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Memos from Joel

To: Meg Maguire

From: Joel Berg JB

Subject: Preliminary First Quarter Report

9 pages, including this cover

Attached is a rough, rough, preliminary executive summary of the USDA first quarter report, which doesn't yet include summaries of the Rural Development Team, the NRCS environmental sites, and the Milwaukee anti-hunger site. That information will be provided in a revised summary on Friday.

The complete report --- including clips, before and after photos, letters of support, and video documentation --- will be provided next week.

The reporting period for this report ends November 31, 1994 --- as per our original instructions --- since we had already received many of our reports when your dates changed. Thus, our second quarter report will also include December 1994.

AMERICORPS/USDA

First Quarter Report

(September 12, 1994 - November 31, 1994)

"All of you have taken government and made it your own. You've turned a concept into some solid, practical action ... It's people pulling together to solve community problems. This is what government should be about."

- Acting Secretary of Agriculture Richard Rominger
Speaking with USDA/AmeriCorps Members in Southern California
As quoted in the *San Bernadino Sun*, January 28, 1995

"The further the Members have to hike to get to their work site, the worse the weather, and the more difficult the type of service, the more the Members enjoy the service and the harder they work."

Crew Leader
Rogue River National Forest AmeriCorps Site

"As a result of his diligent efforts... we have decided to remain in full operation in Durant, Mississippi (and) we are presently hiring and training additional employees."

Mark Lauritzen, President, Durant Electric Corporation
Explaining how a USDA AmeriCorps Rural Development Team Member helped prevent his company with 600 employees and a $8 million payroll from relocating to Mexico

"It's hard to know whether Speaker Newt Gingrich, R-Ga., is opposed to national service programs in general, or because AmeriCorps is one of the few unambiguous successes President Clinton can point to in his first two years ... There are 38 young men and women at a work camp in the Applegate Ranger District this winter, working in the woods as well as renovating structures in Butte Falls and Prospect. So far, AmeriCorps is a success in America's forests and urban areas."

- Editorial, Medford, Oregon *Mail-Tribune*
October 18, 1995

AMERICORPS/USDA
FIRST QUARTER REPORT (9/12/94 - 11/31/94)

Projects	Number of Members	# at 1st QT	Hours of Training	Hours of Direct Service
ANTI-HUNGER				
Vermont	40	*	0	0
District of Columbia	12	12	632	2526
Milwaukee	38	?	?	?
Mississippi	15	15	800	4816
Los Angeles	40	40	5965	10241
ENVIRONMENTAL				
Kansas	43	43	1008	6995
Oklahoma	20	20	960	9280
Texas	19	19	?	?
Atlanta	20	14	1960	4185
Boston	20	*	*	*
New Jersey	15	14	248	2053
District of Columbia - NRCS	10	?	?	?
Beltsville, Maryland - NRCS	10	?	?	?
District of Columbia - ARS	5	5	93	988
Chicago	20	20	180	5040
Portland Full-time	8	8	365	1488
Portland Part-time	10	10	300	685
Goldendale, Washington	9	9	576	2944
San Bernardino NF, Southern CA	80	79	561	10143
Six Rivers NF, Northern CA	25	23	1366	5466
Olympic NF, Washington	38	36	2160	9020
Rouge River NF, OR	37	34	2088	7448
Arizona National Forests	45	45	600	11879
Bienville NF, MS	20	20	900	4800
Green Mountain NF, VT	20	*	*	*
White Mountain NF, NH	32	*	*	*
Illinois	30	30	7200	12000
South Dakota	19	19	284	1392
Nebraska	18	18	730	4000

Projects	Number of Members	# at 1st QT	Hours of Training	Hours of Direct Service
RURAL DEVELOPMENT				
NEW ENGLAND				
NRCS Maine	20	20	1003	8158
NRCS Vermont	5	5	227	2611
APPALACHIA				
RECD Tennessee	12	?	?	?
RECD Kentucky	?	?	?	?
RECD Virginia	?	?	?	?
RECD West Virginia	7	7	1560	2016
RECD North Carolina	?	?	?	?
NRCS Tennesee	18	17	775	3872
NRCS Virginia	6	6	325	1645
NRCS West Virginia	5	5	500	3000
FS Tennessee	5	5	368	2087
FS Kentucky	2	2	150	752
FS Virginia	4	4	239	959
FS West Virginia	7	6	672	2953
FS North Carolina	2	2	384	577
FS Georgia	1	1	50	400
SOUTH CAROLINA				
RECD	12	?	?	?
FS	6	6	283	1280
NRCS	20	20	2240	6400

Projects	Number of Members	# at 1st QT	Hours of Training	Hours of Direct Service
MISSIPPI DELTA				
RECD Mississippi	13	13	1325	6568
RECD Arkansas	20	?	?	?
RECD Louisiana	11	11	?	4,840
NRCS Mississippi	10	10	692	3948
NRCS Arkansas	10	10	692	3948
NRCS Lousiana	7	6	518	1452
FS Mississippi	10	10	493	3786
FS Arkansas	5	5	112	1928
FS Louisiana	5	5	235	2324
GREAT LAKES				
NRCS Ohio	6	6	640	1872
NRCS Michigan	15	15	960	5000
NRCS New York	5	5	450	2267
MINNESOTA				
NRCS	10	?	?	?
FS	10	10	1384	4431
COLONIAS				0
Texas	17	17	96?	384?
New Mexico	5	?	?	?
Arizona	5	?	?	?
California	2	?	?	?
FOUR CORNERS				
NRCS Arizona	6	6	150	1126
NRCS Colorado/New Mexico	8	6	150	1126
NRCS/FS Utah	5	5	310	698
FS Arizona/New Mexico	5	5	150	619
FS Colorado	2	2	65	280

Projects	Number of Members	# at 1st QT	Hours of Training	Hours of Direct Service
RECD Arizona	3	3	?	2688
RECD New Mexico	3	3	957	1,899
PACIFIC NORTHWEST				
RECD Oregon	8	8	957	2332
RECD Washington	6	?	?	?
FS Oregon	4	4	88	815
NRCS Oregon (Grant's Pass)	5	5	233	1698
NRCS Washington	5	5	320	1680

Projects	Number of Members	# at 1st QT	Hours of Training	Hours of Direct Service
MIDWEST FLOOD STATES				
Missouri	12	12	694	2380
Iowa	26	26	1204	5040
Illinois	15	15	1020	3312
North Dakota	5	4	711	1814
Kansas	15	?	?	?
Wisconsin	7	6	867	2046
CALIFORNIA				
California	31	31	1583	7155
NORTHWEST SERVICE ACADEMY	95	89	12063	37197
GRAND TOTAL:				

* = service had not yet begun by November 31, 1994

? = report still outstanding form the field

How AmeriCorps/USDA is "Getting Things Done" on Forest Service Lands

The following is a brief summary of the Public Lands and Environment Corps (PL&E) accomplishments from six of our eight camps through November 30, 1994. Most of the camps weren't fully operational until early October. The White Mountain and Green Mountain National Forest's PL&E camps started operations this month. A total of 162 AmeriCorps Members were on board by November 30. They completed 48,800 hours of service and 7700 hours (13%) of training. They accomplished the following work:

- 12,000 acres of fire rehabilitation/watershed protection,

- constructed 16 stream structures for anadromous fisheries on .5 miles of stream,

- completed 10 acres of reforestation,

- trail maintenance on 56.3 miles of trail,

- gathered and planted 15,000 willow cuttings for riparian restoration,

- developed several environmental education programs for implementation throughout the rest of FY 1995,

- maintained 8 campgrounds, rehabilitated 10 campground sites, and provided handicapped access on 6 sites,

- removed 3 miles and constructed 1 mile of new fence,

- completed 97 acres of timber stand improvement,

- restored 2 historic sites,

- completed T&E habitat surveys on 700 acres,

- completed 310 acres of wildlife habitat improvement,

- anchored brush to a lake bottom for fisheries habitat improvement,

- installed two range waterlots, and

- obliterated 2 miles of road.

How AmeriCorps is "Getting Things Done" in the Fight Against Hunger

(Only includes statistics for 70 members serving in Dc, Mississippi, and Los Angeles. Does not include rpoert from Milwaukee, which has not yet been received. Direct service in Vermont had not begun before November 31, 1994).

Cooked and prepared meals for over 6,000 people at local soup kitchens.

Surveyed 60 low-income households about hunger insecurity and referred 29 of those homes to receive food assistance.

Conducted a nutrition and food safety workshop for the elderly attended by 39 senior citizens.
Assisted 200 senior citizens fill out food stamp applications.

Sorted over 70,000lbs. of food at regional food bank.

Developed educational skits teaching how "Healthy eating is fun" for ten elementary schools.

Four days a week, community educational efforts reach an average 200 people with regards to public services like WIC and others to which they are entitled.

250 schools in five cities have been contacted about the participating in the summer feeding program.

500 flyers about the school breakfast program have been distributed.

Three gardens have been located for use as community gardens in low-income neighborhoods.

200 earthquake victims have been assisted through an informational referral service.

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November

Divider Title:_____

November 30, 1994

To: Dee Defiore

From: Joel Berg JB

Subject: **Suggestions for Chief Johnson's Letter to the Field**

In general, the letter is great. Later today, I will give you a list of the objectives which objectives I believe to be the best.

However, it should not shock you that I have some suggestions for additions:

1) Under "renewals", I would suggest that you clarify that you are seeking three community service objectives for each Rural Development Team Member working on a distinct issue and five community service objectives for each Public Lands and Environment Team site.

2) At the end of Johnson's letter, I would suggest language similar to the following: "Please remember that AmeriCorps Members must provide direct service to their communities that produces concrete and measurable results each year. They can not spend the bulk of their year performing office work, data entry, mapping, or inventory work, or planning for long-term projects that will not at least begin implementation in the first year. On the other hand, the service performed in each NRCS project must carry out the general mission of the agency. Consequently, all of our projects face a certain paradox: they must be similar to NRCS work, but not identical to routine NRCS work. The best way to deal with this paradox is to ensure that all our AmeriCorps Members are engaged in creative new projects which our agency would not normally be able to support, but nevertheless directly meets critical community needs." I would also suggest similar language in the body of the "program summary" document.

3) Under the "Public Lands and Environment Team," I suggest you specify that each group of 8 to 12 Members have a full-time crew leader, who is either a staff member or a Rural Development Team Member.

4) I would suggest that you more specifically outline the requirements for recruitment, staff diversity, and Member diversity.

5) I would suggest that, for the new applications, you specify some preference for states that do not currently have programs.

Thanks.

United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

November 30, 1994

To: AmeriCorps Staff

From: Joel Berg JB

Subject: Procurement and Travel

Now that our fifth floor operation has grown into such a juggernaut, we have to be increasingly careful not to spend money we don't have and not to violate any laws or regulations.

I hate to sound like (gasp) a bureaucrat, but we have to be especially careful about procurement and travel, issues that are always of great interest to all our watchdogs: OMB, GAO, OIG, Congress, the media, etc.

Thus, now that we have some access to funds, we need to follow a more formal method for processing procurement and travel requests.

In going over these procedures, we all need to remember that our accounts do not stand alone but are integrated with the Office of Communications. This means that we have to interact with them on each action to keep their books (which in part are our books) straight. We also have to remember that there are some very rigid rules that govern how the money can be spent and the following procedures are geared to make sure we don't violate some rule or law.

The following procedures do not apply when you are using another agency's accounting code. But if the agency has moved money to the Office of Communications --- and you are using that money --- then the procedures do apply. The rule of thumb is to determine if the accounting code that will be charged is ours or another agency's. If it is ours, then the rules apply. In the case of actions involving other agency's, you should keep a file with all the paperwork because we are going to need for any audits.

1. Each action requiring our funds --- whether it be procurement, printing, photography, video, teleconference, travel etc. --- should start with a request to Ron. Please do this before you send paperwork anywhere. The only reason for this is that Ron is the person most aware of how much money we have in our accounts on a daily basis.

2. If we have the money, and I approve the spending, then we have to get a DC (document control) log number from Terry Logan in Sam Thorton's Office. If Terry isn't in, Tina or Barbara Campbell know how to give out the number. Be sure to tell them that there is a separate sheet for National Service.

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3. Ron needs a copy of all travel requests, procurement requests etc, with the DC log number on it.

4. Purchase requests have to clearly show that the recipient is national service so that we get the invoice and Ron can reconcile any difference in costs between the request and the actual cost.

Some Reminders

1. Only contracting officers can obligate the government, we can't. If we can't give someone a purchase order number they shouldn't do anything for us until we have that number. The only way to get a number is to have an AD 700 Purchase Request approved and sent to contracting and then contracting generates the purchase order.

2. Getting a purchase order can be a matter of minutes or months, depending on the amount of the order the type of service and the competition required. If the request is important to AmeriCorps, I will help you fight to speed the process.

3. None of these procedures are designed to slow anyone down but rather to make sure that we have the funds to do what you want or need to do. If you are going on travel and intend to use our funds and not your agency's, then Ron has to know ASAP. Even if you tell me directly, please also tell Ron at the same time.

I know all of this is a pain, but it will keep us -- and AmeriCorps -- out of trouble in the long run. Thanks for your help.

(File)

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

Background Briefing

November 29, 1994

To: Rick Allen, CNCS

From: Joel Berg, USDA JB

Subject: **Your Talk Tomorrow with FmHA State Directors**

I understand that you are talking tomorrow at a Schedule C training session, at which about half the members will be Farmers' Home Administration (FmHA) State Directors. These State Directors are very important to the Administration, since they are one of USDA's two political appointees in each state. As you may know, only the Department of Justice has appointees in every state --- and DOJ's are U.S. Marshalls and U.S. Attorneys who have strict legal restrictions on their political activities. Moreover, many FmHa Directors have very strong ties with their state Democratic parties and their Democratic Congresspeople and Senators. They are very anxious to play a larger role in selling all the Administration's policies in their states.

I usually describe FmHA as a kind of "Rural HUD," with broad responsibilities for housing and community development in rural areas. FmHa is playing a critical role in helping run our AmeriCorps program, funding and managing about 60 positions in about a dozen states. The FmHA members are expanding home ownership loan outreach to disadvantaged citizens, helping implement the Empowerment Zone/Enterprise Community initiative, and boosting local economic planning and development efforts.

In a few cases, I have been battling with local FmHA offices to prevent them from using their AmeriCorps Members as glorified interns. Thus, it would be helpful to me if you could stress that all AmeriCorps Members, including those funded by FmHA, provide service that is *different* that normal day-to-day work of the government. Please highlight the need for members to provide direct service in the communities, and not spend the bulk of their year processing paper in their offices.

I have already spoken at a previous gathering of the FmHA Directors, so please do not hesitate to have them call me at (202) 720-6350 with any questions.

Also, if it would be helpful for me to accompany you to the briefing, please leave a message for me at home at (202) 387-8221.

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

November 29, 1994

To: USDA/AmeriCorps Project Managers and Regional Facilitators

From: Joel Berg, Director of National Service JB

Subject: **A Dozen Things You Can Do To Build the "AmeriCorps Spirit"**

As you know, one of your most important tasks in helping run AmeriCorps is to build a special spirit for AmeriCorps that:

* Imbues all our AmeriCorps Members with a special ethic of service and citizenship;

* Creates a unique public identity for the program that is different from either a jobs program or a volunteer program;

* Assures that Members understand that they are all part of a larger program with other projects both within and outside of USDA;

* Guarantees that all Members understand not only the responsibilities, duties, and requirements which they must meet, but also the rights and benefits to which they are legally entitled.

* Provides Members with enough understanding of the program that they can effectively communicate that understanding to the media, policy makers, and the general public;

* Fosters an "Esprit de corps" that motivates all our Members to give an 100% effort every day;

* Ensures that all Members work on a regular basis side-by-side with other Members of different education levels, races, genders, economic backgrounds, etc.; and

* Allows the Members to have structured time for critical reflection and discussion to enable them to put their service activities in perspective;

To meet those goals, we suggest you regularly take some or all of the steps listed below.

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1) Set-up the equivalent of weekly meetings in which all Members in each Anti-Hunger Team, Public Lands and Environment Team, and Rural Development Cluster physically get-together for training, project planning, critical reflection, and joint projects. Each cluster should alternate leading the meetings or work projects, and in making presentations about their service projects. If weather emergencies or other rare circumstances occur that prevent such a weekly meeting in person, you should have a conference calls between the AmeriCorps Members that week.

2) Establish a schedule in which your Members meet with USDA AmeriCorps Members in other projects, clusters, or issue areas. Members in all our projects have a deep desire to meet their peers and learn about our other projects, no matter the sponsoring USDA agency. If these Members can not physically meet, they should talk on telephone conference calls.

3) Arrange for your Members to meet with Members of other, non-USDA, AmeriCorps projects. Remember that USDA's 1,200 members comprise only 6% of the 20,000 Members in the overall AmeriCorps program. It is likely that there are non-USDA AmeriCorps Members serving in or nearby your project. Our Members very much want to learn about such programs. If these Members can not physically meet, they should talk on telephone conference calls.

4) Organize "signature service projects" for Members. Members from your project can work alongside Members from other USDA AmeriCorps projects, Members from non-USDA projects, local FFA chapters, local 4-H groups, other local youth groups. Your Members can also implement projects on certain weekend days to coordinate community volunteer days in which ordinary local citizens are mobilized for certain large projects that can be completed in one day. Such signature projects -- typically requiring strenuous physical labor -- help the Members bond. The idea is to challenge teams to complete tasks that individuals can't. Such projects could be particularly helpful for Rural Development Team members, many of whom will not often perform physical labor or work alongside each other. Such projects can also generate enormous public support. Some suggestions:

Tree planting in urban and rural areas
Stream or park clean-ups
Painting or repairing playgrounds
Community nutrition/anti-hunger festivals
Renovating, repairing, or painting low-income houses
Children immunization events
Distributing flyers on USDA hunger programs
Serving holiday meals to homeless citizens
Making local facilities handicapped accessible
Renovating or repairing Forest Service visitor centers

While Forest Service Public lands sites may not be able to hold such signature projects off forest land, they certainly can organize community volunteers working on special projects on forest land.

5) Arrange recreational activities for Members for their personal time or as part of their 20% of time in training. Recreational activities, either within a project or cluster or with other projects or clusters, is a great way to build team work, without the pressure and anxiety that often accompanies more formal "team building" exercises. Members could hike, visit an amusement park, go rafting, play frisbee football, hold a scavenger hunt, etc. You should strongly consider opportunities to camp out on a National Forest.

6) Organize training programs and other events on a regional basis. The USDA Rural Development team, in particular, was designed to operate on a regional basis in order to be able to tackle problems that are common throughout each region. All Rural Development Team Members in a region should meet together physically at least four times a year. All Rural Development Team Members in a region should also take to each other on conference calls at least once every other month.

7) Working with other regional facilitators and with my office, organize issue-based conference calls for Members. Most of our service projects in one region have a similar counterpart in at least one other region. All Members working on rural fire protection throughout the country should talk to each other. Likewise for those working on housing, water quality, economic planning, recycling, tourism development, flood relief, etc. I would also like to speak by conference call periodically with all Members in various clusters, states, and/or regions.

8) Arrange outsiders to speak and/or meet with the Members. Some suggestions: experts on issues, former Peace Corps or Vista volunteers, executive directors from state commissions on national service, state staff of the Corporation for National and Community Service, elected officials, staff from other AmeriCorps projects,etc.

9) Set aside a public space at each worksite to display information. Create a bulletin board or kiosk on which to place positive newsclips, thank you letters, photos of service projects, information about other AmeriCorps projects, etc.

10) Create "United Way"-type thermometers and place them in either in a public place or at your office to track progress of your service projects service. Let all the members graphically see evidence of how they are "getting things done."

11) Set-aside time for Members to keep a journal of their experiences. Journal writing is a great way to both document our program and allow members to critically reflect on their service.

12) Match all our members up with USDA employees, who are not directly involved in managing AmeriCorps, to serve as one-on-one mentors. This mentoring opportunity should be open to all local USDA employees, not just those from sponsoring agencies.

13) Ensure that all members receive copies of the weekly AmeriCorps/USDA newsletter. This newsletter report will be made available each Friday to Members and staff via an USDA computer bulletin board, Internet, and in paper copies.

14) Facilitate a process through which Members can help design their own service projects, community service and Member development objectives, quarterly reports, and year-end reports. Be careful not to use such member involvement as an excuse for our Department to neglect our legal management and oversight role. However, a strong collaboration between the Members and our agencies in every aspect of the program management and development will only enhance the quality of our projects.

United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

November 29, 1994

To: USDA/AmeriCorps Project Managers

From: Joel Berg, Director of National Service JB

Subject: **Sample Quarterly Reports**

Last week, I sent you a memorandum outlining the basic components required in your quarterly report. To further clarify what we are expecting, the following is a hypothetical sample quarterly report from a site.

As you will read, we are serious about keeping your paperwork to a minimum. We want only basic information; each report should only be 2-4 pages. If possible, the report should be provided to your agency electronically, in an ASCII format.

Please remember that the First Quarter reporting period ends November 30, and that the reports are due to your agency national office no later than December 15.

AMERICORPS/USDA QUARTERLY REPORT
ROSANNE BARR NATIONAL FOREST

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of the launch

38 / 40

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training

11,260 / 5,315

C) Any major staff or structural changes you have made

One of our crew leaders, John Doesmith, resigned and was replaced by Ellen Smith.

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D) Progress towards meeting community service objectives

Objective #1 is to construct 50 miles of new trail. The Members constructed 20 miles of trail this quarter.

Objective #2 is to maintain 200 miles of existing trails. The Members maintained 45 miles of trail this quarter.

Objective #3 is to rehabilitate 8 campgrounds, picnic areas and other developed recreation sites. The Members rehabilitated two sites this quarter.

Objective #4 is to enhance 375 acres of ecosystems for the Northern Tasmanian Tree Toad. The Members enhanced 75 acres of the ecosystem this quarter.

Objective #5 is to provide environmental education to 17,000 school children. The Members did not start work on this objective this quarter, however we estimate that they will provide education to 10,000 school children next quarter as the weather prevents them from performing other work outdoors.

In general, the work progressed well, but, as expected, the objectives accomplished in the first quarter were not equal to one fourth of the total objectives; this was due to our program starting October 1 and the Members spending their first two weeks in an orientation in which they performed little direct service. We expect progress to speed considerably next quarter since all the Members have received their original orientation.

E) Primary accomplishments

All the Members attended a two week orientation in which they participated in classes, audio-visual presentations, physical demonstrations, discussions, ropes courses, and workshops related to: the AmeriCorps concept, basic citizenship, CPR and first aid, safety, program rules, camp logistics, teamwork, diversity, and the fundamentals of Forest ecosystems. Members were tested before and after the orientation of their knowledge of ecosystems, and more than 85% of the Members performed better on the test after the orientation. Members also reported a great degree of personal emotional growth. (See attached journal entry).

The trail work went wonderfully. Out of the 20 miles of trails constructed in the first quarter, 6 were on the Apache Trail, 4 were on the Goldberg trail, 5 were on the Loadstar Trail, and 5 were on the Chugach trail. A local hiking club already used our new section of the Apache trail, and the club president remarked to a Forest Service employee how well marked it was. Following up on that conversation, the club president agreed to recruit his club members to jointly work on major trail project with the AmeriCorps Members.

F) Primary challenges

We are still hampered by the lack of adequate uniforms for these work and weather conditions. I understand the new uniforms will be arriving shortly.

Two members dropped out; one decided he didn't like working outdoors as much as he thought he would; another had a death in the family. Unfortunately, both left after six weeks had expired so we cannot replace them.

G) Primary training and technical assistance need

We could use the advise of expert educators on the best way to structure our upcoming environmental education workshops in schools.

H) Media Coverage

The *Hill City Tribune* ran story on September 13. (Clip previously sent to HQ.)

KTTT TV ran a new story on October 12. (Video previously sent to HQ).

Item 1 is a highly favorable article from the *San Barreta Tribune* on our program.

Item 2 is an audio cassette of a news story on our program that ran on WGHT radio.

I) Other Creative Documentation

Item 3 is a series of photos of the trails the Members built.

Item 4 is a copy of a journal entry by a Member, Sam Browing. As you can read, Sam is coming to grips with the difficulty of working with other people from highly different backgrounds. Still, he is highly enthusiastic about the group's ability to work out their problems.

Item 5 and 6 are letters from both the local Sierra Club chapter and the regional office of Jones Paper & Pulp Company praising various aspects of the program. They don't agree on much, but they sure love our AmeriCorps program!

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

Resume

November 29, 1994

To: AmeriCorps/USDA Working Group

From: Joel Berg JB

Subject: Documents to Distribute Immediately to the Field

10 pages, including this cover

I have made revisions in three key documents based on agency suggestions:

1) Sample quarterly report

2) Weekly duties for facilitators

3) A Dozen Things You Can Do To Build the "AmeriCorps Spirit"

Please fax immediately to all your field staff involved in AmeriCorps. Please ensure that the memo are are received by the appropriate staff at the regional, state, and county level.

Thank you.

AN EQUAL OPPORTUNITY EMPLOYER

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

November 29, 1994

To: USDA/AmeriCorps Project Managers

From: Joel Berg, Director of National Service JB

Subject: **Sample Quarterly Reports**

Last week, I sent you a memorandum outlining the basic components required in your quarterly report. To further clarify what we are expecting, the following is a hypothetical sample quarterly report from a site.

As you will read, we are serious about keeping your paperwork to a minimum. We want only basic information; each report should only be 2-4 pages. If possible, the report should be provided to your agency electronically, in an ASCII format.

Please remember that the First Quarter reporting period ends November 30, and that the reports are due to your agency national office no later than December 15.

AMERICORPS/USDA QUARTERLY REPORT
ROSANNE BARR NATIONAL FOREST

A) Number of Members enrolled at end of quarter vs. number who enrolled at the time of the launch

38 / 40

B) Total numbers of hours of direct service performed by Members and total number of hours Members were in training

11,260 / 5,315

C) Any major staff or structural changes you have made

One of our crew leaders, John Doesmith, resigned and was replaced by Ellen Smith.

AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECLAIMED MATERIALS

D) Progress towards meeting community service objectives

Objective #1 is to construct 50 miles of new trail. The Members constructed 20 miles of trail this quarter.

Objective #2 is to maintain 200 miles of existing trails. The Members maintained 45 miles of trail this quarter.

Objective #3 is to rehabilitate 8 campgrounds, picnic areas and other developed recreation sites. The Members rehabilitated two sites this quarter.

Objective #4 is to enhance 375 acres of ecosystems for the Northern Tasmanian Tree Toad. The Members enhanced 75 acres of the ecosystem this quarter.

Objective #5 is to provide environmental education to 17,000 school children. The Members did not start work on this objective this quarter, however we estimate that they will provide education to 10,000 school children next quarter as the weather prevents them from performing other work outdoors.

In general, the work progressed well, but, as expected, the objectives accomplished in the first quarter were not equal to one fourth of the total objectives; this was due to our program starting October 1 and the Members spending their first two weeks in an orientation in which they performed little direct service. We expect progress to speed considerably next quarter since all the Members have received their original orientation.

E) Primary accomplishments

All the Members attended a two week orientation in which they participated in classes, audio-visual presentations, physical demonstrations, discussions, ropes courses, and workshops related to: the AmeriCorps concept, basic citizenship, CPR and first aid, safety, program rules, camp logistics, teamwork, diversity, and the fundamentals of Forest ecosystems. Members were tested before and after the orientation of their knowledge of ecosystems, and more than 85% of the Members performed better on the test after the orientation. Members also reported a great degree of personal emotional growth. (See attached journal entry).

The trail work went wonderfully. Out of the 20 miles of trails constructed in the first quarter, 6 were on the Apache Trail, 4 were on the Goldberg trail, 5 were on the Loadstar Trail, and 5 were on the Chugach trail. A local hiking club already used our new section of the Apache trail, and the club president remarked to a Forest Service employee how well marked it was. Following up on that conversation, the club president agreed to recruit his club members to jointly work on major trail project with the AmeriCorps Members.

F) Primary challenges

We are still hampered by the lack of adequate uniforms for these work and weather conditions. I understand the new uniforms will be arriving shortly.

Two members dropped out; one decided he didn't like working outdoors as much as he thought he would; another had a death in the family. Unfortunately, both left after six weeks had expired so we cannot replace them.

G) Primary training and technical assistance need

We could use the advise of expert educators on the best way to structure our upcoming environmental education workshops in schools.

H) Media Coverage

The *Hill City Tribune* ran story on September 13. (Clip previously sent to HQ.)

KTTT TV ran a new story on October 12. (Video previously sent to HQ).

Item 1 is a highly favorable article from the *San Barreta Tribune* on our program.

Item 2 is an audio cassette of a news story on our program that ran on WGHT radio.

I) Other Creative Documentation

Item 3 is a series of photos of the trails the Members built.

Item 4 is a copy of a journal entry by a Member, Sam Browing. As you can read, Sam is coming to grips with the difficulty of working with other people from highly different backgrounds. Still, he is highly enthusiastic about the group's ability to work out their problems.

Item 5 and 6 are letters from both the local Sierra Club chapter and the regional office of Jones Paper & Pulp Company praising various aspects of the program. They don't agree on much, but they sure love our AmeriCorps program!

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

November 29, 1994

To: USDA/AmeriCorps Project Managers and Regional Facilitators

From: Joel Berg, Director of National Service

Subject: Weekly Duties for AmeriCorps Regional Facilitators

Many project managers and facilitators have asked for clarification of the specific duties of facilitators. While the responsibilities are listed on page 31 of the USDA/AmeriCorps Operations Manual, this memorandum specifies concrete tasks that the facilitators should complete each week:

1) Help plan and execute the equivalent of a day a week in which all Members of each Rural Development Team Cluster physically get-together for training, project planning, critical reflection, or a joint service project. If once per week is too rigid, perhaps every other week they can get together for two days in a row. If weather emergencies or other rare circumstances occur that prevent a weekly meeting in person, you should schedule a conference call between the members.

2) Implement at least one "spirit building" activity --- in addition to the cluster meeting --- in at least one site weekly in the region. Some suggested activities are provided in the attached memorandum "A Dozen Things You Can Do To Build the 'AmeriCorps Spirit'."

3) Prepare a weekly report for the region that is shared with all the agencies and with myself. These reports should be prepared in consultation with all the agencies involved. The reports will be due to my office, at fax # (202) 720-4614, by COB each Thursday. These regional reports will be then compiled by my office into a weekly national newsletter sent to the Secretary's office, other key USDA policy-makers, and the Corporation for National and Community Service. This newsletter report will be made available each Friday to Members and staff via USDA computer bulletin board, Internet, and in paper copies. **The reports should be general summaries of weekly highlights in each region and do not need to include every single item from every single site. In most cases, the information can be communicated from the project managers to the facilitators in brief phone conversations and should require little or no weekly paperwork.** The reports should relate major developments, if they occur that week, in any of these areas:

A) Progress towards meeting community service objectives
B) Any major staff, structural, or service changes made
C) List of any new members joining or quitting
D) Primary accomplishments of our projects
E) Primary challenges or problems at our sites
F) Primary training, technical assistance, and equipment needs
G) Copies of media coverage
H) Other documentation such as photos or thank-you letters
I) Other data occasionally requested -- such as computer inventory
F) Plans for future team-building activities
G) Recommendations for improving our programs
H) Feedback from AmeriCorps Members

Again, I stress that every report does not need to have every one of the above items from any or all sites. Most reports should be, at most, two or three pages long for the entire region.

4) Visit with staff, Members, and project sponsors at service sites. Each state facilitator should generally visit one site each week, and every site at least once a month. Every regional facilitator should generally visit at least two states a month, and visit every site in the region at least four times in the year. Facilitators should spend significant blocks of time working side-by-side on the field with AmeriCorps Members, not just meeting with them in offices.

5) Work with agency public affairs personnel to set-up media events and site visits by elected officials. However, no USDA staff should speak with any members of the media before they are thoroughly trained on the philosophy and details of all our programs.

6) After consulting with agencies about their prior contacts, the facilitators should serve as the principle contacts with both the executive directors of state commissions on national service and the state staff of the Corporation for National and Community Service. It is critical that we keep both entities in each state apprised of our activities. (Contact names will be provided on request.)

7) Once computer needs are clarified in the next two weeks, facilitators will help implement our Internet communications. (Details will be provided soon).

Please also note that we want to continue building trust, respect, and cooperation between project managers and facilitators. Thus, no project manager or facilitator should exclude the other from any AmeriCorps meetings. Additionally, any reports prepared for Washington offices should be made available to all USDA agencies involved.

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

November 29, 1994

To: USDA/AmeriCorps Project Managers and Regional Facilitators

From: Joel Berg, Director of National Service JB

Subject: **A Dozen Things You Can Do To Build the "AmeriCorps Spirit"**

As you know, one of your most important tasks in helping run AmeriCorps is to build a special spirit for AmeriCorps that:

* Imbues all our AmeriCorps Members with a special ethic of service and citizenship;

* Creates a unique public identity for the program that is different from either a jobs program or a volunteer program;

* Assures that Members understand that they are all part of a larger program with other projects both within and outside of USDA;

* Guarantees that all Members understand not only the responsibilities, duties, and requirements which they must meet, but also the rights and benefits to which they are legally entitled.

* Provides Members with enough understanding of the program that they can effectively communicate that understanding to the media, policy makers, and the general public;

* Fosters an "Esprit de corps" that motivates all our Members to give an 100% effort every day;

* Ensures that all Members work on a regular basis side-by-side with other Members of different education levels, races, genders, economic backgrounds, etc.; and

* Allows the Members to have structured time for critical reflection and discussion to enable them to put their service activities in perspective;

To meet those goals, we suggest you regularly take some or all of the steps listed below.

AN EQUAL OPPORTUNITY EMPLOYER

1) Set-up the equivalent of weekly meetings in which all Members in each Anti-Hunger Team, Public Lands and Environment Team, and Rural Development Cluster physically get-together for training, project planning, critical reflection, and joint projects. Each cluster should alternate leading the meetings or work projects, and in making presentations about their service projects. If weather emergencies or other rare circumstances occur that prevent such a weekly meeting in person, you should have a conference calls between the AmeriCorps Members that week.

2) Establish a schedule in which your Members meet with USDA AmeriCorps Members in other projects, clusters, or issue areas. Members in all our projects have a deep desire to meet their peers and learn about our other projects, no matter the sponsoring USDA agency. If these Members can not physically meet, they should talk on telephone conference calls.

3) Arrange for your Members to meet with Members of other, non-USDA, AmeriCorps projects. Remember that USDA's 1,200 members comprise only 6% of the 20,000 Members in the overall AmeriCorps program. It is likely that there are non-USDA AmeriCorps Members serving in or nearby your project. Our Members very much want to learn about such programs. If these Members can not physically meet, they should talk on telephone conference calls.

4) Organize "signature service projects" for Members. Members from your project can work alongside Members from other USDA AmeriCorps projects, Members from non-USDA projects, local FFA chapters, local 4-H groups, other local youth groups. Your Members can also implement projects on certain weekend days to coordinate community volunteer days in which ordinary local citizens are mobilized for certain large projects that can be completed in one day. Such signature projects -- typically requiring strenuous physical labor -- help the Members bond. The idea is to challenge teams to complete tasks that individuals can't. Such projects could be particularly helpful for Rural Development Team members, many of whom will not often perform physical labor or work alongside each other. Such projects can also generate enormous public support. Some suggestions:

Tree planting in urban and rural areas
Stream or park clean-ups
Painting or repairing playgrounds
Community nutrition/anti-hunger festivals
Renovating, repairing, or painting low-income houses
Children immunization events
Distributing flyers on USDA hunger programs
Serving holiday meals to homeless citizens
Making local facilities handicapped accessible
Renovating or repairing Forest Service visitor centers

While Forest Service Public lands sites may not be able to hold such signature projects off forest land, they certainly can organize community volunteers working on special projects on forest land.

5) Arrange recreational activities for Members for their personal time or as part of their 20% of time in training. Recreational activities, either within a project or cluster or with other projects or clusters, is a great way to build team work, without the pressure and anxiety that often accompanies more formal "team building" exercises. Members could hike, visit an amusement park, go rafting, play frisbee football, hold a scavenger hunt, etc. You should strongly consider opportunities to camp out on a National Forest.

6) Organize training programs and other events on a regional basis. The USDA Rural Development team, in particular, was designed to operate on a regional basis in order to be able to tackle problems that are common throughout each region. All Rural Development Team Members in a region should meet together physically at least four times a year. All Rural Development Team Members in a region should also take to each other on conference calls at least once every other month.

7) Working with other regional facilitators and with my office, organize issue-based conference calls for Members. Most of our service projects in one region have a similar counterpart in at least one other region. All Members working on rural fire protection throughout the country should talk to each other. Likewise for those working on housing, water quality, economic planning, recycling, tourism development, flood relief, etc. I would also like to speak by conference call periodically with all Members in various clusters, states, and/or regions.

8) Arrange outsiders to speak and/or meet with the Members. Some suggestions: experts on issues, former Peace Corps or Vista volunteers, executive directors from state commissions on national service, state staff of the Corporation for National and Community Service, elected officials, staff from other AmeriCorps projects,etc.

9) Set aside a public space at each worksite to display information. Create a bulletin board or kiosk on which to place positive newsclips, thank you letters, photos of service projects, information about other AmeriCorps projects, etc.

10) Create "United Way"-type thermometers and place them in either in a public place or at your office to track progress of your service projects service. Let all the members graphically see evidence of how they are "getting things done."

11) Set-aside time for Members to keep a journal of their experiences. Journal writing is a great way to both document our program and allow members to critically reflect on their service.

12) Match all our members up with USDA employees, who are not directly involved in managing AmeriCorps, to serve as one-on-one mentors. This mentoring opportunity should be open to all local USDA employees, not just those from sponsoring agencies.

13) Ensure that all members receive copies of the weekly AmeriCorps/USDA newsletter. This newsletter report will be made available each Friday to Members and staff via an USDA computer bulletin board, Internet, and in paper copies.

14) Facilitate a process through which Members can help design their own service projects, community service and Member development objectives, quarterly reports, and year-end reports. Be careful not to use such member involvement as an excuse for our Department to neglect our legal management and oversight role. However, a strong collaboration between the Members and our agencies in every aspect of the program management and development will only enhance the quality of our projects.

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November 29, 1994

To: Paula, Lloyd, Dee, Lou, Beverly

From: Joel JB

Subjects: Concerns Over Minnesota Projects

Attached is the latest weekly report from the state facilitator in Minnesota. The Members described in the report work mostly for SCS, although some work for the FS.

If the information in it is correct, it raises some serious concerns:

1) The Members in Rochester/Lewiston and Thief River Falls/Twin Valley Clusters seem to be doing a lot of "planning," "surveying," and "sending out letters," but it is hard to determine what direct service they are providing to their communities.

2) The Thief River Falls/Twin Valley Cluster has apparently received media coverage, and also issued their own press release. We have seen neither.

3) The Cloquett Cluster may not be cooperating adequately with the facilitator. Moreover, out of the four Members listed in this cluster, one is entering data into a computer, one is working on a mailing list, one is working on a newsletter, and another is planning a monthly project. If this is an accurate description of their work, then none of them are meeting the direct service requirements of the AmeriCorps law.

Given the increased concern of the Corporation over our Rural Development Team, these concerns must be addressed immediately. I have asked Beverly to set up a conference call in the next few days with all the key parties involved, including yourselves.

I thank you in advance for your help in rapidly resolving any difficulties we may be having in Minnesota.

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

Memo from Joel

November 18, 1994

To: Rick Allen, Gene Sofer, Susan Stroud, Meg Maguire
CNCS

From: Joel Berg JB
USDA

Subject: G.O.P. Congressman Tours USDA AmeriCorps Site, Praises Members

I thought you might be interested to know that Republican Congressman Doug Bereuter recently visited our AmeriCorps site in Tecumseh, Nebraska.

According to the attached clip from the *Lincoln Star*, Bereuter told the Members: "I hope you feel good about being pioneers, you should."

Also attached is another clip from the *Lincoln Journal*, headlined "AmeriCorps workers lend a hand to flood recovery," as well as two other positive clips from Nebraska.

Given all our positive coverage in Nebraska, we may be able to get Senator Kerrey to visit our sites and perhaps thus turn him around on AmeriCorps.

AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECLAIMED MATERIALS

campaign tour Bereuter's

By Don Walton
of The Lincoln Star

The early morning fog is still rising off the farm ponds near the town of Peru (population 998) when Doug Bereuter steps onto the state college campus whose survival he directly affected nearly two decades ago.

As a state senator, Bereuter led the way in providing funds for a new recreation activities facility to replace Peru State College's aging gymnasium.

The legislative debate at the time swiftly turned into a referendum on whether the state should continue to operate a college in this tiny community in southeastern Nebraska not far from university campuses in Lincoln and Omaha.

Bereuter won, and Peru's future was secured. Today, on its scenic "campus of a thousand oaks" near the Missouri River, it serves more students than there are people who live in the town.

Now Bereuter is Nebraska's 1st District Republican congressman, having held that position for 16 years. Before that he was a state senator for four years. Previously he was engaged in planning and community development in state government.

"I guess you could say I'm a practitioner in government," he tells a dozen upper-level students in a political science classroom at Peru.

IN AURORA an hour later, Bereuter is greeted as a familiar face at KCOE radio by owner Judy Coe, whose station bears her name. It isn't the first time he's been there.

And in Tecumseh that afternoon, he is welcomed at the Nemaha Natural Resources District headquarters as a Republican co-sponsor of President Clinton's AmeriCorps volunteer service program. A team of Nebraska's first young AmeriCorps volunteers is there to thank him, and so do representatives of the NRD, which benefits directly from the volunteer work.

The stops in Peru, Aurora and Tecumseh provide examples of the advantages of incumbency — other than the usual campaign financing edge — even in an election year when congressional incumbents are endangered by the generally surly and sour mood of the electorate.

For Bereuter, 55, this is a bid for a ninth consecutive term in a district that has not elected a Democrat for 30 years.

He already has his legislative priorities for next year in mind if he wins once again.

"I'll be very much involved trying to influence what happens with the 1995 farm bill," which will chart agricultural policy for the next five years, he said, riding along Highway 67 on a sunny October morning when the trees are aflame in crimson and gold.

HE'LL PUSH for approval of the new safe drinking water act that frees small Nebraska communities from the costs of unnecessary testing, he said.

In trade policy, which he carved out as a special legislative niche early in his career, Bereuter said there "may be some fine-tuning necessary" for the North American Free Trade Agreement.

He expects to vote to approve the General Agreement on Tariffs and Trade at a lame-duck session of the House in late November.

And, he said, he hopes to help enact health care reform next year that avoids creation of "a government-dominated system" and provides maximum flexibility for the states.

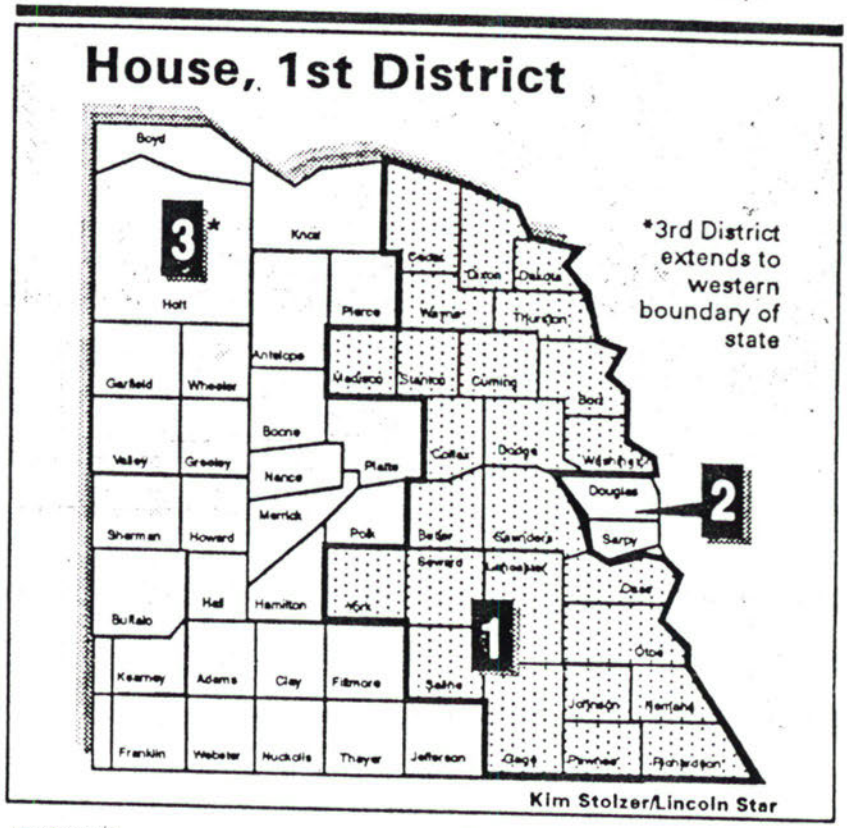
This is a day for Bereuter to answer questions — in the classroom at Peru, at a noon forum in the student union, and live on KCOE, standing with Coe at the microphone in his shirtsleeves.

The first topic he addressed was local in nature — his concern about a proposed U.S. Army Corps of Engineers change in Missouri River water



Don Walton/Lincoln Star

Doug Bereuter talks with Magnolia CEO Adam Koslosky.



Kim Stolzer/Lincoln Star

flooding probabilities below Plattsmouth and interfere with barge traffic.

BEREUTER ALSO explained his vote to ban 19 military-style assault weapons in this land of hunters and outdoorsmen.

The vote against assault weapons is "drawing a line" that will confront violence and crime without "inhibiting sportsmen," the congressman said.

"I will be there to vote against inappropriate steps" to go farther with gun control, he promised.

Bereuter also assured his older radio listeners that there is "no threat for senior citizens or those approaching retirement age" in terms of their Social Security benefits.

"But what's going to happen to us?" a student at Peru had asked him earlier in the morning.

"We have to get control over health care costs" in order to stem the tide of future budget deficits and secure Social Security benefits for future generations, Bereuter said.

The students were also concerned about crime.

Bereuter said he voted against the crime bill because he favored a tougher, more cost-effective measure, one that would have included truth-in-sentencing provisions.

Some of the social welfare, or preventive, measures in the bill that were ridiculed by most Republicans took "a bad rap," Bereuter said. "Most of those programs were pretty good."

But the $30 billion measure was too expensive, he said, and some of the programs like "midnight basketball" for youths could and should be instituted by cities, not by the federal government.

"Party loyalty has little impact on what I think my duties are," he told the students. "I may be less partisan than any member of Congress," perhaps, he said, because he comes from "the least partisan of all the states."

AT AURORA after his radio interview, Bereuter toured the Magnolia Metal Corp. plant, which employs mostly young workers off the farm.

The 1993 budget tax deficit reduction bill that Bereuter opposed cost his company $130,000 a year, Adam Koslosky, Magnolia president and CEO, told the congressman.

That impact on small business is one of the reasons he opposed the bill, Bereuter said.

At Tecumseh, Bereuter told the AmeriCorps volunteers: "I hope you feel good about being pioneers, because you should."

And then there was a signal as to how he expects to fare again this election year.

He asked for a progress report — six months from now.

OCT 28 1994
AM
7:18
PM

AmeriCorps workers lend a hand to flood recovery

LARRY PEIRCE
Journal

BROWNVILLE — Anyone joining AmeriCorps, President Clinton's "domestic Peace Corps," must have community spirit and be willing to forgo other wages they might earn at another job.

In return for their sacrifices, workers can wipe out college debt or gain money to return to college by helping at nonprofit agencies and local governments.

Workers must look beyond the limited financial benefits of AmeriCorps, said Chuck Yearly of Lincoln, supervisor of a crew working out of Tecumseh.

"We're here for the community, to get involved," Yearly said.

Workers wear black baseball caps and gray T-shirts with a white A on a black circle. The AmeriCorps motto is "Getting things done."

The Tecumseh crew will spend most of its 1,800 working hours clearing 1993 flood debris from flood control dams in Johnson, Otoe, Nemaha, Richardson and Pawnee counties.

Work is directed out of the Soil Conservation Service office in Tecumseh and is part of the U.S. Department of Agriculture's rural development program.

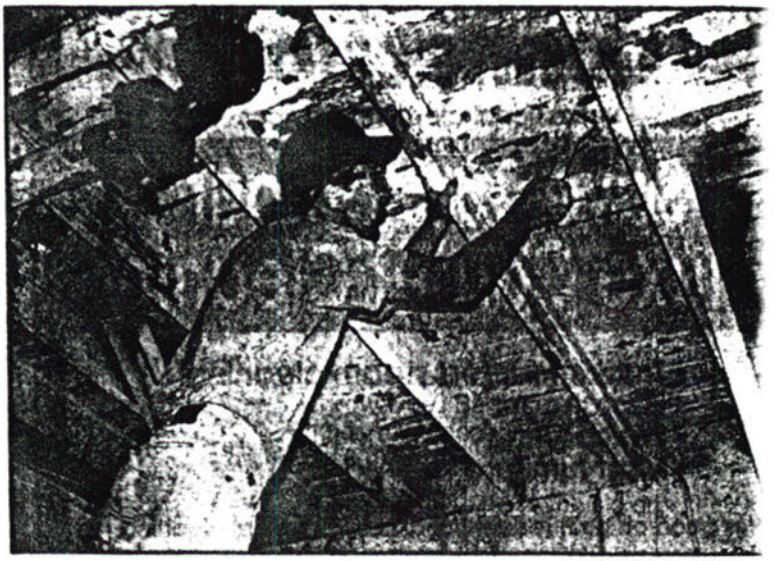
AmeriCorps also has crews working in an anti-hunger, nutrition and empowerment program.

Clinton announced AmeriCorps on Sept. 12, and crews went to work a week later. Yearly is accepting project proposals for nonprofit and public projects in villages, cities and counties.

"A lot of these places don't have much money (for public work projects)," he said.

Last week, the Tecumseh crew began scraping damaged paint from the interior of the floating Meriwether Lewis Museum. Last year's floods nearly swept the old river

Please see AMERICORPS on page 5



LARRY PEIRCE/LINCOLN JC

Eric Bartels of Tecumseh scrapes paint from the ceiling of the Meriwether Lewis Museum in Brownville. Bartels and three other AmeriCorps workers are repairing damage done to the old dredging boat's leaky roof and flooding in 1993.

Monday, Oct. 17, 1994

AmeriCorps/Workers help communities and themselves

Continued from page 1

dredge away. The interior paint was damaged when the roof leaked. Heat and humidity caused more damage.

The crew will scrape and then repaint the ceiling and walls for the nonprofit Meriwether Lewis Foundation. A private contractor installed a new roof this summer.

Yearly, who has a master's degree in rural and community planning, was a community planner in Carroll, Iowa, before his job was phased out. He had been out of work for months. AmeriCorps will help him pay off his graduate school debt and gain experience as a supervisor.

Eric Bartels of Tecumseh, a construction worker and the father of two children, said he wants to go to a two-year college without borrowing money.

Theresa and Emily Sherman, two sisters from Tecumseh, said they will pay off student loans they incurred while attending Platte Community College in Columbus and Peru State College.

"It takes care of all of mine, thank God," Emily Sherman said, scraping paint from the ceiling of the old river dredge.

The sisters, 20-year-old identical twins, plan to go back to school after a year.

AmeriCorps, a $360 million program, pays 20,000 Americans to work in four areas: education, health and human needs, the environment and public safety. If extended by Congress, the program could spend $1.5 billion over three years to pay for 100,000 workers.

Anyone older than 17, including high school dropouts and people with graduate degrees, can apply for the program.

AmeriCorps supervisors make $6.35 an hour plus credit toward money for education; workers earn $4.35 an hour plus school money.

When the educational voucher is added in, workers earn about $12,000 a year plus paid medical benefits. AmeriCorps workers are not considered federal workers and are not eligible for unemployment. They must work the entire year to receive educational benefits, and are limited to two years in the program.

Yearly said the Tecumseh crew and crews in Lincoln, Omaha and Norfolk soon will each add another worker.

In Lincoln, recruiting is under way for 23 volunteers to work with nine community action agencies in Nebraska, said Lorrie Benson, director of Community Action of Nebraska Inc.

Benson will oversee a program aimed at reducing violence among youths 10 to 15 years old. For information, call Benson at (402) 471-3714.

For information about other AmeriCorps opportunities, call 1-800-880-4183.

the tecumseh chieftain
Thursday, October 13, 1994

Meriwether Lewis paddlewheel dredge to be restored

From October 11-14, the Tecumseh USDA/AmeriCorps team will be doing restoration work on the Meriweather Lewis paddlewheel dredge that is located in Brownville.

The restoration work will involve painting inside aareas that were damaged as a result of the 1993 floods.

The Meriweather Lewis was designated a National Historic Landmark in 1989.

The high water nearly swept the Meriwether Lewis downstream during the 1993 floods. Another dredge of similar type that was located near Kansas City was not so lucky, it was swept downstream and destroyed.

The Auburn
Press-Tribune

Single Copy - 35¢

Established 1882 — Volume 113 | Auburn, Nebraska — October 11, 1994 | Number 4

USDA/Americorps Team in Brownville

From Oct. 11-14, the Tecumseh USDA/Americorps team will do restoration work on the Meriwether Lewis at Brownville.

The restoration involves painting inside areas that were damaged as a result of last year's floods. The high waters of 1993 nearly swept downstream the former paddlewheel dredge now turned into Museum of Missouri River History.

Another dredge of a similar type that was located near Kansas City last summer wasn't so lucky. It was swept downstream and destroyed.

The Meriwether Lewis received the National Historic Landmark designation in 1989.

United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

November 18, 1994

To: Rick Allen, Gene Sofer, Susan Stroud, Meg Maguire
CNCS

From: Joel Berg
USDA

Subject: **G.O.P. Congressman Tours USDA AmeriCorps Site, Praises Members**

I thought you might be interested to know that Republican Congressman Doug Bereuter recently visited our AmeriCorps site in Tecumseh, Nebraska.

According to the attached clip from the *Lincoln Star*, Bereuter told the Members: "I hope you feel good about being pioneers, you should."

Also attached is another clip from the *Lincoln Journal*, headlined "AmeriCorps workers lend a hand to flood recovery," as well as two other positive clips from Nebraska.

Given all our positive coverage in Nebraska, we may be able to get Senator Kerrey to visit our sites and perhaps thus turn him around on AmeriCorps.

AN EQUAL OPPORTUNITY EMPLOYER
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

November 1, 1994

To: Eli Segal, Shirley Sagawa, Rick Allen, Larry Wilson, Susan Stroud

From: Joel Berg JB

Subject: Improving the Utilization of Federal Agencies

Following up on conversations I have had recently with various senior staff of CNCS, this memorandum suggests methods to improve both the ways that CNCS can help Federal agencies run AmeriCorps programs and the ways in which Federal agencies can help CNCS promote AmeriCorps.

To date, your staff has provided remarkable assistance at every step of the way to all our efforts. They all deserve medals. However, as you know better than I, you have too few people doing too much work. Federal agencies can help relieve that burden.

This memorandum is based on a simple premise: **Federal agencies have unbelievably vast resources that can be more effectively channeled to bolster AmeriCorps and other programs of CNCS, but this requires stable and effective leadership at each agency as well as close coordination with CNCS.**

I fully share your great desire to ensure that the public does not view AmeriCorps as just another Federal bureaucracy; I therefore understand why it is important not to publicly highlight the role of Federal agencies. Furthermore, given the reality that many Federal agencies are basically grant-making entities with little or no field structure, it is neither practical nor desirable for every Federal agency to attempt to create the kind of large programs run by USDA and Interior.

Still, with proper guidance and aid from CNCS, a few key Federal agencies could dramatically expand their AmeriCorps programs.

Even agencies <u>without</u> significant AmeriCorps programs can do much more to advance the movement.

If it becomes increasingly difficult for President Clinton to move his legislative agenda, including appropriations and re-authorization for CNCS, it will be more important than ever that we find every possible way to use the Executive Branch to advance his agenda.

AN EQUAL OPPORTUNITY EMPLOYER

How CNCS Can Help Federal Agencies

1) Foster stable, effective, high-ranking yet hands-on, national service leadership in each Federal Department.

I have been successful at USDA in the last year mostly because I have been lucky enough to benefit from five factors: I had generally had support from and access to the Secretary, I had a pre-existing understanding of the philosophy and details of national service, I had White House connections, I had a Senior Executive Service level position which gave me great leverage in the Department, and I had a supervisor who allowed me to spend up to 50% of my time for the previous year and 100% of my time for the past six months working solely on national service.

In contrast, no other Department has had the same person working on national service on a continuous basis for the last year. Even some of our brightest stars such as Sue Kemnitzer of Interior moved from national service work just as their first AmeriCorps projects were starting.

Furthermore, most agencies send staff to the Interagency meetings who either are so high-ranking that they can never spend significant amounts of time on the issue or are so low-ranking they cannot make decisions on behalf of the Department.

To address this problem, I would suggest the following steps:

A) Work with the White House Office of Cabinet Affairs and the departmental chief of staffs to ensure that every cabinet Department creates a Director of National Service position --- at least at the GS-15 level --- placed directly in the Office of the Secretary at each Department.

B) Ask the White House Office of Personnel to temporarily assign talented and energetic "Schedule C political appointees" to the AmeriCorps operations of Federal agencies running their own programs. After a number of months, the appointees would then move to agencies without AmeriCorps programs with the specific assignment of either creating an AmeriCorps program or more generally using agency resources to bolster the work of CNCS. In other words, new Schedule C appointees would work on national service for a few months at HUD, Agriculture, Interior, Defense, Health and Human Services, etc, before moving on to agencies such as Commerce, Treasury, etc.

C) CNCS should take steps to bolster the position within the agency of "lower-level" agency staff coordinating AmeriCorps. For instance, special steps should be taken to ensure that the people at the agencies doing the "real work" are asked to represent cabinet Secretaries at White House meetings.

2) Increase the frequency of substantive interactions between agency AmeriCorps coordinators.

The Interagency Working Groups meetings have generally been useful, as have been the new meetings held simply for Federal agency grantees. However, more frequent interactions could be very useful. Perhaps the coordinators could go on periodic AmeriCorps site visits, including visits to Federal agency AmeriCorps sites. It would be helpful for all of us to learn first-hand about how other agencies' programs operate. Perhaps we could also have brief weekly conference calls.

Some of the national service coordinators at Federal agencies have told me that they feel isolated within their own agency; by bringing them together more frequently with their AmeriCorps peers, we can build the sense of community that is important not only for our AmeriCorps Members, but for our staff as well.

3) Reward the hard-working career civil servants, buried deep within agency bureaucracies, who have reinvented government by helping create agency AmeriCorps programs.

For every large, glamorous, AmeriCorps event --- such as the bill signing, or the launch, or the "Only You" premiere --- USDA obtains only a few invitations. The political appointees who are most often invited to these events -- such as myself -- are usually the people who least need motivation. Yet USDA has at least a dozen career employees --- some of whom worked one evening until 3:00 a.m. to get our application to CNCS completed --- who have played serious, continuing roles in AmeriCorps and should be at such events.

Many agencies have "unsung AmeriCorps heroes" who have done the non-glamorous work creating innovative new administrative processes to be able to payroll Members, transfer funds, sign cooperative agreements, implement accounting systems, etc. If we want to continue such success at reinventing government, we have to make it crystal clear to such employees that they will be rewarded for their efforts.

Career Federal employees are one of our most useful but underrated assets. These employees are critical to our success. They are in it for the "long haul." Placing motivated, professional career employees in positions of authority is not merely rewarding those who do a good job, it the essential element of building a foundation for government that last well beyond our limited tenures.

The acknowledgement and reward of career employees satisfies a short-term need and builds a stable structure that allows the Administration to influence events well into the future.

I suggest six ways to reward such employees, some of which I have already made to Elaine Kamarck in the Vice-President's office:

A) Request President Clinton and/or Vice/President Gore to attend an event open only to Federal employees who have had a hands-on role in creating AmeriCorps. This would be a perfect reinventing government event for the Vice-President.

B) Ask the Vice-President's office to give reinventing government "Hammer Awards" to a select group of employees who have distinguished themselves by advancing AmeriCorps.

C) Work with agencies to obtain grade increases for deserving career employees. For instance, Katherine Gibney, who has been a Peace Corps volunteer, a Congressional press secretary, and a journalist, has worked tirelessly and effectively with me for over a year, but, because of the unique funding status of my staff, I have not been able to get a grade increase for her over her current GS-12 level. She is clearly performing work that is at least at a GS-15 level, but I have been unable even to raise her to a GS-13. Your push on such matters from the outside might give enough extra leverage to myself and other Departmental coordinators to obtain grade increases for our best staff.

D) Recommend the top performing employees for the Senior Executive Service Program, the highest honor (and most pay) for career employees.

E) Suggest that the President mention a handful of their names in any upcoming speech on reinventing government or AmeriCorps.

F) Send them personal thank you notes from Eli, and send a copy to their supervisors.

4) Make Office of Management and Budget (OMB), the General Services Administration (GSA), and the Office of Personnel Management (OPM) active partners in building AmeriCorps.

Perhaps OMB, GSA, and OPM could each appoint a full-time person to work with federal agencies on AmeriCorps. We need OMB's help on developing budgets and getting forms and surveys approved. We need GSA's help on using government vehicles and obtaining other excess property to be used for programs. We need OPM's help on properly classifying AmeriCorps staff, evaluating the performance of AmeriCorps Members, and raising money for AmeriCorps either through or around the Combined Federal Campaign.

5) Consider giving more specific funding and program targets to agencies.

Within constraints of the competitive process, you may want to give more specific goals to each of the Federal agencies. I understand your desire not to dictate to Cabinet Secretaries, but in speaking to some of my counterparts at the Federal agencies, many expressed a desire for CNCS to more specifically request the Cabinet Secretaries to spend certain amounts of money and to suggest specific AmeriCorps programs for them to run.

6) Place in your regulations for next year's application process an incentive for Federal agencies to cooperate with each other.

While the competition between Federal agencies was highly successful and resulted in much more high quality programs than would have occurred if each agency was guaranteed a set amount of money, the process served as a disincentive to cooperation. As a result, to my knowledge not one single program is being run jointly by different Departments.

It would be in all our best interests to change this. For instance, USDA should probably be working with Interior on public lands, since many of Interior's national parks are literally circled by our national forests. We should be working with EPA and Commerce (NOAA) on water quality issues. We should be working with HHS and HUD on hunger. Likewise, Transportation and HUD should be working together in cities. Labor and education should be working together on programs that support apprenticeships, etc..

Your regulations could give special preference for new proposals that leverage the resources of multiple agencies. This would also give USDA more ability to provide technical assiatnce to other Departments.

7) Work with OMB to develop specific budget lines for agency AmeriCorps programs.

For FY96, both the USDA Forest Service and the USDA Soil Conservation Service will be requesting budgets of $10 million each specifically for the purpose of running AmeriCorps programs. We will need support from both OMB and the White House for these requests. Other agencies may want to take similar action.

Some may argue against this strategy, based on the worry that spreading out our budget requests gives our opposition more targets at which to aim. However, I would argue that, by operating programs in varied issue areas that come before varied Congressional committees, Federal agencies can build the constituencies for AmeriCorps. Thus, USDA is now building support for AmeriCorps programs that address hunger, public lands, and rural development, making it much more likely that the House and Senate Agriculture Committees will support AmeriCorps in the future. This could be replicated by other Departments.

8) Make technical amendments to the National and Community Service Trust Act that specifically clarify key issues relating only to Federal agencies.

All federal agencies are in great need of language that clarifies issues surrounding liability coverage, workmen's compensation, health insurance, child care, procurement, competition, etc. We would be glad to have our Office of General Counsel work with Terry Russell and Gene Sofer to draft some potential language.

9) Find ways to make national service a permanent part of authorizing legislation for a wide variety of Federal programs.

I have already had preliminary discussions with Gene and Terry about including language on national service in the 1995 Farm Bill, clarifying the ability of USDA to run AmeriCorps programs regardless of the re-authorization of the National and Community Service Trust Act. Other agencies can take similar action. For instance, the Department of Labor could place language in their upcoming legislation on worker training giving the Department authorization and funds to run AmeriCorps programs that provide service to school districts to help with training.

10) Engage tens of thousands of Federal employees in a serve-a-thon during National Youth Service Week in April to raise money for AmeriCorps.

On a Saturday or a Sunday, multitudes of Federal employees could perform community service and solicit funds per hour from "sponsors." If just 30,000 employees--- a small fraction of the Federal workforce --- participated in the event and raised an average of only $100, we would raise $3 million for AmeriCorps.

Such an event would raise public understanding of the unique public/private partnership of AmeriCorps, "get things done" in urban, suburban, and rural communities throughout America, and generate positive media coverage. Such an event would probably need approval from OPM for an exemption from the restrictions of the Combined Federal campaign.

11) Change the Federal agency application deadline next year to give more time for open competition and quality applications.

CNCS' proposed timeline for direct grants would force Federal agencies to submit applications by March 1 --- almost two full months earlier than last year. Yet many agencies, including USDA, will be forced by legal requirements to undergo formal competitive processes for our grants, taking up more time than last year. I suggest that CNCS set a timetable for Federal agencies that is separate from the other direct grantees by making our application due April 1; I would hope that CNCS could still makes its awards announcements by May 10.

12) Help Federal agencies begin recruitment for next year's programs <u>before</u> college semesters end in Spring.

It is my view that the single greatest flaw in this year's process was the recruitment. Because we were unable to start serious recruiting until summer, it was almost impossible in some cases to recruit a fully diverse group of Members -- including college students-- for a program starting September 12. It was especially difficult to recruit members for our Rural Development Team with the degrees we required in soil science, business, civil engineering, forestry, etc. CNCS's 800 line was not as helpful to us as we had hoped since most of the people on the database had degrees in the social sciences and the humanities. Moreover, we received the bulk of the names too late to effectively recruit before the September 12 launch. We need to work more closely with CNCS next year on the entire recruitment strategy for our programs.

How Federal Agencies Can Help CNCS

1) Create a Federal working group to focus on AmeriCorps public affairs.

Some of the most talented and experienced political appointees in the Administration have been placed by the White House in Departmental offices of public affairs, yet few have been seriously engaged in promoting AmeriCorps in a consistent manner. Moreover, the Departments have vast public affairs resources that dwarf those of CNCS. USDA alone has an Office of Communications with over 140 employees, TV and radio studios, a design division, a photography division, and a computerized fax system that can simultaneously send transmissions on 36 different phone lines. All Federal agencies should coordinate better with CNCS to promote their own AmeriCorps programs, but the Federal role should be even broader. For instance, USDA should help promote all AmeriCorps programs fighting hunger, working on National Forest land (including NCCC), or serving in rural areas; the Department of Education should promote all AmeriCorps programs working in education; HHS should promote health care projects, etc.

The Federal working group could develop a comprehensive media plan for each and every media market in the country in which AmeriCorps programs exist.

2) Create a Federal working group to focus on AmeriCorps Congressional and intergovernmental affairs.

Many Departments could provide significant assistance in communicating with Members of Congress who sit on their authorizing and appropriating committees. Additionally, many agencies have significant resources in states and cities that can be used to help with AmeriCorps intergovernmental affairs.

For instance, USDA has two high-ranking political appointees in each state, most of whom would love to communicate with their governors, county executives, state legislators, and mayors about AmeriCorps.

CNCS should also work with Federal agencies to develop a comprehensive strategy to systematically arrange local site visits for a broad array of public officials.

3) Request that key agency staff participate in meetings of the board committees of the CNCS Board of Directors.

All Federal departments -- and particularly those for which the Cabinet Secretary serves an as ex-officio member of the CNCS Board -- can bring significant expertise to the board committees on planning and evaluation, communications and outreach, and management, budget, and governance.

I fully realize that the memorandum calls for a very ambitious agenda, but I believe all its recommendations are realistic. I look forward to working with all of CNCS as we continue and expand our partnership to make national and community service an integral part of all segments of American society.

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

Memo from Joel

November 11, 1993

To: Dr. Leodry Williams, Acting Administrator, Extension Service

From: Joel Berg, Director, Office of Public Liaison JB

Subject: **Request from the Kansas Governor's Office**

The Governor's Office of the State of Kansas has requested that we assign a full-time Extension Agent to work on the Kickapoo Reservation in Northeast Kansas with the Kickapoo Youth Conservation Corps.

In August, I visited the reservation and met with the Director of and participants in the youth corps. The corps, which is funded by the federal Corporation for National and Community Service, performs a wide variety of human service and environmental tasks on the reservation. Since the reservation was hit badly by the flooding, the corps will focus most of its activities in the near-term on flood relief. At the time of my visit, the Director requested help from an Extension Agent who could provide technical assistance to the corps' farming and tree planting programs. I concluded from my visit that the Corps was desperately in need of such technical assistance.

Given Secretary's Espy commitment that USDA will be as responsive as possible to helping flood relief efforts, and given President Clinton's passionate support for youth service efforts such as the Kickapoo Youth Service Corps, I would hope we could use some of the flood relief money allocated to the Kansas Extension Service to fund one full-time Extension Agent on the reservation.

Please contact me if you have any questions about how we might be able to fulfill this request from the State of Kansas.

CC. Steve Mullen, 4-H Youth Program
Dr. Richard Wootton, Associate Director, Extension Service
Oleta Fitzgerald, Director of Intergovernmental Affairs
Ron Blackley, Chief of Staff
Susan Stroud, Corporation for National and Community Service

AN EQUAL OPPORTUNITY EMPLOYER

The Honorable Pete Peterson
426 Cannon House Office Building
Washington, DC 20515-0902

Dear Congressman Peterson:

Thank you for your September 29, 1994 letter concerning placement of USDA AmeriCorps Rural Development team members in Florida.

Unfortunately, because our first class of AmeriCorps members has already begun work, we will not be able to directly fund Rural Development team members in Florida this year. However, the Department would be extremely pleased to provide advice and information to any other AmeriCorps programs related to rural development that may be funded in Florida by the Corporation for National and Community Service. In addition, if Congress allows us to expand all our AmeriCorps programs next year, we will give full consideration to placing AmeriCorps Rural Development, Anti Hunger, and/or Environmental Teams in Florida next year.

Because we are only in the first year of operating our AmeriCorps programs --- and because we wanted to be careful not to harm or duplicate existing local initiatives --- there are many states in which we were unable to place programs. In addition, as you know, in creating the National and Community service Trust Act of 1993, Congress significantly limited funds granted through Federal agencies such as USDA. Our ability to use appropriations was also limited. Consequently, the Department proposed a handful of pilot projects throughout the country. Subsequently, our pilot project proposals were selected by the Corporation for National and Community Service after a vigorous national competition among 15 Federal agencies.

I assure you that I am fully aware of the very great community development needs of rural areas throughout Florida. USDA will continue to seeks ways through AmeriCorps and our many other rural development programs in order to meet those needs.

Please contact Joel Berg, USDA Director of national service, at 202-720-6350, to discuss either how Florida projects may obtain our advice and information regarding seeking funding for programs next year.

I look forward to working with you to expand AmeriCorps opportunities throughout Florida and the remainder of the Nation.

Thank you for your kind attention.

Sincerely,

Mike Espy
Secretary of Agriculture

FINAL:OC:JoelBerg:dlb:720-6350:12/7/94:3067492

The Honorable Carrie Meek
U.S. House of Representatives
Washington, DC 20515-0917

Dear Congresswoman Meek:

Thank you for your August 19, 1994 letter forwarding to me a letter from the Florida Association of NonProfit Organizations, Inc. (FANO) regarding the USDA/AmeriCorps Rural Development Team.

Unfortunately, because our first class of AmeriCorps members has already begun work, we will not be able to directly fund Rural Development Team Members in Florida this year. However, the Department would be extremely pleased to provide advice and information to any other AmeriCorps programs related to rural development that may be funded in Florida by the Corporation for National and Community Service. In addition, if Congress allows us to expand all our AmeriCorps programs next year, we will give full consideration to placing AmeriCorps Rural Development, Anti Hunger, and/or Environmental Teams in Florida next year.

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I assure you that I am fully aware of the very great community development needs of rural areas throughout Florida. USDA will continue to seeks ways through AmeriCorps and our many other rural development programs in order to meet those needs.

Please contact Joel Berg, USDA Director of national service, at 202-720-6350, to discuss either how Florida projects may obtain our advice and information regarding seeking funding for programs next year.

I look forward to working with you to expand AmeriCorps opportunities throughout Florida and the remainder of the Nation.

Thank you for your kind attention.

Sincerely,

Mike Espy
Secretary of Agriculture

FINAL:OC:JoelBerg:dlb:720-6350:12/8/94:3064710

The Honorable Bob Graham
P.O. Box 3050
Tallahassee, Florida 32315

Dear Senator Graham:

Thank you for your August 31, 1994 letter forwarding to me a letter from the Florida Association of NonProfit Organizations, Inc. (FANO) regarding the USDA/AmeriCorps Rural Development Team.

Unfortunately, because our first class of AmeriCorps members has already begun work, we will not be able to directly fund Rural Development team members in Florida this year. However, the Department would be extremely pleased to provide advice and information to any other AmeriCorps programs related to rural development that may be funded in Florida by the Corporation for National and Community Service. In addition, if Congress allows us to expand all our AmeriCorps programs next year, we will give full consideration to placing AmeriCorps Rural Development, Anti Hunger, and/or Environmental Teams in Florida next year.

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I assure you that I am fully aware of the very great community development needs of rural areas throughout Florida. USDA will continue to seeks ways through AmeriCorps and our many other rural development programs in order to meet those needs.

Please contact Joel Berg, USDA Director of national service, at 202-720-6350, to discuss either how Florida projects may obtain our advice and information regarding seeking funding for programs next year.

I look forward to working with you to expand AmeriCorps opportunities throughout Florida and the remainder of the nation.

Thank you for your kind attention.

Sincerely,

Mike Espy
Secretary of Agriculture

FINAL:OC:JoelBerg:dlb:720-6350:12/8/94:3065450

The Honorable Lawton Chiles
The Capitol
Tallahassee, Florida 32399-0001

Dear Governor Chiles:

Thank you for your August 22, 1994 letter concerning placement of USDA AmeriCorps Rural Development team members in Florida.

Unfortunately, because our first class of AmeriCorps members has already begun work, we will not be able to directly fund Rural Development Team Members in Florida this year. However, the Department would be extremely pleased to provide advice and information to any other AmeriCorps programs related to rural development that may be funded in Florida by the Corporation for National and Community Service. In addition, if Congress allows us to expand all our AmeriCorps programs next year, we will give full consideration to placing AmeriCorps Rural Development, Anti Hunger, and/or Environmental Teams in Florida next year.

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I assure you that I am fully aware of the very great community development needs of rural areas throughout Florida. USDA will continue to seeks ways through AmeriCorps and our many other rural development programs in order to meet those needs.

Please contact Joel Berg, USDA Director of national service, at 202-720-6350, to discuss either how Florida projects may obtain our advice and information regarding seeking funding for programs next year.

I look forward to working with you to expand AmeriCorps opportunities throughout Florida and the remainder of the Nation.

Thank you for your kind attention.

Sincerely,

Mike Espy
Secretary of Agriculture

FINAL:OC:JoelBerg:dlb:720-6350:12/7/94:3065464

United States
Department of
Agriculture

Office of
Communications

Washington, D.C.
20250-1300

NOV 9 1994

Michele Goldstein, Director
Hunger Task Force of Milwaukee
811 Vienna Avenue
Milwaukee, Wisconsin 53212

Dear Michele:

Thank you for providing the Community Service and Community Building Objectives to us. The objective components you have described are certainly commendable in terms of detail, scope, and specificity. However, some of the questions are still unanswered, particularly the one that asks for specific numbers of individuals who are expected to benefit from the activity. Actually, it may be possible to rearrange some of your responses under different questions or headings in order to respond more fully to the information that the Corporation for National and Community Service is requesting.

I am enclosing a copy of the Vermont and Mississippi projects' objectives to give you a better idea of the type of response we need to be able to provide to the Corporation. These are merely an example of the level of detail we are looking for, not the standard against which all other objectives are being reviewed. Please keep in mind, as you revise and expand your objective statements for the AmeriCorps/USDA anti-hunger project, that these objectives are the guidelines against which you will eventually be evaluated by USDA and the Corporation.

I will be glad to work with you on this effort; please don't hesitate to call me, at (202)690-0693.

Sincerely,

Donna M. Hines

DONNA M. HINES
Anti-Hunger Project Coordinator
AmeriCorps/USDA

Enclosures

AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECLAIMED MATERIALS

November 2, 1994

To: Meg Maguire

From: Joel Berg

7 pages

Per your request, attached is our updated list of project managers. I caution you that this list is being updated on a daily basis.

How to read:

Column #1: Ignore (internal USDA code)

Column #2: Type of project (RS = Soil Conservation Service Rural Development, RO = Forest Service Rural Development, RD = Rural Development Administration Rural Development, RF = Farmer's Home Administration Rural Development, PO = Forest Service Public Lands and Environment Team, PS = Soil Conservation Service Public lands and Environment Team, A = Anti-Hunger Team)

Column #3: Ignore (internal USDA code)

Column #4: General characterization of service to be performed

Column #5: Number of Members at each site

Column #6: State

Column #7: Mailing address name

Column #8: Project manager name

Columns #9-#12: Project manager address, city, state, and zip code

Column #13: Project manager phone number

Column #14: Project manager fax number

11-2-94

F RS	Sustainable agriculture	5	AR:	AmeriCorps/SCS Rur Dev Team	Swan, Burr	Rm 120, Federal Bldg, 614 S Main	Jonesboro	AR	72401			
F RS	Habitat protection	5	AR:	AmeriCorps/SCS Rur Dev Team	Leggitt, Bruce	NBA Bldg, Rm 203C, 4000 McCain Blvd	N Little Rock	AR	72116	501-753-4452	501-758-7052	
F RO	Rural forest work	2	AR:	AmeriCorps/FS Rur Devl Team	Leggitt, Bruce	700 W Capital Ave	Little Rock	AR	72201	501-324-6618		
F RO	Rural forest work	1	AR:	AmeriCorps/FS Rur Devl Team	Swan, Burr	218 Fed Bldg, 615 S Main St.	Jonesboro	AR	72401	501-972-4725		
F RO	Rural forest work	1	AR:	AmeriCorps/FS Rur Devl Team	James, Jesse	2675 Highway 44	Marianna	AR	72360	501-295-5278		
F RD	Rural economic planning	1	AR:	MS County EOC	Scruggs, Sam	205 Second St.	Blytheville	AR	72316	501-532-2348	501-532-2625	
F RF D1	Rural economic outreach	1	AR:	Jonesboro FmHA DO	Spencer, Jeff	1306 Stone St.	Jonesboro	AR	72403	501-972-4720	501-972-4762	
F RD D1	Rural economic planning	1	AR:	Crowley's Ridge Dev Counc	Yopp, Bob	PO Box 1497, 149 S Main St.	Jonesboro	AR	72403	501-935-8610	501-935-0291	
F RD D2	Rural economic planning	1	AR:	E Central AR Econ Dev Corp	Davis, Tommy	125 N. Grant, PO Box 709	Forrest City	AR	72335	501-633-7686	501-633-8752	
F RD D2	Rural economic planning	1	AR:	AK Land & Farm Dev Corp	Stevens, Andre	PO Box 291	Brinkly	AR	72021	501-734-1140	501-734-3570	
F RF D2	Rural economic outreach	1	AR:	Forrest City FmHA DO	Haynes, Frank	109 Cook St.	Forrest City	AR	72335	501-633-3055	501-633-6391	
F RO	Rural forest work	1	AR:	AmeriCorps/FS Rur Devl Team	Butts, Douglas	490 College St., Rm 113, Fed Bldg	Batesville	AR	72501	501-793-6550		
F RD D2	Rural economic planning	1	AR:	Mid-Delta Community Srvcs	Staub, Margaret	610 South Biscoe St.	Helena	AR	72342	501-338-6408	501-338-3629	
E PO	Forest conservation work	45	AZ:	AmeriCorps/FS Pub Lnds Team	Baca, Mike	2324 E. McDowell Road	Phoenix	AZ	85006	602-225-5200		
F RS	Sustainable agriculture	5	AZ:	AmeriCorps/SCS Rur Dev Team	Berg, Merlin	51 West Vista Dr., #4	Holbrook	AZ	86025	602-259-3287	602-524-6609	
F RO	Rural forest work	4	AZ:	AmeriCorps/FS Rur Devl Team	Berg, Merlin	51 West Vista Dr., #4	Holbrook	AZ	86025	602-524-6063		
F RF C5	Rural economic outreach	1	AZ:	Willcox FmHA CO	Toll, Dave	153 Wasson St., PO Box 160	Willcox	AZ	85644	602-384-3529	602-384-5330	
F RD C5	Rural economic planning	1	AZ:	City of Eloy		628 N. Maine St.	Eloy	AZ	85231	602-466-9201		
F RF F1	Rural economic outreach	1	AZ:	Grtr Flagstaff Econ Counc		1300 S. Milton Rd., Suite 125	Flagstaff	AZ	86001	602-779-7632		
F RD F1	Rural economic planning	1	AZ:	[Douglas ?]			Douglas	AZ				
F RD F1	Rural economic planning	1	AZ:	St. Michael's FmHA CO	Shirley, Lewis	St Michaels Bldg, Hwy 264, PO Box 859	St. Michaels	AZ	86511	602-871-5038	602-871-5039	
F RF C5	Rural economic outreach	1	AZ:	Casa Grande FmHA CO	Torres, Cecilio	930 Florence Blvd., Suite C	Casa Grande	AZ	85222	602-836-3164	602-836-4628	
F RF F1	Rural economic outreach	1	AZ:	St. Michael's FmHA CO	Shirley, Lewis	St Michaels Bldg, Hwy 264, PO Box 859	St. Michaels	AZ	86511	602-871-5038	602-871-5039	
E RS	Rural economic planning		AZ:	AmeriCorps/SCS Pub Lnd Team	Ambrose, Bart	3003 N. Central Ave., Suite 800	Phoenix	AZ	85012	602-280-8776		
E PO	Forest conservation work	77	CA	AmeriCorps/FS Pub Lnds Team	Scurry, Randy	34701 Mill Creek Rd.	Mentone	CA	92359	909-794-1123		
D A	Anti-hunger services	40	CA:	AmeriCorps Anti-Hunger Team	Riley, Elizabeth	Sthrn CA Interfaith, 2449 Hyperion Ave, 100	Los Angeles	CA	90027	213-913-7333		
E PO	Forest conservation work	20	CA:	AmeriCorps/FS Pub Lnds Team	McManus, Mary	1330 Bayshore Way	Eureka	CA	95501	707-441-3592		
F RS	Sustainable agriculture	7	CA:	AmeriCorps/SCS Rur Dev Team	Earsom, Jim	2580-B Business Center Dr.	Redlands	CA	92374	909-699-7407	909-799-1438	
F RS	Sustainable agriculture	6	CA:	AmeriCorps/SCS Rur Dev Team	Shanks, Lisa Woo	1301 Redwood Way, Suite 170	Petaluma	CA	94954	707-794-1242	707-794-1536	
F RS	Sustainable agriculture	6	CA:	AmeriCorps/SCS Rur Dev Team	Aguayo, Jesse	18484 Hwy 18, Suite 195	Apple Valley	CA	92307			
F RS	Rural fire protection	6	CA:	AmeriCorps/SCS Rur Dev Team	Roan, Bob	251 Auburn Ravine Rd	Auburn	CA	95603			
F RS	Sustainable agriculture	5	CA:	AmeriCorps/SCS Rur Dev Team	Dean, Robert L.	44811 N. Date Ave., Suite G	Lancaster	CA	93534	805-945-2604	805-942-5503	
F RF C6	Rural economic outreach	2	CA:	El Centro FmHA CO	Lopez, Raphael	1699 W. Main St., Suite K	El Centro	CA	92243	619-352-3314	619-668-0219	
F RD C6	Rural economic planning	1	CA:	Imperial Cnty Cmnty Ecn Dev		836 Main St.	El Centro	CA	92243	619-337-7814		
E RS	Sustainable agriculture		CA:	AmeriCorps/SCS Pub Lnd Team	Earsom, Jim	1200 Arizona St., Suite A-7	Redlands	CA	92374	909-79907407		
F RS	Rural economic planning	5	CO:	AmeriCorps/SCS Rur Dev Team	Jennings, Gary	San Juan RC&D Cncl Inc, 19 Main Av, Ste 272	Durango	CO	81301	303-259-3287	303-247-3412	
F RO	Rural forest work	2	CO:	AmeriCorps/FS Rur Devl Team	Powers, Jim	701 Camino Del Rio	Durango	CO	81301	303-247-4874		
F RO	Rural forest work	1	CO:	AmeriCorps/FS Rur Devl Team	Ostergaard, Dick	701 Camino Del Rio	Durango	CO	81301	303-385-1229		
D A	Anti-hunger services	15	DC:	AmeriCorps Anti-Hunger Team	Canty, Keith	1511 K St., N.W.	Washington	DC	20005	202-347-4136		
E PS	Water quality		DC:	AmeriCorps Public Lands Team	Canty, Keith	D.C. Service Corps, 1511 K St., N.W.	Washington	DC	20005	202-347-4136		
F RO	Rural forest work	1	GA:	AmeriCorps/FS Rur Devl Team	Cohen, Mitch	508 Oak St., NW	Gainesville	GA	30501	404-436-0541		
E PS	Watershed management		GA:	AmeriCorps/SCS Pub Lnd Team	Ford, James	USDA-SCS, Federal Bldg, Box 13	Atlanta	GA	30601	706-546-2272		
F RS	Flood recovery	6	IA:	AmeriCorps/SCS Rur Dev Team	Braster, Martin L.	120 N Main St., RR 2, Box 237	Oakland	IA	51560			
F RS	Flood recovery	5	IA:	AmeriCorps/SCS Rur Dev Team	Edwards, Keith	515 N Jefferson, Suite G	Indianola	IA	50125			
F RS	Flood recovery	5	IA:	AmeriCorps/SCS Rur Dev Team	Frederick, James	142 N Lawler, PO Box 348	Postville	IA	52162			
F RS	Flood recovery	5	IA:	AmeriCorps/SCS Rur Dev Team	Hansen, Rodney	3131 W Main St, RR 2	Emmetsburg	IA	50536			
F RS	Flood recovery	5	IA:	AmeriCorps/SCS Rur Dev Team	Johnston, Steve	435 N Highland, PO Box 210	Williamsburg	IA	52361			

E	RS		Flood recovery	IA:	AmeriCorps Publc Lands Team	Brown, Leroy	Federal Bldg, 210 Walnut St., Suite 693	Des Moines	IA	50309
F	RS		Recreational development	6 IL:	AmeriCorps/SCS Rur Dev Team	McCartney, William	110 E. Fayette St.	Pittsfield	IL	61820 217-398-5267
E	PS		Urban greening	IL:	AmeriCorps/SCS Pub Lnd Team	Campbell, Wilbur	St CC of E St Louis, 601 James Thompson Blvd	East St. Louis	IL	62201 618-583-2514 618-583-2661
E	PS		Urban greening	IL:	AmeriCorps/SCS Pub Lnd Team	Pritchard, Carzella	675 No. Court Suite 120	Palatine	IL	60067 708-991-6217
F	RS		Flood recovery	12 KS:	AmeriCorps/SCS Rur Dev Team	Kuiper, Kenneth	760 South Broadway	Salina	KS	67401
F	RS		Flood recovery	KS:	AmeriCorps/SCS Rur Dev Team	Sherraden, Kenneth	760 South Broadway	Salina	KS	67401 913-823-4515
F	RS		Flood recovery	KS:	AmeriCorps/SCS Rur Dev Team	Lister, Norman	760 South Broadway	Salina	KS	67401
E	PS		Windbreak restoration/flood recovery	KS:	AmeriCorps Publc Lands Team	Sherraden	760 South Broadway	Salina	KS	67401 913-823-4515
F	RS		Sustainable agriculture	KS:	AmeriCorps/SCS Rur Dev Team	Mercuiro, Frank	760 S Broadway	Salina	KS	67401
F	RO		Rural forest work	2 KY:	AmeriCorps/FS Rur Devl Team	Melton, Mike	PO Box 429	Whitley City	KY	42653 606-376-5323
F	RD	A2	Rural economic planning	1 KY:	Lake Cumberland Dev Dist		PO Box 1570	Russell Springs	KY	42642 502-866-4200
F	RO		Rural forest work	1 KY:	AmeriCorps/FS Rur Devl Team	Daniel, Dennis	Highway 68, Box 75	Big Creek	KY	40914 606-598-2192
F	RD	A4	Rural economic planning	1 KY:	Big Sandy Area Dev Dist		100 Resource Dr.	Prestonburg	KY	41653 606-886-2374
F	RF	A4	Rural economic outreach	1 KY:	Prestonburg FmHA CO	Antle, Kevin	Post Office Bldg., Third Ave., PO Box 47	Prestonburg	KY	41653 606-886-9545 none
F	RF	A3	Rural economic outreach	1 KY:	Barbourville FmHA CO	Dunn, Robert	242 Daniel Boone Drive	Barbourville	KY	40906 606-546-3185 none
F	RD	A3	Rural economic planning	1 KY:	KY Cmmnties Econ Op Cncl		PO Box 490	Barboursville	KY	40906 606-546-3152
F	RF	A2	Rural economic outreach	1 KY:	Somerset FmHA CO	Hargis, Dallas	100 Parkway Drive, PO Box 16	Somerset	KY	42502
F	RD	A4	Rural economic planning	1 KY:	KY River Area Dev Dist		381 Perry County Park Rd.	Hazard	KY	41701 606-436-3158
F	RD	A4	Rural economic planning	1 KY:	KY River Area Dev Dist 1		381 Perry County Park Rd.	Hazard	KY	41701 606-436-3158
F	RS		Rural fire protection	3 LA:	AmeriCorps/SCS Rur Dev Team		505 E Green St.	Madison	LA	71282
F	RO		Rural forest work	3 LA:	AmeriCorps/FS Rur Devl Team	Remides, Donna	PO Box 848, 4268 Front St.	Winnsboro	LA	71295 318-435-7328
F	RF	D6	Rural economic outreach	1 LA:	Ferriday FmHA CO	Adams, Calvin	2192 EE Wallace Blvd.	Ferriday	LA	71334 318-757-3638 318-757-4121
F	RF	D5	Rural economic outreach	1 LA:	Winnsboro FmHA CO	Ferrell, Steve	PO Drawer 471	Winnsboro	LA	71259 318-435-9422 318-435-4725
F	RO		Rural forest work	1 LA:	AmeriCorps/FS Rur Devl Team	Westbrook, Robert	2500 Shreveport Highway	Pineville	LA	71360 318-473-7272
F	RD		Rural economic planning	1 LA:	[Lake Providence RDA]			Lake Providence	LA	
F	RD	D5	Rural economic planning	1 LA:	Madison Parish Police Jury			Tallulah	LA	71282 318-574-2716
F	RD	D5	Rural economic planning	1 LA:	Macon Ridge Econ Dev Region		1316 Front St.	Winnsboro	LA	71295 318-435-3781
F	RF	D5	Rural economic outreach	1 LA:	Bastrop FmHA CO	Norwood, Bruce	9602 Marlatt St.	Bastrop	LA	71220 318-281-1653 318-281-7460
F	RF	D5	Rural economic outreach	1 LA:	Rayville FmHA CO	Landers, Alvin	907 Ray St,	Rayville	LA	71269 318-728-3272 318-728-4586
F	RF	D5	Rural economic outreach	1 LA:	Lake Providence FmHA CO	Adcock, Loyd	406 Lake St., 2nd Floor	Lake Providence	LA	71254 318-559-2188 318-559-3610
F	RF	D6	Rural economic outreach	1 LA:	Jonesville FmHA CO	O'Neal, Peter	820 First St.	Jonesville	LA	71343 318-339-8543 318-339-8551
F	RD	D7	Rural economic planning	1 LA:	Boyce Econ Dev Committee		PO Box 63	Boyce	LA	71409 318-749-8882
F	RD		Rural economic planning	1 LA:	[Pineville RDA]			Pineville	LA	
F	RO		Rural forest work	1 LA:	AmeriCorps/FS Rur Devl Team	Dorian, Alan	PO Box 5500, 2500 Shreveport Hwy.	Pineville	LA	71360 318-473-7160
F	RF	D5	Rural economic outreach	1 LA:	Tallulah FmHA CO	Traylor, Reese	509 E. Green St., PO Box 1228	Tallulah	LA	71282 318-574-4911 318-574-1931
F	RD	D5	Rural economic planning	LA:	Delta Econ Energy Dist		PO Box 3043	Monroe	LA	71210 318-325-2644
E	PS		Urban greening	MA:	AmeriCorps/SCS Pub Lnd Team	Young, Renna	USDA-SCS, 451 West St.	Amherst	MA	01002 413-253-4353
F	RS		Sustainable agriculture	8 ME:	AmeriCorps/SCS Rur Dev Team		27 Westminster St.	Lewiston	ME	04038 207-839-7842 207-839-7834
F	RS		Sustainable agriculture	8 ME:	AmeriCorps/SCS Rur Dev Team	Nelson, Dana	Down East RC&D, PO Box 210	Cherryfield	ME	04622 207-546-2368 207-546-2369
F	RS		Sustainable agriculture	4 ME:	AmeriCorps/SCS Rur Dev Team	Badger, John	St. John Aroostock RC&D, PO Box 745	Presque Isle	ME	04769 207-764-4126 207-764-4126
F	RS		Water quality	5 MI:	AmeriCorps/SCS Rur Dev Team		1911 West Centre Ave	Kalamazoo	MI	49002
F	RS		Water quality	5 MI:	AmeriCorps/SCS Rur Dev Team	Herceg, Alan	6101 Jackson Rd	Ann Arbor	MI	48103 616-946-6811
F	RS		Water quality	4 MI:	AmeriCorps/SCS Rur Dev Team		3260 Eagle Park Dr	Grand Rapids	MI	49505
F	RO		Rural forest work	1 MN:	AmeriCorps/FS Rur Devl Team	Bratkovitch, Steve	1992 Folwell Avenue	St. Paul	MN	55108 612-649-5246
F	RS		Sustainable agriculture	7 MN:	AmeriCorps/SCS Rur Dev Team	Kollman, Fred	2017 Highway 59 SE	Thief River	MN	56701 218-681-5598 218-681-5598
F	RS		Trail development	6 MN:	AmeriCorps/SCS Rur Dev Team		PO Box 60, 100 Main Ave East	Twin Valley	MN	507-523-2171 507-523-2174
F	RS		Water quality	4 MN:	AmeriCorps/SCS Rur Dev Team	Lenzmeier, Roger	1485 Industrial Dr NW, Rm 104	Rochester	MN	55901 507-281-1959 507-289-1086
F	RS		Sustainable agriculture	3 MN:	AmeriCorps/SCS Rur Dev Team	Stewart, Jeff	175 University Rd	Cloquet	MN	55720 218-878-0230 218-878-0164
F	RO		Rural forest work	1 MN:	AmeriCorps/FS Rur Devl Team	Deden, Joe	Route 2, Box 156A	Lanesboro	MN	55949 507-467-2437

F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Bauer, Linda	Route 1, Box A	Remer	MN	56672	218-566-2351
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Endahl, Jeanne	58 1/2 E Broadway	Little Falls	MN	56345	612-632-9255
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Syllivan, John	100 S Park St.	Mora	MN	55051	612-679-4065
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Hohlen, Greg	PO Box 265, 100 N Elm St.	Onamia	MN	56359	612-532-3636
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Cook, Tim	PO Box 186, 1601 Rasted Drive	Fairbault	MN	55021	507-332-7151
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Dragisich, Nicholas	327 1st St.	Virginia	MN	55792	218-749-2938
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Larson, Greg	910 Highway 29, North #103	Alexandria	MN	56308	612-763-4733
F	RO	Rural forest work	1	MN:	AmeriCorps/FS Rur Devl Team	Pazdernik, Charles	3217 Bemidji Avenue North	Bemidji	MN	56601	218-751-0061
E	RS	Coordination		MN:	AmeriCorps/SCS Pub Lnd Team	Price, Michael	Frm Crdt Srvcs Bldg, 375 Jackson St, Rm 600	St. Paul	MN	55101	612-290-3675
F	RS	Flood recovery	2	MO:	AmeriCorps/SCS Rur Dev Team			Columbia	MO		816-232-6555 816-232-0647
E	PO	Forest conservation work	20	MS:	AmeriCorps/FS Pub Lnds Team	Heaslip, Richard	100 W. Capitol St., Suite 1141	Jackson	MS	39269	601-965-4391
D	A	Anti-hunger services	15	MS:	AmeriCorps Anti-Hunger Team	Martin, Alfred	Greater Jackson YSC, 571 N Farish St.	Jackson	MS	39202	601-353-1311
F	RS	Rural economic planning	7	MS:	AmeriCorps/SCS Rur Dev Team			Greenville	MS		
F	RS	Water quality	3	MS:	AmeriCorps/SCS Rur Dev Team			New Albany	MS		
F	RS	Water quality	3	MS:	AmeriCorps/SCS Rur Dev Team	Boone, Hiram	SUCO Bldg, 114 Industrial Park Rd	Brookhaven	MS	39601	601-833-5621 601-835-0054
F	RO	Rural forest work	2	MS:	AmeriCorps/FS Rur Devl Team	Pressgrove, Mary	406 N Martin Luther King	Cleveland	MS	38732	601-843-9405
F	RO	Rural forest work	2	MS:	AmeriCorps/FS Rur Devl Team	Johnson, James	PO Box 1160	Greenwood	MS	38935	601-453-2762
F	RO	Rural forest work	2	MS:	AmeriCorps/FS Rur Devl Team	Brunson, David	104 Jackson St., PO Box 549	Belzoni	MS	39038	601-247-1421
F	RO	Rural forest work	2	MS:	AmeriCorps/FS Rur Devl Team	Ainsworth, Ken	Suite 2, 3038 E Reed Rd.	Greenville	MS	38703	601-332-8616
F	RF D3	Rural economic outreach	1	MS:	Greenville FmHA DO	Lockhart, Jewel	Farm Bur Bld, 3017 E Reed Rd, St 4, Box 4828	Greenville	MS	38704	601-335-5491 601-378-9638
F	RO	Rural forest work	1	MS:	AmeriCorps/FS Rur Devl Team	Finley, Clarence	PO Box 313, Rm 9, So Hwd Lab	Stoneville	MS	38776	601-686-9850
F	RD D6	Rural economic planning	1	MS:	Natchez-Adams Econ Dev Aut	Collier, Robert	PO Box 700	Natchez	MS	39121	601-445-4611
F	RO	Rural forest work	1	MS:	AmeriCorps/FS Rur Devl Team	Stanturf, John	Box 227	Stoneville	MS	38776	601-686-7218
F	RF D4	Rural economic outreach	1	MS:	Ridgeland FmHA DO	Godsey, Vernon	795 Woodlands Parkway, Ste 104, PO Box 628	Ridgeland	MS	39158	601-977-0145 601-977-9858
F	RD D3	Rural economic planning	1	MS:	Mid-Delta EZ Alliance	Manning, Mark	PO Box 257	Stoneville	MS	38766	601-886-4041
F	RF D4	Rural economic outreach	1	MS:	Jackson FmHA CO	Williams, Cecil	322 New Market Dr.	Jackson	MS	39209	601-965-4493 601-965-4199
F	RD D3	Rural economic planning	1	MS:	Delta Housing Authority	Lockhart, Jewel	PO Box 84	Indianola	MS	38751	601-887-4852 601-887-5218
F	RD D4	Rural economic planning	1	MS:	Jackson FmHA State Office	Oliver, Bettye	Suite 831, Fed Bldg, 100 W Capitol St.	Jackson	MS	39269	601-965-4323 601-965-5834
F	RD D5	Rural economic planning	1	MS:	Alcorn State U Coop Ext Prg	Pinnock, Ted Dr.	PO Box 479	Lorman	MS	39096	601-877-6338
F	RF D4	Rural economic outreach	1	MS:	Madison FmHA CO	Stovall, Linda	PO Box 221	Canton	MS	39046	601-859-1453 601-859-7091
F	RD D4	Rural economic planning	1	MS:	Holmes/Humphreys/Madison EC	Godsey, Vernon	Highway 12 W, PO Box 360	Lexington	MS	39095	601-834-3301 601-834-3196
F	RF D6	Rural economic outreach	1	MS:	Natchez FmHA CO	Collier, Robert	339A Liberty Rd.	Natchez	MS	39120	601-442-1791 601-446-6655
F	RD D4	Rural economic planning	1	MS:	Yazoo Community Action Inc	James, Arthur	PO Box 290	Yazoo City	MS	39194	601-746-5742
F	RD D3	Rural economic planning	1	MS:	Mid-Delta EZ Alliance	Robinson, Jerry	Delta State U., PO Box 3134	Cleveland	MS	38733	601-846-4358 601-846-4372
F	RF D4	Rural economic outreach	1	MS:	Jackson FmHA State Office	Rowe, James	Suite 831, Fed Bldg, 100 W Capitol St.	Jackson	MS	39269	601-965-4323 601-965-5834
F	RD D3	Rural economic planning	1	MS:	Tallahasse Housing Auth	Tubb, Doyle W.	204 E Walnut, PO Box 309	Charleston	MS	38921	601-647-3407 601-647-3224
E	RO	Sustainable agriculture		MS:	AmeriCorps/FS Pub Lnds Team	Simpson, D. Victor	Federal Bldg, Suite 1321, 100 W. Capitol St.	Jackson	MS	39269	601-965-4330
F	RD A7	Rural economic planning	2	NC:	Boone Housing Authority	Byrne, Jim	831 Meadowview Drive, Suite One	Boone	NC	28607	704-265-3206 704-265-3607
F	RO	Rural forest work	1	NC:	AmeriCorps/FS Rur Devl Team	Daniel, Cindy	100 Post & Otis Sts., Box 2750	Asheville	NC	28802	704-257-4200
F	RF A8	Rural economic outreach	1	NC:	Hendersonville FmHA CO	Hysong, Pam	4th Ave. & Church St.	Hendersonville	NC	28793	704-693-1734 704-697-1864
F	RF A8	Rural economic outreach	1	NC:	Jefferson FmHA CO	Edsel, Terry	Box 5	Jefferson	NC	28640	910-246-8818 910-246-9173
F	RF A8	Rural economic outreach	1	NC:	Waynesville FmHA CO	Moser, Ron	400 Dellwood Rd., Bldg. E	Waynesville	NC	28786	704-452-0319 704-452-1644
F	RO	Rural forest work	1	NC:	AmeriCorps/FS Rur Devl Team	Arkansas, Susan	PO Box 455	Cherokee	NC	28719	704-497-4951
F	RS	Flood recovery	5	ND:	AmeriCorps/SCS Rur Dev Team	Printz, Jeffrey	202 Central Ave South	Valley City	ND	58072	701-252-1460
E	RS	Flood recovery		ND:	AmeriCorps/SCS Pub Lnd Team	Bentass, Richard	Fd Bldg Rm 278, 220 E Rosser Av, PO Box 1458	Bismarck	ND	58502	701-250-4761
F	RS	Flood recovery	4	NE:	AmeriCorps/SCS Rur Dev Team			Omaha	NE		
F	RS	Flood relief	4	NE:	AmeriCorps/SCS Rur Dev Team			Lincoln	NE		
F	RS	Flood recovery	4	NE:	AmeriCorps/SCS Rur Dev Team			Norfolk	NE		
F	RS	Flood relief	4	NE:	AmeriCorps/SCS Rur Dev Team			Techumseh	NE		

E	PS	Flood recovery
E	PO	Forest conservation work
E	PS	Water quality
F	RS	Rural economic planning
F	RD C4	Rural economic planning
F	RO	Rural forest work
F	RD C4	Rural economic planning
F	RF C4	Rural economic outreach
F	RF F3	Rural economic outreach
F	RD F2	Rural economic planning
F	RF C4	Rural economic outreach
F	RS	Water quality
F	RS	Water quality
E	PS	Windbreak restoration
E	PO	Forest conservation work
F	RS	Rural economic planning
F	RO	Rural forest work
F	RF P3	Rural economic outreach
F	RO	Rural forest work
F	RF P2	Rural economic outreach
F	RO	Rural forest work
F	RF P3	Rural economic outreach
F	RD P2	Rural economic planning
F	RO	Rural forest work
F	RF P2	Rural economic outreach
F	RF P3	Rural economic outreach
F	RF P3	Rural economic outreach
F	RF P2	Rural economic outreach
E	PS	Habitat restoration
E	RS	Rural economic planning
F	RS	Water quality
F	RS	Sustainable agriculture
F	RO	Rural forest work
F	RF S3	Rural economic outreach
F	RD S3	Rural economic planning
F	RF S2	Rural economic outreach
F	RF S3	Rural economic outreach
F	RF S1	Rural economic outreach
F	RF S3	Rural economic outreach
F	RD S2	Rural economic planning
F	RF S2	Rural economic outreach
F	RD S3	Rural economic planning
F	RD S1	Rural economic planning
F	RD S3	Rural economic planning
F	RF S1	Rural economic outreach
F	RD S1	Rural economic planning
F	RS	Flood recovery
E	RS	Flood recovery
F	RS	Tourism development

	NE:	AmeriCorps/SCS Pub Lnd Team	Derickson, Craig	Federal Bldg Rm 343, 100 Centennial Mall N	Lincoln	NE	68508	402-437-5878
32	NH:	AmeriCorps/FS Pub Lnds Team	Oreskes, Rebecca	USDA - Forest Service, 719 Main St.	Laconia	NH	03247	503-536-1310
	NJ:	AmeriCorps/SCS Pub Lnd Team	Henning, Carlos	1370 Hamilton St.	Somerset	NJ	08873	908-246-1205
5	NM:	AmeriCorps/SCS Rur Dev Team	Martinez, Leon	Hub RC&D Area, 4374 Alexander Blvd, NE Ste 2	Albuquerque	NM	87107	505-761-4686 505-761-8624
2	NM:	Dona Ana County		400 South Main St.	Las Cruces	NM	88001	505-524-4215
2	NM:	AmeriCorps/FS Rur Devl Team	Osterstock, Lori	PO Box R	Espanola	NM	87532	505-753-7331
1	NM:	City of Deming		PO Box 706	Deming	NM	88031	505-546-8848
1	NM:	Las Cruces FmHA DO	Martinez, Ernest	2170 E. Lohman, Suite B	Las Cruces	NM	88004	505-527-6975 505-527-1680
1	NM:	Aztec FmHA CO	Taylor, Walter	504 N. Main	Aztec	NM	87410	505-334-9438 505-334-8659
1	NM:	NW New Mexico COG		208 West Coal Ave.	Gallup	NM	87301	505-722-4327
1	NM:	Deming FmHA CO	Robertson, David	405 East Florida	Deming	NM	88030	505-546-8885 505-546-0038
5	NY:	AmeriCorps/SCS Rur Dev Team	Whitney, John	50 Commerce Way	East Aurora	NY	14052	716-652-8480
	OH:	AmeriCorps/SCS Rur Dev Team	Berry, Wes	The Nature Conservancy, 1504 W First Ave	Columbus	OH	43212	614-486-4194 614-486-9772
	OK:	AmeriCorps Publc Lands Team	Puckett, Bill	100 USDA, Suite 203	Stillwater	OK	74074	405-724-1274
35	OR:	AmeriCorps/FS Pub Lnds Team	Martin, Mindy	6941 Upper Applegate Rd.	Jacksonville	OR	97530	503-899-1812
5	OR:	AmeriCorps/SCS Rur Dev Team	Wilson, Amy	815 NE "D" St.	Grants Pass	OR	97326	503-476-5856 503-955-9374
1	OR:	AmeriCorps/FS Rur Devl Team	Myrum, Tom	PO Box 1260	Hermiston	OR	97838	503-567-4771
1	OR:	Pendleton FmHA CO	Fitzsimmons, Dave	1229 SE Third St., Suite A	Pendleton	OR	97801	503-278-3838 503-278-3793
1	OR:	AmeriCorps/FS Rur Devl Team	Hare, Wes	PO Box 385	Oakridge	OR	97463	503-782-2258
1	OR:	Roseburg FmHA CO	Shaffer, Sharon	1376 NE Walnut, Suite M	Roseburg	OR	97470	503-673-0136 503-672-3818
1	OR:	AmeriCorps/FS Rur Devl Team	Burditt, Lynn	PO Box 199	Blue River	OR	97413	503-822-3317
1	OR:	Ontario FmHA CO	Dines, Dennis	2925 SW 6th Ave., Suite 1	Ontario	OR	97914	503-889-7634 503-889-4304
1	OR:	Josephine Cnty Cmnty Srvcs		317 Northwest "B" St.	Grants Pass	OR	97526	503-474-5448
1	OR:	AmeriCorps/FS Rur Devl Team	Ewing, Donna	PO Box 462	Powers	OR	97466	503-439-3331
1	OR:	Oakridge FmHA CO	Shaffer, Sharon	55A Oakway Center	Eugene	OR	97401	503-465-6443 503-465-6483
1	OR:	Baker City FmHA CO	Clonts, Billy	3990 Midway Drive	Baker City	OR	97814	503-523-7128 503-523-2184
1	OR:	La Grande FmHA CO	Troendle, Steven	10507 N. McAlister Rd., Rm. 4	LaGrande	OR	97850	503-963-3035 503-962-1022
1	OR:	Coquille FmHA CO	Mast, Daniel W.	376 N. Central Ave.	Coquille	OR	97423	503-883-6926 503-396-5106
	OR:	AmeriCorps/SCS Pub Lnd Team	Washington, Ed	600 NE Grand Ave.	Portland	OR	97232	503-79701700
	OR:	AmeriCorps/SCS Pub Lnd Team	Wilson, Amy	815 NE "D" St.	Grants Pass	OR	97326	503-476-5856
10	SC:	AmeriCorps/SCS Rur Dev Team		120 Main St.	Greenwood	SC	29646	
10	SC:	AmeriCorps/SCS Rur Dev Team	Odell, Craig	Newberry Field Office, PO Box 434	Newberry	SC	29108	803-276-0032 803-276-7887
5	SC:	AmeriCorps/FS Rur Devl Team	Alston, Veronica	PO Box 700	Kingstree	SC	29556	803-354-6106
2	SC:	Sumter FmHA CO	Booth, Paul	Federal Bldg, 101 S Main St., Suite 103	Sumter	SC	29150	803-775-6432 803-773-4174
2	SC:	Greater Orangeburg EC		878 Highland Gr.	Orangeburg	SC	29115	803-534-4298
1	SC:	Marion FmHA CO	[vacant]	216 E Bond St.	Marion	SC	29571	803-423-4841 none
1	SC:	Orangeburg FmHA CO	Huggins, Lynn	550 Henley St., Rm. 100	Orangeburg	SC	29115	803-534-2409 803-536-5827
1	SC:	Allendale FmHA CO	[vacant]	James Brandt Bldg., Rm. 114	Allendale	SC	29810	803-584-4232 803-584-1304
1	SC:	Bamberg FmHA CO	Jackson, Caroline	799 S Main St., PO Box 503	Bamberg	SC	29003	803-245-4311 803-245-0054
1	SC:	Williamsburg EC		PO Box 1124	Kingstree	SC	29556	803-354-9330
1	SC:	Williamsburg FmHA CO	Warren, William	208 Short St.	Kingstree	SC	29556	803-354-9613 803-354-5463
1	SC:	Santee-Lynches Regional COG		PO Drawer 1837	Sumter	SC	29151	803-775-7381
1	SC:	Penn Center		PO Box 126	St. Helena	SC	29920	803-838-2432
1	SC:	Denmark Cmnty Outreach EC		131 South Palmetto Ave.	Denmark	SC	29042	803-245-5191
1	SC:	Beaufort FmHA CO	Nobles, Connie	3012 Harding St., PO Box 4310	Burton	SC	29903	803-524-3882 803-521-0302
1	SC:	Allendale-Barnwell Redv Prg		PO Box 343	Fairfax	SC	29827	803-632-3693
2	SD:	AmeriCorps/SCS Rur Dev Team				SD		
	SD:	AmeriCorps/SCS Pub Lnd Team	Watkins, Joyce	200 4th St., NW	Huron	SD	57350	605-353-1783 605-353-1742
9	TN:	AmeriCorps/SCS Rur Dev Team	Turner, Melinda	Clinch Powell RC&D, Rt 2, Box 423	Rutledge	TN	37861	615-828-5927 615-828-5212

F	RS	Sustainable agriculture	5	TN:	AmeriCorps/SCS Rur Dev Team	Moyers, Chris	384 Carriage Hill Office Park	Jackson	TN	38305	
F	RS	Sustainable agriculture	5	TN:	AmeriCorps/SCS Rur Dev Team	Neal, Alan	319 South Main St.	Clinton	TN	37716	615-296-3442 615-296-1452
F	RS	Recycling promotion	5	TN:	AmeriCorps/SCS Rur Dev Team	Lansford, Jim	480 One Eleven Place	Cookeville	TN	38501	
F	RO	Rural forest work	3	TN:	AmeriCorps/FS Rur Devl Team	Turner, Lindy	Rt 2, Box 423	Rutledge	TN	37861	615-828-5927
F	RO	Rural forest work	2	TN:	AmeriCorps/FS Rur Devl Team	Settle, Roy	208 Sunset Drive, Suite 409	Johnson City	TN	37604	615-282-3232
F	RD A3	Rural economic planning	1	TN:				Sneedville	TN		
F	RD	Rural economic planning	1	TN:				Jellico	TN		
F	RD A7	Rural economic planning	1	TN:	Johnson Cnty Chamber-Comm		2400 South Shady St.	Mountain City	TN	37683	615-727-5270
F	RD	Rural economic planning	1	TN:				Rutledge	TN		
F	RF A6	Rural economic outreach	1	TN:	Tazewell FmHA DO	Winter, Bobby	Main St.	Tazewell	TN	37879	615-626-7254 615-626-1149
F	RF A7	Rural economic outreach	1	TN:	Greeneville FmHA CO	Brooks, Greg	217 S College St., PO Box 488	Greeneville	TN	37744	615-639-6851 615-639-0956
F	RD A2	Rural economic planning	1	TN:	Scott County Executive Off	Winningham, Les	PO Box 186	Huntsville	TN	37756	615-659-6380
F	RF C1	Rural economic outreach	2	TX:	Edinburg FmHA CO	Sheeran, Jake	2514 South I Rd., Suite 4	Edinburg	TX	78539	210-383-4928 none
F	RF C2	Rural economic outreach	1	TX:	Hebbronville FmHA CO	Guerra, Noel	102B North Pine	Hebbronville	TX	78361	210-527-3253 210-527-5547
F	RD C1	Rural economic planning	1	TX:	Rio Grande Valley EZ	Summers, Bill	CEO Valley Chamber	Weslaco	TX	78596	210-968-3141
F	RD C4	Rural economic planning	1	TX:	El Paso County		500 East San Antonio	El Paso	TX	79901	915-546-2098
F	RD C3	Rural economic planning	1	TX:	Dimmit Cnty Commissnrs Ct		103 N. Fifth St.	Carrizo Springs	TX	78834	210-876-9752
F	RF C1	Rural economic outreach	1	TX:	Raymondville FmHA CO	Gomez, Delores	255 FM 3168, Suite 3	Raymondville	TX	78580	210-689-3099 210-689-6528
F	RD	Rural economic planning	1	TX:	Duval County	Gonzalez, Ernesto	PO Box 189	San Diego	TX	78384	512-279-3322
F	RF C4	Rural economic outreach	1	TX:	El Paso FmHA CO	Garcia, Felipe	11930 Vista del Sol, Suite C	El Paso	TX	79936	915-855-1229 915-857-3647
F	RD C2	Rural economic planning	1	TX:	Jim Wells Cnty Master Plan		PO Box 1609	Alice	TX	78333	512-664-3454
F	RF C1	Rural economic outreach	1	TX:	San Benito FmHA CO	Fernandez, Joe	2315 W. Expressway 83, Rm. 102	San Benito	TX	78586	210-399-1551 210-399-0033
F	RD C3	Rural economic planning	1	TX:	Medina Econ Dev Foundation		300 St. Teel	Devine	TX	78016	210-663-2804
F	RF C3	Rural economic outreach	1	TX:	Carrizo Springs FmHA CO	Galvan, Gracie	PO Box 857, 1204-C Pena St.	Carrizo Springs	TX	78834	512-876-3541 none
F	RD C2	Rural economic planning	1	TX:	South Texas Dev Council		1718 E. Calton Rd.	Laredo	TX	78044	210-722-3995
F	RF C2	Rural economic outreach	1	TX:	Rio Grande City FmHA CO	Perez, Alonzo	4400 E. Highway 83	Rio Grande City	TX	78582	210-487-7882 210-487-5576
F	RD C3	Rural economic planning	1	TX:	Middle Rio Grande Dev Counc		209 N. Getty St.	Uvalde	TX	78801	210-278-4151
F	RD C3	Rural economic planning	1	TX:	City of Eagle Pass		PO Box 4019	Eagle Pass	TX	78852	210-773-1111
F	RS	Rural economic planning	5	UT:	AmeriCorps/SCS Rur Dev Team	Eastman, Kresha	Castleland RC&D Council, Inc, PO Box 603	Price	UT	84501	801-637-1081 801-637-5274
F	RO	Rural forest work	3	UT:	AmeriCorps/FS Rur Devl Team	Eastman, Kresha	PO Box 603	Price	UT	84501	801-637-1081
F	RO	Rural forest work	3	VA:	AmeriCorps/FS Rur Devl Team	Becker, Charlie	380 S 4th St.	Wytheville	VA	24382	703-228-2879
F	RO	Rural forest work	1	VA:	AmeriCorps/FS Rur Devl Team	Gagne, Raoul	9416 Darden Dr.	Wise	VA	24293	703-328-2931
F	RF A3	Rural economic outreach	1	VA:	Jonesville FmHA CO	Miner, Margaret	U.S. Highway 58, PO Box 88	Jonesville	VA	24263	703-346-2021 703-346-1807
F	RS	Tourism development		VA:	AmeriCorps/SCS Rur Dev Team	Tyrrell, Pat	Rappahannock Office Bldg, Rt 2, Box 6	Tappahannock	VA	22560	804-443-1118 none
F	RS	Tourism development		VA:	AmeriCorps/SCS Rur Dev Team	Boring, Gary	110 W Spiller St., Suite C	Wytheville	VA	24382	703-228-2879 none
F	RS	Tourism development		VA:	AmeriCorps/SCS Rur Dev Team	Dorsett, Ray	Old Dominion RC&D, Rt 1, Box 14	Keysville	VA	23947	804-736-8403 804-736-0003
D	A	Anti-hunger services	40	VT:	AmeriCorps Anti-Hunger Team	Patt, Avram	103 South Main St.	Waterbury	VT	05671	802-241-2462
E	PO	Forest conservation work	20	VT:	AmeriCorps/FS Pub Lnds Team	McCloud, Joan	RR 1, Box 1940	Manchest Cntr	VT	05255	802-362-2307
F	RS	Rural fire protection	3	VT:	AmeriCorps/SCS Rur Dev Team	Borchardt, Dennis	George D. Aiken RC&D Council, PO Box 411	Randolph	VT	05060	802-728-9526 802-728-5951
E	RS	Water quality		VT:	AmeriCorps/SCS Pub Lnd Team	Titchner, John C.	69 Union St.	Winooski	VT	05404	802-951-6795 802-951-6327
E	PO	Forest conservation work	32	WA:	AmeriCorps/FS Pub Lnds Team	Johnson, Dave	295142 Highway #101	Quilcene	WA	98376	206-765-3368
F	RS	Habitat restoration	5	WA:	AmeriCorps/SCS Rur Dev Team	Kreft, David	1107 S. Columbus Ave.	Goldendale	WA	98620	509-773-5823 509-773-5554
F	RF P1	Rural economic outreach	3	WA:	Wenatchee FmHA CO	McBride, Mary	PO Box 2427	Wenatchee	WA	98807	509-664-0200 509-664-0202
F	RD P1	Rural economic planning	1	WA:	Yakima County		128 North Second St.	Yakima	WA	98901	509-575-4111
F	RO	Rural forest work	1	WA:	AmeriCorps/FS Rur Devl Team	Dean, Dan	1140 12th Ave.	Sweet Home	WA	97386	503-367-5128
F	RD P1	Rural economic planning	1	WA:	Grant Cnty Cmnty Actn Cncl		604 West 3rd Ave.	Moses Lake	WA	98837	509-765-9206
E	PS	Habitat restoration		WA:	AmeriCorps/SCS Pub Lnd Team	Taylor, Paul	Rock Point Tower II, Ste 450, W 316 Boone Av	Spokane	WA	99201	509-353-2337 509-353-2354
D	A	Anti-hunger services	40	WI:	AmeriCorps Anti-Hunger Team	Goldstein, Michelle	Hunger Tsk Frce of Milwauk, 811 E Vienna Ave	Milwaukee	WI	53212	414-962-3111
F	RS	Flood recovery	8	WI:	AmeriCorps/SCS Rur Dev Team	Roberts, Bruce	6515	Madison	WI	53719	

E PS	Flood recovery		WI: AmeriCorps/SCS Pub Lnd Team	Paczwa,, Sheryl	6515 Watts Rd	Madison	WI	53719	608-264-5580
F RS		5	WV: AmeriCorps/SCS Rur Dev Team	Bowen, Patrick	75 High St., Rm 301	Morgantown	WV	26505	304-291-4152 304-291-4628
F RO	Rural forest work	3	WV: AmeriCorps/FS Rur Devl Team	Cesa, Ed	180 Canfield Street	Morgantown	WV	26505	304-285-1536
F RD A5	Rural economic planning	2	WV: Council of the Sthrn Mtns	Moore, Cliff	PO Box 158	Wilcoe	WV	24895	304-448-2118 304-448-3287
F RD A4	Rural economic planning	1	WV: PRIDE In Logan County Inc	Queen, Irwin	PO Box 1346	Logan	WV	25601	304-752-6868 304-752-1047
F RO	Rural forest work	1	WV: AmeriCorps/FS Rur Devl Team	Mundy, Lisa	124 N Main St.	Philippi	WV	26416	304-457-1225
F RD	Rural economic planning	1	WV: Mingo County Commission	Branham, Virginia	PO Box 2239	Williamson	WV	25661	304-235-2662 304-235-3479
F RO	Rural forest work	1	WV: AmeriCorps/FS Rur Devl Team	Barnett, Denver	10 Eleventh St. M	Elkins	WV	26241	304-637-0803
F RD A1	Rural economic planning	1	WV: Marion Cnty Extension Srvc	Barker, Joe	PO Box 1628	Fairmont	WV	26554	304-363-0967 304-363-0968
F RD A4	Rural economic planning	1	WV: Lincoln Cnty Econ Dev Auth	Stover, Gerry	PO Box 100	West Hamlin	WV	25571	304-824-3236 304-824-5804
F RD A1	Rural economic planning	1	WV: City of Morgantown	Bruffy, Dave	C of C, 1009 University Ave., PO Box 658	Morgantown	WV	26507	304-292-3311 304-296-6619
F RO	Rural forest work	1	WV: AmeriCorps/FS Rur Devl Team	Donahue, Jason	PO Box 240, 325 Statton St.	Logan	WV	25601	304-752-5491
F RO	Rural forest work	1	WV: AmeriCorps/FS Rur Devl Team	Davis, Addie	70 McDowell St., Suite 510	Welch	WV	24801	304-637-0803

Clinton Presidential Records
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October

Divider Title:_____

October 28, 1994

TO: USDA AmeriCorps Project Managers

From: Joel Berg, Director of National Service

Subject: **AmeriCorps and Non-Duplication of Work**

In recent days, I have received a great number of requests to clarify the non-duplication and non-displacement provisions which govern our AmeriCorps programs.

Attached is a page from the regulations of the Corporation for National and Community Service that govern our AmeriCorps programs. Please read sections "e" and "f" carefully.

As you will read, there are broad prohibitions against both displacement and duplication. AmeriCorps Members may not be used to perform service or duties performed by employees who have left the agency for any reason whatsoever, and may not even be used to perform duties when an employee is on leave or a position is left vacant.

Additionally, AmeriCorps Members "may not be used to duplicate an activity that is already available in the locality in the program." In other words, if your office is already performing a certain function, AmeriCorps Members can not be used to perform more of that function. Thus, AmeriCorps Members can not be used to relieve any backlog of normal USDA work.

On the other hand, the service performed in each USDA AmeriCorps project must carry out both the general mission of the Department and the specific mission of the USDA agency funding that project. Consequently, all of our projects face a certain paradox: our AmeriCorps projects must be similar to USDA work, but never identical to USDA work.

The best way to deal with this paradox is to ensure that all our AmeriCorps Members are engaged in creative new projects which our Department would not normally be able to support, but nevertheless directly meets critical community needs.

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

October 28, 1994

To: Ellen Haas
Under Secretary, Food, Nutrition, and Consumer Services

From: Joel Berg JB
Director of National Service, Office of Communications

Subject: Future Expansion of AmeriCorps Hunger and Nutrition Projects

As a result of the extraordinary amount of support that you and your staff have personally provided to our AmeriCorps projects, USDA has pioneered exciting new ways to use national service to fight hunger and improve nutrition.

I have personally visited our site in Los Angeles and can attest to its effectiveness. Furthermore, at a recent event in Vermont, Senator Leahy was effusive about the prospects for our program there.

I hope you will be able to visit our sites in Vermont, the District of Columbia, Mississippi, Milwaukee, and Los Angeles as soon as possible. I would work with your office to maximize media coverage of such trips.

We are now actively planning how we may continue, and hopefully expand, our projects next year. Unfortunately, it is highly unlikely that the Department will be able to obtain significantly more funds from the Corporation for National Service (CNCS). Therefore, I am requesting your help in identifying additional funds from the FNS to fund our projects.

Because so much of FNS' money is comprised of entitlements --- and because much of your FY94 outreach funding had already been committed --- we were forced to start our programs with relatively small share of the budgets funded by FNS. Thus, the $350,000 provided by FNS was matched by fully $2.3 million from CNCS.

Since USDA overall received only $2.6 million from CNCS, fully 87.3% of CNCS' funds went to support the 150 Anti-hunger and Nutrition Team Members, even though they comprised only 12% of the Department's 1,200 AmeriCorps Members.

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FNS' $350,000 contribution to our AmeriCorps programs comprises about 1.5% of the roughly $30 million dollars being spent by USDA this year out of our own appropriations. As you might imagine, the current funding distribution has caused concern among other USDA sub-cabinet members and USDA agency heads, many of whom are struggling with severe strains placed on them by reorganization and budget cuts. I have been able to justify this seeming imbalance between mission areas this first year in two ways: explaining how much of FNS' money is entitlement money that can not be legally used, and by reminding everyone of the high priority placed on fighting hunger by the President, the Secretary, and Eli Segal.

The Forest Service and the Soil Conservation Service each plan to spend about $10 million of their appropriated funds on AmeriCorps in FY96. Therefore, they are likely to exert tremendous pressure next year to receive a greater share of our grant from the Corporation for National and Community Service.

Thus, to ensure the long-term viability of AmeriCorps anti-hunger and nutrition projects, I believe we need to take three steps:

1) Identify additional FNS money to fund Anti-Hunger and Nutrition Team AmeriCorps projects run directly by USDA.

2) Continue to make AmeriCorps part of the competition process for your outreach and educational grant programs.

3) Work with the Corporation for National and Community Service to find ways to legally raise money for these projects from the private and non-profit sectors.

I look forward to meeting with you and/or your staff in the near future to discuss these matters.

CC. William Ludwig, Administrator, Food and Nutrition Service
Bill Wassermann, Director of the Office of Consumer Advisor

United States
Department of
Agriculture

Office of
Communications

Washington, D.C.
20250-1300

October 27, 1994

Subject: Presentations at AmeriCorps/USDA Training

To: William Ludwig
Administrator
Food and Nutrition Service

Please express our sincere appreciation to Joe Pinto and Ron Vogel of your Food Stamp and Special Nutrition Programs, respectively, for their excellent and extremely valuable presentations at the anti-hunger segment of the recent AmeriCorps/USDA national staff training. The information and insights they provided were extremely helpful to the project managers who will be administering the anti-hunger programs for AmeriCorps/USDA, and we received many compliments on both of the presentations.

Thank you also for your support of the AmeriCorps/USDA anti-hunger projects. We are looking forward to working closely with FNS, at both the national and regional levels, as these projects evolve.

JOEL BERG
Director of National Service

cc: Bonny O'Neil, Food Stamp Program
Mary Anne Keeffe, Special Nutrition Programs
Bill Wasserman, Consumer Affairs

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United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

OCT 24 1994

Dr. Marilyn W. Smith
Executive Director
Governor's Commission on Service
301 W. Preston Street, 15th Floor
Baltimore, Maryland 21201

Dear Marilyn:

Please accept our sincere thanks for the excellent presentation that you provided at the recent AmeriCorps/USDA national staff training. Your perspectives on how to get started, what to watch out for, and how to deal with the inevitable setbacks that occur as AmeriCorps/USDA becomes a reality will undoubtedly prove to be extremely valuable to all of us, at every level, who will be administering the anti-hunger, environmental, and rural development programs for the Department of Agriculture. Based on the feedback we received from the conference participants, yours was one of the most popular presentations of the entire week!

Thank you also for your support of the AmeriCorps/USDA projects. We are looking forward to working closely with you, as well as with your counterparts in the other States, throughout the coming months as we strive to make AmeriCorps the tremendous success that we know it has the potential to be. If I or any of my staff can be of assistance to you in any way, please do not hesitate to let me know.

Sincerely,

Joel Berg

JOEL BERG
Director of National Service

cc: Honorable William Donald Schaefer, Governor of MD

Thanks again for your help

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United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

OCT 24 1994

Ms. Kathie Blair
Executive Director
Vermont Commission on National and Community Services
Governor's Office
109 State Street
Montpelier, Vermont 05609-2700

Dear Kathie:

Please accept our sincere thanks for the excellent presentation, as well as the general technical assistance, advice, and support you provided at the recent AmeriCorps/USDA national staff training. Your perspective on how AmeriCorps/USDA can most effectively interact with the various State Commissions will undoubtedly prove to be extremely valuable to all of us, at every level, who will be administering the anti-hunger, environmental, and rural development programs for the Department of Agriculture.

Thank you also for your support of the AmeriCorps/USDA projects. We are looking forward to working closely with you, as well as with your counterparts in the other States, throughout the coming months as we strive to make AmeriCorps the tremendous success that we know it has the potential to be. If I or any of my staff can be of assistance to you in any way, please do not hesitate to let me know.

Sincerely,

JOEL BERG
Director of National Service

cc: Honorable Robert Dean, Governor of VT

P.S. - It was great to see you again during my brief trip to Vermont.

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United States
Department of
Agriculture

Office of
Communications

Washington, D.C.
20250-1300

OCT 24 1994

Mr. Robert Stone
Project Director,
National Performance Review
Office of the Vice President
750 17th Street N.W.
Washington, D.C. 20006

Dear Mr. Stone:

Please accept our sincere thanks for the excellent presentation made by Abigail Nichols at the recent AmeriCorps/USDA national staff training. The information and insights she provided regarding the National Performance Review (NPR) were very helpful to the managers who will be administering the anti-hunger, environmental, and rural development programs for AmeriCorps/USDA, and we received many compliments on her presentation.

Thank you also for your support of the AmeriCorps/USDA projects. We are looking forward to working closely with NPR to demonstrate that AmeriCorps is a vital, tangible expression of reinvented government at its best. Please do not hesitate to let me know if my office can be of help to you in any way.

Sincerely,

Joel Berg

JOEL BERG
Director of National Service

cc: Bonny O'Neil, Food Stamp Program, FNS
Bill Wasserman, Consumer Affairs, FNS
William Ludwig, Administrator, FNS
Abigail Nichols, Food Stamp Program, FNS

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United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

OCT 24 1994

Ms. Kathleen Selz
Executive Director
National Association of Service and Conservation Corps
666 11th Street N.W., Suite 500
Washington, D.C. 20001

Dear Ms. Selz:

Please accept our sincere thanks for the excellent presentations, as well as the general technical assistance, advice, and support provided under the direction of Emilio Williams and Andrew Moore of your staff at the recent AmeriCorps/USDA national staff training. The expertise, in addition to the professionally delivered sessions on team building, diversity, and conflict resolution, that they provided to the conference participants, were very helpful to all of us, at every level, who will be administering the anti-hunger, environmental, and rural development programs for AmeriCorps/USDA.

Thank you also for your support of the AmeriCorps/USDA projects. We are looking forward to working closely with NASCC in the coming months to make AmeriCorps a success.

Sincerely,

Joel Berg

JOEL BERG
Director of National Service

cc: Emilio Williams, NASCC
Andrew Moore, NASCC

Thanks again for all your patience with us as we (slowly) reinvent government.

AN EQUAL OPPORTUNITY EMPLOYER
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United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

OCT 24 1994

Subject: Presentation at AmeriCorps/USDA Training

To: Shirley R. Watkins
Deputy Assistant Secretary for
Food and Consumer Services

Please accept our sincere thanks for your opening remarks at the recent AmeriCorps/USDA national staff training. Your public expression of support for the AmeriCorps projects, particularly the anti-hunger efforts, was -- and will continue to be -- very important to all of us, at every level, who will be administering the anti-hunger, environmental, and rural development programs for the Department of Agriculture.

We are looking forward to working closely with Food and Consumer Services throughout the coming months as we strive to make AmeriCorps/USDA the tremendous success that we know it has the potential to be. If I or any of my staff (particularly Donna Hines, who is our anti-hunger project coordinator) can be of assistance to you in any way, please do not hesitate to let me know.

Joel Berg

JOEL BERG
Director of National Service

cc: Ellen Haas

Thanks again for your help!

AN EQUAL OPPORTUNITY EMPLOYER
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United States
Department of
Agriculture

Office of
Communications

Washington, D.C.
20250-1300

OCT 24 1994

Subject: Presentation at AmeriCorps/USDA Training

To: Wardell Townsend
Assistant Secretary for Administration

Please accept our sincere thanks for your kind and generous remarks at the recent AmeriCorps/USDA national staff training reception. Your public expression of support for the AmeriCorps projects was -- and will continue to be -- very important to all of us, at every level, who will be administering the anti-hunger, environmental, and rural development programs for the Department of Agriculture.

We are looking forward to working closely with all of the arms of USDA throughout the coming months as we strive to make AmeriCorps/USDA the tremendous success that we know it has the potential to be. If I or any of my staff can be of assistance to you in any way, please do not hesitate to let me know.

Joel

JOEL BERG
Director of National Service

Thanks again for all your support!

AN EQUAL OPPORTUNITY EMPLOYER
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United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

October 24, 1994

To: Dee, Paula, Lloyd

From: Joel Berg JB

Subject: Changes Still Needed In Community Service Objectives

I have just reviewed all the community service objectives you provided me on Friday. Many are excellent. Dee and Paula, as well as your field staff, are certainly to be commended for this impressive body of work.

Yet there are key objectives still missing and many objectives are incorrect and/or incomplete. All of these must be rectified immediately.

Over a month after SCS's deadline for objectives from the field, we still are missing updated objectives for Kansas, DC, Boston, New Jersey, and South Dakota -- all of which are states from which we have received repeated inquiries from Senators and Congressmen about the progress of our programs.

In some other states, the objectives still imply that our AmeriCorps Members will be engaged in work identical to work normally carried out by existing SCS employees which -- as you know -- would be a clear violation of the law. It is particularly disturbing that this is the case in which I have had direct conversations (some during site visits) with the project managers and specifically requested them to modify their objectives.

In an ideal world, objectives should have been finalized at each site before work began. Furthermore, all the USDA objectives were due to the Corporation for National Community Service by September 30th, and we have received constant pressure from the Corporation, Congress, and the media to release our updated objectives. Therefore, **it is imperative that we obtain complete and correct objectives for each site this week**.

Lloyd Wright's last memorandum on objectives was crystal clear about the need for AmeriCorps service to go beyond traditional SCS office work. Unfortunately, a few project managers have either not received that memorandum, not understood it, or not taken it seriously.

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Despite of months of memos, conference calls, site visits, and training, many SCS sites are still indicating that AmeriCorps Members will be doing work almost identical to current SCS responsibilities; many objectives have unclear impacts upon the community.

During his visit to Nebraska, I mentioned to Chief Johnson that he might need to speak with certain state conservationists that were still having difficulties on AmeriCorps. He agreed to do so. Perhaps we can follow-up on this option this week and/or determine other ways that we can obtain the final corrected objectives.

Below, I have listed the missing objectives, the incorrect or incomplete objectives, and objectives which still need some minor clarifications.

Missing Objectives:

Kansas (some worksite objectives missing)

District of Columbia (no objectives)

Boston (no objectives)

New Jersey (no objectives)

South Dakota (no objectives)

Omaha, Nebraska (no objectives in binder)

Incorrect Objectives or Incomplete:

Arkansas, N. Little Rock (#1) - The objectives imply that the entire service will be creating reports on endangered species in the area. How will this information be used by our AmeriCorps Members to actually improve the habitat for the species? How can this be measured?.

Arkansas, Helena - The objectives imply that the entire service will be to "identify and catalog" units of government. Potential grants are listed almost as an afterthought, and the objectives claim the work will benefit 30,000 people. This objective needs to be much more specific on how the work will directly benefit the communities.

Arkansas, Helena - The objectives imply that the entire service will be to "update economical statistical data." The objectives then claim "All the lower Mississippi Delta" will benefit. This objective needs to be much more specific on how the work will directly benefit specific numbers of people.

Arkansas, Batesville - The objectives imply that the entire service will be to create an "limited woodland owners" organization. The goal is to get 5% of local owners in this organization, but what will the organization accomplish?

Arkansas, Pine Bluff - The objectives imply that the entire service will be to "assist faculty with three research projects in the are of agricultural marketing." Given that the regulations for AmeriCorps prohibit Members from solely working on research projects for a year, how can these objectives be revised to indicate more concrete service to the community?

Arizona (#2) - The Members will produce a report resulting "in at least one natural resource based industry" that is developed "within two years after the completion of the report." What direct benefits will the community receive in the first year?

California, Apply Valley (#)1 - Members will survey one million acres of the land, but the objectives do not state how the information will be used by AmeriCorps Members to improve conservation practices.

California, Apply Valley (#)2 - Members will digitalize soil survey maps using GIS but the objectives do not state how the information will be used by AmeriCorps Members to improve conservation practices.

Illinois, Chicago (#2) - 11,000 hours of tee planting and urban greening work will be completed, but how many trees will be planted and how many acres will be gardened?

Kansas (#1) - Members would delineate wetland and riparian areas, but how is this different from normal SCS work? How will the public directly benefit? (While in Kansas, I made it clear these objectives were unacceptable.)

Kansas (#2) - Members would educate communities on wetlands, but how would the public benefit in concrete terms and how many people would benefit?

Kansas (#3) - Members would clean up state parks, but how many parks would be restored, how many acres, and how many people will benefit? Where are the exact sites?

Kansas (#4) - Members would recruit volunteers, but how many and for hour many hours of work?

Kansas (#5) - Members would work for a year to "develop partnerships with county non-point source coordinators and county conservation district boards." How is this different from existing SCS work? What will these partnerships concretely accomplish? Where will the members be located?

Kansas (#7) Members will delineate watersheds, but how is this different from normal SCS work? How will the public directly benefit? were unacceptable.)

Kansas (#8) Members will "improve data transfer with other partnerships" of watershed delineations, but how will the public directly benefit?

Louisiana (#5) - The objectives list multiple activities that seem like public affairs duties, but will the Member actually conduct Farm-a-syst assessments?

Maryland (#1) - Members will "develop, construct, or enhance environmental resources. What does this mean in quantifable terms?

Maryland (#2) - The Members will provide mentoring, but how many people will be mentored?

Maryland (3#) - How many parks will be renovated? How many acres? What specifics will be accomplished?

Maine, Farmington - How many people will participate in the environmental education programs?

Maine, Jonesport - How many more shellfish will be reared?

Maine, Waldoboro - All three Waldoboro objectives need specifics on how the shellfish will be impacted and how this will help the community.

Maine, Houlton - The Members will gather and publish data, but what direct benefits will the community receive in the first year?

Maine, Presque Isle - How will the information and education efforts directly lead to cleaner water in the lake? How will this improvement be measured?

Maine, Ft. Kent - How will the data gathering directly benefit the environment or the local communities?

Maine, Machia (#3) - How will the water quality education campaign, directly improve water quality or benefit the local communities?

Minnesota, Lewiston (#1) - How will the public benefit specifically from the implementation of the Whitewater Public Participation Plan?

Minnesota, Lewiston (#2) - How many landowners will participate in the local Water Quality Incentive Program?

Minnesota, Twin Valley (#1) - 25% of "landowners contacted within a three year period" will agree to build living snow fences, but how many will be built within the first year?

Minnesota, Twin Valley (#2) - Members will design brochures, fact sheets, and ad slicks, giving the indication that this is public affairs work, which would violate the department's policy. What specific results will this have in the community?

Minnesota, Twin Valley (#4) - How much money will the grant proposal obtain? Will the members spend the whole year just writing grant proposals?

Minnesota, Cloquet (#1) -- How many landowners will benefit from the inventory activities?

Minnesota, Cloquet (#2) - How many people will participate in the basin plan ands how will they be benefited?

Missouri, University of Minnesota (#1) - The objectives imply that the entire service will be working on academic university studies on flood recovery and crop production.. Given that the regulations for AmeriCorps prohibit Members from solely working on research projects for a year, how can these objectives be revised to indicate more concrete service to the community.

Missouri, University of Minnesota (#2) - The objectives imply that the entire service will be working on academic university studies on floodplain practices. Given that the regulations for AmeriCorps prohibit Members from solely working on research projects for a year, how can these objectives be revised to indicate more concrete service to the community.

Missouri, University of Minnesota (#3) - The objectives imply that the entire service will be working on academic university studies on flood recovery options. Given that the regulations for AmeriCorps prohibit Members from solely working on research projects for a year, how can these objectives be revised to indicate more concrete service to the community?

Missouri, Columbia - Members will conduct research on wetlands, but how will this research directly benefit community Members.

Missouri, Butler -- Members will make wetland determinations, but how is this different from normal SCS work? How will the public directly benefit?

Mississippi, Brookhaven (#1) - The objectives imply that the Members will spend the whole year coordinating the mailing of a booklet, publishing a newsletter, and performing office work to support AmeriCorps projects. The Corporation for National and Community Service's guidelines prohibit use of AmeriCorps members to, in essence, do the office work needed to support other AmeriCorps members. How can these objectives be modified to focus on community service?

Mississippi, Brookhaven (#2) - How many volunteer will be recruited for the "Adopt-a-Stream" program?

Mississippi, New Albany - What specific service will be provided at this site?

Mississippi, Hattiesburg - What concrete result will the strategic plan have upon local tourism?

Mississippi, Merigold - What specific benefits will the communities obtain through the planning?

Mississippi, Greenville -- Whether or not Greenville received an EZ/EC designation, how will the community specifically benefit from the AmeriCorps work?

Mississippi, Stoneville - Members will asses landowner needs and design surveys, but how will community needs be specifically met?

North Dakota (#1) -Members will make wetland determinations, but how is this different from normal SCS work? How will the public directly benefit?

North Dakota (#2) - Members will conduct inventories of local needs, but how will this result in changed conservation practices.

Nebraska, Norfolk - How will the data collection and information campaign result in concrete changes in conservation practices?

Nebraska, Lincoln - How will the inventories and assessments result in concrete changes in conservation practices?

Nebraska, Tecumseh - Need many more specifics on projects that will be accomplished?

Oregon, Southwest - For all three objectives, need to quantify exactly how many plans, projects, grants, etc. will be produced.

Oregon, Portland (#1) - Need to quantify how many acres of habit will be restored and how wildlife will be affected on Whitaker's Pond.

Oregon, Portland (#4) - Need to quantify how many acres of habit will be restored and how wildlife will be affected on Columbia Slough.

Oregon, Portland (#5) - How many feet or miles of trails will be built?

South Carolina (#5) How many acres of wildlife habitat will be improved?

Tennessee, Rutledge - How will the study result in actual increases in tourism in the first year?

Tennessee, Cookeville & Jamestown (#1) - How will environmental needs surveys lead to increases in community recycling?

Tennessee, Whitely County - How will the survey data be used to actually change conservation practices in the first year?

Tennessee, Wavery - Need many more specifics on environmental education outreach program, what is would specifically do, and how many citizens it would aid.

Vermont, Winooski - How will conservation practices on the Winooski River actually be changed this year?

Virginia, Wytheville (#2) - This objectives seems to be solely public affairs work for the RC&D, violating the Department policy on public affairs? How can this objective be change to focus on concrete service to the community?

West Virginia, Middlebourne -- What specific projects will be completed and how will that impact upon the community?

Wisconsin - Members will make wetland determinations, but how is this different from normal SCS work? How will the public directly benefit? How will this aid flood recovery?.

Objectives That Need Minor Clarifications:

Arkansas, Marion - The objective will measure quality by "drastically reducing the infant mortality rate within the defined area." Can we quantify this reduced infant mortality rate?

Arkansas, Fargo - What does "ALFDC" mean?

Arkansas, N. Little Rock (#2) - This objective seems to combine three objectives: implementing wood pellet fuel program ,identifying water for rural fire departments, and tutoring students for the G.E.D. The focus should be clarified.

Illinois, Pittsfield (#3) - Members will identify "alternative land uses" for producers in the CRP program, but how will the AmeriCorps members actually implement these alternative uses.

Illinois, Pittfield (#4) - Five timber bridges will be installed within two years, but what progress will AmeriCorps members make in the first year?

Western Kansas (#2) - How many people will benefit directly from the education program?

Louisiana (#2) - Will 35 new dry fire hydrants be installed in each parish? If not, how many parishes is the goal?

Maine, Gorham (#3) - Need specifics on what the "education, planning, a treatment team" will accomplish on the watershed.

Maine, Machias (#1) - ICMP enrollment will be increased to 24, but what is the original number?

Minnesota, Twin Valley (#2) - How will a 20% increase in tourism be measured?

Virginia, Wytheville (#1) - How many students will use the outdoor classroom?

Virginia, Wytheville (#3) - How is the "first state of construction" quantified?

United States Department of Agriculture
Office of Communications
Washington, D.C. 20250-1300

October 21, 1994

DECISION MEMORANDUM FOR UNDER SECRETARY BOB NASH

From: Joel Berg, Director of National Service JB

Subject: **Featuring AmeriCorps at the National Rural Forum**

Given that President Clinton is such a fervent advocate of both national service and rural development, the National Rural Forum can provide the President and USDA with a perfect opportunity to showcase our new AmeriCorps Rural Development Team.

While much of the Forum will likely on focus on the Administration's long-range plans to boost Rural America, highlighting the over 800 USDA AmeriCorps Members who have already been placed in rural areas will allow the Administration to feature a concrete achievement directly benefiting dozens of states.

I propose that all of the 126 FmHA and RDA-sponsored AmeriCorps Members, as well as many FS and SCS-sponsored Members, attend the forum.

I further propose that we formally request the White House to arrange for the President and Eli Segal to hold an event with the AmeriCorps members either a day before, the day of, or the day after the Forum. Other USDA AmeriCorps Members would participate in the event by satellite connections to the regional sites in North Carolina, Illinois, North Dakota, and California. We would also have satellite participation sites with AmeriCorps Members in New England, Appalachia, the Mississippi Delta, the Texas Colonias, and the Four Corners. I would also recommend that the Vice-President communicate with Members at each site through Internet.

If you approve of these ideas, I will pursue them with you, Fred Slabach, and Eli Segal.

Approve _____

Disapprove _____

Discuss _____

AN EQUAL OPPORTUNITY EMPLOYER
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Denise
(File)

OCT 18 1994

Mr. Leroy Brown
SCS State Conservationist
693 Federal Building
210 Walnut Street
Des Moines, Iowa 50309

Dear Leroy:

Thank you for taking time from your busy schedule to meet with me during my Iowa visit.

Your support of AmeriCorps is very much appreciated.

I'm looking forward to a return trip after the projects are up and running.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(file)

OCT 18 1994

Mr. Jim Ayen
SCS State Resource Conservationist
693 Federal Building
210 Walnut Street
Des Moines, Iowa 50309

Dear Jim:

Thank you for taking time from your busy schedule to arrange the meeting to discuss AmeriCorps projects with me during the "Iowa leg" of my Midwest trip.

Also, please pass along my thanks to Keith Edwards and the other participants for their contributions.

The efforts of everyone involved with AmeriCorps are appreciated.

I'm looking forward to a return trip after the projects are up and running.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(file)

OCT 18 1994

Mr. Duane Sand
Director, Partnership Development
P. O. Box 2845
Waterloo, Iowa 50704-2845

Dear Duane:

Thank you for taking time from your busy schedule to meet with me during my Iowa visit.

Your support and efforts on behalf of AmeriCorps are very much appreciated.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(file)

OCT 18 1994

Mr. Kevin Fitzpatrick
Iowa State ASCS Office
10500 Buena Vista Court
Des Moines, Iowa 50322-3782

Dear Kevin:

Thank you for taking time from your busy schedule to meet with me during my Iowa visit.

Your efforts on behalf of AmeriCorps are appreciated.

I'm looking forward to a return trip after the projects are up and running.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

DENISE
(Zik)

OCT 18 1994

Mr. Wes J. Pope
Liaison District Conservationist
USDA Soil Conservation Service
448 North 12th Street
P. O. Box 626
Tecumseh, NE 68450-0626

Dear Wes:

Thank you for taking time from your busy schedule to meet with me during my Nebraska visit.

Please pass along my thanks to Charles Yearsley, Crew Supervisor, and AmeriCorps Team Members Emily Sherman, Theresa Sherman, and Eric Bartels.

The support and efforts of everyone involved on behalf of AmeriCorps are very much appreciated.

Sincerely,

JB

Joel Berg, Director
National Service Division

BBerg/10-7-94

OCT 18 1994

Mr. Paul Sweeney
Liaison District Conservationist
USDA Soil Conservation Service
8901 South 154th Street
Omaha, NE 68138-3621

Dear Paul:

Thank you for taking time from your busy schedule to meet with me during my Nebraska visit.

Please pass along my thanks to Marilyn Anderson, Crew Supervisor, for her help in making my visit a worthwhile experience, and also to AmeriCorps Team Members Chad Helmke, Dianna Waters, and Elizabeth Gillespie.

The support and efforts of everyone involved on behalf of AmeriCorps are very much appreciated.

Sincerely,

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(File)

OCT 18 1994

Ms. Denise Schoenrock
Jefferson County ASCS Office
P. O. Box 417
Fairbury, NE 68352

Dear Denise:

Thank you for taking time from your busy schedule to meet with me during my Nebraska visit, and for all of your efforts that helped make my trip a worthwhile experience.

Your work on behalf of AmeriCorps is very much appreciated.

I'm looking forward to a return trip.

Sincerely,

J/

Joel Berg, Director
National Service Division

BPritts/10-7-94

OCT 18 1994

Mr. Craig Derickson
Assistant State Conservationist
USDA Soil Conservation Service
Room 343 Federal Building
100 Centennial Mall North
Lincoln, NE 68508-3866

Dear Craig:

Thank you for taking time from your busy schedule to meet with me during my Nebraska visit.

Your support and efforts on behalf of AmeriCorps are very much appreciated.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(file)

OCT 1 8 1994

Mr. Jim Meisenheimer
Osborne County ASCS Office
1117-1/2 West US Hwy 24
Osborne, Kansas 67473

Dear Jim:

Thank you for taking time from your busy schedule to meet with me during my Kansas visit, and for all of your efforts that helped make my trip a worthwhile experience.

Your work on behalf of AmeriCorps is very much appreciated.

I'm looking forward to a return trip.

Sincerely,

3/

Joel Berg, Director
National Service Division

BPritts/10-11-94

Denise
File

OCT 18 1994

Mr. Charles Gentry
USDA Soil Conservation Service
760 South Broadway
Salina, Kansas 67401

Dear Charles:

Thank you for taking time from your busy schedule to meet with me during my Kansas visit.

The support and efforts of everyone involved on behalf of AmeriCorps are very much appreciated.

Sincerely,

Joel S/

Joel Berg, Director
National Service Division

BPritts/10-11-94

Thanks again for your help!

Denise
(file)

10/17/94

Mr. Tom Kirker
Kansas Wildlife and Parks
900 Southwest Jackson Street
Suite 502
Topeka, Kansas 66612

Dear Tom:

Thank you for taking time from your busy schedule to arrange the AmeriCorps press conference and the follow-up meeting with the Wildlife and Parks group.

These events helped make my Midwest trip a very worthwhile experience. The efforts of everyone involved are appreciated.

I hope to see you again on a return trip.

Sincerely,

Joel Berg, Director
National Service Division

BPritts/10-11-94

October 14, 1994

To: AmeriCorps/USDA Anti-Hunger Project Directors

Re: Operational Miscellany

Attached for your use and information are several pieces of material that we have developed or that has been provided to us by the Corporation for National and Community Service that may be helpful to you. I will make a concentrated effort to disseminate similar materials, in a more timely manner, as they are provided to me. Some of these may be somewhat dated, but I have tried to include only those materials that should still be useful.

In addition to the copied pieces, there are some other points that I need to make to all of you, as follows:

Community Service and Community Building Objectives: Thank you all for the work that you did (and re-did) on this effort. There are still a few refinements needed here and there, and I will be talking with each of you individually to resolve any questions or necessary clarifications that arise.

Quarterly Reports: We have been advised by the Corporation that the first of the dreaded Quarterly Reports will be due to them from USDA **no later than January 3, 1995.** This means, obviously, that I will need **your** reports sometime in advance of that date, probably mid-December (formal deadline yet to be announced). So that you aren't caught completely unprepared, I strongly suggest that you start looking **now** at the section in your (big) training binder from the August meeting that deals with the evaluation/reporting component of AmeriCorps. The latest information from the Corporation indicates that the required content of the grantee (that's me) and the subgrantee (that's you) reports has not changed from what you already have.

Diversity in Recruitment and Hiring. An old song, but it needs to be sung: Please keep in mind that the National and Community Service Trust Act of 1993 (which authorizes AmeriCorps) **mandates** diversity. As you already know, this is an issue about which USDA --- Secretary Espy, Joel Berg, and Donna Hines -- is very concerned. In the event that your hirings are all completed for AmeriCorps team members, and may not be sufficiently diverse, you will need to document fully whatever reasons prevented you from putting together a diverse group of workers, as well as how you expect to achieve greater diversity through the dropout and replacement process. If you are still hiring members, please pay special attention to the diversity issue as you round out your Corps.

Project Changes: If you anticipate making any major changes in

your project's operation, such as the number of AmeriCorps members you will have at each site, specific site locations, project objectives, or the budget, please be sure to consult with this office (Ron DeMunbrun about the budget, me about everything else) **FIRST.** Most of these issues have already been negotiated with the Corporation, and any substantive change will necessitate a grant agreement modification (i.e., massive paperwork that could ultimately mean less money for you!).

Press Releases and Other Public Materials: USDA's Office of Communications must approve all releases on projects relating to the Office of the Secretary. This means that Joel Berg, as Director of USDA's National Service, must approve all such materials on AmeriCorps. He and Katherine Gibney are trying very hard to adhere to their self-imposed rule of a 24-hour turnaround from the time your proposed article gets to this office.

For-Profit Intern Placements: There have been inquiries recently over whether AmeriCorps programs can legally place their members into internships with for-profit businesses as part of the education and training component of the program. In general, AmeriCorps members may **not** be placed into such internships. They may only be placed into such if they receive no support from Corporation funds throughout the period of placement and so not receive credit toward the education award for the service hours completed during the placement. Thus, they may not receive a living allowance, child care, or health care using Corporation funds. In addition, because AmeriCorps insignia and uniforms constitute "Corporation support," the members would be restricted from identifying themselves as AmeriCorps Members during the internship. (In other words, NO!)

Hours of Service: Several of you have expressed some concern about your members being able to complete the full complement of service (1825 hours, including all the holidays) by September 1995. This question really encompasses 2 issues. First, the program year for these projects technically runs to October 1, 1995, the end of the Federal Fiscal Year. However, we are encouraging you to complete your projects by September in the hope that most of your members will be going on to college. Second, those of you who are hiring "late" may need to develop work schedules that will allow your members to get their full 1700 hours of service in before the project is completed for this year; occasional Saturdays or longer-than-standard workdays (10 hours instead of 8) may be the best way to accomplish this. In a worst-case scenario, the education award will have to be pro-rated to cover the service that was actually completed, but we want to be absolutely sure that every other possible alternative has been explored before resorting to pro-ration. At any rate, the time to make these decisions is **now**, rather than discovering in mid-August that your members are coming up short.

Once again, I hope that this information is helpful to you.

For easy reference, I am including a list of the attachments, with brief descriptions of each one. Please continue to let me know of other issues as they arise, so that I can share the answers with all of you.

I would also like to initiate periodic conference calls so that we can all talk about some of the questions you may have. To that end, please let me know if there are certain days or times when you could not possibly participate; at the moment, I am thinking that 4:00 p.m. EST on a Wednesday might be a good time, but this is by no means definite. I'd like to hear your thoughts on this one (as well as on anything else you feel the need to talk about!). Don't forget: my phone number is (202) 690-0693, and the fax number is (202) 720-4614.

DONNA M. HINES
Anti-Hunger Project Coordinator

Attachments

AmeriCorps Materials

1. Memo on Appropriations. Update on FY 1995 appropriations. Please note the two provisions of the HUD/VA bill which build a "fence" around the FY 1995 money. **If you foresee any special concerns or problems as the result of these provisions, please let me know as soon as possible.**

2. Food Assistance/Public Assistance Eligibility and Treatment of Allowances and Other Benefits Under the National and Community Trust Act of 1993. Together, these documents address many of the questions raised about how the living allowances and Member benefits impact the eligibility and administration of AFDC, Medicaid (MediCal in California), Food Stamps (and other FNS-administered means-tested programs), and Section 8 Housing.

3. Relative Value of the AmeriCorps Educational Award. Background information and guidance on the administration of the educational awards for the AmeriCorps members.

4. Model AmeriCorps*USA Grantee Grievance Procedures. Self-explanatory.

5. Checklists for Member Interviewing, Selection, Job Descriptions, Training, Diversity, and Supervision. Provided by the California Commission on Improving Life Through Service, with the help of VISTA and the East Bay Conservation Corps. Some of the material may be obsolete by now, but I did like the pieces on training and supervision.

6. Letter to Lending Institutions. Confirmation of the AmeriCorps member's entitlement to loan forbearance. This letter should be accompanies, of course, by a letter from the grantee/subgrantee verifying a member's status. An individual member should go through his/her lending institution to complete any necessary paperwork (a "loan forbearance form".)

7. Ineligible Service Categories. Self-explanatory.

8. List of Labor Representatives. List of resources on labor organizations and labor laws that you may need.

9. Assessing Annual Objectives. Although you have already gone through this exercise, I thought you might find this piece helpful for future reference.

Denise
(file)

OCT -7 1994

Mr. Rod Atterberry
CED, Mason County ASCS Office
P. O. Box 107
Havana, Illinois 62644

Dear Rod:

Thank you for taking time from your busy schedule to meet with me during the "Illinois leg" of my Midwest trip, and for your help in scheduling (and rescheduling) the meeting at the East St. Louis Community College. Your efforts on behalf of AmeriCorps are appreciated.

I'm looking forward to spending more time in Illinois on a return trip after the projects are up and running.

Sincerely,

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
File

OCT -7 1994

Mr. Don Wallace
State Community College - VO Tech Division
601 James R. Thompson Boulevard
East St. Louis, Illinois 62201

Dear Don:

Thank you for taking time from your busy schedule to meet with me during the "Illinois leg" of my Midwest trip.

Also, please thank Rufus Williams and Wilbur Campbell for their participation in the meeting, and for their time and efforts on behalf of AmeriCorps, as well as the AmeriCorps members, and members of the Horticultural Advisory Council.

I'm looking forward to spending more time in Illinois on a return trip after the projects are up and running.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
(file)

OCT -7 1994

Mr. Brad Epperson
State Executive Director
Missouri State ASCS Office
Parkade Center
Suite 225
601 Business Loop 70 West
Columbia, Missouri 65203

Dear Brad:

Thank you for taking time from your busy schedule to meet with me during the "Missouri leg" of my Midwest trip.

Also, please pass along my thanks to Cindy White for arranging the meeting at the State office, the radio interview, and for her time and efforts on behalf of AmeriCorps.

I'm looking forward to spending more time in Missouri on a return trip after the projects are up and running.

Sincerely,

/s/

Joel Berg, Director
National Service Division

BPritts/10-7-94

Denise
File

Mr. Russell Mills
SCS State Conservationist
Parkade Center
Suite 250
601 Business Loop 70 West
Columbia, Missouri 65203

OCT -7 1994

Dear Russell:

Thank you for taking time from your busy schedule to meet with me during the "Missouri leg" of my Midwest trip.

Also, please pass along my thanks to Ross Braun, Darlene Edwards, and Vernon Stephens for their participation in the meeting and for their time and efforts on behalf of AmeriCorps.

I'm looking forward to spending more time in Missouri on a return trip after the projects are up and running.

Sincerely,

JB

Joel Berg, Director
National Service Division

BPritts/10-7-94

Clinton Presidential Records
Digital Records Marker

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

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

September

Divider Title:_____

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

SEP 21 1994

To: Deputy Administrator, State and County Operations

From: Joel Berg, Director of National Service JB

Subject: Travel Funds for visiting Midwest Flood States

Travel to Midwest flood states to review USDA/AmeriCorps activities, make site visits, meet with USDA personnel working with AmeriCorp and AmeriCorp members is necessary to help ensure the success of this program.

Please authorize approval of travel funds to cover my airfare ($459) from Washington, DC to Kansas City, MO and return, lodging (approx.$270), and rental car (approx.$225) for travel between Missouri, Kansas, Nebraska, Iowa, and Illinois. Travel will begin Thursday, September 22 and end Sunday, October 2.

AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECLAIMED MATERIALS

PHOTOCOPY
PRESERVATION

MEMORANDUM OF CALL Previous editions usable

TO:

☐ YOU WERE CALLED BY– ☐ YOU WERE VISITED BY–

OF (Organization)

☐ PLEASE PHONE ▶ ☐ FTS ☐ AUTOVON

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

RECEIVED BY | DATE | TIME

63-110 NSN 7540-00-634-4018 **STANDARD FORM 63** (Rev. 8-81)
☆ U.S.G.P.O. 1994 300-891/80022 Prescribed by GSA
FPMR (41 CFR) 101–11.6

Rouge River
Berwick-based
310-514-0152
Elin Tinglof
736 Sharpsburg St.
#4
Sun Pedro, CA 90731

File

Memo from Joel

September 21, 1994

To: Lou

From: Joel

Subject: Alleged Discrimination Against a Women with a Child

A hope I didn't jinx us with my questions at the meeting yesterday.

Ms. Erin Tingley of San Pedro, California just called our 800-line and said that she wanted phone numbers for our programs that accepted children, since she said she was told by the Rouge River program that it did not accept AmeriCorps Members with children.

She said that she originally called the Forest on Wednesday, September 14, told them she had a child, and asked for an application to be sent to her. She also said that, since she did not receive the application by Monday, September 19, she called the Forest back on Monday September 19 and was told that the program was filled and that it did not accept applicants with children anyway because of the dormitory arrangements.

Please take the following two steps:

1) Determine, as best we can, whether Ms. Tingley's story is true. Please then inform me of your findings.

2) Communicate in writing to all your project directors reminding them that is illegal for any AmeriCorps program --- even a residential program --- to automatically exclude Members with children.

Thank you for your attention to this matter.

United States Department of Agriculture

Office of Communications

Washington, D.C. 20250-1300

File

September 9, 1994

To: AmeriCorps/USDA Working Group

From: Joel Berg JB

Subject: Pre-Launch Update

1) The Corporation has asked that we provide them with our final, revised objectives by September 30. Therefore, please submit to me all your revised community service and community building objectives --- in one document --- by September 20. Even if you have already sent me objectives for individual sites, please provide them to me in that master document. Attached are the two forms the Corporation requires. We already have participant development objectives for all our sites.

2) Attached is the AmeriCorps Pledge, which should be used for swearing-in Members.

3) The Corporation has produced a draft Member handbook. Most of its information is included in our Member handbook, but it does include a very useful section on the education awards. This section is attached: I urge you to use it in recruiting and provide a copy to all our Members.

4) The Corporation has produced an excellent nine minute-long orientation video. I am working to obtain copies for all our sites.

AN EQUAL OPPORTUNITY EMPLOYER
PRINTED ON RECLAIMED MATERIALS

Grantee_____ Site_____

CORPORATION FOR NATIONAL SERVICE
COMMUNITY SERVICE OBJECTIVES

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

COMPONENTS OF OBJECTIVE STATEMENTS:

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

Grantee_____ Site_____

CORPORATION FOR NATIONAL SERVICE
COMMUNITY BUILDING OBJECTIVES

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

COMPONENTS OF OBJECTIVE STATEMENTS:

1) What activities will you be engaged in?
example 1: recruting additonal volunteers
example 2: developing partnerships with other service organizations

2) What is the hoped for result of the activities described above?
example 1: 1000 additional hours of volunteer service
example 2: 3 meaningful partnerships developed

3) How will you measure the quality of these activities?
example 1: log of additional volunteer hours
example 2: survey of partners

4) By what standard will you gauge success?
example 1: 900 additional hours of volunteer service logged
example 2: 100% of partners believe the quality of service delivery has improved due to the partnership

AMERICORPS PLEDGE

I will get things done for America--to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action. Faced with conflict, I will seek common ground. Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond

I am an AmeriCorps Member. And I'm going to get things done.

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4906

EDUCATION AWARDS

The famous GI Bill from the 1940s offers an important model for the national service program of today. The idea behind the GI Bill was a simple principle of reciprocity: when you give exceptional service to your country, you ought to get something back in return. The GI Bill offered scholarships to the veterans of World War II. With the knowledge they gained as a result, those veterans spurred the greatest economic boom in America's history. Helping AmeriCorps Members pay for school is fair for Members–and good for America. That's why AmeriCorps offers education awards.

To qualify for an education award, you must successfully complete the required "term of service" for the AmeriCorps program in which you are participating. The term of service varies for different AmeriCorps programs. Under special circumstances, you may receive a prorated award if you are unable to complete your full term.

Your education award can be used in the following ways:

1. To repay qualified existing or future student loans;

2. To pay all or part of the cost of attending an institution of higher education (including certain vocational programs); and

3. To pay expenses incurred while participating in an approved school-to-work program.

The amount of your award depends upon whether your term of service is full-time or part-time. The full-time award is $4,725.00, and the part-time award is $2,362.50. If you serve in a "reduced part-time term of service"–for example, a summer program–your education award will be proportional to the number of hours you serve. Even if you complete more than two terms of service, you may not receive more than two education awards– regardless of whether they are for full-time, part-time, or reduced part-time terms of service.

You can divide up your award and use it any way you want, so long as it is for authorized expenditures. For example, you could apply a portion of it to existing qualified student loans and save the remainder to pay for authorized college costs a few years down the road. The education award must be used within seven years of the completion of your service. You may apply for an extension if, during the seven-year period, you perform another term of service in an approved AmeriCorps position or if you were unavoidably prevented from using the award.

Certain AmeriCorps Members may elect not to receive the education award but to take a post-service stipend instead. AmeriCorps★NCCC and AmeriCorps★VISTA Members may choose either a stipend check or an education award–but not both. AmeriCorps Other Members are only eligible for an education award from the Trust. (Some programs may offer alternative post-service benefits; ask your program staff if you qualify.)

The awards are provided from a special account in the United States Treasury called the National Service Trust. This Trust is managed by the Corporation for National Service. Education awards are subject to income taxes in the year they are used.

Stafford loan forgiveness awards

AmeriCorps Members who serve in certain projects may be eligible to have a percentage of their Stafford loans forgiven instead of receiving an education award. Check with your project director or Corporation State Office to see if your project has this option.

How the education award works

When you successfully complete your term of service, the director of your project or the Corporation State Office will notify the Trust. The Corporation will send you a letter informing you of the amount of your award. You may then present the letter to your loan holder or the school you plan to attend. The loan holder or school will contact the Corporation for payment. Payments will be made directly to them, not to you. When payments are made, the Corporation will inform you of the amounts and the balance in your account.

You should receive your letter from the Corporation within 20 days of completing your service. Because the letter will automatically be sent to the permanent address that you furnished when you enrolled, it is important that you keep the National Trust Fund informed of any changes to that address. Prior to ending your service, you will have an opportunity to update your address.

No student loan payments while you are serving in AmeriCorps

As an AmeriCorps Member, you are eligible to receive forbearance on qualified student loans, which means you don't have to make any payments while in service. Your lender will be able to tell you which of your loans qualify for forbearance.

In order to obtain forbearance, at the time you begin your service you must apply directly to the loan holder explaining your participation in an AmeriCorps program and asking for "forbearance in the repayment" of your loan. If your loan qualifies, the loan holder will give you a form that you must fill out and send to the Trust (at the address printed in this handout) for verification of your service. The Trust will complete their portion of the form and return it to the loan holder or to you, if you request. The Corporation certifies your status in service, but the lending institution or loan servicer determines your eligibility for forbearance.

Because the regulations regarding the accrual of interest during forbearance differ in VISTA and in other AmeriCorps programs, they are explained separately below.

*AmeriCorps*VISTA*

AmeriCorps*VISTA Members are eligible for the repayment of interest accumulated during service on a quarterly basis. Also, AmeriCorps*VISTAs are uniquely eligible for partial cancellation of certain loans under the Higher Education Act if they do not chose the education award. AmeriCorps*VISTAs should check with their lender concerning these deferments and cancellations.

Other AmeriCorps Members

If you successfully complete your term of service, the Trust will pay all (for full-time members) or a portion (for part-time members) of the interest that accrues on your loans while you are serving. After your service, the interest that accrued while you were in the AmeriCorps position will automatically be paid by the Corporation. Since these are benefits above and beyond your education award, interest payments will not be deducted from the amount of your award.

Unless you are released from service for compelling personal circumstances, the Trust cannot pay any interest accrued during the period if you do not complete your full term of service. But if you do leave AmeriCorps before completing your service, check with your lender to determine whether your student loan qualifies for another type of deferment.

ADDITIONAL QUESTIONS AND ANSWERS

What can I use my education award for? Awards can be used to repay existing or future qualified educational loans or to pay for the cost of attending a qualified college or graduate school or an approved school/work program, as defined by the Departments of Education and Labor.

What expenses are considered part of the "cost of attending" a qualified school? The Department of Education has defined the term "costs of attendance" to mean tuition, normal fees and required material, equipment, and supplies. In addition, each educational institution establishes allowances for room and board, books, supplies, transportation, and miscellaneous personal expenses, which are also included in the cost of attendance.

What kinds of schools can I attend using the awards? What kinds of loans can I pay off using the awards? You may attend an institution of higher education (including certain vocational programs) as defined in section 481(a) of the Higher Education Act of 1965, as amended (20 U.S.C. 1088(a)). This includes most institutions of higher education (including graduate and professional programs), as well as some vocational schools. If in doubt, you should check with the institution prior to making definite plans. The institution's financial aid office will know if they meet this requirement.

A qualified student loan means any loan made, insured, or guaranteed pursuant to Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.), other than a loan made to a parent of a student pursuant to section 428B of the Act 42 U.S.C. 292a et seq.; and any loan made pursuant to Title VII or VIII of the Public Service Health Act. These citations should be on your loan papers. Your lender will be able to tell you if the loan is covered.

If you are unsure whether the school or the loan qualifies, ask the school or lender. Get written proof if there is any question.

What if I don't use my entire education award all at once? You can use up your education award at any rate you choose, as long as you use it within seven years for qualified expenses at qualified institutions.

Can an education award be used at more than one school? Yes. The award can be used to help pay one or more loans or the costs of attendance at one or more educational institutions, or a combination.

Can an education award be used to study outside the U.S.? Many post-secondary institutions offer educational opportunities abroad. As long as the institution itself is in the U.S. and meets the legal requirements listed above, you may use the education award to study overseas. Foreign schools, however, do not meet the Higher Education Act criteria.

Will the education award affect my eligibility for other student financial aid? The education award will not be taken into account in determining eligibility for any Federal student aid. The Corporation has no jurisdiction over whether State or private universities–or private scholarship funds–will take it into account in determining eligibility for institutional aid; however, the Corporation has requested that institutions not do so.

Can I use my past community service to qualify for an award? No. Only service in an approved AmeriCorps program will be credited for purposes of earning an education award.

What happens if I do not complete my full term of service? At the discretion of the program, a Member who has served at least 15% of the term of service and is released from service for compelling personal reasons may receive a prorated award, based on the length of service. Also, AmeriCorps* VISTAs serving in a project that is closed early are eligible for prorated awards. Members who quit for other reasons or who are released for cause are not eligible for any portion of an award.

What are compelling personal reasons? It is up to individual programs to determine the compelling personal circumstances under which they will release a Member from a term of service.

Examples of circumstances that might be considered are serious illness/injury to the member or the death of an immediate Member of the Member's family.

What happens if I withdraw from the school or fail to complete my period of enrollment for which the award has been used? The school must have a fair and equitable refund policy that complies with the Higher Education Act of 1965, as amended. If there is any refund owed and returned to the Corporation, the amount will be credited to your "account" in the Trust, and can be used by you, within 7 years of your completion of service.

Will I have to pay taxes on my education award? According to the IRS, in most cases awards are subject to income taxes in the calendar year in which they are used. The Corporation will deduct no taxes, but it will send you a Form 1099 to be used in preparing your income tax return.

Is my award transferable? For example, if I am unable to use it, can I transfer the award to another individual? No. Only AmeriCorps Members are eligible for education awards. You may not transfer it to a relative or any other individual under any circumstance.

Who do I ask if I have other questions? Your project director or a State Corporation representative can answer many questions of a general nature. You also may call the Trust at the Corporation for National Service. A special number reserved for questions about education awards is (202) 606-5000 extension 347.

National Service Trust
Corporation for National Service
1100 Vermont Avenue, N.W.,
Room 3200
Washington, D.C. 20525
(202) 606-5000 ext. 347

Some Discussion Questions:
—How will you use your education award to improve your own life?
—What else must you do to prepare to take this course of action (e.g., applications, GED, etc.)?

September 6, 1994

Mr. Donald L. Scott, Director NCCC
1100 Vermont Avenue, NW
Washington, DC 20525

Dear Mr. Scott:

I am writing in response to your letter on August 17, concerning the AmeriCorps NCCC Advisory Board Training meeting in San Diego, California. Unfortunately, neither Secretary Espy, myself, nor my staff will not be able to attend the training meeting due to our heavy involvement in the September 12th, AmeriCorps launch activities in Washington, DC. Thank you for your invitation and good luck with your meeting.

Joel Berg
Director of National Service

National Civilian Community Corps
AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

August 17, 1994

Mr. Joel Berg
Office of the Secretary
US Department of Agriculture
14th & Independence Avenue, SW
Room 542-A
Washington, DC 20250

Dear Mr. Berg:

We are pleased to announce that the second AmeriCorps NCCC Advisory Board Training Meeting will be held September 11-13, 1994, at the Hotel Del Coronado, San Diego, California.

As you are aware, President Clinton will launch all AmeriCorps programs on September 12th with various kick-off events across the country. It is uncertain which senior level official will attend the San Diego launch events, however, we plan to participate in whatever launch activities that take place in the area. Please note: Monday's itinerary may be revised once the launch activities are more definitive.

In addition, the NCCC Western Campus will host a welcoming ceremony on September 9, 1994 at Ingraham Plaza, Naval Training Center, at 10:00 a.m. If you choose to come to San Diego early, you are welcome to attend. The Hotel Del Coronado has agreed to extend the $75 per day rate to those wishing to arrive early or stay a few extra days, however, you will be responsible for any expenses you incur on those days.

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4906

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

Hotel and meals will be prepaid for Advisory Board Members. Hotel check-in and registration is from 3-5:00 p.m. Please plan to arrive in San Diego between those hours. On Tuesday, our meeting will adjourn no later than 12 noon. Enclosed is a draft agenda and some additional information. Please contact Mary Anne Sheridan, 202-606-5000, extension 183 to coordinate your travel and hotel arrangements.

If you have any other questions, contact our meeting coordinator, Carla Sims, 202-606-5000, extension179. We look forward to seeing you.

Sincerely,

Donald L. Scott

Donald L. Scott
Director

Enclosures

ADVISORY BOARD MEETING NOTES

Airport Transportation - ***Super Shuttle***®Transportation will provide the shuttle service between the San Diego Airport and the Hotel Del Coronado. The cost of the shuttle is $8 each way and should be claimed on your expenses. We will provide local transportation therefore rental cars are not necessary. If you require special assistance, please contact our offices.

Spouses - Spouses and special guest are welcomed and invited to attend NCCC dinners and launch activities. In addition, we have outlined several suggested activities. Please note, unfortunately, their meals and expenses are not covered by the NCCC and will be billed separately. The hotel registration clerk will assist to ensure appropriate billing. If your spouse or special guest is attending, please complete the enclosed form.

Attire - The meeting attire is *business casual* (men - slacks, open collar shirts; women - pants, causal dresses). We will be visiting the San Diego NCCC campus on Monday so please wear comfortable shoes.

- Dinner attire on Sunday night is *business* attire (suits & dresses).
- Dinner attire on Monday is *business casual.*

Binders - Please remember to bring the Advisory Board binders that you received at the initial meeting. You will received additional information to add to the binders and you may need to reference the previously distributed material.

RETURN FAX

Please call before return faxing.

TO: Mary Anne Sheridan

FAX: 202.606.5271
PHONE: 202.606.5000 x183

FROM:

FAX:
PHONE

Yes, my spouse will attend the following activities during the NCCC National Training Meeting in San Diego, CA, September 11-13, 1994.

____ Sunday Night, Opening Session Dinner
____ Monday Night, Working Dinner
____ AmeriCorps Launch Activities
____ San Diego Zoo
____ Horton's Plaza Shopping
____ Area Coronado Shopping Centers
____ Relaxing on Beach
____ Recreational Activities at Hotel (including golf & tennis)
____ None

Spouse's Name: _____

NCCC ADVISORY BOARD TRAINING MEETING
September 11-13, 1994
San Diego, CA

DRAFT

DRAFT AGENDA

Sunday, September 11, 1994

3:00-5:00 pm	Check-In/Registration
5:30-6:30pm	Social Hour/Cash Bar
6:30-9:30pm	Working Dinner NCCC Campus Update - Campus Directors

---

Monday, September 12, 1994

7:30-8:30am	Continental Breakfast
8:30-9:00am	General Session
9:00-11:00am	Committee Breakout Session 9:00-9:15 Deputy Directors Brief Committees
11:00-11:30pm	Transport to NTC
11:30-12:45pm	Lunch with Corps members
12:45-1:30pm	Tour of Campus Facilities
1:30-3:00pm	AmeriCorps Launch Activities
3:00-3:30pm	Return to NTC
3:30-4:30pm	Committee Break-out Session
6:30-7:30pm	Social Hour/Cash Bar
7:30-9:30pm	Working Dinner

Tuesday, September 13, 1994

8:00-9:00am	Working Breakfast Buffet Administrative Notes
9:00-10:00 am	Committee Break-out Sessions
10:00-11:30am	Committee Presents Recommendations to Board
11:30-12:00noon	Closing Remarks D. Scott, NCCC Director D. Jones, Chairman of the Board
12:00 noon	Meeting Adjourned

File

September 6, 1994

To: Deputy Secretary Rominger

From: Joel Berg, Director of National Service

Subjects: **Options for September 12 AmeriCorps Launch**

After consulting with the Corporation for National and Community Service, as well as with individual state commissions, we have determined that there are three state ceremonies in which you could play prominent roles: Utah, Vermont, and Maine.

I recommend that you attend either the Vermont or the Maine events, since the USDA programs are larger --- and in an advanced state of readiness --- in those states.

All times listed are in local times:

Salt Lake City, Utah

Ceremony runs from 9:00 a.m. - 10:30 a.m.

The Lieutenant Governor will attend

No USDA AmeriCorps Members will likely be present

Deputy Secretary Rominger would be a keynote speaker following the President's broadcast

Montpelier, Vermont

Ceremony starts 11:30 a.m.

Senator Jeffords will attend; Senator Leahy will appear on videotape

At least half a dozen USDA AmeriCorps Members will be present

Deputy Secretary Rominger would speak for five minutes

Bangor, Maine

Ceremony tentatively scheduled to start at Noon

No major dignitaries are now confirmed to attend

15-20 USDA AmeriCorps members will attend

Deputy Secretary Rominger would introduce the President' broadcast at 12:45 p.m. and would be the highest ranking attendee

September 6, 1994

To: Lou

From: Joel

Subject: **Final Steps in Recruitment Process**

After our phone conversation this afternoon, I reviewed all the memos I asked agencies to send to the field regarding recruitment. After reviewing the attached August 16 memo, I can state that I have not changed the original requirements for member approval.

In that memo, I asked for each region to submit applications to me in a bundle including all the agency recommendations for selections for the region. By agreeing to selections jointly, the agencies should have finalized their cluster sites and ensured participant diversity working collaboratively.

Unfortunately, no regions have submitted their selections to me as bundles, due to the reality that different agencies are at different states of progress at different locales. Therefore, we need a way of meeting all our goals while we allow the agencies that are ready sooner to go forward sooner.

Unfortunately, a few problems have occurred:

* Almost none of the applications sent by Forest Service to me have included the pages with demographic data, making it impossible to determine whether we will be in accordance with the laws' mandate that all our AmeriCorps programs be diverse.

* There is still confusion in the field as to precise locations of sites.

* Some field offices are still incorrectly planning for AmeriCorps members to spend most of their time conducting office work or public relations work.

In response to these problems, SCS has slowed down their recruitment. You may want to consider doing the same. It is more important that we get the program right than have members ready at each site on exactly September 12.

If you cannot get applications sent to me in bundles from the regions, then I would ask for the following three pieces of basic information for each applicant:

1) A copy of the application for each member the agency wants to select. If the optional page with demographic information was not included by the applicant, then the agency should provide any additional demographic data garnered during the personal interview. Without this information, it will be impossible to determine whether our program is meeting the diversity requirements of the National and Community Service Trust Act.

2) A one-sentence job description. Although you and I agreed in a conversation last week that it was impractical at this late date to require detailed and comprehensive community service objectives at each site that would meet the needs of both the Department and the Corporation, we must at least have a rudimentary understanding of what service each AmeriCorps Member will be providing for the year. The Department, the agency, and the Member should all jointly agree to this general understanding before selection; if this does not occur, our attrition rate will likely be higher than necessary.

3) The specific location of the service site. If the Forest Service is sponsoring fewer than five Members at the site, please specify which agency will provide the other Members of the cluster. Without this information, we cannot determine whether we are meeting the requirement of the cluster locations.

If field offices are ready to select members, they should already have the above-three basic pieces of information. Once I get this information, I can approve final Members within hours.

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

August 16, 1994

TO: AMERICORPS/USDA PROJECT DIRECTORS

FROM: JOEL BERG, DIRECTOR OF NATIONAL SERVICE JB

SUBJECT: **FINAL STEPS IN THE RECRUITMENT PROCESS**

As we approach our September 12 launch, here are some final steps in the recruitment process:

1) Within the next several days, each of you will receive from your agencies a recruitment list with the names of potential AmeriCorps Members from your state who called the **Corporation for National and Community Service's 1-800 hotline.** Please contact those from the list in your general geographic area who might be right for your program. Please remember that our goal is to attempt to recruit about 20 percent of our AmeriCorps Members from the Corporation's national pool.

2) Most of you who attended the training at the 4-H Center picked-up response forms from possible AmeriCorps members who called the **USDA 1-800 hotline.** If you have not received these response forms from your state, please call Denise Bennett at (202) 690-3051.

3) Select your finalists and a sizable number of alternates. Please personally interview all finalists and then call at least one of their references. Then fax me at (202) 720-4614 copies of the applications for those you are recommending we accept into the program. I promise a 48-hour turnaround on these applications.

For those of you running Rural Development Team projects in areas in which more than one USDA agency is supporting AmeriCorps Members, please take the above-three steps jointly with the other USDA agencies running projects in the region. Thus, each *region* should send me one set --- agreed upon by all the agencies involved -- of applications for AmeriCorps Members you are recommending for the program.

If you have any additional questions, please contact your agency national headquarters or Katherine Gibney at (202) 720-4369.

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

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

August

Divider Title:_____

August 31, 1994

To: Dee, Paula

From: Joel

Subject: Lloyd's memo on Community Service Objectives

The draft memo from LLoyd is fine, except I would suggest some changes in the second paragraph(Changed language is underlined):

"Many of the community service objectives explain the methods, processes, or means through which a community will be improved. For instance, the use of GIS and digitizing of information is a fine beginning for a project. However, the objectives should describe how the community will be different and what role the Rural Development Corps members will play. They should not spend the year in an office. They should be able to take these out to the public, make interpretations, discuss with the landowners the consequences of actions on their lands, and work directly with the landowners to help implement new conservation practices. The could spend some time in the office in between field assignments in meeting with, educating, and working directly with the public. The end result or outcome from this effort would be better decisions made by the landowner, fewer nutrients and pesticides reaching streams, a reduction in future land and water use problems (provide an explanation of the problem), and a more educated public. These should be quantified as well as be qualified in your objectives, as much as possible."

I believe the above changes, although minor, will clarify that it is not enough for our AmeriCorps members to simply educate the public about better conservation practices, but the AmeriCorps members should help implement those practices.

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

Memo from Joel

To: Rich Weiland

From: Joel Berg, Director of national Service

Subject: USDA AmeriCorps/National Service Program in South Dakota

I understand that Senator Daschle has some concerns over our draft objectives for our South Dakota AmeriCorps/National Service projects. I have those same concerns and have directed our agencies to redefine their AmeriCorps projects to mere directly focus on service that will benefit surrounding communities

Attached is the memo I just sent to our field offices this effect, as well as an SCS memo just sent further clarifying these changes. I will be glad to discuss your concerns with either you or the Senator before we finalize our service objectives.

I will call you on Monday to follow-up.

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

August 31, 1994

To: Flood Relief and Rural Development Team Project Managers

From: Joel Berg, Director of National Service JB

Subject: **Revising the Community Service Objectives for Your Site**

As you know, your agencies have asked you to create or revise the community service objectives for each site. The process through which you should do so is specified in the Corporation for National and Community Service document, "Assessing Annual Objectives," which was included in the large notebook distributed at the staff training. You need to create or revise one community service objective for each AmeriCorps Member or Team of Members completing similar work.

Please note that you need to create or revise objectives *only* for community service. You do *not* need to provide member development objectives, which have already been agreed upon by the Department for all sites (See pages 65 and 66 of draft operation manual). You also do *not* now need to provide community building objectives, which will be revised at a later date.

I have already received some draft community service objectives. While all the objectives I have reviewed are on the right track and represent exiting and creative ideas for helping communities, some still need additional revisions in order to fully meet the AmeriCorps vision. It is *not* sufficient for the objectives to simply specify the methods, processes, or means through which a community will be improved. The objectives must focus of concrete outcomes which can be achieved and measured.

I do not underestimate the great difficult in creating such concrete objectives, especially given the multiplicity of variables in rural development work. Creating such objectives may very well be the most difficult task we all face this year. However, creating such concrete objectives in an essential first step towards creating workplans which will keep all our AmeriCorps Members continually engaged in useful work that "get things done" in communities.

If you have any further questions, please contact your agency coordinator first. For any additional questions, feel free to contact me at (202) 720-6350.

AN EQUAL OPPORTUNITY EMPLOYER

United States Department of Agriculture
Soil Conservation Service
P.O. Box 2890
Washington, D.C.
20013

31 AUG 1994

SUBJECT: Revising the Community Service Objectives for Your Site

TO: Flood Relief and Rural Development Team Project Managers

The community service objectives for the rural development and flood relief teams have been reviewed by the department's National Service Office and by the Corporation. While some are in fine shape and are specific in what will be accomplished, most are not adequate. The charge is to illustrate how the community will be different at the end of a year.

Many of the community service objectives explain the methods, processes, or means through which a community will be improved. For instance, the use of GIS and digitizing of information is a fine beginning for a project. However, the objectives should describe how the community will be different and what role the Rural Development Corps members will play. They should not spend the year in an office. They should be able to take these out to the public, make interpretations and discuss with the landowners the consequences of actions on their lands, and work directly with the landowners to help implement new conservation practices. They could spend time in the office in between field assignments in meeting with, educating and working directly with the public. The end result or outcome from this effort would be better decisions made by the landowner, fewer nutrients and pesticides reaching streams, a reduction in future land and water use problems (provide an explanation of the problem), and a more educated public. These should be quantified as well as be qualified in your objectives, as much as possible.

Most of the Environmental Corps objectives are specific except for the flood relief group. Specific objectives need to be spelled out. For example, the acres of debris that will be removed, the square feet of spawning ground that will be recovered, the amount of parkland that will be created, and the erosion prone stream banks that will be protected are all items that can be expanded upon to show the increase in benefits to the community. If these actions bring tourism to the community, create permanent jobs, or any other visible improvements, they should be elaborated upon.

Creating concrete objectives is an essential first step toward workplans that will keep all our AmeriCorps members continually engaged in useful work that "gets things done" in the communities. The Department and the Corporation concur that it is critical to have these objectives agreed to at each site before members can be selected and before their work begins at that site.

Please review and rewrite your objectives and submit them to Paula Jones by COB September 2, 1994. If you have any questions, please contact Paula at (202) 720-2847.

LLOYD E. WRIGHT
Director, Community Assistance and
Resource Development Division

Memos
from
Joel

File

August 31, 1994

To: Lou

From: Joel

Subject: Using AmeriCorps members as Crew Leaders

As I have already agreed with SCS, in certain limited instances --- and meeting a set of conditions proscribed below --- AmeriCorps Members may serve as crew leaders for our Environmental Team projects.

The Members would serve in the Rural Development Team and earn a $12,000 stipend.

However, in each instance, this arrangement must meet the following conditions:

1) The Environmental Team site must be in close physical proximity (within fifty miles) of a Rural Development Team cluster site. This should not be a problem for most Forest Service sites.

2) In order to ensure that all our AmeriCorps Members have "peer" relationships other Members at their same level, crew leaders who are AmeriCorps Members must be available to meet at least once a week with the Rural Development Team Members in the nearby cluster.

3) The crew leader should be at least 25 years of age, hold a college or graduate degree, have significant experience in managing youth programs, and have significant experience in natural resources work.

4) The USDA agency sponsoring the project must agree at every level (in the Forest Service's case, from Chief to District Ranger) that the crew leader has full authority to plan projects and supervise the other crew Members.

If the Forest Service does want to utilize Rural Development Team Members in this way, you need to notify me within a few days so that we can negotiate with the Corporation to amend our budgets and our application.

Memo from Joel

File

August 25, 1994

To: SCS, FS, FmHA, RDA, and ASCS Agency AmeriCorps Coordinators

From: Joel Berg

3 pages, including this cover

After reviewing some revised objectives, I still have some very strong concerns they are not meeting the AmeriCorps vision.

please review this draft memo I want to sent to your project managers about this issue.

DRAFT

August 25, 1994

To: Flood Relief and Rural Development Team Project Managers

From: Joel Berg, Director of National Service

Subject: **Revising the Community Service Objectives for Your Site**

As you know, your agencies have asked you to create or revise the community service objectives for each site. The process through which you should do so is specified in the Corporation for National and Community Service document, "Assessing Annual Objectives," which was included in the large notebook distributed at the staff training. You need to create or revise one community service objective for each AmeriCorps member or Team of Members completing similar work.

Please note that you need to create or revise objectives *only* for community service. You do *not* need to provide member development objectives, which have already been agreed upon by the Department for all sites (See pages 65 and 66 of draft operation manual). You also do *not* now need to provide community building objectives, which will be revised at a later date.

I have already received some draft community service objectives presented to your agencies. While all the objectives I have reviewed are on the right track and represent exiting and creative ideas for helping communities, some still need additional revisions in order to fully meet the AmeriCorps vision.

I must stress that AmeriCorps members can*not* spend most of their year completing office work, mapping work, survey work, or computer work, even in a USDA field office.

For instance, a few different sites have specified community service objectives in which AmeriCorps Members will develop GIS applications and then explain those applications to the surrounding community. Unfortunately, this is still not a fully acceptable AmeriCorps community service objective.

GIS is, in effect, a new kind of tool, and this type of objective explains that AmeriCorps Members will provide the community with a new tool and then the AmeriCorps members will even teach certain others in the community how to use this new tool, but the objective doesn't state what the AmeriCorps member and/or the community will actually accomplish for the public good using this tool.

Thus, such a GIS objective still does not answer the basic question: How will the local environment and/or the local economy actually be improved by the work AmeriCorps members perform? Will the Members decrease water pollution? Will the Members speed the ability of businesses to obtain building or zoning permits? Will the Members help reduce erosion? Will the members improve the appearances or usability of public parks? Will the Members help farm families protect drinking water without hurting their family income?

In another instance, some draft objectives specify the number of communities or community leaders with whom an AmeriCorps Member will work to promote community economic development. But these objectives don't answer the basic question: "What concrete action will the AmeriCorps Members complete to improve the local economy." Some examples: How many new business plans will be created? How many new grants will communities obtain? How many new jobs will be created? How many more tourists will be brought into visit and spend money in the area? How many new timber bridges will be built? How many people will be able to build or repair homes? How many residents will obtain running water for the first time?

To sum up, it is *not* sufficient for the objectives to simply specify the methods, processes, or means through which a community will be improved. The objectives must focus of concrete outcomes which can be achieved and measured.

I do not underestimate the great difficult in creating such concrete objectives, especially given the multiplicity of variables in rural development work. Creating such objectives may very well be the most difficult task we all face this year. However, creating such concrete objectives in an essential first step towards creating workplans which will keep all our AmeriCorps Members continually engaged in useful work that "get things done" in communities.

Moreover, both the Department and the Cooperation for National and Community Service concur that it is critical to have these objectives agreed to at each site before Members can be selected and before their work at that site.

If you have any further questions, please contact your agency coordinator first. For any additional questions, feel free to contact me at (202) 720-6350.

DEPARTMENT OF AGRICULTURE

TEAM USDA NATIONAL SERVICE PROGRAM

FAX TRANSMISSION

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

TO: Paula Jones

FROM: Denise Bennett

DATE: 8/19/94 NO. OF PAGES: 3
(With Cover)

FAX NUMBER: 690-0639

COMMENTS:

August 19, 1994

To: Lloyd Wright, Paula Jones

From: Joel Berg

Subjects: Comments on Latest Documents

1) Memo to the Field:

A) Revised Community Service Objectives - Item Three should be the requirement that each site write between three to five community service objectives for Environmental Team site and one objective per Rural Development Team Member, get those objectives approved by your office (which must in turn get it approved by my office), and make sure that the prospective AmeriCorps member agrees to those objectives BEFORE any AmeriCorps members are selected.

B) Assessment of Applicant Information - I suggest changing the second heading to "Number of applicants that volunteered the information that they may require health insurance/child care." The memo should require that we receive a completed assessment form for each site BEFORE the selections are finalized. I want to see such a form for each site before we make final selections.

2) Checklist:

A) Selection Phase - Three items should be required before final selection --- "Submit revised community service objectives to your agency national headquarters. Environmental Team sites should submit between three to five objectives and Rural Development Team sites should submit at least one objective per Member." -- "Call at least one reference" --- "Submit list of finalists to your agency national office agency before selection."

B) Orientation Phase - Include training in concept of AmeriCorps, citizenship, CPR. Delate "as needed or desired" after "work phase"

C) Change title of section to "Work Phase and OnGoing Evaluation Phase" Annual objectives should be moved from this selection to selection phase. Instead, include line: Finalize workplan to specify what steps will be taken on a weekly basis to meet the annual objectives."

3) State Maps and Workplans

A) Maps - I still need revised state maps with clusters that meet the definition we all agreed upon with the Corporation. For instance, the latest Minnesota map proposal is unacceptable. The three members in Coquet are about 180 miles away from the nearest other cluster site in Twin Valley and about 200 miles away from the four Members in Lewiston. You have two possible options to fix this: Either convincing the Forest Service to place at least two members in Coquet and one in Lewiston or eliminating one of your smaller sites and moving those Members to another cluster site.

B) Workplans - It is my understanding that some of your project staff in the Midwest -- particularly those who did not attend the training -- are still planning on using AmeriCorps members for "quasi-internships" in which they spend their time mostly in SCS offices. Please clarify the issues in the Midwest and obtain revised workplans and/or objectives.

Thanks again for your help.

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

August 19, 1994

From: Joel Berg

To: Arlison Osborne

Subject: Secretary Espy's Involvement in the Launch

Secretary Espy's scheduler, Eloise Thomas, has now received both the Christine Varney message and Eli's letter.

Unfortunately, September 12th is the date -- set months ago -- for the Secretary's awards ceremony for USDA employees. It is an all-day event at which Willie Nelson will be performing. Because USDA employees from around the country have already purchased plane tickets to attend, we cannot now change the date. It is critical for the Administration's reinventing government initiative that the Secretary be in Washington on the 12th to personally give out these awards.

I have asked the Secretary to consider four possible options, with the understanding you would need to sign-off on any final agreement relating to his role in the launch.

1) Do an event in DC or Baltimore, instead of Kansas City, on the 12th. Since we are now doing our DC project jointly with the Department of Transportation and EPA, and since I understand Secretary Pena needs to be in DC on the 12th, perhaps Espy and Pena could do a joint event in DC.

2) Incorporate national service into the awards ceremony on the 12th by inviting participants in our DC area national service programs to attend the event and also presenting NON-MONETARY certificates of appreciation to a dozen or so USDA career employees who have made extraordinary contributions towards starting our national service program.

3) Change the time of the Kansas City event on the 12th to make it so early in the morning or so late in the day that he might be able to attend both the awards ceremony in DC and the national service event in Kansas City. If the Secretary attended an event at 5:00 or 6:00 p.m. in Kansas City, it could potentially be covered live on the local evening news.

4) Do an event the following day, September 13th.

Please let me know which, if any, of these alternatives may work for you.

AN EQUAL OPPORTUNITY EMPLOYER

August 19, 1994

To: Lloyd Wright, Paula Jones

From: Joel Berg

Subjects: Comments on Latest Documents

1) Memo to the Field:

A) Revised Community Service Objectives - Item Three should be the requirement that each site write between three to five community service objectives for Environmental Team site and one objective per Rural Development Team Member, get those objectives approved by your office (which must in turn get it approved by my office), and make sure that the prospective AmeriCorps member agrees to those objectives BEFORE any AmeriCorps members are selected.

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Thanks again for your help.

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

August 17, 1994

To: Lloyd Wright, Paula Jones, Dave White

From: Joel Berg JB

Subject: Approving AmeriCorps Members

Bolstered by our partnership with SCS and all the agencies involved, last week's training session helped us make great strides in building a national identity and ensuring a high quality of service projects for all our AmeriCorps sites.

Building on that success, it is critical that I review the AmeriCorps finalists before they are picked. Only by viewing the program on a *national*, inter-agency, basis can we ensure that our national recruitment goals are met.

As demonstrated during the staff training, our project managers and their staff from around the country are not very diverse. Therefore, it is doubly incumbent upon us to give them advice and guidance on how we can achieve diversity. While most of the lists I have already reviewed are excellent, one project manager submitted a list of proposed AmeriCorps Members for Northern California that had no significant diversity. The manager said that he was unable to find diverse groups of qualified applicants in his area. I then pointed out that Northern California had some of the largest and most well-respected research universities in the nation, all of which have sizable Asian-American, African-American, and Hispanic student populations. I also gave the manager a few additional suggestions on sources of diverse participants.

Additionally, it is imperative that we do more that simply suggest that our agencies coordinate all aspects of recruitment. SCS already has countless applicants who would be better for the FmHA projects -- and visa versa. If we will have 80 Members in a region, it makes no sense to let each agency county office pick their AmeriCorps Members in insolation from other counties, other states, and other agencies.

This process is not cumbersome. For the project managers who showed me their lists during the training, I went over their recommendations and usually approved them within five minutes. If there ever is a disagreement, I will hold an open dialogue with the agency national office and the project manager over the issue involved.

I cannot grant SCS alone an exemption to the USDA policy that the Department approve the final members. I hope you will agree, though, that as we continue to build Team USDA, this extra coordination will benefit all agencies.

AN EQUAL OPPORTUNITY EMPLOYER

Memos from Joel

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

August 16, 1994

TO: AMERICORPS/USDA PROJECT DIRECTORS

FROM: JOEL BERG, DIRECTOR OF NATIONAL SERVICE JB

SUBJECT: **FINAL STEPS IN THE RECRUITMENT PROCESS**

As we approach our September 12 launch, here are some final steps in the recruitment process:

1) Within the next several days, each of you will receive from your agencies a recruitment list with the names of potential AmeriCorps Members from your state who called the **Corporation for National and Community Service's 1-800 hotline.** Please contact those from the list in your general geographic area who might be right for your program. Please remember that our goal is to attempt to recruit about 20 percent of our AmeriCorps Members from the Corporation's national pool.

2) Most of you who attended the training at the 4-H Center picked-up response forms from possible AmeriCorps members who called the **USDA 1-800 hotline.** If you have not received these response forms from your state, please call Denise Bennett at (202) 690-3051.

3) Select your finalists and a sizable number of alternates. Please personally interview all finalists and then call at least one of their references. Then fax me at (202) 720-4614 copies of the applications for those you are recommending we accept into the program. I promise a 48-hour turnaround on these applications.

For those of you running Rural Development Team projects in areas in which more than one USDA agency is supporting AmeriCorps Members, please take the above-three steps jointly with the other USDA agencies running projects in the region. Thus, each *region* should send me one set --- agreed upon by all the agencies involved -- of applications for AmeriCorps Members you are recommending for the program.

If you have any additional questions, please contact your agency national headquarters or Katherine Gibney at (202) 720-4369.

TO : Mr. James Hill, Foreman Courier Service

FROM : Joel Berg, Director, Office of National Service

SUBJECT: Use of Courier Service

On August 10, 1994, between 1:00 p.m. and 5:00 p.m., the Office of National Service would like to request the use of the Courier Service's vehicle to take at least 15 participants of the AmeriCorps/USDA program from the 4-H Center in Chevy Chase, Maryland, to environmental service sites in Silver Springs, Maryland and the surrounding area.

Your cooperation will be greatly appreciated.

Division of a Mine.

Thankful for USPS
will play a vital
part in the N.S.P
that own school ex
for can service

We all be remember pilot
program — this
fight hunger, to protect
the environment to restore
rural America.
For more info, call our
1-888-4 toll-free line at
and remember the words of
Anyone can be great because
Anyone can serve.

To: Dave White, Paula Jones, Lou Woltering

From: Joel Berg

4 pages

Freshly updated draft of job description for the Rural Development Team Regional Facilitator, based upon input from ASCS, FmHA, and RDA, who have approved this draft for release.

Still need FS and SCS feedback.

Rural Development Team Regional Facilitator
Job Description

I. INTRODUCTION

This position is physically located within in one of the 11 Rural Development Team Regions of the AmeriCorps/USDA program. The incumbent works to facilitate the activities of the USDA/AmeriCorps projects in each region in partnership with USDA agencies and the USDA Director of National Service. The incumbent works to ensure goals, objectives, and spirit of the USDA/AmeriCorps program are met and to promote teamwork and cooperation among officials of other USDA agencies such as the Soil Conservation Service, Forest Service, Farmers Home Administration, and the Rural Development Administration. In addition, the incumbent coordinates with representatives of the Federal Emergency Management Agency, state and local governments, and relevant USDA agencies to ensure that USDA/AmeriCorps Team participants are engaged in the most critically-needed rural development work.

II. MAJOR DUTIES

Develop and implement regional recruitment plan for AmeriCorps members.

Plan and manage a regional orientation program, lasting at least two weeks, for all team members.

Plan and manage ongoing training programs related specifically to the AmeriCorps program design in which all AmeriCorps members may spend up to 20% of their program time.

Plan and develop USDA/AmeriCorps communication activities to increase understanding and awareness of the program goals and objectives. Advise USDA/AmeriCorps site supervisors of significant developments affecting field office operations in relations USDA/AmeriCorps program objectives. Participate in the development and implementation of more effective communications between the related USDA agencies offices and staff and USDA/AmeriCorps participants. Attend periodic USDA/AmeriCorps planning and training sessions to ensure communications and oversight links between site clusters and with other regions in the program.

Ensure distribution of identity building materials developed at the national and regional level, such as uniforms, hats, patches, newsletters, talking points, etc.

Ensure that all participants in each cluster will meet together in person physically once a week and that they also participate in conference calls at least one other time each week.

Ensure that, in areas where the Rural Development Team will operate nearby USDA Anti-Hunger Teams or Public Lands and Environment Teams, members of both teams will work together on a service project when appropriate.

When appropriate, provide ongoing AmeriCorps program support and identity-building activities to Anti-Hunger Team projects and/or Public Lands and Environment Team projects that may be in the region.

Provide leadership in developing Internet capabilities for all Rural Development Team members to help Team members communicate by computer with each other and with other state, and private sources of assiatnce.

Provide information and assistance concerning the status and progress of USDA/AmeriCorps project activities to the Director of National Service, USDA/AmeriCorps site supervisors and, as appropriate, representatives of USDA agencies. Participate in local meetings, conferences, and community events to accurately inform the public about the USDA/AmeriCorps program.

Participate in identifying and recommending methods and criteria to improve USDA/AmeriCorps procedures, including helping agencies continually refine the workplans for the region. Participate in the planning for future AmeriCorps activities and projects including coordinating team building activities, encouraging team spirit, and responsible citizenship. Solicit and receive local and regional input, suggestions, comments, complaints, etc., concerning the USDA/AmeriCorps program.

Provide staff support for local advisory AmeriCorps advisory committees to comprised of all local USDA agencies, other relevant Federal agencies, and relevant state, local, and non-profit agencies.

Perform other relevant duties as assigned.

III. LIMITS OF DUTIES

While the incumbent shall have the authority to advise and consult with all agency local, state, or regional offices or employees, the incumbent will have no direct supervisory authority over those offices or employees.

While the incumbent is expected to be in frequent consultation with the AmeriCorps members in that region, each agency's local project manager will have the prime responsibility for the day-to-day supervision of AmeriCorps members.

The incumbent shall make no significant policy, scheduling, workplan, recruitment, training, or evaluation decsion without full consultation with the USDA Director of National Service and the relevant USDA agency local, state, and or regional office designated to manage each AmeriCorps project.

IV. EEO RESPONSIBILITIES

The incumbent is responsible for knowing and supporting equal opportunity and civil rights policies; performing assigned duties in full compliance with the letter and spirit of equal opportunity and civil rights laws and regulations; assuring bias-free written and oral communications; respecting and valuing differences of other employees and clients; and, as appropriate, preparing for career advancement opportunities.

V. SUPERVISION AND GUIDANCE RECEIVED

The incumbent functions under the general technical supervision of the USDA Director of National Service, who outlines work assignments and objectives. Within this framework, the incumbent independently plans and carries out work. As necessary, the incumbent receives assistance in interpreting and adapting guidelines to specific situations. Completed work products are reviewed for technical adequacy, acceptability, and completeness and in terms of the incumbent's role in assisting in providing effective communications of the USDA/AmeriCorps program.

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

File

August 5, 1994

Mr. Gordon Nelson, Manager
Hechinger
1600 Benning Road, NE
Washington, DC 20002

Attn: Antoine Gaines

Dear Mr. Nelson:

On August 10, 1994, between 1:00 p.m. and 5:00 p.m., 40 USDA employees, in cooperation the DC Service Corps, will be performing community service projects in the Metropolitan area. One of these projects will involve clear-cutting trails, and general cleaning and maintaining the Watts Branch Recreation Center park area.

The DC Service Corps has advised us we will need 40 pairs of neoprine gloves, 20 shearing clippers, 20-30 heavy duty rakes, 10 large plastic scoop shovels, 3 large water coolers, 40 pairs of rubber boots, and 10-20 weed-eaters to perform this activity.

We asking your company to loan us this equipment for this very worthwhile community service project until Saturday August 13.

Your cooperation is greatly appreciated.

Sincerely,

Joel Berg

Joel Berg
Director of National Service

AN EQUAL OPPORTUNITY EMPLOYER

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

August 4, 1994

To: Paul Johnson, Chief
Soil Conservation Service

From: Joel Berg
Director of National Service

Subject: AmeriCorps/USDA Training Conference

During the week of August 8-12, 1994, we will be conducting a training conference for managers of the AmeriCorps/USDA projects that will start operation in September of this year. We would appreciate your help kicking off this meeting, which will be attended by just over 200 people from every region of the country, many of whom will be Soil Conservation Service employees. We would request that you make a few welcoming remarks to the group on Monday afternoon, August 8, at around 2:00 p.m. Senator Patrick Leahy and Congressman Kika de la Garza are both expected to speak during this time slot, and Assistant Secretary Lyons has also been invited.

Attached is a copy of the most recent meeting agenda. If you would prefer to speak to the group at another time, we will certainly try to accommodate your schedule as far as possible. You are more than welcome to attend and participate in as many of the conference events as you have the time and interest to do. We are especially excited about the Afternoon of Service project planned for Wednesday afternoon, where conference attendees will fan out to several anti-hunger and environmental project sites to perform service alongside existing youth service corps, just as the AmeriCorps participants will be doing throughout the next year.

You are also cordially invited to join us for the Tuesday evening "picnic" at the 4-H Center. This will be a good opportunity for conference participants to meet the key dignitaries and senior policy officials associated with AmeriCorps/USDA in a casual, conversational setting.

Please confirm your availability for opening remarks on August 8 and/or the picnic on August 9 as soon as possible, so that we can proceed with finalizing the agenda. Your response, and any questions you may have about the conference, should be directed to Donna Hines of my staff, at 690-0693, or to me, at 720-6350.

Thank you once again for your support of the AmeriCorps/USDA program.

AN EQUAL OPPORTUNITY EMPLOYER

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

August 4, 1994

To: Michael Dunn, Administrator
Farmers Home Administration

From: Joel Berg JB
Director of National Service

Subject: AmeriCorps/USDA Training Conference

During the week of August 8-12, 1994, we will be conducting a training conference for managers of the AmeriCorps/USDA projects that will start operation in September of this year. We would appreciate your help kicking off this meeting, which will be attended by just over 200 people from every region of the country. We would request that you make a few welcoming remarks to the group on Monday afternoon, August 8, at around 2:00 p.m. Senator Patrick Leahy and Congressman Kika de la Garza are both expected to speak during this time slot, and Under Secretary Nash has also been invited.

Attached is a copy of the most recent meeting agenda. If you would prefer to speak to the group at another time, we will certainly try to accommodate your schedule as far as possible. You are more than welcome to attend and participate in as many of the conference events as you have the time and interest to do. We are especially excited about the Afternoon of Service project planned for Wednesday afternoon, where conference attendees will fan out to several anti-hunger and environmental project sites to perform service alongside existing youth service corps, just as the AmeriCorps participants will be doing throughout the next year.

You are also cordially invited to join us for the Tuesday evening "picnic" at the 4-H Center. This will be a good opportunity for conference participants to meet the key dignitaries and senior policy officials associated with AmeriCorps/USDA in a casual, conversational setting.

Please confirm your availability for opening remarks on August 8 and/or the picnic on August 9 as soon as possible, so that we can proceed with finalizing the agenda. Your response, and any questions you may have about the conference, should be directed to Donna Hines of my staff, at 690-0693, or to me, at 720-6350.

Thank you once again for your support of the AmeriCorps/USDA program.

AN EQUAL OPPORTUNITY EMPLOYER

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

August 4, 1994

To: Jack Ward Thomas, Chief
Forest Service

From: Joel Berg JB
Director of National Service

Subject: AmeriCorps/USDA Training Conference

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AN EQUAL OPPORTUNITY EMPLOYER

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

August 4, 1994

To: Wilbur Peer, Administrator
Rural Development Administration

From: Joel Berg JB
Director of National Service

Subject: AmeriCorps/USDA Training Conference

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AN EQUAL OPPORTUNITY EMPLOYER

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F/P

August 6, 1994

To: Dave White

From: Joel Berg

Subject: More Revisions in Operations Manual

Chapter 1, page 3: Add line explaining how AmeriCorps signs will be provided for placement all work sites.

Chapter 4, Page 31: Add bullet: "Facilitate weekly meetings of Members in cluster groups". Change "Provide staff assistance to state and/or regional offices" to "**Consult with** state or regional offices."

Chapter 4, Page 32: If we can not agree immediately to add dotted lines between the the regional facilitator and local projects managers and between regional facilitator and Rural Development Team Site cluster, then we should delate the chart.

Chapter 5, Page 33: Should indicate that each site must develop recruitment plan and submit it to the USDA Director of National Service.

Chapter 5, page 35: Delete the last two words on the page: "Upon request."

Chapter 5, page 37: Place paragraph one under a new heading: "Non-Displacement." Also add the line: "Moreover, no AmeriCorps member may perform work that is currently performed by an existing employee in a federal, state, or local agency or by an employee of a non-profit organization."

Chapter 6, page 40: Do we really need a position description? I would rather we didn't require this as it will place an undue burden on our field offices. If we must, I would place in the manual: "The Agency national offices will provide sample position descriptions for each AmeriCorps member."

Chapter 6, p. 42: Add that the Department will develop two different member agreements for use in the entire USDA program: one for Anti-Hunger Team Members and Public Lands and Environment Team Members and a different one for Rural Development Team members.

Chapter 6, page 46: Add that a copy of this eligibility information should be provided to all AmeriCorps members upon their entry into the program.

Chapter 6, page 50: Under Attire/Uniforms, I suggest replacing with:

> "We expect that all AmeriCorps Members will be proud of their service and will reflect that pride by wearing the AmeriCorps uniform. Upon entering AmeriCorps, members will receive a t-Shirt, sweatshirt, hat, and pin. T h i s complete uniform must be worn at official AmeriCorps events. In addition, the Department's policy is that, at minimum, Rural Development Team Members will wear the pin at all times and Anti-Hunger Team and Public Lands and Environment Team Members will wear either a tee-shirt, sweatshirt, hat, or a pin while on duty. However, USDA realizes that work projects and work conditions will vary considerably around the country. While Members must wear one identifying article of clothing at all times and should wear the other items whenever appropriate, the local project managers may decide to vary the attire based on weather, safety, and work conditions."