

FOIA MARKER

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

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Americorps

Series/Staff Member: General Files

Subseries:

OA/ID Number: 24225

FolderID:

Folder Title:

USDA [Department of Agriculture]/Americorps - Clinton Library Copies - FY 95 Progress Reporting
Format [1]

Stack:

S

Row:

66

Section:

1

Shelf:

6

Position:

3



February 24, 1995

AmeriCorps National Service

CORPORATION

FOR NATIONAL

★ SERVICE

To: USDA AmeriCorps Regional Facilitators
CNS State Directors

From: Meg Maguire, Senior Program Officer, National Directs, CNS
Joel Berg, Director of National Service, USDA

Handwritten signature of Meg Maguire.

Handwritten initials JB.

Subject: Partnership to Strengthen USDA Rural Program

This memorandum is to establish a working relationship between USDA AmeriCorps Rural Programs and the Corporation for National Service (CNS) state offices in 35 states. We have worked closely with Mal Coles to insure that this partnership builds on the needs and strengths of both USDA and CNS.

The USDA AmeriCorps Rural Program, representing 1200 AmeriCorps Members serving in over 200 sites in 38 states and the District of Columbia, is the largest joint effort involving CNS and another federal agency. The Program has three components -- Anti-Hunger and Empowerment, Public Lands and Environment, and Rural Development.

Anti-Hunger and Public Lands/Environment Members typically operate in teams of ten or more; Rural Development AmeriCorps Members meet regularly in clusters of at least five, but on a daily basis they often serve alone in remote areas. Rural Development Program activities include boosting local economies by developing economic development plans, finding alternative uses for resource products, improving rural housing, protecting watersheds, promoting heritage tourism, preserving cultural and historic resources, and advancing sustainable agriculture.

Given the capacity of Corporation State Offices to support development and enhancement of service programs, we believe that a partnership between the USDA Rural Development and CNS field staff will strengthen the entire AmeriCorps Program. Attached please find:

- 1) Roster of 25 USDA regional facilitators for 30 states (sent only to CNS)
- 2) Roster of the Directors of the CNS State Offices (sent only to USDA)
- 3) List and map of counties in which USDA AmeriCorps Members from all 3 programs are located

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

We strongly encourage you to contact each other, but we have no specific formula for action. Activities might include:

- An initial meeting to discuss USDA Rural Development program needs and to explore opportunities to link with other CNS-sponsored efforts, including AmeriCorps* VISTA and National Senior Service Corps projects;
- A limited number of site visits to provide technical assistance or to familiarize CNS State staff with USDA programs, especially where these visits dovetail with other CNS in-state travel;
- Joint training and technical assistance;
- Peer exchange between AmeriCorps* VISTA and USDA AmeriCorps* Members; and
- Review and refinement of field program design incorporating both the Principles of High Quality Programs (previously distributed to all CNS offices) and previous experience with VISTA rural programming.

As we capitalize on the tremendous knowledge and resources of our field offices, we welcome your observations about the results of the new partnership. In late June, we will assess this joint effort. We will also keep you posted about particularly effective strategies as they develop.

You do not need to report to us on all that you are doing, but feel free to call us with any questions or comments.

Meg Maguire - (202) 606-5000 - x441
Joel Berg - (202) 720-6350

We look forward to working with you to realize the full potential of the USDA AmeriCorps program for rural America.

cc. Shirley Sagawa
Diana R. Algra
Mal Coles
Hank Oltmann



April 7, 1995

Mr. Joel Berg
Director of National Service
USDA
14th and Independence Ave., SW
Room 541-A
Washington, DC 20250-1300

AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

Dear Joel:

Thank you for submitting your First Quarterly Report for the AmeriCorps Programs of the USDA. We applaud you, your staff and the 1000 USDA AmeriCorps Members on the great things you have gotten done thus far.

This letter serves to give direct comments on your Quarterly Report and any other issues we believe would be helpful to review before your Renewal Application. I have discussed our response with Michael Arthur, Grants Officer, and Jim Ekstrom, Director of Technical Assistance and Training.

Your Report provides a succinct summary of important accomplishments at your operating sites. You are meeting your overall objectives, and it is clear that the press recognizes your accomplishments. You and your staff have provided exemplary, tireless leadership for our largest and most ambitious AmeriCorps program. You have been a pleasure to work with on an almost daily basis.

In your Second Quarterly Report we would like to have copies of all the individual site reports so that we have a complete record of accomplishments as we head into the renewal process. We also need a full and frank discussion of the challenges you have faced and the steps you have taken to resolve issues. You may provide this in a memo form as you did in the First Quarterly Report, but preferably it could be incorporated into your overall Second Quarterly Report so that reviewers are clear that this was intended as part of your submission.

Let me share with you a few concerns:

- Rural Development and Public Lands Teams: As you know, I have met with Paul Johnson, Chief of NRCS and with Lloyd Wright, Director of the Community Assistance and Resources Development Division of NRCS to reinforce our concerns that NRCS management of the program be strengthened and that problems be swiftly addressed. These meetings

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

were quite helpful in increasing my understanding of Mr. Wright's concerns that the line managers of his agency be held accountable for program success, and be endowed with the authority to take all measures to ensure the highest quality of programs.

An excellent example of problem resolution at the state/local level is the visit of Marc Freeman, an NRCS official in Texas, to a site where a Member had lodged a complaint. He has verified that the site is accomplishing worthwhile work and has established direct contact with the Member, urging her to call him in the future if she is unable to resolve her issues locally. Mr. Freeman's quick response and direct relationship with this program is a model for what must happen in the field if the widely dispersed Rural Development Program is to work over time.

- Regional Facilitators: We need clarification of the role the regional facilitators are to play in overseeing the program so that our state commissions and CNS offices can have realistic expectations in their relationships with these people. While we do not wish to get into the discussion of whether or not these positions will exist, it is critical that the functions they are now performing are somehow performed by USDA. We rely on your office to get information from CNS out in a timely way, and when we hear from our state commissions or state CNS offices that USDA Members seem uninformed about basic issues, it signals a real problems in the flow of vital program guidance.
- Database and Operating Site Forms: I am pleased that we finally seem to be achieving some agreement on the definition of your operating sites, and believe that the collaboration between Ron DeMunbrun and Tonda Williams here at CNS will ensure compatible recordkeeping in the future. Let me stress again the absolute urgency of getting all the information on your operating sites to us immediately.
- FSR Form: We must have a complete FSR form from you for the first quarter in order to certify that your Report was complete. Please send that to Michael Arthur no later than April 12, 1995.

Once again, we appreciate your dedication to AmeriCorps and all that you and your programs have done to make national service a reality.

Sincerely yours,



Meg Maguire
Senior Program Officer

6



April 7, 1995

Mr. Joel Berg
Director of National Service
USDA
14th and Independence Ave., SW
Room 541-A
Washington, DC 20250-1300

AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

Dear Joel:

Thank you for submitting your First Quarterly Report for the AmeriCorps Programs of the USDA. We applaud you, your staff and the 1000 USDA AmeriCorps Members on the great things you have gotten done thus far.

This letter serves to give direct comments on your Quarterly Report and any other issues we believe would be helpful to review before your Renewal Application. I have discussed our response with Michael Arthur, Grants Officer, and Jim Ekstrom, Director of Technical Assistance and Training.

Your Report provides a succinct summary of important accomplishments at your operating sites. You are meeting your overall objectives, and it is clear that the press recognizes your accomplishments. You and your staff have provided exemplary, tireless leadership for our largest and most ambitious AmeriCorps program. You have been a pleasure to work with on an almost daily basis.

In your Second Quarterly Report we would like to have copies of all the individual site reports so that we have a complete record of accomplishments as we head into the renewal process. We also need a full and frank discussion of the challenges you have faced and the steps you have taken to resolve issues. You may provide this in a memo form as you did in the First Quarterly Report, but preferably it could be incorporated into your overall Second Quarterly Report so that reviewers are clear that this was intended as part of your submission.

Let me share with you a few concerns:

- Rural Development and Public Lands Teams: As you know, I have met with Paul Johnson, Chief of NRCS and with Lloyd Wright, Director of the Community Assistance and Resources Development Division of NRCS to reinforce our concerns that NRCS management of the program be strengthened and that problems be swiftly addressed. These meetings

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-505-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

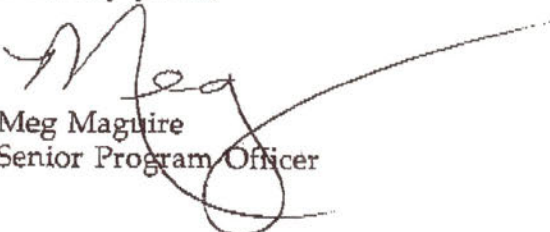
were quite helpful in increasing my understanding of Mr. Wright's concerns that the line managers of his agency be held accountable for program success, and be endowed with the authority to take all measures to ensure the highest quality of programs.

An excellent example of problem resolution at the state/local level is the visit of Marc Freeman, an NRCS official in Texas, to a site where a Member had lodged a complaint. He has verified that the site is accomplishing worthwhile work and has established direct contact with the Member, urging her to call him in the future if she is unable to resolve her issues locally. Mr. Freeman's quick response and direct relationship with this program is a model for what must happen in the field if the widely dispersed Rural Development Program is to work over time.

- Regional Facilitators: We need clarification of the role the regional facilitators are to play in overseeing the program so that our state commissions and CNS offices can have realistic expectations in their relationships with these people. While we do not wish to get into the discussion of whether or not these positions will exist, it is critical that the functions they are now performing are somehow performed by USDA. We rely on your office to get information from CNS out in a timely way, and when we hear from our state commissions or state CNS offices that USDA Members seem uninformed about basic issues, it signals a real problems in the flow of vital program guidance.
- Database and Operating Site Forms: I am pleased that we finally seem to be achieving some agreement on the definition of your operating sites, and believe that the collaboration between Ron DeMunbrun and Tonda Williams here at CNS will ensure compatible recordkeeping in the future. Let me stress again the absolute urgency of getting all the information on your operating sites to us immediately.
- FSR Form: We must have a complete FSR form from you for the first quarter in order to certify that your Report was complete. Please send that to Michael Arthur no later than April 12, 1995.

Once again, we appreciate your dedication to AmeriCorps and all that you and your programs have done to make national service a reality.

Sincerely yours,


Meg Maguire
Senior Program Officer

CORPORATION FOR
**NATIONAL
AND
COMMUNITY
SERVICE**

MEMORANDUM

TO: Semi-Finalists, AmeriCorps Direct

FROM: Corporation for National Service

DATE: May 23, 1994

SUBJECT: Annual Objectives

Enclosed you will find the Corporation's guidelines on establishing annual objectives. Please review these guidelines and carefully assess your current objectives and evaluation plans in light of them.

During the course of discussions with Corporation staff, you may find it necessary to revise your objectives to reflect modifications in your program design. Should this occur, you may find it helpful to use these guidelines as a resource in creating revised objectives. If you are selected as a finalist, our evaluation staff will work with you to ensure that your final objectives meet these guidelines.

We have enclosed two worksheets that we hope will assist you in creating new objectives or in analyzing existing ones. To create or revise an objective, write your answer to each of the five questions directly on the form. Some objectives may be easier to state than others; keep notes on concerns or problems in the second column.

We hope you find these materials valuable; we look forward to working with you in the future.

**CORPORATION FOR NATIONAL SERVICE
COMMUNITY SERVICE OBJECTIVES WORKSHEET**

A guidance tool for creating or revising community service objectives. Use one worksheet for each objective.

COMPONENTS OF OBJECTIVE STATEMENTS:

**CONCERNS/ISSUES WITH
THIS COMPONENT:**

- | | |
|---|--|
| <ol style="list-style-type: none">1) What work will be done? What service activities will your participants engage in?
example 1: tutoring low-achieving students
example 2: building low-income housing
2) What is the hoped for result of the work/activities described above?
example 1: improved academic achievement
example 2: 10 houses built
3) How will you measure the quality of your product or impact of your service?
example 1: test scores
example 2: housing code/inspector's judgment
4) By what standard will you gauge success?
example 1: 5% rise in service recipients' reading scores
example 2: 100% of houses pass inspection
5) How many individuals will receive the benefit of the work your participants perform?
example 1: 500 low-achieving students
example 2: 10 low-income families | |
|---|--|

**CORPORATION FOR NATIONAL SERVICE
PARTICIPANT DEVELOPMENT OBJECTIVES WORKSHEET**

A guidance tool for creating or revising participant development objectives. Use one worksheet for each objective.

COMPONENTS OF OBJECTIVE STATEMENTS:

**CONCERNS/ISSUES WITH
THIS COMPONENT:**

- | | |
|---|--|
| <ol style="list-style-type: none">1) What participant development activities will you provide?
example 1: GED training
example 2: service learning and reflection
2) What is the hoped for result of these activities?
example 1: participants receive GED
example 2: participants show continued commitment to community
3) How will you measure the impact of these activities on participants?
example 1: by the number of participants who received training and obtained GED
example 2: through exit forms provided by the Corporation
4) By what standard will you gauge success?
example 1: 90% of participants who receive training obtain GED
example 2: 75% of participants plan to volunteer in their communities
5) How many individuals will benefit from your participant development activities?
example 1: 50 participants
example 2: 200 participants | |
|---|--|

ASSESSING ANNUAL OBJECTIVES

Every program that receives AmeriCorps funding must conduct an internal evaluation in which program success is measured based on objectives that the program's staff and the Corporation staff have agreed upon. This document contains a set of guidelines that Corporation staff have used to assess the quality of the program objectives and evaluation activities contained in proposals.

Although we are providing these guidelines to you now as a tool for revising and improving the evaluation component of your proposal, *receiving this document does not imply that your program has been selected to receive AmeriCorps support.* In fact, as you know from your initial letter, some programs invited to participate in the Discussions phase of proposal review will ultimately not receive funding. For purposes of readability only, the remainder of this document refers to "you" and "your program staff," but we wish to reemphasize that these terms are being used stylistically, and are not meant to suggest anything about the ultimate funding decisions to be made.

Should you become a finalist, your proposed objectives and evaluation activities will be a primary topic of discussion for a future meeting with Corporation staff. We understand that, should your program design change during the course of current discussions, your evaluation objectives may require modification as well. Consequently, we have not regarded the objectives in your application to be final. Nevertheless, every program that is funded will need to have approved objectives and evaluation plans. To further your thinking about objectives, we suggest that you read these guidelines carefully and assess the quality of your existing objectives and evaluation plans in light of them. Comparing your plans and objectives to the criteria in these guidelines will give you a better understanding of how the Corporation staff have evaluated your objectives and evaluation plans and will give us a common vocabulary for discussing evaluation issues.

There are several elements in the evaluation component of an AmeriCorps program:

- A mission statement
- A set of annual objectives
- A plan for collecting objectives-related data
- A plan for continuous program improvement
- A system for collecting additional accomplishment and participant data required by the Corporation

A Word About Multi-site Programs

If you have proposed a program that includes several sites, please note that *an evaluation plan is required for each operating site*. Although each applicant is responsible for the internal evaluation activities of its sites, the Corporation for National Service will require evaluation and outcome data at the operating-site level. Further, we will review and approve evaluation plans at the site level. Consequently, as you review your evaluation plans, keep in mind that each of your sites must have objectives and evaluation plans as described in these guidelines and must be capable of conducting their own evaluation activities.

In the sections that follow, each of the elements of an evaluation plan is discussed.

Mission Statement

The mission statement is the broadest, least specific statement of what a program hopes to accomplish. Some mission statements may be relatively concrete:

[The program] will address a critical national need by building low-income housing, upgrading/rehabilitating existing housing, and teaching participants concrete skills in professional trades.

Others may be more visionary, providing a less immediate sense of the work a program will do:

[The program] seeks to make significant changes in the livability of the communities we serve by expanding housing opportunities, strengthening neighborhood partnerships, and fostering cross-cultural understanding.

For a mission statement, either is acceptable. The AmeriCorps application instructed applicants to craft their mission statement with, "[your] most ambitious goals...even if you do not believe you can measure them." Consequently, we have viewed mission statements as expressions of hope and not necessarily as definitions of outcomes to be achieved.

Annual Objectives

The Corporation is committed to measuring the success, or lack of success, of funded programs. To this end, you were required to submit annual program objectives for all proposed service sites. An objective, most simply, is a statement of what your program believes will be the result of a year of effort, a statement about what will change.

It is possible to measure several types of change. Change could be defined in terms of the *process* of operating a program. Generally speaking, objectives addressing the process of operating a program are called process objectives. Here are two examples:

- To recruit 45 participants within six weeks of beginning operation.
- To hold weekly staff meetings with all youth team supervisors.

These objectives address *how* work will get done, not *what* work will get done. The ultimate goal of a program is unlikely to be the hiring its participants or the holding of meetings, although those are important processes in creating a quality program.

In contrast to process objectives are *outcome* objectives. Outcome objectives focus on the *end products* of a program:

- To produce 15 units of affordable housing in Year One.
- To have 75% of participants complete their GED by program end.

The Corporation required that programs establish objectives that focus on end products or services. Consequently, your program objectives should be about ends, not means. Just focusing on end results is not enough, however, programs must have objectives that can be used to assess program success.

Components of an Objective

For an objective to be useful, it must be specific enough to allow decision makers to determine what, if any, change occurs as the result of a program's efforts. For example, the following objective,

- To improve the reading skills of at-risk youth through tutoring.

describes a service activity and a desirable outcome, but provides no indication of how the "improvement" will be measured or what "reading skills" the program expects to improve. An improved objective would describe both the desired change and a means of determining whether the change occurred:

- To improve the reading skills of at-risk youth through tutoring, as measured by performance on the school district's reading comprehension test, to be administered before and after the program.

We now know what change is desired (better reading skills) and how the change will be measured (a comprehension test), but we still lack an important detail. How big a change in reading comprehension does the program hope to achieve? That is, would the program staff or the Corporation staff be satisfied if the average increase in test scores was one percent? Regardless of the answer to this question, the problem is apparent. Programs and Corporation staff need to have a common standard for measuring whether an objective was achieved. Thus, we need a third revision of our objective:

- To improve the reading skills of at-risk youth through tutoring, as measured by an average increase of five percent on the school district's reading comprehension test, to be administered before and after the program.

With this objective, your program staff and the Corporation's personnel have a common expectation of "how" achievement will be measured and "how big" an achievement to expect. Setting the "how big" component of an objective requires careful consideration and expert knowledge of your service area. Programs that set overly ambitious standards may fail to meet their objectives even if they are providing high-quality services. Programs that set very low standards for success may appear incapable of achieving substantial goals, and therefore, will be unlikely to receive Corporation support.

Only one element of our objective is missing. How many service recipients will there be? Will the program tutor four students, or forty? Thus, we need one last revision for the objective to define clearly how success will be measured:

- To improve the reading skills of 25 at-risk youth through tutoring, as measured by an average increase of five percent on the school district's reading comprehension test, to be administered before and after the program.

Each AmeriCorps program objective must include "an activity" and "a result." Our sample objective now includes both, and in sufficient detail that program staff and Corporation staff have a common standard for measuring achievement.

To summarize, each objective should include a description of:

- The work to be done (A product or service to be provided)
- A result of the work
- A means of measuring the quality or success of the work
- A standard of quality or success the program hopes to meet
- The number of service recipients

The table on the following page provides examples of AmeriCorps objectives broken into their component elements.

**THE COMPONENTS OF OBJECTIVE STATEMENTS
CORPORATION FOR NATIONAL SERVICE**

OBJECTIVE COMPONENTS	COMMUNITY SERVICE ACTIVITIES				PARTICIPANT DEVELOPMENT
	Building low-income housing	Tutoring low-achieving students	Restoring degraded stream habitats	Operating safety patrols in a school	Fostering an ethic of service
The work to be done	building houses	tutoring students	restoring streams	operating safety patrols	service-learning or reflection
Result of the work	10 houses built	improved academic achievement of 500 students	4 miles of stream restored	decreased incidence of school violence	continued commitment to community
Means of measuring the quality of the product or impact of the service	contractor judgments; housing code; owner's judgments	test scores; teacher's evaluations; retention rates; attendance rates	population studies; biologist's assessments	school records; interviews with teachers; interviews with administrators	exit survey; alumni survey; exit interviews
Standard of quality or impact that the program hopes to meet	100% of houses pass inspection; 80% of houses are rated "of high quality"	5% rise in recipients' reading scores on district test; 25% rise in recipients' pre-post test; 75% of recipients' teachers rate them as improved.	85% decrease in alien species; qualitative judgment of wildlife biologist	10% decrease in reported incidence of violence in the school; 80% of teachers rate the program as significant in reducing violence	75% of participants plan to stay involved in their communities and attribute that decision to their service experience
Number of service-recipients	10 low-income families	500 students	could be difficult to determine, possibilities include recreational users and wildlife managers	350 students	70 participants

Note: only community service and participant development examples have been provided. We have not included community building objectives because these objectives will often be process oriented and, consequently, do not fit into the above framework.

Identifying the five components in an objective is easier in some cases than in others. In product-oriented programs, for example, the work to be done and the result of the work may *seem* almost indistinguishable (building houses, houses built). Nevertheless, it should be possible to identify each component, even if some are inferred rather than explicit in your written objectives. Corporation staff will review your objectives to determine that all five components can be readily identified. To the extent that the components are missing or poorly specified, you should be prepared to revise your objectives to make them complete. Some examples may help to clarify how the components might be combined to create an objective:

Example 1:

- To improve the mathematics skills of at least 25 students through peer tutoring. Service recipients' tutoring needs will be determined by a diagnostic assessment at the beginning of the program. Service Recipients will master at least 75% of their skills that require remediation, as determined by retesting on the diagnostic assessment.

1. The work to be done is tutoring.
2. The result to be achieved is improvement in mathematics skills.
3. The measure of quality a pre-test, post-test comparison.
4. The standard of success is "mastery" of 75% of the skills tutored.
5. Twenty-five students benefit from the service.

The nature of the diagnostic test and the meaning of the word "mastery" are not specified, so we would want to hear more about those elements from program staff. In general, however, the program has included in this objective all the essential elements necessary to permit a concrete discussion of program achievements.

Example 2:

- Protect our Youth will immunize 7,500 infants and children during our initial year of operation.
 1. The work to be done is immunizing children.
 2. The result to be achieved is completing 7,500 immunizations.
 3. The measure of quality is not described.
 4. The standard of success is not described.
 5. Seven-thousand five-hundred children benefit from the service.

Corporation evaluation staff would want to discuss with this program's staff the absence components 3 and 4. The program operators may feel that, for this activity, components 3 and 4 are unnecessary. As evaluators, not public health experts, we would look forward to obtaining the professional judgments of both the program's staff and other public health professionals to determine if there are standards of quality or safety appropriate to such an activity. Our concern is for the quality of the objectives, not the quantity of them.

Objectives and Impacts

The AmeriCorps application required applicants to provide up to three objectives in each of three impact areas:

- community service activities,
- participant development, and
- community building.

Realistically, your community service objectives will be the most detailed and result oriented. Participant development objectives should also be framed to evaluate end-products, not processes; they should describe the measurable changes that your program plans to produce in participants. We anticipate less detail and more process orientation in community building objectives. For example, a community building objective may focus on the process of establishing community linkages rather than on the measurable results of those partnerships.

Realism

Objectives must be crafted with great care, because they will be used to infer whether your program's goals were met. Over-ambitious or unrealistic goals can produce a negative evaluation, even if the program had worthwhile accomplishments. Apply your professional experience to the objectives. Is a 50% increase in comprehension skills achievable given the amount of tutoring to be provided and the expertise of the tutors? Can escort patrols produce a 35% decrease in street crimes?

In contrast, trivial or complacent goals may raise questions about your ability to "get things done," and will ultimately limit your potential for demonstrating accomplishments. Should a program with 50 participants be expected to accomplish more than "canvas 100 residences door-to-door to distribute information on recycling."?

Relevance

To be meaningful, objectives should be linked directly to the activities of the program. Consider your objectives carefully to determine whether you have set objectives that will give your program an opportunity to demonstrate success. Objectives that are set too broadly, too narrowly, or off topic will hamper your effort to show results.

For example, imagine a public safety program that proposes to provide escort services to senior citizens in a neighborhood victimized by street crimes. The program proposes to demonstrate success by producing a 10% reduction in street crime in their community. There is real danger that their objective is too broad. A change in crime statistics could be affected by many forces that were not related to the activities of a senior citizen escort program. Only if the statistics employed were restricted to a specific set of crimes and collected from within the program service area could we expect that the program's activities would be reflected in any statistical change in the incidence of crime.

Another program proposes to establish a neighborhood recycling center. They set as an objective recovering 8,000 pounds of recyclable materials in a year. This objective is probably too narrow. Even if their goal is achieved, it gives little indication of the impact of the program. Is 8,000 pounds a large amount or a small

amount? How have service recipients been affected? Is the community meaningfully different? If collecting 8,000 pounds of recyclables will produce a meaningful change for some service beneficiary, there should be a measurable way of demonstrating it. A measure of that change should be incorporated into the objective.

Finally, consider a program that proposed to establish the goal of improving students' reading ability and then set as an objective increasing the number of library visits by each student during the program. While an increase in the number of library visits would undoubtedly be a good thing, it will not help us to infer whether improved reading ability was achieved. The objective is off-target; we cannot infer anything about the program activity from the information obtained for the objective.

Focus on Major Components and Goals

The program objectives should reflect the *essential* goals of the program. You and your staff may hope to accomplish many things, but you should identify a small number standards by which to measure program success. Avoid setting objectives that will measure activities that are not at the core of your program's mission.

Similarly, try to distinguish between objectives that provide data that is "nice to know" and objectives that result in data that you "need to know." Given the resources available, "nice to know" is a luxury that few can afford. For example, imagine that an immunization outreach program proposes to distribute literature advertising the services of their clinic. Although the staff may be interested to know what proportion of their distributed flyers are read, this is not an essential piece of information and is not an ideal program objective. A more critical objective would address the proportion of people being immunized who report having received the materials and the proportion who report attending the clinic because of the literature they received.

Collecting Objectives-Related Data

In order to determine whether objectives are being reached, information is needed. Every program must have in place a plan for collecting all data required to determine if objectives are being met. The Corporation did not require applicants to submit detailed data-collection plans, but we will expect programs that receive funding to have manageable, accurate systems for data collection. The nature of these plans will vary widely among different types of service providers, but you should consider carefully when, how, and by what means you will obtain the necessary information.

Continuous Program Improvement

In addition to conducting your objectives-based evaluation, programs are required to institute management procedures that provide regular feedback on program operations. Such practices can not only enhance the day-to-day productivity and quality of a program, but they be of great value in helping programs to stay on track for meeting their annual objectives. We are preparing a handbook for funded programs that provides numerous strategies for incorporating continuous improvement into daily program management. The principles of continuous improvement models are focused on providing program managers with frequent and reliable information about the quality and effectiveness of their programs. Many continuous improvement tools are informal and require very modest commitments of time and resources, although their yield can be substantial. Some examples include advisory panels, participant discussion groups, satisfaction surveys, structured journals, and suggestion boxes.

Summaries of your internal monitoring activities will be part of your periodic reports to the Corporation. Such summaries might focus on staff meetings, formal or informal feedback from service beneficiaries, or group discussions with participants. The summary would briefly describe the issues, problems, or opportunities raised and the actions taken in response to them.

Descriptive Data and Reporting Requirements

The National and Community Services Act, which establishes the AmeriCorps program, places certain reporting requirements on us, and in turn, on funded programs. We are making every effort to keep to a minimum the amount of form completing and report writing grantees will need to do, but we will require certain program information.

For instance, programs will be required to provide information on participant demographics, hours of service, number of service beneficiaries, number of products produced (when applicable), and the locations where services were provided. Some of these data will be collected in the course of tracking your outcome objectives. Participant data will be obtained via participant enrollment and exit forms provided by the Corporation. However, you may need to establish additional systems for collecting required information that is not collected while tracking objectives or through the participant forms.

In Summary

The Corporation for National Service is serious about its commitment to "getting things done." Ensuring that programs establish appropriate annual objectives and continuous improvement procedures is a critical step toward fulfilling this commitment. We hope these guidelines are of value to you and your program staff.



July 10, 1996

Joel Berg
US Department of Agriculture AmeriCorps
14th & Independence Av SW #541A
Washington, DC 20250

AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

Dear Mr. Berg :

As the end of the second program year approaches, we will again be requesting data detailing the accomplishments of all AmeriCorps* State/National programs. In an effort to efficiently collect data, we are asking for your cooperation and participation in this process. Similar to last year, we will be using the Annual Accomplishment Review form to collect this information.

We will be asking you to forward to each of the AmeriCorps programs within the US Department of Agriculture AmeriCorps a copy of the Annual Accomplishment Review form. You will receive these forms during the week of July 15. Your AmeriCorps programs will be instructed to complete their forms and mail them back to your office. When all of your programs have returned the forms to you, you will be asked to mail them directly to Aguirre International, who will compile the information. Forms will be due back to Aguirre International by October 31.

Given that we need to collect as much data as possible for congressional hearings, completing the Annual Accomplishment Review forms will be considered a grant requirement. We are aware that programs have many commitments, but the Annual Accomplishment Review is the best means by which we can detail the efforts of national service in America's communities. The Annual Accomplishment Review is the only means of summarizing the accomplishments of AmeriCorps programs at the national level.

To assist your programs, we have arranged with STAR that any program that has already received or will have received an evaluation TA site visit before the deadline for returning the Annual Accomplishment Review form will be eligible for STAR assistance in completing the form.

Once the data have been compiled, Aguirre International will provide you with a data set and printout containing the accomplishments of the US Department of Agriculture AmeriCorps programs.

If you have any questions about the form, please contact Anne Steirman at Aguirre International (1-800-207-0750). Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, reading 'Diana Rodriguez Algra'.

Diana Rodriguez Algra
Director, AmeriCorps*State/National

cc: Hank Oltman

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Annual Accomplishment Review

The focus of the this form is to share your progress and achievements with the Corporation for National Service. We have attempted to make this form easy to complete and to reduce burden of providing us with this information. What we can obtain from the Operating Site Information form, we are obtaining from it. If you have any questions about the form or how to complete it, please call Jo Ann Intili, Ingrid Banks or Carmen Sum at our toll-free number, 1-800-207-0750.

Instructions on how to complete this form:

Please provide the information requested by filling in the numbers for your Operating Site or marking the response that best describes your Operating Site. Note: if you have more than one kind of AmeriCorps program (e.g. VISTA, Higher Education Learn and Serve, or K-12 Learn and Serve), provide information about only your AmeriCorps*State or National program.

Grantee Name: 94ADFD0472003
Program Name: SCS Public Lands/Phoenix/AZ Consv
Operating Site ID: Corps
3003 N. Central Avenue, Suite
Phoenix, AZ 85012

Operating Site Name

Operating Site City & State

Name of Person Completing this form & telephone #: *Name*

tel #: () ____ - ____

Operating Site Contact Person & telephone # (if other than person completing this form): *Name*

tel #: () ____ - ____

Public reporting burden for this collection of information is estimated to cover about 2 hours per response, total. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information Management, Corporation for National Service, 1201 New York Avenue, NW, Washington, DC 20525; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C.

Table of Contents

To the extent your program specializes in one or another program priority areas, you can skip around the questionnaire. The table of contents below will facilitate your completion of this form. In sections II-V, complete only those sections relating to the services your program provides. Thanks for your help.

Section	Page	Description of	Which Programs Should Complete It
I	3	Member and Service Overview	All
II	5	Education Activities	Programs that include an education focus
III	8	Human Needs Activities	Programs that include a human needs focus
IV	11	Environment Activities	Programs that include an environment focus
V	15	Public Safety Activities	Programs that include a public safety focus
VI	17	Participant Development Activities	All
VII	19	Your Organization	All
VIII	20	Summary Statements	All
IX	24	Additional Comments	Optional

Section I - Program Members and Service Overview

	Question		Response Categories: Place an X to indicate your response; or Fill in the number requested in the blank (not %)
A.	What is the total number of Members now enrolled in AmeriCorps*USA. Members at this operating site ID #?		▪ Number of Full-time Members (1700 hours) _____ ▪ Number of Part-time Members (900 hours) _____
B.	What is the total number of non-Member volunteers who have worked at this program site? And, about how many hours have they worked on AmeriCorps projects during the past year (1994-95)?		▪ Number of non-member (unpaid) volunteers _____ ▪ Number of Work Hours by non-member (unpaid) volunteers _____

Section continued on next page

	Question	✓ N o n e	Please fill in the number of each of the following you have undertaken as part of your AmeriCorps projects. Check in the "None" column, if you haven't been involved in these activities.						
C	Did you do any of the following as part of your AmeriCorps work? If so, how many?		Education-- Readiness & Success	Human Needs-- Shelter & Food Support	Human Needs-- Independent Living & Health	Neighborhood Environment	Natural Environment	Public Safety-- Violence Prevention	Public Safety-- Crime Control
	*Develop a volunteer skill bank or database?								
	* Maintain, update or add to a volunteer skill bank or database ?								
	* Develop a knowledge database or technical database?								
	* Maintain, update or add to a knowledge database or technical database?								
	*Develop a system or database for tracking clients served (intake) and/or provision of services (monitoring) and/or effectiveness of services to clients (results)								
	*Maintain or update a system or database for tracking clients served (intake) and/or provision of services (monitoring) and/or effectiveness of services to clients (results)								
	*Develop a plan, pending or successful proposal to sustain AmeriCorps program activities or impact without AmeriCorps-related funding								

II- Education Activities - Overview of the Section & Directions for Completing the Form

This section concerns Education-related activities offered under your AmeriCorps*USA grant. If education activities are not part of your services, skip this section.

The following questions are asked in order to be able to profile the services provided and the resulting accomplishments. We want to be able to make statements like *AmeriCorps projects spent 8,000 hours a week tutoring 2,438 elementary school children* (if this is true). In order to do this we will ask you about both direct education services and activities in support of those services. We also will ask about the number of AmeriCorps*USA Members involved in the activities, the number of hours per week the activity involved, the number of Members who conducted these activities, and the length of time in weeks each activity lasted. We also ask you to write the types of results you have seen or measured. We ask this in order to describe the impact of your activities. For example, we will want to be able to say that *AmeriCorps*USA tutoring contributed to raising performance two grade levels, when they started 4 grade levels behind* (if this is true). **For each activity, please:**

(a) enter the total number of clients served

(b) enter the total number of AmeriCorps Members involved in the activity

(c) enter the total number of hours per week AmeriCorps Members spent in these activities. As an example, if 5 Members tutored students -- 3 Members spent about 6 hours per week and 2 Members spent about 3 hours per week -- the total number of hours spent in the tutoring activity, per week, by Members would be 24 ($= 3 \text{ Mems} * 6 \text{ hrs} + 2 \text{ Mems} * 3 \text{ hrs} = 18 + 6 = 24$):

(d) enter the number of weeks these activities lasted

(e) enter the results Members have measured or seen as a result of the services offered. This is optional, but it will help describe the impact of your services.

A	Education Support Activities	<i>Fill in the numbers requested, and, where possible, indicate results you have seen. Leave blank those rows which are not applicable. Feel free to add accomplishments in the row at the end, labeled OTHER...-Please specify, or write them on the back of this page.</i>				
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total tutors, volunteers, students	Total Ameri-Corps Members involved?	Total hours per week for Corps Members	Total weeks activity lasted?	Optional: What results have you seen. For example-- *Student class participation increased *Number of students wanting tutors increased *Computer center now fully staffed with volunteers *Students more interested in environment *Results of assessment used to modify class focus
	*Recruited peer (student) tutors	# Tutors:				
	*Trained peer (student) tutors:	# Tutors:				
	*Recruited volunteers for tutoring or other educational purposes	# Vol.				
	*Trained, placed, and/or followed-up volunteers who were providing services	# Vol.				
	*Developed curriculum or curriculum materials (Please specify subject areas)	# Students instructed:				
	*Performed case management--e.g. followed up student performance in different classes, or worked with these students' teachers to integrate instruction	# Students				
	*Other Student or Instructional Support -- Please Specify					

B	Education Services	<i>Please fill in the numbers requested below, and, where possible, indicate results you have seen. Leave blank those rows which are not applicable. Feel free to add accomplishments</i>				
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total served or directly benefiting	Total AmeriCorps Members providing services	Total hours per week for Members	Total weeks activity lasted?	Optional: What results have you seen. For Example * < number > Students grades or performance increased * < number > Students now asking about certain careers * < number > Parents or adults passed GED tests
	*Provided child care					
	*Taught students in Headstart or kindergarten					
	*Taught students in grades 1-12					
	*Tutored students in grades 1-12					
	*Mentored or counseled concerning school success or achievement					
	*Provided in-class enrichment (such as speakers, presentations)					
	*Provided out-of-class enrichment (such as field trips)					
	*Conducted home visits for instruction or follow-up of educational activities					
	*Organized or conducted service learning & community education activities	total students:				
	*Worked with parents or families on parenting skills development	total parents:				
	*Taught adults GED or basic skills development	total adults:				
	*Other Activities -- Please specify:					

III- Human Service Activities - Section Overview & Directions for Completing the Form

This section concerns Human Service-related activities offered under your AmeriCorps*USA grant. If human service activities are not part of your services, skip this section.

The following questions are asked in order to be able to profile the services provided and the resulting accomplishments. We want to be able to make statements like *AmeriCorps projects spent 8,000 hours a week working with 2,438 elderly homeless* (if this is true). In order to do this we will ask you about both direct Human Service activities and activities in support of those services. We also will ask about the number of AmeriCorps*USA Members involved in the activities, the number of hours per week the activity involved, the number of Members who conducted these activities, and the length of time in weeks the activity lasted. We also ask you to write the types of results you have seen or measured. We ask this in order to describe the impact of your activities. For example, we will want to be able to say that *Because of AmeriCorps*USA 2000 homeless individuals obtained permanent housing* (if this is true). **For each activity, please:**

(a) enter the total number of clients served

(b) enter the total number of AmeriCorps Members involved in the activity

(c) enter the total number of hours per week for AmeriCorps Members spent in these activities. As an example, if 5 Members provided health care -- 3 Members spent about 6 hours per week and 2 Members spent about 3 hours per week -- the total number of hours spent in the health care activity, per week, by Members would be 24 ($= 3 \text{ Mems} * 6\text{hrs} + 2 \text{ Mems} * 3\text{hrs} = 18 + 6 = 24$):

(d) enter the number of weeks these activities lasted

(e) enter the results Members have measured or seen as a result of the services offered. This is optional, but it will help describe the impact of your services.

A	*Human needs Service Support Activities	<i>Please fill in the numbers requested below, and, where possible, indicate results you have seen. Leave blank those rows which are not applicable. Feel free to add accomplishments in the row labeled OTHER, or add them on the back of this page</i>				
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total clients served or directly benefiting	Total AmeriCorps Members providing services	Total hours per week for Members	Total weeks activity lasted?	Optional. What results have you seen? For example: * < number > Homeless parents found jobs * < number > Latch key children now supervised * < number > Homeless HIV+ Individuals are fed * < number > Permanent shelter found * < number > Children allowed in school because immunized
	*Adults or children provided transportation in support of other human service activities					
	*Families provided child care in support of other human service activities	# families:				
	*People provided case management such as health appointments or follow up scheduling					
	*Volunteers recruited and coordinated for assistance in addressing human needs issues	# volunteers:				
	*People's specific support needs assessed or identified					
	*Informational materials developed -- Please specify subject _____	# who received:				
	*Informational materials distributed -- Please specify subject _____	# who received:				
	*People attended a community event, fair, or benefit related to health or other human needs that you organized or staffed					
	*Other -- Please specify _____					

B	<i>Human Needs - Direct Services</i>	Please fill in the numbers requested; and, if possible, indicate results you have seen. Leave blank the rows which are not applicable.				
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total Clients Served	Total AmeriCorps Members providing services	Total Hours per week for Corps Members	Total weeks Activity lasted?	What results have you seen ? For example * < number > Individuals found jobs * < number > Children of teen parents more regularly cleaned * < number > Homeless individuals found permanent homes.
	*People provided independent living assistance-- such as chores for seniors, social support for disabled					
	*People counseled concerning job development or placement					
	*People counseled related to health and family matters (health--mental or physical health, or other					
	*Homeless given shelter or vouchers for shelter					
	*Homeless given goods to help them, such as distributed clothes and food (Shelter support)					
	*Organized or packed food or clothing for a food bank or clothing distribution center	# lbs distributed:				
	*New homeowners or potential home owners are provided housing services and loan development					
	*Individuals provided access to health care, diagnosis, and/or follow-up, and/or screened for needed care					
	*Pregnant women provided access to prenatal care and/or taught about children's health or development					
	*Families with young children are provided health care or screening	# families:				
	*Adults or children immunized	# adults: # children:				
	*Other support for community health care clinics; Please specify					

IV- Environment Activities - Section Overview & Directions for Completing the Form

This section concerns Environment-related activities offered under your AmeriCorps*USA grant. If environment-related activities are not part of your services, skip this section. The following questions are asked in order to be able to profile the services provided and resulting accomplishments. We want to be able to make statements like *AmeriCorps projects spent 8,000 hours a week rehabilitating 500 low income housing units in inner city neighborhoods* (if this is true). In order to do this we will ask you about both direct services related to neighborhood and natural environments and activities in support of those services. We also will ask about the number of AmeriCorps*USA Members involved in the activity, the number of hours per week the activity involved, the number of Members who conducted these activities, and the length of time, in weeks, each activity lasted. We also ask you to note the results you have seen or measured. We ask this in order to describe the impact of your activities. For example, we will want to be able to say that *AmeriCorps*USA built affordable housing to accommodate 300 single families and 250 elderly persons* (if this is true). **For each activity, please:**

- (a) enter the total number of things done -- e.g. the number of dams where repair needs were assessed; or trail acreage now cleaned
- (b) enter your good estimate of the number of people directly benefiting from the work done--i.e. people who won't be flooded due to the repaired dam; or recreationalists who typically use the trail.
- (c) enter the total number of AmeriCorps Members involved in the activity
- (d) enter the total number of hours per week for AmeriCorps Members spent in these activities. As an example, if 5 Members did neighborhood clean up -- 3 Members spent about 6 hours per week and 2 Members spent about 3 hours per week -- the total number of hours spent in the clean up activity, per week, by Members would be 24 ($= 3 \text{ Mems} * 6\text{hrs} + 2 \text{ Mems} * 3\text{hrs} = 18 + 6 = 24$):
- (e) enter the number of weeks these activities lasted
- (f) enter the results Members have measured or seen as a result of the services offered. This is optional, but it will help describe the impact of your services.

A	Environment - Support Activities	Please fill in the numbers requested; and, if possible, indicate the results you have seen. Feel free to add accomplishments in the row labeled OTHER, or on the back of this page					
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total buildings or trail mileage, wild land acreage, etc.	Total people affected by work	Total AmeriCorps Members providing services	Total hours per week for Corps Members	Total weeks activity lasted?	Optional--What results have you seen? For example *Improved water quality standards in mixed industrial & residential *Designed shelters to house 50 homeless people
	*Assessed need for public or community building repair needs -- e.g. for repair of public facilities, lead abatement, etc.	# assessed:					
	*Assessed housing or building repair needs - - e.g. for housing, pollution prevention or containment, or risk management	# assessed:					
	*Assessed park trail or wild land area maintenance needs -- e.g. need for repair of trail erosion, safety enhancement	# assessed: Amt of area encompassed:					
	*Helped clients identify requirements to meet health or pollution standards--e.g. water quality or air quality guidelines	# clients:					
	*Distributed information about risks or prevention to the public	# distributed					
	*Designed or drew up plans for picnic areas, community buildings, housing or shelters	# planned:					
	*Other - Please specify						

B	<i>*Neighborhood Environment</i>	Description of work done and people benefiting			Description of Member Involvement		
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total of things/units BEGUN – but not finished (number of housing units built, buildings renovated, areas cleared, trees planted)	Total of things/units COMPLETED number of housing units, build-ings, acres, or areas	Estimated number of people affected by work	Total AmeriCorps Members providing services	Total hours per week for Members	Total weeks activity lasted?
	*Constructed new homeless shelters or made old shelters habitable						
	*Constructed low income housing or housing for disabled or elderly						
	*Rehabilitated/Renovated low income housing or housing for disabled or elderly						
	*Rehabilitated, renovated, or repaired other community buildings						
	*Cleaned up neighborhoods--indicate lbs or tons of trash removed and/or number of neighborhoods cleared and/or number in which graffiti removed	Lbs or tons: ____ # Neighborhoods: ____					
	*Planted neighborhood gardens	# gardens					
	*Planted trees in urban areas or rural towns (not wildlands)	List total trees planted ____	List # areas planted: ____				
	*Weatherized or winterized homes and/or other buildings						
	*Recycled consumables or improved energy efficiency in neighborhood (Specify amount recycled, or amount of energy consumed)	Amount recycled:					
	*Eliminated or abated environmental risk in buildings, bases, parks or other areas. Please specify risk:	# of buildings or areas					
	*Other -- Please specify:						

C	*Natural Environment	Description of work done and people benefiting			Description of Member Involvement		
		Number --e.g. of trees planted, dams repaired, areas abated fish cultivated	Unit in which work calculated-- e.g. # trees miles, acres, areas, communities	Estimated total people affected by activity	Total AmeriCorps Members providing services	Total hours per week for Members	Total weeks activity lasted?
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>						
	*Planted trees in wildlands or park lands						
	*Eliminated environmental risks in wild or park lands (Specify risk: _____)						
	*Repaired dams or did other flood control activities						
	*Restored or conserved rivers, river banks, beaches, and fish habitat						
	*Restored or conserved other public lands and fowl or fauna habitat						
	*Maintained or cleaned up trail & other public park areas or roads						
	*Sampled, mapped and/or monitored natural resources (Specify which resources: _____)						
	*Other -- Please specify _____						

V- Public safety - Section Overview & Directions for Completing the Form

This section concerns Public Safety-related activities offered under your AmeriCorps*USA grant. If human service activities are not part of your services, skip this section.

The following questions are asked in order to be able to profile the services provided and the resulting accomplishments. We want to be able to make statements like *AmeriCorps projects spent 8,000 hours a week working with 2,438 victims of abuse* (if this is true). In order to do this we will ask you about both direct Public Safety activities and activities which support those services. We also will ask about the number of AmeriCorps*USA Members involved in the activity, the number of hours per week the activity involved, the number of Members who conducted these activities, and the length of time in weeks each activity lasted. We also ask you to write the types of results you have seen or measured. We ask this in order to describe the impact of your activities. For example, we will want to be able to say that *With the help of AmeriCorps*USA Members, 400 victims of abuse received counseling enabling them to return to work* (if this is true). **For each activity, please:**

(a) enter the total number of clients served

(b) enter the total number of AmeriCorps Members involved in the activity

(c) enter the total number of hours per week for AmeriCorps Members spent in these activities. As an example, if 5 Members counseled victims -- 3 Members spent about 6 hours per week and 2 Members spent about 3 hours per week -- the total number of hours spent in the counseling activity, per week, by Members would be 24 ($= 3 \text{ Mems} * 6\text{hrs} + 2 \text{ Mems} * 3\text{hrs} = 18 + 6 = 24$):

(d) enter the number of weeks these activities lasted

(e) enter the results Members have measured or seen as a result of the services offered. This is optional, but it will help describe the impact of your services.

Public Safety		Please fill in the numbers requested and comment on any results you have seen from the project Feel free to add accomplishments in the row labeled OTHER or on the back of this page				
<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total # of clients served	Total AmeriCorps Members providing services	Total hours per week for Members	Total weeks activity lasted	Optional--What results have you seen? For Example: *Held first, peaceful community event *< number > Gang members now working as peer mediators	
*Developed networks among ethnic or other groups previously not relating well	# networks: # clients:					
*Conducted neighborhood watch or violence prevention patrols, child or senior escorts	# patrols: # escorts:					
*Started or continued community policing or police relations programs	# programs: # individuals:					
*Conducted conflict mediation/ resolution programs	# programs:					
*Trained students or adults in conflict mediation/resolution	# programs:					
*Organized and/or conducted after school sports & violence avoidance activities	# who participate:					
*Counseled individuals about substance abuse prevention or related issues	# counselled:					
*Provided information about risks, safety measures, or victimization prevention to public	# who received:					
*Conducted anti-victimization counseling, child abuse prevention awareness training	# counseled or trained:					
*Conducted activities related to <i>juvenile</i> or <i>adult</i> offenders or ex-offenders -- e.g. career development for youth on probation	# juveniles: # adults:					
*Other -- Please specify						

VI- Member Development - Section Overview & Directions for Completing the Form

This section concerns activities related to Member development, provided under your AmeriCorps*USA grant.

The following questions are asked in order to be able to profile the Member development activities you have engaged in. We want to be able to make statements like *3,000 AmeriCorps Members received GED* (if this is true). In order to do this we ask about the types of training provided Members, the number of AmeriCorps*USA Members trained, the number of hours per week Members spent in these activities, and the length of time in weeks each activity lasted. We also ask you to describe the impact of those activities you have seen or measured. For example, we will want to be able to say that *3,500 AmeriCorps*USA Members obtained their GED, and 400 of these enrolled to pursue an AA degree* (if this is true). **For each activity, please:**

(a) enter the total number of AmeriCorps Members involved in the development activity

(b) enter the total number of hours per week for AmeriCorps Members spent in these activities. As an example, if 5 Members obtained GED training -- 3 Members spent about 6 hours per week and 2 Members spent about 3 hours per week -- the total number of hours spent in the GED training activity, per week, by Members would be 24 ($= 3 \text{ Mems} * 6\text{hrs} + 2 \text{ Mems} * 3\text{hrs} = 18 + 6 = 24$):

(c) enter the number of weeks these activities lasted

(d) enter the outcomes of these activities that Members have reported to you, or that you have measured or seen yourselves, as a result of the training your Members have received. This is optional, but it will help describe the impact of your services.

	<i>Member Development</i>	Please fill in the numbers requested and comment on any results you have seen. Leave blank rows that don't apply. Feel free to add accomplishments in the row labeled OTHER, or on the back of this page.			
	<i>For each of the following activities you did under AmeriCorps, please complete the columns to the right</i>	Total AmeriCorps Members being trained	Total hours per week for Corps Members	Total weeks activity lasted?	Optional--What results have you seen? For Example: *Members now employed by social service agencies
	*Trained Members in life skills such as organizational skills, problem solving, working in teams, leadership skills, conflict resolution				
	*Trained Members in technical skills related to carrying out their assignments				
	*Provided Members academic training in getting their GED or high school diploma				
	*Provided Members career development training or counseling				
	*Trained Members in CPR, first aid, emergency response				
	*Trained Members in citizenship and civic responsibility				
	*Assisted Members in their post-AmeriCorps job search				
	*Other--Please specify:				

VII - Organizational Description -- This section asks a few questions about your Operating Site organization

	Question	Response Categories	Directions: Please indicate your response by marking an X on the appropriate alternative.
A.	How many <i>years</i> has your organization existed?	< 1 1 2 3 4 5 + years	
B.	How many <i>months</i> has your organization provided services under its AmeriCorps grant?	< 1 1 2 3 4 5 6 7 8 9 10 11 12 months	
C.	Is your Operating Site <i>currently</i> involved with any of the following programs along with AmeriCorps*National/State?	▪ VISTA ▪ Learn and Serve K-12 ▪ Learn and Serve Higher Education ▪ National Senior Corps	
D.	How many years have you, the Project Director, worked in this organization?	< 1 1 2 3 4 5 + years	

VIII -- Summary

This section asks you to elaborate on the impact of your program or any accomplishment you think demonstrates the value of AmeriCorps

A	Which accomplishments have been perceived as most meaningful for changing the life of the people and the communities you serve?	Total clients served or directly affected	Total Members providing services	Total hours per week for Members	What are the implications of these accomplishments -- their significance -- for the community and its members?

B	Which program experiences have had the most impact on the lives of AmeriCorps <i>Members</i> in your programs? What skills have they learned from them?	What skills have Members learned from these experiences	Total AmeriCorps Members affected	What are the implications of these accomplishments -- their significance -- for the Members or their future work?

Optional

C	Are there any other accomplishments, or short-term or long-term community impacts, from your program which you would like to add or elaborate upon? If yes, please do so here: (Use the back of this page if more space is required.)	Total Clients served or directly affected	Total Members providing services	Total hours for Members per week	What are the implications of these accomplishments -- their significance -- for the community and its members?

Optional:

D	Please list any of the following received by your program	Activities referenced
	1. Awards/ Honors/Recognition 2. Letters from the community, local officials, and the individuals and groups you serve	

E. How would you rate this accomplishment review in the following areas	Directions Mark an X on the most appropriate response category.				
	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Excellent</i>	<i>Outstanding</i>
*The ability of this review to capture the essence of your operating site's accomplishments	1	2	3	4	5
*The ease of understanding this review	1	2	3	4	5
*The ease of completing this review	1	2	3	4	5

Section IX. Additional Comments

We tried to make this form as short (for an evaluation) and easy to answer as possible. We may, therefore, have left out something you would like us to know. Is there anything further you would like to elaborate on -- e.g. specific accomplishments, impacts you have achieved with clients or for your community, or additional comments or ideas regarding this review that would assist us in developing better instruments? Please use this space and the back of the page to provide details. Both the Corporation's Office of Evaluation and Aguirre International want your feedback.

Thanks for your help



MEMORANDUM

TO: National Direct Grantees

AmeriCorps National Service

CORPORATION

FROM: Diana Rodriguez Algra

FOR NATIONAL

DATE: June 22, 1995

★ SERVICE

SUBJECT: 3rd Quarter Reports

Enclosed is one set of quarterly report forms for the third quarter. This includes a copy of the report to be completed by your operating sites and a copy of the report to be completed by you. Also enclosed are copies of the SF 269A and the training & technical assistance (T/TA) forms to be completed by you and by your operating sites. Instructions for all these materials are included.

In response to many requests, we have included the report on disk. You have received two disks, one in DOS format, the other in Macintosh. Each disk contains report forms for operating sites and grantees; T/TA request and report forms; and an instruction file. Several word processor formats are provided on each disk. Because there are minor changes in the format and content of the 3rd Quarter Report, please use the enclosed materials and not the 2nd quarter disks or forms. In addition, a printed copy of the T/TA form has been provided.

Since producing these disks require considerable effort, we would appreciate your feedback on their utility.

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Quarterly Report Mailing Instructions

1. Operating Sites should mail their Quarterly Reports to grantees (State Commissions, National Direct Parent Organizations,, Federal Agencies, Tribal and Territorial Grantees).
2. Grantees should send the Operating Site reports, along with their own quarterly reports, to:

Mike Kenefick
Director, Grants and Contracts
Corporation for National Service
1201 New York Avenue, NW
Room 9805
Washington, D.C. 20525

3. Reports must be submitted in hard copy. Do not submit disk versions.

Three Copies of Each Report Must be Sent to The Corporation.

Corporation for National Service

TRAINING AND TECHNICAL ASSISTANCE
CORPORATION GRANTEE REPORT FORM

Corporation Grantee name: _____

Corporation Grantee ID number: _____

Date of this report: _____

Corporation grantees must perform two T/TA reporting tasks each quarter:

- 1. They must review and make recommendations on the T/TA requests made by subgrantee operating sites.**
- 2. They must report on overall T/TA needs and trends for the quarter among their subgrantee operating sites**

1. Review of T/TA requests made by operating sites

The Training and Technical Assistance Request Form your subgrantee operating sites fill out for the first quarter as part of their Quarterly Report will serve as the basis for their requests throughout the rest of the year. For that reason, they retain a photocopy of each completed Request Form in their files. In the first quarter, they list their projected needs for the year. Each quarter, if their needs change, they will update the document, pull the previous copy from their files, annotate the copy, and send it along through channels, again, as part of the Quarterly Report.

Each quarter, the T/TA Request Form will pass from operating sites to the Corporation grantee (whether State Commission or National Direct office), through the AmeriCorps*USA program officers, to the CNS Training and Technical Assistance office.

The Corporation grantee is responsible for reviewing each operating site request, and either supplying the needed T/TA or recommending other action to CNS. Operating sites fill out a separate form for each need request; please review each form.

State Commissions will also receive copies of the Technical Assistance reports for the National Direct grantees within their states. These copies are sent only for informational purposes and to enhance general planning. The State Commissions can retain these copies for their information, but should not make recommendations on these requests and should not send them on to the Corporation.

2. T/TA needs and trends for the quarter

In addition to filling out the Corporation Grantee Recommendation section for each operating site, please also report on the needs and trends among your subgrantee operating sites: especially significant needs that have emerged; any general trends you have observed in needs; strengths and weaknesses observed in delivery of T/TA; what you think the most important T/TA needs will be in the upcoming quarter.

Corporation for National Service

**TRAINING AND TECHNICAL ASSISTANCE (T/TA)
OPERATING SITE REQUEST FORM**

Operating site name: _____

Corporation Grantee (State Commission or National non-profit Organization) name: _____

Site Representative Requesting T&TA: _____

Contact Phone/Fax at Operating Site: _____

Operating site ID number: _____

Date of this request: _____

(N.B. If operating site is a national direct (national non-profit), please send this to your headquarters and "cc" your State Commission. If operating site is state funded, please send this directly to your State Commission for review. Thanks.)

I. T/TA REQUEST

1. Please briefly describe your need for T/TA. (What is the problem you are addressing? When do you need T/TA delivered?)

2. Indicate the category of T/TA that would best meet your need.
Please number your first three choices in order of priority.

- ____ Regional/National Training/workshop
____ Regional/National Tele-video Conference
____ On-site training. If so, for whom? _____
____ On-site consultation
____ Suggested consultant(s): _____

Number of days estimated: _____

Start date: _____

- ____ One-on-one telephone consultation

- ____ Resource Materials (e.g. curricula, readings, bibliographies, other)

- ____ Peer exchange

- ____ Not sure what is most suitable

- ____ Other _____

II. RECOMMENDATIONS

1. CORPORATION GRANTEE (State Commission or National Direct HQ)

Name:

Name of State Commission or National Organization:

Recommendation:

Date:

2. CNS PROGRAM OFFICER

Name:

Recommendation:

Date:

III. T/TA REVIEW AND RECOMMENDATION

(N.B. Please make your recommendation and pass on to relevant parties i.e.: National Training Provider, National Direct headquarters or State Commission, and Operating Site)

Name:

Recommendation:

Date:

National Direct, Federal Agency, Tribal and Territorial Grantee Instruction Summary

This Quarterly Report should be filed by every grantee. There are three parts to the form. Instructions are included at the beginning of each part. If you should have any questions, please feel free to call your program officer at the Corporation.

Part I asks for aggregate data drawn from the quarterly reports completed by each of the operating sites of programs funded by Grantees. It includes questions such as the numbers of AmeriCorps Members, the total hours of service, significant accomplishments, and significant challenges.

Part II asks for financial information on each of the AmeriCorps programs that have been funded through the Corporation grantee. If you only operate one program, the questions in this part may simply be answered on the basis of that program. However, if you make subgrants to organizations that have fiduciary responsibility for running an AmeriCorps program, each of those programs, or you on their behalf, will need to complete an SF 269A. Please refer to the instructions in this section for more detailed information.

Part III asks for data on the activities of grantees, e.g., primary accomplishments, primary challenges, and monitoring, technical assistance, and fundraising activities.

Definitions

Corporation grantee: The organization that received a grant directly from the Corporation is the grantee.

Operating site: The final AmeriCorps-funded unit that supervises Members. An operating site generally has a budget and staff. It is responsible for AmeriCorps Member supervision, record keeping, site administration, etc.

Operating Site ID #: A Corporation-issued, 14-character identification number based on grant numbers. The first ten characters are the Commission Grant Number. Characters 11 and 12 identify the subgrantee, characters 13 and 14 identify the operating site. Please see the attached list to determine operating site ID numbers. If a site is not listed, contact your Corporation program officer.

Host organization: An organization through which AmeriCorps Members provide services. For example, an AmeriCorps tutoring program might place Members in schools. The schools would be host organizations.

Full-time AmeriCorps Member: An AmeriCorps Member serving at least 1700 hours over the course of 9-12 months.

Part-time AmeriCorps Member: An AmeriCorps Member serving at least 900 hours over the course of up to 2 years, or — if the Member is attending an institution of higher education during service — up to 3 years. (An AmeriCorps Member serving in a "reduced part-time terms of service" should be considered part-time.)

Non-AmeriCorps Member volunteers: Individuals who perform direct service in association with an AmeriCorps program but who are not AmeriCorps Members. Information about "leveraged" volunteers is valuable for estimating the impact and value of AmeriCorps programs

3rd Quarter Reporting Format for AmeriCorps*USA National Direct, Federal Agency, Tribal and Territorial Grantees Grantee Report

The Third Quarter Report format is still a draft; we have received many comments and are incorporating them into the format this quarter and next. **Only minor changes have been made to the content of the report for this quarter.**

If you have further comments on the information requested or the reporting format, please include them with your 3rd quarter report. Thanks to all those who provided feedback on the 1st and 2nd quarter reports.

Format Changes:

- Two new columns have been added to the section Members and Service Hours. They are as follows: "No. of Members who left site during the 3rd Qtr." and "No of Members who joined site during the 3rd Qtr."
- The "One page of text " and the "One-half page of text" limitaitaion appearing on the 2nd Quarter Report Disk Version has been removed.

AmeriCorps*USA

National Direct, Federal Agency, Tribal, and Territorial Grantee Quarterly Report

Grantee Name : _____

Grant ID #: _____

CONTACT INFORMATION:

Name of person completing this report: _____

Position of person completing this report: _____

Telephone number: _____

Fax number: _____

e-mail address (if available): _____

-DRAFT: Use for 3rd Quarter Only-

Corporation for National Service
National Direct, Federal Agency, Tribal, and Territorial Grantee Quarterly Report

Part I—Aggregate Data from Operating Site Quarterly Reports

1. Mark the reporting quarter to which this form applies:

☐ First Quarter ☐ Second Quarter ☐ Third Quarter ☐ Fourth Quarter
(10/1—12/31) (1/1—3/31) (4/1—6/30) (7/1—9/30)

2. Aggregate Members and Service Hours (Sum question 10 from all Operating Site Reports)

	No. of Members allotted to your sites	No. of Members enrolled on last day of 3rd Qtr.	No. of Members who served entire 3rd Qtr.	No. of Members who left sites during the 3rd Qtr.	No. Of Members who joined sites during the 3rd Qtr.	Total Members' service hours during the 3rd Qtr	Total Members' service hours to date
Full Time							
Part Time							

3. To the best of your knowledge, are the service hours reported in the operating site quarterly reports accurate? ☐ Yes ☐ No
(If you have checked No, please explain in question 10, "Primary Challenges.")
4. To the best of your knowledge, do the service hours reported in the operating site quarterly reports reflect adequate progress toward completion of required service hours? ☐ Yes ☐ No
(If you have checked No, please explain in question 10, "Primary Challenges.")
5. Please provide estimates of the following:
- (a). Total **number** of *non-AmeriCorps Member volunteers* involved in AmeriCorps service activities this quarter: _____
- (b). Total **hours** spent on AmeriCorps service activities by *non-AmeriCorps Member volunteers* this quarter: _____

6. Summary of Progress this Quarter Toward Accomplishing Annual Objectives: In light of your monitoring activities and the quarterly operating site reports, note any exceptional situations in your operating sites regarding progress toward annual objectives. Highlight sites that appear to be making insufficient progress or that may not be taking sufficient steps to monitor their progress. Also highlight sites that appear to be exceeding their annual goals or that have made unusually extensive efforts to monitor their progress. If sites have reported numerical data that can be aggregated, do so in your discussion.

(a) Direct Service Objectives:

(b) AmeriCorps Member Development Objectives:

(c) Community Building/Strengthening Objectives:

7. Unique successes or “great stories”: Note from among your operating site quarterly reports those AmeriCorps stories that would best communicate how AmeriCorps gets things done.

8. National Identity Activities this Quarter: Highlight operating site activities this quarter that fostered the national identity of AmeriCorps.
9. Changes in Program Organization or Key Staff Positions during this Quarter: Note any operating sites that have experienced changes in organization, staff or number of Members that could impair the sites' capacity to perform or that could significantly increase their potential for success.

10. Primary Challenges Encountered this Quarter: Report on problems resolved and unresolved, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, and events or incidents that caused concern.

Part II—Financial Data on AmeriCorps Programs

11. Attached please find a modified (SF269A) “AmeriCorps Financial Status Report Form”. Use this form for the Third Quarterly Report and for subsequent financial reporting to the Corporation on your AmeriCorps grant.

It was necessary to change the form to accommodate the two different cost-sharing requirements contained in the grant award. As you are aware, Section F of the grant budget, “Other Participant Costs,” (which includes Living Allowance, FICA, Worker’s Compensation and Health Care) requires a minimum grantee cash share of 15%. The outlays for Section F costs will be shown in 10.b.2 and 10.c.2 on the revised form. Sections A-E of the grant budget require a minimum grantee share of 25%. Outlays for these costs will be shown in Sections 10.b.1 and 10.c.1 of the revised form. This change will allow the Corporation to monitor the recipient share of outlays for both of these requirements.

If you only have one program and you operate it directly, please check the “aggregate” box at the top left of the form and submit it along with this report; you do not need to have subgrantee SF 269A forms filled out. However, if you make subgrants, please have each of your subgrantees fill out the SF 269A (make copies of the enclosed form as necessary). Subgrantees should check the “Subgrantee” box at the top left of the form. Include all of the data from your subgrantees forms in your aggregate SF269A, and attach the aggregate form and copies of the subgrantee forms to this report. *Please note that on form, the term "federal share" means "Corporation share." Any other federal funds being used to satisfy matching requirements should be counted as part of the "recipient share."*

Part III—Report on Grantee Activities

12. Primary Accomplishments this Reporting Quarter: In detail, describe activities initiated by the national office. Include important accomplishments and goals attained this quarter.

13. Program Monitoring Activities this Quarter: Summarize your efforts as a grantee to develop and maintain relationships with and between your sites, to assess their needs, to provide them with appropriate assistance, to monitor their progress toward program objectives, and to conduct program evaluation. Note problems you have encountered in any of these areas and steps you have taken to address those problems.

14. (a) Training and Technical Assistance Activities this Quarter: Summarize technical assistance activities you sponsored this quarter in support of your sites, including Members and staff. If known, note the results of those activities. Indicate any steps you plan to take to provide follow-up assistance.

(b) T/TA needs/trends for the reporting quarter: Please describe the overall T/TA needs among your programs and operating sites: especially significant needs that have emerged; any general trends you have observed in needs; strengths and weaknesses observed in delivery of T/TA; what you think the most important T/TA needs will be in the upcoming quarter.

(c) Review and forwarding of T/TA Requests Made by Operating Sites: Carefully review all operating site T/TA request forms that were forwarded to you along with the operating site quarterly report. For each request, please complete the appropriate section and attach both the quarterly reports and the Request Forms to this report.

Each quarter, T/TA Request Forms will pass from operating sites to the State Commissions, through the AmeriCorps*USA program officers, to the CNS Training and Technical Assistance office. The State Commission is responsible for reviewing each operating site Request Form, and either supplying the needed T/TA or recommending other action to CNS.

State Commissions also will receive copies of the Technical Assistance Request Forms for the National Direct grantees within their states. These copies are sent only for informational purposes and to enhance general planning. The State Commissions can retain these copies for their information, but should not make recommendations on these requests and should not send them on to the Corporation.

15. Fund-raising Activities this Quarter: Describe efforts you have made this quarter to raise funds at the national level in support of your program. List sources of support from which you obtained commitments this quarter.

16. Primary Challenges Encountered this Quarter: Report on problems resolved and unresolved at the grantee level, including difficulties in monitoring, guiding and assisting programs, and any other unanticipated needs.

17. Plans for Next Quarter. Briefly describe primary activities you, as grantee, plan to undertake in the upcoming quarter. Highlight new initiatives and efforts to address challenges that you have identified within your program.



AmeriCorps National Service CORPORATION
FOR NATIONAL
SERVICE

MEMORANDUM

TO: National Direct Grantees
FROM: Diana Rodriguez Algra 
DATE: June 22, 1995
SUBJECT: 3rd Quarter Reports - Operating Site

Enclosed is one set of quarterly report forms for the third quarter. This includes a copy of the report to be completed by your operating sites and a copy of the report to be completed by you. Also enclosed are copies of the SF 269A and the training & technical assistance (T/TA) forms to be completed by you and by your operating sites. Instructions for all these materials are included.

In response to many requests, we have included the report on disk. You have received two disks, one in DOS format, the other in Macintosh. Each disk contains report forms for operating sites and grantees; T/TA request and report forms; and an instruction file. Several word processor formats are provided on each disk. Because there are minor changes in the format and content of the 3rd Quarter Report, please use the enclosed materials and not the 2nd quarter disks or forms. In addition, a printed copy of the T/TA form has been provided.

Since producing these disks require considerable effort, we would appreciate your feedback on their utility.

1201 New York Avenue, NW
Washington, DC 20525
Telephone 202-606-5000

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corp

Quarterly Report Mailing Instructions

1. Operating Sites should mail their Quarterly Reports to grantees (State Commissions, National Direct Parent Organizations,, Federal Agencies, Tribal and Territorial Grantees).
2. Grantees should send the Operating Site reports, along with their own quarterly reports, to:

Mike Kenefick
Director, Grants and Contracts
Corporation for National Service
1201 New York Avenue, NW
Room 9805
Washington, D.C. 20525

3. Reports must be submitted in hard copy. Do not submit disk versions.

Three Copies of Each Report Must be Sent to The Corporation.

National Direct, Federal Agency, Tribal and Territorial Operating Site Report Instruction Summary

If you completed a Quarterly Report last quarter, **or** if your site is included in the list of Operating Sites, you should complete a Quarterly Report and forward it to your grantee. If you have any questions, please contact your grantee.

Definitions

Corporation grantee: The organization that received a grant directly from the Corporation is the grantee.

Operating site: The final AmeriCorps-funded unit that supervises Members. An operating site generally has a budget and staff. It is responsible for AmeriCorps Member supervision, record keeping, site administration, etc. Operating sites may receive AmeriCorps budgeted funds from the grantee, or in some cases grantees operate multiple sites directly from a central location.

Host organization: An organization through which AmeriCorps Members provide services. For example, an AmeriCorps tutoring program might place Members in schools. The schools would be host organizations.

Operating Site ID #: A Corporation-issued, 14-character identification number based on grant numbers. The first ten characters are the Grant Number. Characters 11 and 12 identify the subgrantee (if one exists), characters 13 and 14 identify the operating site. Please see the attached list to determine your operating site ID number. If you do not know your operating site number, contact your grantee, or your Corporation program officer.

Full-time AmeriCorps Member: An AmeriCorps Member serving at least 1700 hours over the course of 9-12 months.

Part-time AmeriCorps Member: An AmeriCorps Member serving at least 900 hours over the course of up to 2 years, or — if the Member is attending an institution of higher education during service — up to 3 years. (An AmeriCorps Member serving in a "reduced part-time terms of service" should be considered part-time.)

Non-AmeriCorps Member volunteers: Individuals who perform direct service in association with an AmeriCorps program but who are not AmeriCorps Members. Information about "leveraged" volunteers is valuable for estimating the impact and value of AmeriCorps programs

3rd Quarter Reporting Format for AmeriCorps*USA National Direct, Federal Agency, Tribal and Territorial Operating Site Report

The Third Quarter Report format is still a draft; we have received many comments and are incorporating them into the format this quarter and next. **Only minor changes have been made to the content of the report for this quarter.**

If you have further comments on the information requested or the reporting format, please include them with your 3rd quarter report. Thanks to all those who provided feedback on the 1st and 2nd quarter reports.

Format Changes:

- Two new columns have been added to the section Members and Service Hours. They are as follows: "No. of Members who left site during the 3rd Qtr." and "No. of Members who joined site during the 3rd Qtr."
- The "One page of text" and the "One-half page of text" limitation appearing on the 2nd Quarter Report Disk Versions have been removed.

AmeriCorps*USA

Operating Site Quarterly Report National Direct, Federal Agency, Tribal, and Territorial Programs

1. Operating site: _____
Name Location
2. Operating Site ID # : _____
3. Corporation Grantee Name: _____
4. Mark the reporting quarter to which this form applies:
___ First Quarter ___ Second Quarter ___ Third Quarter ___ Fourth Quarter
(10/1—12/31) (1/1—3/31) (4/1—6/30) (7/1—9/30)
5. Name of person completing this report: _____
6. Position of person completing this report: _____
7. Telephone number: _____
8. Fax number: _____
9. e-mail address (if available): _____

10. Members and Service Hours

	No. of Members allotted to your site	No. of Members enrolled on last day of 3rd Qtr.	No. of Members who served entire 3rd Qtr.	No. of members who left site during the 3rd Qtr.	No. of members who joined site during the 3rd Qtr.	Total Members' service hours during the 3rd Qtr.	Total Members' service hours to date
Full Time							
Part Time							

11. Please provide estimates of the following:

- (a) Total **number** of *non-AmeriCorps Member volunteers* who were involved in AmeriCorps service activities this quarter: _____
- (b) Total **hours** of AmeriCorps service activities completed by *non-AmeriCorps Member volunteers* this quarter: _____

- 12. Summary of Progress this Reporting Quarter Toward Accomplishing Annual Objectives:**
In each section below, **briefly restate your objectives and describe progress toward them this quarter.** Where available, describe relevant evaluation data. Note evaluation activities in which you have engaged.

(a) Direct Service Objectives:

(b) **AmeriCorps Member Development Objectives:** Briefly restate your objectives and describe progress toward them this quarter.

(c) **Community Building/Strengthening Objectives:** Briefly restate your objectives and describe progress toward them this quarter.

-DRAFT: Use for 3rd Quarter Only-

13. Other Accomplishments this Quarter: (Make note of any accomplishments or “things gotten done” not described above.)

14. Unique successes or “great stories”: (Include stories that would best communicate to the public how AmeriCorps service gets things done. Particularly helpful are stories that include numerical results and creative solutions.)

-DRAFT: Use for 3rd Quarter Only-

15. Primary Challenges Encountered this Quarter: (Report on problems resolved and unresolved, obstacles to achieving program objectives, significant sources of delay, program elements not meeting expectations, events or incidents that caused concern.)

Primary Training and Technical Assistance Needs this Quarter:

Attached to this quarterly report form is a separate Training and Technical Assistance Request form. Should you have training or technical assistance needs, complete the attached form and submit it along with your quarterly report. It will be directed to the Training and Technical Assistance Office.

Technical assistance is available in many program-related areas, including, among others, organizational development and management issues, fundraising, diversity, and best practices in site-specific skills.

-DRAFT: Use for 3rd Quarter Only-

16. National Identity Activities this Quarter: (Report on activities this quarter that fostered the national identity of AmeriCorps. Examples could include new uniforms, signage or publicity materials; projects with other AmeriCorps programs; coordination with State Commissions or Corporation state offices; training members in national skill areas (communication/conflict resolution or CPR/first aid); participation in national service projects (HIV/AIDS awareness training, environmental audits, or citizenship education); graduations or swearing-in ceremonies, use of national recruitment, use of AmeriCorps Member Handbook.)

17. Significant Program Changes this Quarter: (Report staff turnover in management or supervisory positions, changes in partner/sponsor relationships, changes in board membership, AmeriCorps Member attrition etc.)

-DRAFT: Use for 3rd Quarter Only-

USDA AMERICORPS - 95ADFD047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-H013	Outreach for home meal delivery	13		0				0
EN-E072	Encourage abutters to plant fruit trees	6	abutters	0				0
EN-E018B	Redesign gardens at FFHD to increase use by the disabled and the elderly	0	acres - accessible	0				0
EN-E009C	Install BMP's at various sites	3	acres - BMP's installed	0				0
EN-E155A	Acid mine drainage site reclamation & clean-up	90	acres - clean-up	0				0
EN-E004A	Remove debris	17	acres - cleaned	2				2
EN-E149A	Cleared land	0	acres - cleared	0				0
EN-E064C	Develop nutrient management plans	2,500	acres - conservation planning	750				750
EN-E008B	Plan and complete conservation plant projects	10,000	acres - conservation planning/practices	2,500				2,500
EN-E037B	Digitize 400,000 acres of soils and related data	400,000	acres - Digitized	0				0
EN-E023A	Install fire control measures	700	acres - fire protection	0				0
EN-E028A	Flood repair work - hauling in rock	0	acres - flood damages repaired	0				0
EN-E008B	Plan and implement grazing land	2,500	acres - grazing land	250				250

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
	protection projects		projects					
EN-E070A	Timber stand improved	5,005	acres - improved	3,203				3,203
EN-E035A	Inventory other potential sites for implementing techniques	800	acres - inventoried	0				0
EN-E127A	General maintenance of National Arboretum provided	444	acres - maintained	0				0
EN-E095B	Creat new wetlands	600	acres - new wetlands	80				80
EN-E015C	Outdoor classroom created	5	acres - outdoor classrooms	1				1
EN-E116A	Develop plan for 80 acres of traditional foodstuffs	1	acres - planned	1				1
EN-E116A	Establishment of agriculture on a number of acres on the Chemehuevi Indiana Reservation	144	acres - planted	44				44
EN-E050A	Improve recreational facilities on 200 acres of land	200	acres - recreational improvements	0				0
EN-E096B	Restore wetlands	8,930	acres - restore wetlands	624				624
EN-E048A	Revitalize land for outdoor workshops	913	acres - restored	245				245
EN-E061A	Plant riparian areas	30	acres - riparian planting	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E059B	Restoration of riparian forest habitat	30	acres - riparian repairs	9				9
EN-E101A	Rebuild oyster bars in river	20	acres - shellfish improvement	0				0
EN-E110A	Test soil for nutrients	7,500	acres - soil tested	1,000				1,000
EN-E059B	Streambank rehabilitation	0	acres - streambank repairs	1				1
EN-E038B	Land surveys	10	acres - surveyed	0				0
EN-E094D	Increase in clam flats in use	110	acres - water quality	0				0
EN-E099A	Design a wildlife habitat	1	acres - wildlife habitat	0				0
EN-E032A	Forest wildlife protection	700	acres - wildlife protection	700				700
EN-E123A	Boxwood colleection at National Arboretum prepared for winter	0	acres - winterized	0				0
EN-E017A	Recruit & train leaders on environmental issues	6	adults	3				3
EN-E017A	Conservation education	27,143	adults - educated	2,562				2,562
EN-R005	Outreach rural invest. fund	5	applications	1,000				1,000
EN-E059	Repair riparian areas	35	areas - riparian repairs	2				2
EN-E094	Implement Adopt-a-Watershed program in	2	areas - water quality	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96
8:08 am

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
	2 areas							
EN-E036B	Conduct grassland assessments	5,000	assessments - grassland	200				200
EN-E092A	Conduct assessments of farm safety & environmental issues	3,101	assessments - water quality	269				269
EN-R064A	Conduct seminars on alternative employment skills	150	attendees - employment seminars	36				36
EN-R064A	Value added products workshop	350	attendees - value added workshops	52				52
EN-E130	Small community conference on water quality	1,150	attendees - water quality conference	0				0
EN-E118A	Conduct on-site outdoor water use audits	300	audits - water use	75				75
EN-E063A	Install BMP's	105	BMP's	2				2
EN-E105A	Boxes constructed/erected for birds	10	boxes - wildlife habitat	18				18
EN-R081A	Plank bridges on recreation trails	5	bridges - recreation trails	0				0
EN-R021A	Timber Bridge feasibility study	0	bridges - studies	1				1
EN-E073*	Plant forest buffers in riparian areas	5	buffers - planted	0				0
EN-H009*	Provide direct food assist by gleaning	0	bushels - food gleaned	141				141

USDA AMERICORPS - 95ADFC047

3/25/96
8:08 am

FIRST QUARTER PROGRESS TOWARDS ACOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R057A	Instigate an "Adopt-a-Room" program for the emergency shelter	10	businesses	0				0
EN-E055A	Develop a recycling program with a number of businesses	4	businesses - initiate recycling	0				0
EN-E004C	Conduct clean-up campaigns	3	campaigns - clean-ups	1				1
EN-R003	Cassette tape for historic auto tour	275	cassettes - auto tour	99				99
EN-R069A	Establish a teen resource center	1	centers - established	0				0
EN-E059*	Stabilize stream channel	3	channels - streams stabilized	1				1
EN-R051A	Outreach provided to increase youth immunization rate	450	children - immunization increase	0				0
EN-R051A	Create a recreational program for children	300	children - recreational program	10				10
EN-H030A	Promote school breakfast	1,000	children - school breakfast	0				0
EN-H030A	Promote school lunch	1,000	children - school lunch	0				0
EN-R036A	Building a child's self-esteem	100	children - self-esteem building	19				19
EN-R055	Educate citizens about using "Shafter Link"	100	citizens - educated	0				0

USDA AMERICORPS - 95ADFC047

3/25/96
8:08 am

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E104A	Culturing shellfish larva & juveniles	15,000,000	clams - shellfish improvement	0				0
EN-H015	Provide nutrition component to CHC Jr. High Hunger Curriculum	5	classes - nutrition	1				1
EN-E015A	Construct outdoor learning centers	187	classrooms - outdoor	52				52
EN-R005	Develop a fish smoking & processing cooperative	1	co-op - fisheries	0				0
EN-R035	Committee sustainability	6	committee	0				0
EN-E012*	Conservation outreach	44	communities - contacted	44				44
EN-E122A	Increase community participation in shellfish mgmt	20	communities - shellfish mgmt	5				5
EN-R043A	Public transportation system created	20	communities - transportation system	5				5
EN-E107A	chicken litter recycled	5	compost sheds	0				0
EN-R045A	Computers and computer-based training provided in public schools	40	computers	6				6
EN-R060A	Create youth councils	6	councils - youth program	3				3
EN-R013A	Implement 911 emergency response system	10	counties - 911 system	3				3
EN-R078A	Obtain easements for new county roads	2	county roads - easements	1				1

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R077A	Identify county roads needing repairs	20	county roads - identified	12				12
EN-E004D	Coordinate environmental clean-up days	5	days - clean-ups	0				0
EN-R072A	Assist with implementing alternative septic system demonstrations	4	demonstration projects - septic systems	1				1
EN-E112A	Demonstrate alternative livestock watering methods	1	demonstrations - livestock watering	0				0
EN-E020C	Design nature trail for the blind	1	designs - accessible	0				0
EN-E113A	Develop displays	14	displays - conservation	7				7
EN-E129A	Storm drains stenciled	400	drains - stenciled	326				326
EN-E103A	Procure 1,000,000 shad eggs	1,450,000	eggs - fisheries improvement	450,000				450,000
EN-E004E	Community clean-up campaigns	13	events - clean-ups	0				0
EN-E023*	Number of acres of wildfire fuel reduction	10	facilities - fuel reduction	0				0
EN-E090A	Improve vacant buildings	24	facilities - improved	0				0
EN-R027A	Outreach to homeowners	75	families	0				0
EN-R040A	Assess family social service needs and design a plan and refer them to proper	30	families - assess needs	15				15

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
	agencies							
EN-H007A	Provide food to poor families through gleaning	15	families - food provided	0				0
EN-R027A	Assist families to apply for Housing Loans	32	families - home loans	10				10
EN-R027A	Applications for home repair/ownership loans/grants taken	15	families - home repairs	5				5
EN-R027A	Outreach for new home ownership programs	25	families - new home ownership	5				5
EN-R027A	Outreach for new home ownership program	9,052	families - new home ownership	2,531				2,531
EN-R027A	Assist families obtain adequate housing	250	families - obtain housing	80				80
EN-R040A	Provide families with public process assistance	23	families - provide assistance	6				6
EN-R040A	Families referred to special services	500	families - referred	0				0
EN-R032A	Relocate residents from Dials Creek floodplain in Holly Grove	31	families - relocated from flood plain	0				0
EN-R028	Develop a self-help housing project for local families	10	families - self-help housing	0				0
EN-R015A	Promote new or expanded natural	0	farmers - business	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
	resource based business alternative		alternatives					
EN-R016A	Farmers trained & educated in agricultural diversification	1,000	farmers - educated	116				116
EN-E064B	Nutrient Mgmt Planning	384	farmers - install practices	70				70
EN-R016A	Identify crop & livestock land sharing opportunities	0	farmers - land sharing opportunities	3				3
EN-E020A	Develop trail for handicapped	2,250	feet - accessible	250				250
EN-E081B	Trail Bridges	30	feet - bridges	1				1
EN-E145A	Repair fences	210	feet - fences repaired	210				210
EN-E001B	Coastal protection	6,000	feet - protected	3,000				3,000
EN-E138A	Repair walkways	750	feet - repaired walkways	750				750
EN-R011A	Technical assistance provided to rural fire departments	3	Fire Departments - assisted	2				2
EN-R011A	Contact all Southern MD VFD	0	Fire Departments - contacted	0				0
EN-E108B	Implement Rural Fire protection program	736	fire departments - fire protection program	0				0
EN-E103B	Assist in production & stocking of salmon frye	100,000	fish - fisheries improvement	0				0

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E089	Beautify sites by planting flowers	100	flowers - planted	0				0
EN-H026A	Fill food accessibility gaps	30	gaps - identified	0				0
EN-E005B	Community gardens improved	31	gardens - planted	3				3
EN-E040A	Establish native plant nursery	2	greenhouse - established	0				0
EN-E007B	Increase number of participants in share holder community supported agriculture	50	groups	202				202
EN-E156A	Develop maintenance guide for rail trails	190	groups - surveyed	10				10
EN-E038	Improved survey data for Piantant w/s management	99	groups - water quality	20				20
EN-R073A	Develop area guides and maps	3	guides - developed	0				0
EN-H017A	Nutrition education to heads of single parent families on welfare	120	heads of single parent families	0				0
EN-H012*	Find solution to identified problems	1	HFCR action council	0				0
EN-H032A	Meals for homeless	1,000	homeless - meals served	165				165
EN-E026A	Assistance provided in obtaining repairs for home & safety	35	homes - flood damages repaired	165				165
EN-R026A	Assist homeowners to apply for USDA hsng loans	0	homes - housing loans	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
EN-R026A	Assistance provided in obtaining repairs for home health & safety hazards	1,467	homes - repairs	278				278
EN-R070A	Construct traditional Indian homes	1	homes - traditional Indian homes	0				0
EN-R026A	Work on program of upgrading substandard housing	0	homes - upgraded	0				0
EN-E154A	Canvass homes for Combined Sewer Overflow Program	5,500	homes - water quality	0				0
EN-E	Assist RC&D in wood pellet stove project	33	host site open houses	0				0
EN-R080A	Assist with construction of new rental houses	4	houses - new construction	0				0
EN-R010A	Installl Dry Fire Hydrants	4,330	hydrants - installed	80				80
EN-E106A	Training in sustainable crop production and woodland management	525	individuals - educated	56				56
EN-E069A	Pump-out of animal waste lagoons	20	lagoons - pumped out	0				0
EN-E009B	Provide technical assistance to landowners	1,050	landowners - assisted	425				425
EN-E024B	Develop fuel reduction plans	60	landowners - fire plans	10				10
EN-E033A	Outreach to landowners to get involved	10	landowners - forest mgmt	0				0

USDA AMERICORPS - 95ADFD047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
	in gypsy moth inventory program.		plans					
EN-E009B	Install conservation practices on dairy farms	7	landowners - install measures	0				0
EN-E031A	Assist landowners to develop wetlands restoration plans	69	landowners - wetland plans	39				39
EN-E128A	Inventory conducted of resources	215	leaders - received material	219				219
EN-E016B	Establishment of video & reference library of cranberry BMP's	1	library	0				0
EN-R023B	Street-scape improvements lights/benches	40	lights/benches installed	34				34
EN-E004B	Identify & clean abandoned lots & buildings	139	lots - cleaned	62				62
EN-E037A	To acquire, produce & distribute digital natural resource, land use, and demographic data	1,052	maps - digitized	340				340
EN-H005A	Establish country market	1	markets - established	0				0
EN-H014A	Provide "Meals on Wheels" one day a week	1,150	meals - provided	240				240
EN-E114A	Installation of corrective measures and/or taking of corrective action by the homeowner	257	measures - installed	63				63

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:22 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E060A	Clear one mile of channel in Creek	1	miles - channel cleared	0				0
EN-E121A	Develop Adopt-the-National Road program	33	miles - cleaned	8				8
EN-E008A	Conservation planning	0	miles - conservation planning	1				1
EN-E008A	Conservation practices and improvement planning	1	miles - conservation planning/practices	0				0
EN-E021A	Construct fences	19	miles - fences built	3				3
EN-E022A	Remove old fences	1	miles - fences removed	1				1
EN-E001C	Establish plants on coastal shoreline	10	miles - planted	4				4
EN-E096C	Improvement of Columbia Slough	3	miles - restore wetlands	0				0
EN-E059A	Restore # of miles of riparian restoration	30	miles - riparian repairs	4				4
EN-E002C	Create a sand dune on Trinity Island	1	miles - sand dunes	0				0
EN-E002C	Establish 3,000 linear feet of sand fence	1	miles - sand fences	0				0
EN-E084B	Develop signage for the National Road	90	miles - signs installed	0				0
EN-E060A	Stream clean-up	226	miles - stream clean-up	49				49
EN-E059A	Stream restoration	47	miles - streambank stabilized	5				5

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:22 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
EN-	Survey National Road property owners/use	90	miles - surveyed	80				80
EN-E080A	Clean trail	143	miles - trails	91				91
EN-E094E	Stream monitoring	100	miles - water quality	16				16
EN-E076A	number of miles of windbreak	3	miles - windbreaks	0				0
EN-H017A	Nutrition education for post partem	500	mothers - educated	18				18
EN-R035	Place one downtown mural in the city of Hollister	1	mural - painted	0				0
EN-E124	Neighborhood clean-ups	4	neighborhoods - clean-ups	0				0
EN-E140A	Repair boat docks	2	number of docks	2				2
EN-E141A	Repair wildlife feeders	1	number of feeders	1				1
EN-E142A	Build parking lots	2	number of parking lots	2				2
EN-H020A	Place members to assist "First Call for Help" to aid callers in locating social services	10,000	number of people referred	4,240				4,240
EN-E140A	Repair/improve boat ramps	4	number of ramps	4				4
EN-E139A	Repair restrooms	21	number of restrooms	21				21
EN-E126A	Develop landscape designs for parks	5	number of schematic	1				1

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
			plans produced					
EN-E017*	Environmental education resource directory	50	number of schools reached	71				71
EN-E144A	Install signs	680	number of signs	680				680
EN-E035*	Wildlife habitat inventoried	2	number of sites inventoried	1				1
EN-H002A	Train community organizations in disaster preparedness	110	organizations - trained	0				0
EN-E093B	Home owner requests assessment package	360	packets disseminated	89				89
EN-E089	Restore city parks	3	parks - restored	0				0
EN-R067A	Loggers safety education	63	participants - education	19				19
EN-R038A	Design and build a program for school and after-school children	270	people - after school program	20				20
EN-R076A	Assess individual/personal resources	20	people - assess resources	3				3
EN-R059A	Perform chore services	0	people - chores service	32				32
EN-R045	Computer training	6	people - computer training	6				6
EN-H039A	Coordinate the 1996 Youth Anti-Hunger Conference	1,000	people - conference attendees	0				0

USDA AMERICORPS - 95ADPDC047

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

3/25/96

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R059A	Conduct conflict resolution seminars	150	people - conflict resolution seminars	4				4
EN-R038A	individual counseling	100	people - counseling	40				40
EN-R034A	Drug abuse & safety counseling	3,000	people - drug abuse counseling	1,553				1,553
EN-R037A	Conduct parenting classes	775	people - educated	188				188
EN-R004B	Conduct entrepreneurship workshops	575	people - entrepreneurship	87				87
EN-H037A	Soup kitchens, food pantries improved	30	people - fed	30				30
EN-H001A	Outreach on Emergency Food Stamp Program	86,818	people - Food Stamp Program	86,818				86,818
EN-E033A	Forestry workshops	50	people - forestry education	0				0
EN-E007A	Urban gardening programs	630	people - gardening	167				167
EN-H009*	Promote participation in gleaning	500	people - gleaning	13				13
EN-R029A	Home ownership workshops	220	people - home ownership workshops	81				81
EN-E	Awareness and exposure to the Home*A*Syst program	600	people - Home*A*Syst	10,314				10,314
EN-R019A	Improve plumbing and septic systems in	20	people - improve	2				2

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
	minority households		plumbing					
EN-R063A	Arrange and monitor the provision of in-home services for elderly or disabled	20	people - in-home elderly monitoring	12				12
EN-R019A	Indoor plumbing & septic system improved	1,360	people - indoor plumbing	335				335
EN-R007A	Job training provided	150	people - job training	28				28
EN-R061A	Develop a resource library	160	people - library	115				115
EN-R037A	Lifeskills for second & third graders	0	people - lifeskills training	3				3
EN-R041A	Revolving loan fund created to create jobs	111	people - loan program	3				3
EN-H013A	Meals prepared for shut-ins and homeless	1,500	people - meals prepared	387				387
EN-R044A	Citizens moved from welfare to independence	20	people - moved from welfare	10				10
EN-H016A	Nutrition, food safety education provided to seniors by screening process	2,100	people - nutrition education	1,468				1,468
EN-R030A	Assist families in obtaining affordable rental housing	4	people - obtain housing	0				0
EN-R053A	Outreach to senior citizens to enrolls	1,580	people - outreach to	245				245

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
	in programs		elderly					
EN-R038A	Establish a parent involvement program in elementary schools	0	people - PTA established	30				30
EN-R052A	Create recreation program	1,000	people - recreation program	918				918
EN-R038A	Recruit high risk youth to participate in recreational activities	220	people - recreational program	20				20
EN-E056B	Solid waste recycling project aided or improved	100	people - recycling	100				100
EN-H029A	School breakfast outreach	1,000	people - school breakfast	2,328				2,328
EN-R044A	Counsel families on how to become self sufficient	123	people - self sufficiency training	15				15
EN-H004A	Staff Farmers' Market outreach on nutrition & WIC	1,500	people - staff farmer's market	0				0
EN-R038A	Summer program for students	100	people - summer programs	0				0
EN-R037A	Development of a "Teens Against Pregnancy" taskforce	0	people - Teen taskforce	200				200
EN-R007A	Develop a business mgnt training module	0	people - training module	0				0
EN-R054A	Provide transportation to low income families to needed services	2,000	people - transportation provided	746				746

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R038A	After school tutoring and mentoring program created	20	people - tutoring program	0				0
EN-H003A	Increase number of customers using the farmers market	0	people - using farmer's market	360				360
EN-R037A	Conduct monthly site visits with limited resource families	100	people - visited	0				0
EN-R017A	Running water lines obtained for first time	2,830	people - water lines	225				225
EN-R020A	Quality of water improved in municipal system	1,100	people - water quality improvement	200				200
EN-R062A	Place individuals to receive work experience	10	people - work experience	0				0
EN-R034A	Reduce juvenile crime & violence through inovate, realistic youth oriented projects and service	20	people - youth programs	0				0
EN-H021A	Assisted enrollment in Food Stamp Program of eligible people	500	people assisted	0				0
EN-E063	Decrease in use of chemical fertilizer	10	percent	0				0
EN-H020	Distribute literature regarding social services	20,000	pieces	551				551
EN-E133A	Develop or expand existing ICM program through contact with farmers	30	plans - conservation	0				0

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
EN-E133A	Develop or expand existing ICM program through contact with farmers	130	plans - conservation plans	12				12
EN-R009A	Complete planning for installation of dry fire hydrants	10	plans - dry fire hydrants	0				0
EN-E012*	Develop lesson plans	10	plans - education	7				7
EN-R009A	Technical assistance provided to rural fire depts to prepare water supply plans	60	plans - fire dpts	1				1
EN-E108A	Development of fire protection plans	25	plans - fire protection	0				0
EN-E075B	Forestry conservation - update/revise forest stewardship plans	2	plans - forestry conservation	1				1
EN-E152A	Assist with Greenway Development	1	plans - Greenway development	0				0
EN-E008C	Develop homeowner action plans to prevent soil erosion	10	plans - homeowners	0				0
EN-E109A	Develop land use plans	8	plans - land use	2				2
EN-E152A	Nature hiking trail planned	1	plans - trail	1				1
EN-E039A	Develop seedlings	301,000	plants - developed	10,716				10,716
EN-E039A	Propagate plants	25,000	plants - established	13,574				13,574
EN-E001A	Create a marsh area by establishing	1,600	Plants - established	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96
8:08 am

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
	plants							
EN-E052A	Park clean-ups	5	playground - improved	1				1
EN-H032	Provide direct assistance at local soup kitchens	75,000	pounds - food	35,240				35,240
EN-E132A	Assist with seed cleaning	500	pounds - seeds	500				500
EN-E153A	Solid waste recycling	0	pounds - solid waste	500				500
EN-E137	Recycle wood waste	0	pounds - wood waste	0				0
EN-H042A	Food distribution system	18,144	pounds of food	8,972				8,972
EN-E017B	Presentations to civic groups on sustainable agriculture	376	presentations - educational	70				70
EN-E035*	Stream inventory for critical salmonid habitat	50	private landowners - inventory	0				0
EN-E117A	Identify recycling products	3	products - recycling	0				0
EN-E017*	Develop slide program	1	program	1				1
EN-E065	Development of Integrated Pest Managment Program	1	program - conservation planning	0				0
EN-R039	Development of a mentoring program	1	program - mentoring	0				0
EN-E094	Adopt a Stream	2	programs - water quality	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R038	Establish summer community involvement programs for youth at risk	6	programs - youth program	0				0
EN-R070	Develop/implement regional	1	project	0				0
EN-E012C	Install service learning projects	6	projects - educational	1				1
EN-E055A	Establish community recycling program	21	projects - initiate recycling	10				10
EN-E151A	Conduct technical assistance projects	5	projects - technical assistance	0				0
EN-E094	Implement "Adopt-a-Stream" projects	4	projects - water quality	0				0
EN-R038	Sponsor community activities for youth	6	projects - youth	1				1
EN-E120A	Grafetti cleaned from properties	50	properties - cleaned	0				0
EN-H012*	Complete a Hunger-free community report	1	report	0				0
EN-E125A	Landscape architectural materials developed for presentation	40	requests for materials	2				2
EN-E089B	Provide landscaping service to elderly and handicapped	20	residents - landscape services	0				0
EN-E148A	Build camp fire rings	24	rings - fire	24				24
EN-E017*	Educate teachers about local environmental resources	38	schools - educate teachers	24				24

USDA AMERICORPS - 95ADFDC047

3/25/96 FIRST QUARTER PROGRESS TOWARDS ACOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
 8:08 am BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
EN-E012*	Develop watershed curriculum	8	schools adopt curriculum	0				0
EN-R055A	Conduct youth seminars/retreats	200	seminars - youth	4				4
EN-R049A	Senior citizens engaged as mentors at Head Start centers	0	seniors - as mentors	0				0
EN-R047A	Usage of senior citizen centers increased	7	seniors - center usage increased	7				7
EN-R063A	Home care for elderly	150	seniors - home care	25				25
EN-R048A	Senior citizens interviewed for oral history project	129	seniors - interviewed	27				27
EN-H016A	Nutrition education for at risk elderly	0	seniors - nutrition education	0				0
EN-H016A	Nutrition screening to elderly	300	seniors - nutrition screening	0				0
EN-R053A	Outreach to seniors to enroll in programs	645	seniors - outreach	223				223
EN-R047A	Services to seniors	45	seniors - services	45				45
EN-R050A	Senior citizens provided health screenings	1,012	sessions - health screenings	152				152
EN-R079A	Homeless shelter expanded	2	shelters - homeless	2				2
EN-E083A	Design & build rest areas along the	4	shelters - rest areas	1				1

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
	Agassiz Trail							
EN-H035A	Increased number of food shelves	15	shelves - food	0				0
EN-E084A	Signs placed on ART trail	410	signs - erected	350				350
EN-H035A	Formulate, implement, refine, and evaluate a county-wide youth Summer Feeding program	0	sites	40				40
EN-E020B	Outdoor classrooms established	12	sites - accessible	3				3
EN-E121C	Clean illegal dump	1	sites - cleaned	1				1
EN-E049B	Construct recreation sites	44	sites - constructed	8				8
EN-E084	Develop interpretive sites and signs	2	sites - development	0				0
EN-R066A	identify water sources for fire protection	1,400	sites - fire protection	25				25
EN-H036A	Improved food shelves	31	sites - food	10				10
EN-H035A	Establish food buying cooperatives within each census tract of EC to reduce residents food buying labilities	9	sites - food buying	1				1
EN-R001A	Historic resources survey of Yough River Trail	43	sites - historical	202				202
EN-E011B	nominate historic taverns to National Register of Historic Places	5	sites - identified as historic	3				3

USDA AMERICORPS - 95ADFC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E011B	Cultural resource site inventoried	8	sites - inventoried	11				11
EN-H036A	Improve existing community meal sites	9	sites - meal sites	16				16
EN-H031A	Develop new school breakfast sites	4	sites - new school breakfast	0				0
EN-E050B	Improve 3 recreational facilities	6	sites - recreational improvements	0				0
EN-E010A	Cultural resource site enhanced	26	sites - restored	10				10
EN-H042	Improve existing school breakfast sites	5	sites - school breakfast	4				4
EN-E010A	Develop interpretive signage for YRT historic sites	5	sites - signs installed	0				0
EN-H040A	Help staff summer school lunch feeding sites	0	sites - staff food sites	0				0
EN-E011B	Pow-Wow Grounds Study	1	sites - studied	0				0
EN-H040A	Develop new summer food program sites	12	sites - summer food sites	0				0
EN-E101B	Implement various aquaculture techniques at sites	34	sites - water quality	25				25
EN-E105	Install bird houses, bat boxes & plantings at local sites	11	sites - wildlife habitat	0				0
EN-R045B	GIS Equipment/software setup	10	software - GIS	2				2

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E089	Landscape open spaces	3	spaces - landscaped	3				3
EN-R024B	Renovated building	1,500	sq feet - renovated	1,500				1,500
EN-E043B	Plan and develop Auto-Era National Road visitor center	5,000	sq feet - visitor center	0				0
EN-E090B	Rehabilitate Community Center	1,000	square feet - rehabilitated	0				0
EN-E094	Establish water quality monitoring stations	50	stations - water quality	0				0
EN-E128B	inventory of community environmental resources	1,800	stream crossings - inventory	1,820				1,820
EN-E044A	Construct additional public access sites	29	structures - built	5				5
EN-E062A	Construct 5 erosion control structures	5	structures - constructed	2				2
EN-E102A	Install fish enhancement structures	5	structures - fisheries	1				1
EN-R024A	Demolish & remove vacated structures	116	structures - improved	13				13
EN-E100A	Create Cabins for Critters	55	structures - wildlife habitat	118				118
EN-R039A	Provide individual counseling to high risk youth	50	students - counseled	20				20

USDA AMERICORPS - 95ADFD047

3/25/96
8:08 am

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES
BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-E012A	Provide conservatiao education to primary and secondary students	29,070	students - educated	7,719				7,719
EN-H040	Increase # of students participating in summer feeding programs	300	students - fed	0				0
EN-R039A	Students provided with mentoring or one-on-one tutoring	70	students - mentored	15				15
EN-E015B	Develop a multi faceted outdoor earth education program	1,300	students - outdoor classroom education	1,100				1,100
EN-E014A	Conduct environmental outdoor classes	5,785	students - participate in environthon	208				208
EN-R046A	School-to-work internships created	150	students - provide internships	10				10
EN-E013A	Provide students with one-on-one conservation tutoring and mentoring	1,734	students - tutored	267				267
EN-E038A	Feedlot inventory	37	surveys - feedlot	28				28
EN-E038A	Conduct surveys to be used in resource development	10	surveys - for resource development	21				21
EN-E038A	Land surveys	3	surveys - land use	3				3
EN-E038A	Survey shoreline to identify & prioritize major nonpoint source pollution problems	0	surveys - shoreline	0				0

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM Code	Objective Statement	Year's Quantity Target	Quantity Unit of Measure	1st Quarter Quantity	2nd Quarter Quantity	3rd Quarter Quantity	4th Quarter Quantity	TOTAL QUANTITY
EN-R071A	Update/upgrade tribal sewer system	1	systems - sewer	0				0
EN-R071A	Improvement/development of regional water sysstem	0	systems - water	0				0
EN-E053A	Build new picnic tables	15	tables - built	15				15
EN-E054A	Repair picnic tables	37	tables - repaired	37				37
EN-E110	Soil tests performed	0	tests - soil	16				16
EN-E131A	Obtain tests of water sources for rural residents	0	tests - water sources	0				0
EN-E137A	Well testing	52	tests - well	41				41
EN-E147A	Removed debris	51	tons - debris	51				51
EN-E055D	Recycle 40,000 tons of animal waste	40,000	tons - recycled animal waste	40,000				40,000
EN-E012*	Conduct tours	12	tours - conducted	1				1
EN-E080*	Resurface existing trails	2	trails - repaired	0				0
EN-E072A	Plant # of trees	268,619	trees - planted	7,170				7,170
EN-E087A	Rehabilitate housing, make handicapped accessible, winterize, etc.	170	units - housing rehabilitated	47				47
EN-E089	Treat Olympic venues with plants	2	venues	1				1

USDA AMERICORPS - 95ADPDC047

3/25/96

FIRST QUARTER PROGRESS TOWARDS ACCOMPLISHING ORIGINAL COMMUNITY SERVICE OBJECTIVES

8:08 am

BY QUANTITY UNIT OF MEASURE (figures given are totals for all program codes)

PGM	Objective	Year's		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Code	Statement	Quantity	Quantity Unit of Measure	Quantity	Quantity	Quantity	Quantity	QUANTITY
		Target						
EN-E017*	Field day	1	visitor	0				0
EN-R035A	Recruit volunteers	4,697	volunteers	785				785
EN-E094B	Train students & volunteers as stream monitors	1,710	volunteers - water quality	17				17
EN-E115A	Test wells for water levels	118	wells - tested	0				0
EN-E077*	Windbreak renovation	30	windbreaks - renovated	13				13
EN-	Expand home-based employment	25	workers - home-based employment	0				0
EN-R007B	Provide job training workshops	8	workshops - entrepreneurial	5				5