from a food distribution center in London.

Damont Drake, team leader, said the fresh tomatoes were distributed through a ministry in Whitley County.

The AmeriCorps volunteers are working to organize other volunteer groups to assist in gleaning fields — "gathering after the reapers" — and rescuing excess foodstuffs from

food distributors.

Those foodstuffs will be distributed to local food pantries for the poor and those assisted will be instructed in proper processing of the fresh foods to make them last longer.

The AmeriCorps volunteers, who are paid a living stipend and also will be granted a lump sum award toward their college education, will recruit other agencies such as Kentucky Communities Economic Council groups, the Christian Appalachian Project and County Extension Service offices to assist in the project.

The AmeriCorps volunteers will also encourage church youth groups, scouting groups, 4-H clubs, Future Farmers of America and other similar groups to assist in actually going into the fields after the harvesters to glean the vegetables and collecting prepared foodstuffs.

And once the project is completed for the summer it is hoped by AmeriCorps volunteers that the volunteers they have generated in the local communities will continue the gleaning work.

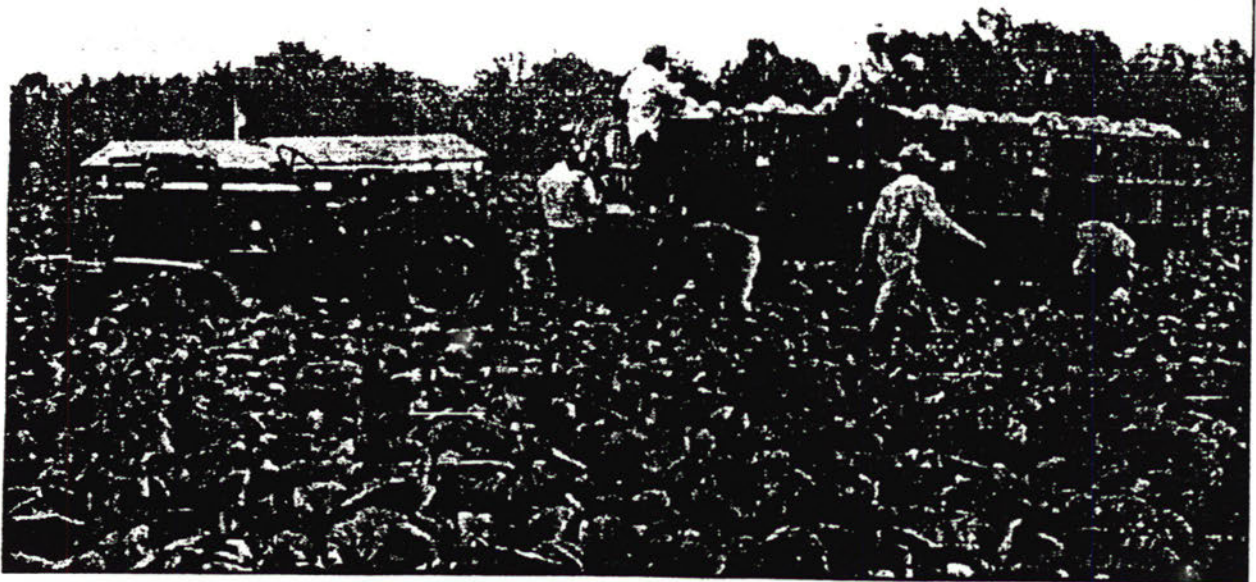
Actual gleaning and packaging will begin in July and will continue through the harvest season.

Groups or individuals who wish to assist in the Summer of Gleaning should contact team leader Damont Drake through the Kentucky Highlands Empowerment Zone office at 606-864-5175.

In addition, USDA established a toll free hotline (1-800-GLEAN IT) to provide up-to-date information about local and national gleaning and food rescue efforts. The hotline will help put potential food donors into contact with local food distribution programs and provide guidance to individuals interested in initiating programs in their communities.

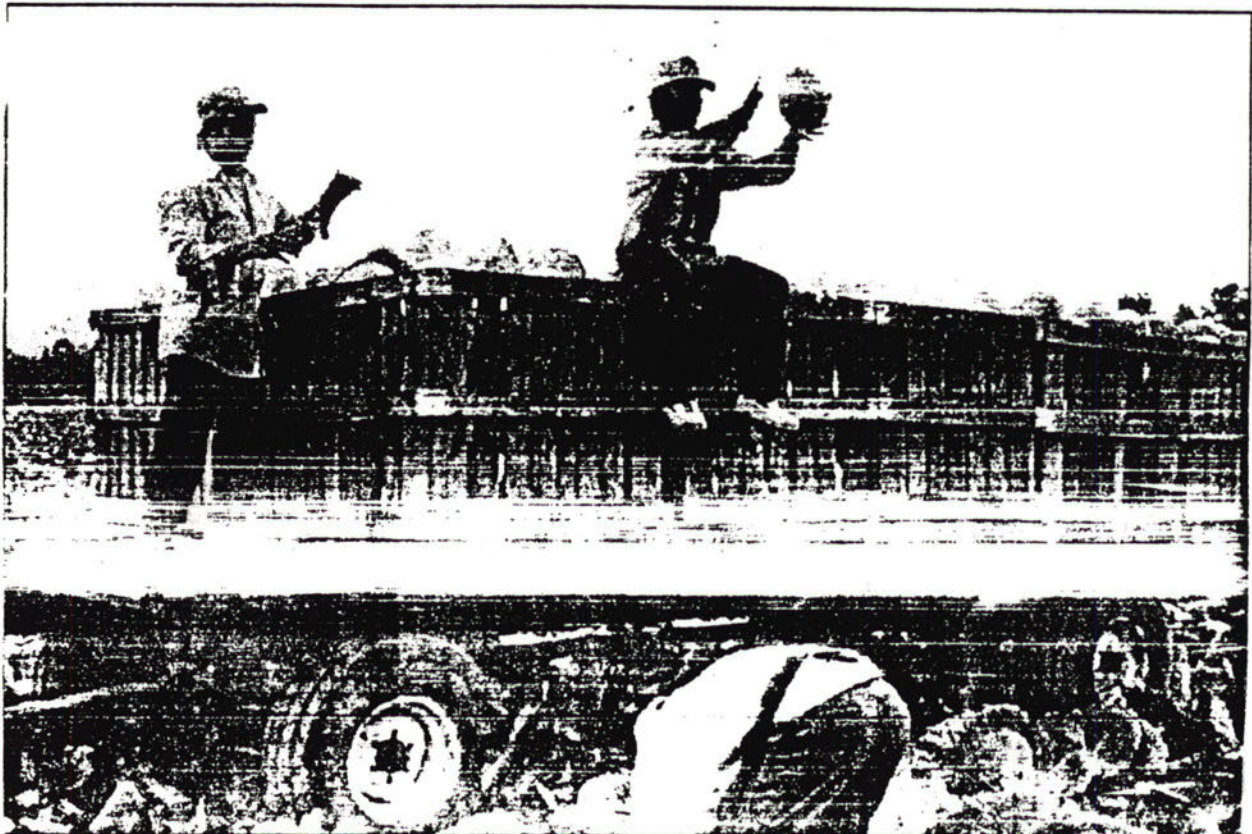
WAYNE COUNTY OUTLOOK  
MONTICELLO, KENTUCKY  
JUNE 26, 1996





These workers are volunteering their time to gather up to 3,000 pounds of cabbage on Larry McKinley's farm on W. KY 90 on Monday, June 24. This is one of the first local projects of AmeriCorps new project to gather and distribute food in several areas across the nation.

Photos by Mitchell Gregory



WAYNE COUNTY OUTLOOK  
MONTICELLO, KENTUCKY  
JUNE 26, 1996



# Service Corps granted funding

By KAREN ROACH  
Gazette Reporter

ALBANY — Four local residents will help recover surplus food from around the region to supply food pantries over the next few months as part of a federal program called the Summer of Gleaning.

The program, part of President Clinton's AmeriCorps national service initiative, has awarded the Albany Service Corps a grant of \$22,500 to pay for the four workers for the summer.

The workers will be deployed around a six-county area at farms, restaurants and other institutions to gather extra food that could otherwise go to waste.

In return, the workers will get a weekly stipend of approximately \$170, and if they stick with the program, they will earn a \$1,000 education award at the end of the summer.

## *Gleaning program aids food pantries*

"In these days of dwindling resources, and dwindling commitments from state and federal agencies, we have to be creative," said Mayor Jerry Jennings, in helping to announce the grant. "This is an honor for us to be chosen."

Albany's program was the only one in New York, and one of only 20 around the country to be chosen for grants under the Summer of Gleaning program, according to Paul Winkeller, director of the Albany Service Corps.

The idea of gleaning is based upon the practice in biblical times, where farmers would leave the edges of their fields unharvested so the poor could gather food there.

In the book of Leviticus, God commands Moses to leave the gleanings of the harvest for the "poor and the sojourner."

In more recent times, the practice is catching on across the country and in this area.

The Hunger Action Network of New York, a statewide anti-hunger group, encourages gardeners to plant an extra row of vegetables and donate the proceeds to a food pantry.

Also, the Regional Farm & Food Project, formed this year, serves as a clearinghouse for volunteers interested in helping pick surplus fruits or vegetables, and a contact for farmers who have extra food to give.

Anyone interested in volunteering or learning more about that organization can write for more information to 27 Elm St., Albany, N.Y. 12202.

One of the major problems with the idea of gleaning, is that when a farmer offers a field, volunteers and vehicles must mobilize quickly. The Ameri-

Corps program will provide a steady team of people ready to gather the available food, program leaders said.

Winkeller estimates the team of gleaners could result in another 10 tons of food being distributed to food pantries in the area.

He said the program will help feed the 20,000 low-income people each month who depend on food pantries in Albany, Schenectady, Rensselaer, Schoharie, Greene and Columbia counties.

Marc Smith, the state executive director for the U.S. Department of Agriculture's Farm Service Agency, which is administering the program, said the program will not only help feed the hungry, but will provide a learning experience for the AmeriCorps workers.

"We're pleased to be a part of it," Smith said. "I think we've got a system that can help, and we're looking forward to this."

THE DAILY GAZETTE  
ALBANY, NEW YORK  
JUNE 18, 1996



PROVIDENCE JOURNAL BULLETIN  
WEST WARWICK, RHODE ISLAND  
JULY 9, 1996

**WEST WARWICK**

## Fruit and veggies to be salvaged by AmeriCorps

Produce that is perfectly edible — but not perfect in appearance — will soon be saved for area hunger programs rather than being thrown away.

Thanks to AmeriCorps youth volunteers, produce grown by local farmers that doesn't meet the demands of choosy consumers will be distributed to the Rhode Island Community Food Bank in West Warwick. Corps members will sort the produce.

Called "Summer of Gleaning," the federal program will begin this morning during a ceremony at the food bank at 105 Hay St. U.S. Rep. Jack Reed will attend.

AmeriCorps is a national service program that gives people 17 years and older a chance to earn money for college in return for community-based service. The produce program is supported by the U.S. Department of Agriculture's Farm Service Agency.

Anyone interested in learning more about the produce program may call 828-3120 or 1-800-551-5144.

KENT COUNTY DAILY TIMES  
WEST WARWICK, RHODE ISLAND  
JULY 8, 1996

## Americorps members to be sworn in by Reed

The USDA's "Summer of Gleaning" program in Rhode Island will be kicked off tomorrow with a swearing-in of the new AmeriCorps members by U.S. Rep. Jack Reed. The event will be held at the Rhode Island Community Food Bank, 105 Hay Street, West Warwick.

The goal of the "Summer of Gleaning" program is to glean, or salvage, produce from farmers' fields and produce wholesalers which might otherwise be wasted. The produce is of good quality, but may be unmarketable because of being undersized or slightly blemished. In the past, shipment of any slightly spoiled produce was destroyed or thrown away.

The AmeriCorps members will separate the good produce from the bad, salvaging the produce for the

needy. The fresh produce will then be distributed to charitable community agencies through the Food Bank. This is a local project, so Rhode Island grown produce will be most of the food used at the opening ceremony.

AmeriCorps is a national service program which gives citizens 17 and older a chance to earn money for college in return for community-based service. This gleaning and food rescue program is supported by USDA's Farm Service Agency, to assist in helping feed the hungry. Farmers and others needing more information on this program can contact the AmeriCorps members at the Rhode Island Farm Service Agency, (401-828-3120 or 1-800-551-5144.



## CT Begins "Summer Of Gleaning" With AmeriCorps Program FSA To Administer Project

By Patricia Green

*"When you reap the harvest of your land, do not reap the corners of your field, and do not glean the fallen ears of your crop...you must leave them for the poor and the stranger." — Leviticus*

WINDSOR, CT—On April 4, 1996 the U.S. Department of Agriculture approved AmeriCorps' "Summer of Gleaning" program for Connecticut and Rhode Island, and 15 other states across the country. AmeriCorps members will glean and rescue food to be distributed to the hungry of the states in partnership with local non-profit organizations and community groups. Farm Service Agency personnel have been charged with the administration of the program.

AmeriCorps is President Clinton's national service program, (passed with bipartisan support from Congress) that allows Americans to serve their communities in exchange for educational awards that can be used to pay for college, graduate school, job training or to pay back existing student loans. In addition, each AmeriCorps member receives a \$2,242 living allowance for the 12 week program. A \$1,000 educational award is given upon completion of their 480 hours of service.

Vincent R. Majchier, FSA State Executive Director spearheaded the project in Connecticut, urging Richard Burke, USDA Rural Development Coordinator to write the grant proposal and develop a budget despite the short (one day) window of opportunity they had before application deadline.

According to Burke, it was Majchier's encouragement and enthusiasm that pushed everyone to action, and six short weeks later the program was underway.

At the swearing in ceremony for the four Connecticut AmeriCorps members: Aileen Martin of Amherst, MA; Shane Brown and Daniel Beauvois of Windsor, CT; and, Thomas Rhodes of Hartford, CT, Burke said there has been a lot of work done on the program to this point

but noted there still is a lot of work to do.

Burke acknowledged the people from the state's two main food distribution centers: Connecticut Food Bank in East Haven and Food Share, based in Windsor, stating their help was invaluable in the quest to distribute the produce gathered from the program to the people.

Nancy Bergley of the Connecticut Food Bank expressed her excitement about the program and thanked the AmeriCorps volunteers for devoting their summer to the project.

She said 1995 statistics showed 102,000 children in Connecticut were hungry or at the risk of going hungry, and stated that for some of these children, the only full meal they received was at school. Therefore, she concluded, this program comes at an important time.

Executive Director of the Windsor based Food Share, Gloria McAdams agreed with Bergley, noting the concept of gleaning as old as time. She stated the most important reason for the gleaning project is because of the need by the children, and stated that over 10% of the nation's population relies on soup kitchens and food pantries to have enough food to eat. "It only makes sense that children who don't get enough to eat or the right things to eat aren't going to grow or develop properly," McAdams said.

State Executive Director Majchier, expressed his excitement about the program, that will aim its gleaning efforts at collection of produce from the fields after mechanized harvesting and the appropriation of surplus and seconds produce from large commercial growers. The later, of seconds produce is the most sought after commodity.

"As a vegetable grower myself, I know that when you pick produce, no matter how good a farmer you are, there are always some that have a blemish or crack on them," Majchier said. "This is where we come in with the gleaning program and are able to partake in this beautiful farm produce that we can get to the people of the state."

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# the Redmond SPOKESMAN

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Wednesday, May 22, 1996

REDMOND, OREGON

## AmeriCorps to participate in gleaning

Oregon will be one of 17 states where AmeriCorps members will participate in gleaning and food rescue activities this summer as part of the U.S. Department of Agriculture's ongoing commitment to gleaning and food rescue.

The project will assist low-income families and the Oregon Food Bank Network in developing programs to recover surplus produce and processed foods.

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

Any citizen or permanent U.S. resident interested in working for the program in Oregon may apply.

Information/applications: call Bruce Kohler at 1-541-465-6850.



## HELP FOR POOR FAMILIES

# Extra food won't go to waste, thanks to nutrition program

Restaurants can donate their surplus, and farmers can donate produce that would otherwise be tossed.

By MARY HILL

REGISTER STAFF WRITER

Twenty-five inner-city families will get free meals this summer as part of a food-distribution program.

Two agencies are joining forces to gather food from cafeterias, restaurants, hotels and farms to distribute to some of Des Moines' poorest families. The program is being sponsored by the Iowa Farm Service Agency and AmeriCorps, a national service program.

Six AmeriCorps members will receive nutrition training from Iowa State University. They will then teach families how to prepare meals with the food they receive. The program will get under way in June.

Farmers will donate food that they consider unmarketable, such as small or misshapen vegetables.

Though less appealing than produce in grocery stores, the food is still nutritious. Restaurants may donate from the surplus of what they prepare each day.

About \$25,000 will go to pay AmeriCorps members and to transport or package the food.

"The program started with the (U.S.) secretary of agriculture, who decided that we needed to do our part in trying to recover some of the food thrown out every day," said Kevin Fitzpatrick, state project coordinator for the Iowa Farm Service Agency. "Instead of throwing it into the mouths of garbage cans we need to get it into the mouths of the hungry and the needy."

He said the program is similar in philosophy to giveaways of cheese and other commodities sponsored by the federal government.

"It's different than cheese, though, because there will be more

## MORE INFORMATION

To volunteer or participate in the program, call the Greene County Farm Service Agency Office in Jefferson at (515) 386-3138.

than one kind of food distributed," Fitzpatrick said. He said the program will help provide "a decent, well-balanced diet."

Participants in the program will receive fresh fruit and vegetables, which Fitzpatrick said may be luxuries for some.

Volunteers are needed to package and transport the food. The distribution will be a 12-week program.

Iowa is one of 17 states where AmeriCorps members will participate in the food-distribution program.

DES MOINES REGISTER

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5-16-96



HOLLISTER, CALIFORNIA

# Program shares fruit of the fields

AmeriCorps will hire students to glean fields for area food banks

By **LAURIE LEMMERMAN**  
Staff Writer

While most college students spend their summers looking for jobs or working on their tans, two students may decide to enjoy their school breaks by picking through rows of lettuce.

And rows of corn, strawberries, onions or any other crop that has already been picked over for market but still has edible fruit and vegetables left in the field.

This year has been named the "Summer of Gleaning" by

AmeriCorps and the United States Department of Agriculture. A local 12-week gleaning project, during which volunteers go through local fields after harvest to salvage any crops, was announced Wednesday by Joel Berg, director of national services for the USDA.

AmeriCorps is a national service program created by President Clinton. It allows any citizen or permanent resident age 17 or older to serve their communities in exchange for educational grants.

Through the gleaning program, San Benito County will participate with the Second Harvest Food Bank in Watsonville



Please turn to **CROPS, A8**

**BERG**

## Crops

• Continued from page A1

and F.O.O.D. CROPS in Castroville to provide 500 pounds of produce to people in surrounding counties.

"We need to do everything we can to use youth power to solve our community problems," said Berg at a news conference in Hollister. "We are helping them get an education in the process. I'm very excited to be a part of this."

Two AmeriCorps volunteer positions in the local gleaning program are open to interested students. Selected members will receive a \$2,242 living allowance for 12 weeks of work plus a \$1,000 educational award

which can be used as college tuition, graduate school fees, job training fees or to pay off existing school loans.

Work in the summer project locally will be split into two areas, one staying in Watsonville doing office work at Second Harvest and the other actually out in the fields picking crops.

Although Community Pantry, the food bank in Hollister, is not currently in need of extra produce, Berg said there is plenty of other people out there who can use the help AmeriCorps offers.

"We are very concerned about the food this country wastes, and here we are in the middle of a great agricultural area," he said. "This is like the fruit and vegetable basket of America. We know there are al-

ready a number of farmers here working with food bank, we just want to help create a permanence to the program."

During his one-hour visit to Hollister, Berg also toured the demolition of the city's old police building, which is being renovated in hopes of its becoming a youth center.

Bryan Briggs, an AmeriCorps volunteer currently assigned to Hollister, showed Berg the progress made at the center. They were accompanied by Councilman Ken Duran and City Manager Barry Johnson.

Other AmeriCorps programs within the city include the painting of 15 low-income homes in downtown Hollister as well as a downtown mural designed and painted by local youth.



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HANFORD SENTINEL  
CALIFORNIA

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# LOCAL EDITORIAL

## Lib \*A second harvest

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At a time when almost everything is recycled — from plastic and paper to clothes to buildings — one essential product often still is wasted: Food. One-fifth of the nation's crops are thrown away each year because the products don't meet market specifications for size or appearance. That food could feed hungry people who aren't as picky as the marketplace.

One time-honored method of rectifying this is through gleanings, picking up produce left after harvest. Many area farmers are willing to allow gleanings of orchards and vegetable fields through specific agencies. But Kings County has lacked volunteers to gather, prepare, and pack the food for distribution, according to Juanita Galaviz of the Kings Community Action Organization, which operates a community cupboard.

"We know there are a lot of farmers in the area willing to permit gleanings," said Galaviz. "It's a rich agricultural area. It's a shame we couldn't go in and glean the fields and give it to the community" except on a very small scale.

Although KCAO has long-time volunteers to help distribute commodities, many are elderly, said Galaviz, and can't handle the harder physical labor of gleanings. So, at present, the organization has only one person involved in recovering produce. "He picks up the product and gets it ready," sometimes with the help of men in the community shelter, said Galaviz. "It's a lot of work," she added.

That's why a small program recently introduced into Kings County could pay off big dividends for the hungry — as well as providing pay and education funds for four coordinators.

The "Summer of Gleaning" program uses AmeriCorps members to coordinate volunteer efforts to recover food and get it to those in need. In Kings County, four people will be recruited into AmeriCorps. They will earn \$2,242 for at least 480 hours of work. Once they have completed the work, each will have \$1,000 in federal education aid placed in a trust fund.

Gleaners will solicit fresh fruits and vegetables and non-perishable items from grocery stores and packing houses as well as from area farmers. No prepared food is solicited.

The gleaning program is run by Rural Development, a U.S. Department of Agriculture lending agency, and President Clinton's AmeriCorps Service. This service, spearheaded by President Clinton, was one of the programs in danger of being cut by Republicans during the budget fights that shut down the government last year.

Preserving AmeriCorps was one of the reasons Cal Dooley voted against the GOP budget during the shutdowns, said Alex Peltzer of the congressman's office. "Part of Dooley's agenda was to continue funding for the AmeriCorp program," said Peltzer.

The gleaning program in place in Kings County now is almost identical to one Dooley initiated in the 1980s in Tulare County, Peltzer noted. The Senior Gleaners are still operating there.

What the gleaning program will mean here is added variety and nutrition to KCAO's monthly commodities distribution and to the Brown Bag program. This program provides 300 Kings County seniors with a supplemental food bag once a month. If enough food is recovered, a second Brown Bag distribution may be added each month, said Galaviz.

With federal cuts in commodities, local emergency food supplies have suffered, noted Galaviz. Agencies tend to stock basic foods, such as beans, rice and pasta, to make a meal go as far as it can. Beans and rice can feed a family, but fresh produce is also an important part of nutrition.

The gleaning program also could help increase the number of people served. Right now KCAO is providing food for about 2,000 people monthly through distribution programs. In addition, three to four people per day request emergency food from the agency.

The local Salvation Army is offering its site as a distribution point, said Galaviz, and Fresno Food Resources is allowing KCAO to use bins, containers, and offering transportation — a large need.

Applicants for the AmeriCorps positions, potential donors of food and volunteers who want to help bring in food — either through gathering and preparing or through offering transportation — are urged to contact Galaviz at KCAO, 582-4386, ext. 146. The deadline for recruiting AmeriCorps members and volunteers is May 20. The program is to begin the first of June.

The gleaning program deserves local support. It reclaims food that would otherwise be wasted. It gives Kings County a second harvest.

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## YOUR TURN Backs Cornerstone

Editor, The Sentinel:

This is in regards to the recent article about Cornerstone Recovery Systems.

My name is Jennifer Arias. I wasn't here when the people that are suing were here. The fact remains, I'm here now.

Cornerstone, Steve (Thomas) and Gloria (Sanchez) have helped me to grow spiritually, emotionally and confidently. I was only one of many that walked in these doors with no one or nothing left.

They took me in when I needed help the most. I was looking at at least three years in prison and I was addicted to drugs so bad I didn't know who I was. Cornerstone gave back what I could not give myself.

I'm leaving here soon as almost a whole person. It is a lifetime disease, but with God's grace and Cornerstone, I am becoming a productive member of society. At first I thought, "Oh well, I'm leaving here soon," so I didn't care about what's happening, but with more thought, I decided to write this in support of Steve and Gloria because Cornerstone is a lot of men and women's lifeline. We all come here broken, but leave with a whole lot of guts, God and love.

JENNIFER M. ARIAS  
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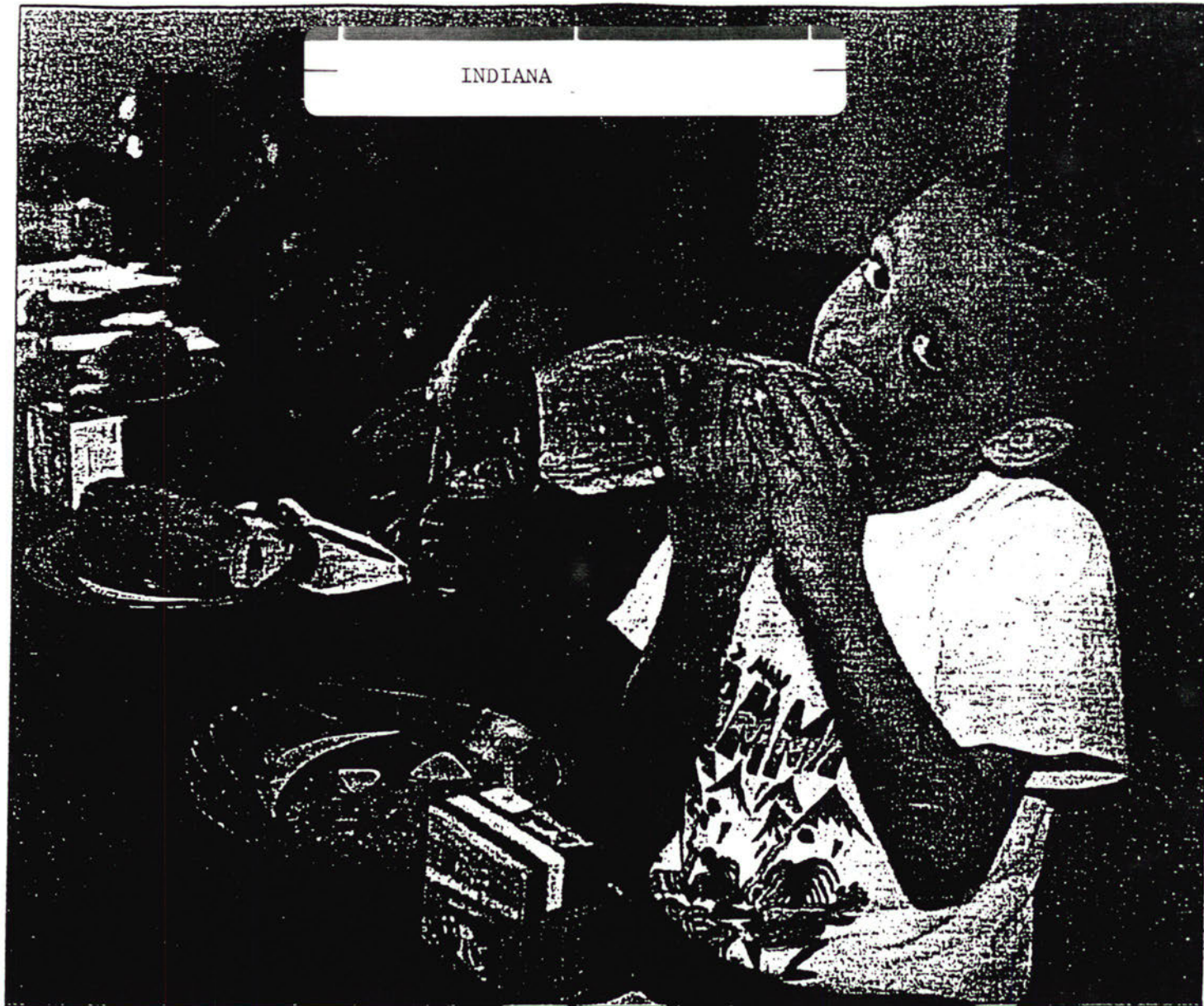
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Staff Photo / Tim Halcomb

**ENJOY:** Dwayne Russ, 6, and other children find their plates full at the Kids' Cafe in Broadway United Methodist Church.

## Kids' Cafes serve hungry children

By Joe Fahy  
STAFF WRITER

**G**athered around tables at Broadway United Methodist Church, young children in an after-school program fashioned rainbows from scraps of colored paper.

The bright arcs, decorated with glued-on cotton clouds, stood in sharp contrast to the boarded-up homes outside the church.

Some of the children have drug-addicted parents, said Seana Murphy, a program director at the church. Others have been abused and live in foster care.

Eight of 10 families in the Near-Northside neighborhood are on welfare or other public assistance, Murphy said.

In response, the church at 609 E. 29th St. offers more than arts and crafts, Tuesday through Thursday each week. It gives children a free evening meal.

■ Free after-school meals provide nourishment for eager little bellies and spirits in needy areas of Indianapolis.

The meals are part of a "Kids' Cafe" program that Gleaners Food Bank of Indiana operates at seven sites in Indianapolis.

Gleaners and food banks in Anderson and Terre Haute will open at least 10 other Kids' Cafes in September with help from a summer program administered by the U.S. Department of Agriculture.

From June through August, six AmeriCorps workers will help identify meal sites, train volunteers and find sources to donate food.

Other collaborating agencies include the Indiana Family and Social Services Administration, the Indiana Department of Com-

merce and state Community Action programs.

AmeriCorps is President Clinton's national service program that provides pay and financial awards that can be used for college or student loans.

This summer, AmeriCorps workers in Indiana and 16 other states will work with farmers, wholesalers and other groups to gather food for the poor.

Though they have not been involved in Kids' Cafes before, AmeriCorps' 330 workers in Indiana have performed activities ranging from clearing trash and renovating housing to tutoring students, delivering food to the homeless and educating children about child abuse.

Gleaners, which provides food for more than 300 central Indiana groups that feed



## CAFES

Continued from Page 1

the hungry, started a Kids' Cafe at Flanner House in 1994, modeling it after a program in Georgia.

Now there are cafe programs at Christamore House, Citizens Multi-Service Center, St. Rita Catholic Church, Mary Rigg Neighborhood Center, Westminster United Presbyterian Church and Broadway United Methodist Church.

All of the sites operate other social service programs in low-income neighborhoods where children are at high risk of being hungry, said Pam Altmeyer, Gleaners' executive director.

She said Gleaners delivers the food, and the various sites provide it "to any children in the neighborhood who come in to be fed."

Many children need food in after-school programs because parents are at work and no other adults are at home, said John Etling, executive director of Catholic Charities of Terre Haute, which operates a food bank and

youth center.

"They come here because they're hungry," said Etling, whose group operates one Kids' Cafe in Terre Haute and hopes to add several more this summer with help from AmeriCorps.

"Some kids wouldn't eat supper if you didn't make it," said Murphy, heading to the church basement to supervise a supper of hot dogs, beans and Hawaiian Punch. "They'd have bags of potato chips, cookies or pop."

Over her supper, Chrissy Harold, 7, said she liked to come to the church "because we get to eat and play games."

Holding a cupcake for dessert, Brandon Garrett, 6, said he liked "the food and the toys."

Besides better nutrition, the meals foster responsibility in older children who help out, Murphy said.

She said the effort also helps the church fulfill its role as a haven in the community.

"It's not just a feeding program," she said, leaning out the door to invite children on the street to come in. "It nurtures the whole spirit."

**For National Food Recovery Week  
(August 19-25)  
By Agriculture Secretary Dan Glickman**

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It's no secret that recent years have seen an explosive growth in private anti-hunger efforts. Boy scout troop, to church group, to rotary club -- more and more Americans are taking the war on hunger personally.

In increasing numbers, people across our country are enlisting in the food rescue movement -- fanning out into farmers' fields and hitting up grocery stores and restaurants for their leftovers. Hand in hand, we are working together toward the day when no good food goes to waste as long as any American goes hungry.

In 1995, the fruits of our 'food samaritan' labor were enough to feed 183,000 hungry Americans every day for a year. That is a tremendous humanitarian achievement.

Some would say this boom in private activism means government can do less. But anyone who has worked in a soup kitchen or served a meal in a shelter knows we must do more.

We are not reaching everyone who needs our help. We are not even close.

If we are serious about ending hunger in America, we must keep our country's commitment to providing food stamps to struggling families, school lunches to hungry children, and healthy, nutritious meals to pregnant women and their infants. But we also need to think in new ways.

Government must embrace and support the expanding network of private efforts.

That is the story behind the 'Summer of Gleaning.'

It may sound like a B-movie, but it is a class-A program. The 'Summer of Gleaning' is a special project of the AmeriCorps national service program and the U.S. Department of Agriculture. Our work to promote America's food recovery efforts epitomizes good government.

Armed only with their idealism and a pittance of government funds, a small corps of young community servants are earning money for college or paying off their student loans by organizing food rescue efforts in 20 states. Working with private groups like FoodChain and Second Harvest, they are taking America's war on hunger to new heights.

-- As tourists, athletes and coaches descended on Atlanta for the summer Olympics, local food vendors and caterers shifted into overdrive. So did our AmeriCorps team. They led volunteer efforts to rescue 174 **tons** of food that otherwise would have gone into a dumpster.

-- Food recovery efforts will go bipartisan at this month's Democratic and Republican conventions. The leftover fare from convention foodfests are being gathered up by our volunteers and distributed through food banks to the hungry of Chicago and San Diego.



Hunger draws no distinctions, political or otherwise. In developing creative solutions, we should stand united. After all, ending hunger within our borders is not a goal that is Democratic or Republican, it is simply American.

So is the guiding principle of the 'Summer of Gleaning.' Our work is not based on the premise that a heavy-handed government bureaucracy knows best. Nor do we believe that private charities and volunteerism alone can solve our nation's most pressing problems. The 'Summer of Gleaning' operates from the common-sense notion that it takes a little of both.

By the time fall brings an end to the 'Summer of Gleaning,' we will have turned a new leaf in America's war on hunger. We collected enough food to serve wholesome meals to more than 1 million hungry Americans. And we will leave behind *permanent* local efforts that will ensure an 'endless summer' as community volunteers carry on the work of feeding their fellow Americans.

The 'Summer of Gleaning' is just one way government can help boost private efforts to end hunger in America. USDA also has a national toll-free gleaning hotline -- 1-800-GLEAN-IT -- to link people with extra time or extra food to efforts in their community. It does not cost much to run, but it is another smart way we can help.

USDA has also declared this week the 'National Week of Food Recovery.' Through community events across the country, we aim to highlight the importance of food rescue, and spark a serious national discussion about what we have yet to accomplish.

It is a testament to our national spirit that so many Americans -- myself included -- have made food rescue a personal crusade.

Sadly, America is still a country where one in three of our children live in the shadow of hunger. At the same time, a full fifth of our food is left to rot in fields, dumpsters and trash heaps.

This paradox is inexcusable for the simple reason that it is so unnecessary.

Ours is the land of plenty. Why let it go to waste?

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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



# NEWS

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## GLICKMAN ANNOUNCES "NATIONAL WEEK OF FOOD RECOVERY" AND EFFORTS AT NATIONAL POLITICAL CONVENTIONS DURING SACRAMENTO VISIT

WASHINGTON, Aug. 14, 1996--During a visit to a food recovery program based in Sacramento, Agriculture Secretary Dan Glickman announced today that USDA AmeriCorps members will be recovering food at the Republican and Democratic national political conventions. In addition, USDA AmeriCorps will be organizing a "National Week of Food Recovery" with events next week in over ten states.

Secretary Glickman joined with USDA-sponsored AmeriCorps members who traveled to the California Emergency Foodlink today from other AmeriCorps sites in California in order to help sort and package food. The Secretary also toured the facility to learn about how the organization collects and distributes recovered food statewide.

"Recovering excess food that would normally be discarded is one of my top personal priorities," Glickman said. "The California Emergency Foodlink is an impressive public/private partnership that clearly demonstrates the great potential to expand food recovery efforts throughout the nation."

Glickman announced that, at the Republican National Convention in San Diego, USDA AmeriCorps members sponsored by the Southern California Interfaith Hunger Coalition are currently working with Love's Gift, a San Diego food recovery agency, the American Culinary Federation, and San Diego homeless shelters to collect excess food from restaurants, events, cafeterias, and other convention-related sources and to distribute that food to area residents in need.

At the Democratic National Convention in Chicago, Glickman announced, USDA AmeriCorps members sponsored by the Milwaukee Community Service Corps will be working with the Greater Chicago Food Depository and the American Culinary Institute to recover convention-related food.

"It is heartening that USDA AmeriCorps members will be collecting food from both national political conventions for distribution to hungry people in the San Diego and Chicago areas. Hunger does not divide itself by political party, and neither do ways to alleviate hunger. Both AmeriCorps and the USDA food recovery initiative demonstrate that Americans of all backgrounds -- regardless of political belief -- can band together to help tackle some of the nation's most pressing problems through innovative means," said Glickman.

"It is my hope that the 'National Week of Food Recovery' -- August 19 through 25 -- will focus attention not only on what has already been accomplished by the food recovery movement, but on just how much still needs to be done by the nation as a whole. Virtually every American can volunteer time or take some other action to help recover food," said Glickman.

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