

**Wisconsin Tribal Conservation Advisory Council Meeting Minutes**  
**Tuesday, January 22, 2013**  
**Bad River**

Meeting called to order at 9:15 by Pat Pelky.

**1. Roll Call**

Present: FCPC (Nate Guldan), Ho-Chunk (Randy Poelma on phone), LCO (Brett McConnell), Menominee (Jeremy Pyatskowitz), Mole Lake (Tina Van Zile), Oneida (Pat Pelky), Red Cliff (Nathan Gordon, Chad Abel, Gary Defoe Jr.), St Croix (Katie Stariha), Bad River (Cyrus Hester).

A quorum is present.

Others Present: Tom Fredrickson (NRCS), Chris Borden (NRCS), Tom Melnarik (NRCS), Keith Sengbusch (WTCAC), Randy Gilbertson (WTCAC), Linda Sunde (CNCS), Greg Yakle (NRCS), Paul Johnson (NRCS), Gary Haughn (NRCS)

**2. Approval of Agenda**

There were requests to add Lead Awareness and Next Meeting to the agenda.

**MOTION:** Motion to approve agenda with additions. Motion by Menominee, seconded by Mole Lake. All ayes, zero opposed, motion carried.

**3. Approval of Minutes**

**MOTION:** Motion to approve the December 18, 2012 WTCAC meeting minutes. Motion by Menominee, seconded by St. Croix. All in favor, zero opposed, motion carried.

**4. VISTA Project**

Linda Sunde (handout attached) – She presented a PowerPoint on the Red Cliff Farm Project. First reaction was we are not farmer's, we don't do this. It took time for people to support it. Plant giveaways are a big community event. Lots of different fruits and vegetables are made available. They teach how to cook different vegetables, how to stake tomatoes, how to grow potatoes, etc. Plants from green houses are given away or planted on the farm. They have a huge class with Extension on canning, preserving, and dehydrating the fruits and vegetables. Some federal funds allow you to use funds for VISTA match, some don't. Not tradition match, it is a cost share. She can send us examples of successful applications. Projects are usually over 3 years maybe 4. You could have same employees each year or have new ones every year. Other things they could assist with include economic development, education (see handout from last meeting), unmet needs of veterans and families of deployed military personnel. Still need poverty link.

## **5. Lead Awareness**

Dan King from Oneida, he is their safety coordinator. In 1978, lead was banned but that doesn't mean it isn't still around. Through this program he has been going around to Tribes to get them involved with the lead program. Recently this last spring the CDC level for kids was 0.10 µm in blood, they just lowered it to 0.06 µm. If in field and you come across old outbuildings, barns, etc. they could have lead paint. You could easily contaminate your house by bringing this home. A lot of issues with children today can actually be from a high concentration of lead. They are hitting the families, Tribal homes, etc. but they have not been hitting the workers.

## **6. Website**

One Prospect Technologies (an FCPC owned company) will work on the website at no cost and Dani Fatla (Nate's Administrative Assistant) will maintain it with help from Bryon Black (with One Prospect). Send Nate thoughts on the website anytime.

## **7. Forest Resource Coordinating Committee**

Al Murray, FCPC Forester, was appointed to the Forest Resource Coordinating Committee (FRCC, appointment letter attached). The FRCC is composed of 20 voting members and the Chief of the Forest Service is the Chairperson of the Committee. Al will come to a future WTCAC meeting.

## **8. Review of EQIP Process and Timelines**

Greg Yakle –The EQIP process has changed in the last year as it went to a regional approach to establish scenarios, payment rates, etc. They have to have everything in the system by February 22. We will need to approve the projects today. WTCAC's set aside has been increased from \$440,000 to \$500,000, but we likely have much more in projects than this. It appears that EQIP sign ups have been categorized as light to moderate this year.

## **9. Summary of Discussion with Chris Borden**

Randy Gilbertson and Keith Sengbusch (hand out attached) - The handout has already changed. The aquaculture practices have been changing quite a bit. There was an issue that started last summer with Mole Lake as an NRCS staff changed the design as they were actually building it. The changes that were made were not in the NRCS standard. This has been resolved for future projects. The cost share is based on the permanent pool elevation so by moving that up and down the funding rate changed up and down. Lining payment rate was based on area, then NRCS put a \$30,000 limit on the project and they expressed their concerns so they doubled the limit to \$60,000 for project for the lining. The most recent guidance they got from Greg Rebman was that a Forest Stand Improvement should be done within 5 years of access road improvement. For example, schedule access road 1 year and then FSI 4 years later. Not in contract, but in conservation plan to do FSI. The contract would need to run for 2 or 3 years after access road to make sure the FSI is completed before the contract ends.

## **10. Tribal EQIP Proposals**

The spreadsheet of 2013 Tribal EQIP Proposals is attached. The total 2013 Tribal EQIP request was \$1,032,717.57 with High Priority given to \$497,812.13 worth of projects and Low Priority given to \$534,905.44 worth of projects.

**MOTION:** Motion to approve the rankings of the 2013 Tribal EQIP Proposals. Motion by Bad River, seconded by Menominee. All in favor, zero opposed, motion carried.

## **11. Technical Recommendations**

Keith, Randy, and Chris will discuss this more in depth at the February meeting.

- 1) Access Road/Trails and Landing Issues
- 2) Endangered Species Issue with Trust versus Fee Lands
- 3) Fish Crib Practice
- 4) Weeds not on DNR website (ok to have in an Herbaceous Weed Management Control Plan)
- 5) Who is qualified to write special use plans, existing plans good?
- 6) HWC we need something for hand pulling that is reasonable
- 7) Aquatic organism passage – numbers seemed low
- 8) Phragmites scenario
- 9) Discussion on resource concerns for aquaculture pond
- 10) Regulation, internal policy, interpretation for denials, would like it in writing
- 11) Do Tribes do different things in FSI that really are FSI but aren't thought of in that way?
- 12) How the Tribes view land use activities and management which might be different than a commercial farm. Traditional activities that are occurring are legitimate activities for the Tribes.
- 13) Other woody debris for stabilizing banks
- 14) Stream habitat restoration – it is measured in acres and it should be in feet
- 15) Aquaponics

## **12. GLRI Grant**

Randy got proposals from everyone except Stockbridge-Munsee. He is working on the QAPP and will hopefully be done soon. Randy found out that we can have herbicide training through Extension at no cost. Tom Melnarik – FISTA on chainsaw training and it is \$1200 for an 8 hour day for each trainer up to 12 people and \$100 per person for more people.

## **13. Bank Changes Discussion**

**MOTION:** Motion to the Treasurer decide the new bank to go through. Motion by FCPC, seconded by Menominee. All in favor, zero opposed, LCO abstains, motion carried.

#### **14. Next Meeting**

Jerry should see if Jimmy Bramblett could come to Mole Lake on February 21 for a WTCAC meeting, if not we will meet in Madison.

**MOTION:** Motion to adjourn. Motion by LCO, seconded by Red Cliff. All ayes, zero opposed, motion carried. Meeting adjourned at 2:42 pm.

#### **ACTION ITEMS**

- 1) **Linda Sunde can send us examples of successful VISTA applications.**
- 2) **Send Nate thoughts on the website anytime.**
- 3) **Did Randy get the GLRI Proposal from Stockbridge-Munsee?**

#### **EMAIL MINUTES 1/9/2013**

**MOTION:** Motion to approve Randy to travel to Oklahoma the week of March 4<sup>th</sup> to attend and present at the USDA/Tribal Training session in Shawnee, Oklahoma and to approve Keith to travel to Arizona the week of March 18<sup>th</sup> to attend and present at the USDA/Tribal Training session in Prescott, Arizona. Motion by Menominee, seconded by FCPC. Seven ayes (Menominee, Ho-Chunk, LCO, Stockbridge-Munsee, Mole Lake, FCPC, St. Croix), zero opposed, motion carried.

## **ATTACHMENTS**



## Is AmeriCorps\*VISTA Right for Your Organization?

For more than 40 years, VISTA has been in the forefront of helping communities across America help themselves fight poverty. VISTA members devote a year of their lives to challenge poverty's root causes. They do this by mobilizing community volunteers and local resources, and by increasing the capacity of people in low-income communities to rely on the resources within their own communities. AmeriCorps\*VISTA (VISTA) has specific regulations that must be adhered to with all projects and should be the focus for all applications. Before diving head first into the application process, do your homework to find out if VISTA is right for your organization.

**Mission Statement:** *"AmeriCorps\*VISTA builds permanent infrastructure in non-profit organizations to help them more effectively bring individuals and communities out of poverty."*

**Purpose:** The primary purpose of VISTA is to ensure the greatest possible return on our investment in carrying out this mission. To achieve its program purpose, VISTA operates under the following core principles:

- **Anti-Poverty Focus:** VISTA is to support efforts to fight poverty. Any nonprofit organization, educational institution, tribal or public agency with a program that is poverty-related in scope can apply to sponsor a VISTA project. The project's goal addresses helping individuals and communities out of poverty, not simply making poverty more tolerable through short term services.
- **Capacity-Building:** VISTA members do not provide direct services to low-income individuals, but rather work to increase the capacity of organizations to fight poverty. Through activities such as fundraising, establishment of community volunteer management systems, volunteer recruitment and management, community outreach, community organizing, leadership development, and collaborative development, VISTA members mobilize local resources to achieve lasting solutions.
- **Community Empowerment:** Sponsoring organizations ensure that the project engages residents of the low-income community in planning, developing, and implementing the project. The project must be responsive and relevant to the lives of the community residents, and should tap into inherent community strengths.
- **Sustainable Solutions:** VISTA members are a short-term resource to help sponsoring organizations address a new or existing program area related to their mission. Members help build the capacity of an organization to implement its anti-poverty program on its own after a period of time (typically three years), as sponsoring organizations plan for the eventual phase-out of VISTA members.

### ASK THESE QUESTIONS TO HELP DETERMINE IF VISTA IS RIGHT FOR YOUR AGENCY

1. Does your agency and proposed VISTA project address poverty and/or poverty related problems?
2. Do you have statistics and can you cite the source of those statistics to document the compelling nature of the problem to be addressed?
3. Can you make a credible effort to help people escape poverty, not simply make poverty more tolerable?
4. To the extent possible over the course of a 3-year project period, are there outcomes that measure the project's actual impact on the low-income beneficiaries of service?
5. How could capacity building activities of the VISTA member help improve the quality of the services that we provide?
6. How could we better serve the community with increased services?
7. How will the proposed project lead to building organizational/community capacity to continue the efforts of the project once VISTA resources are withdrawn?

## AMERICORPS\*VISTA COST-SHARE GUIDANCE

### Standard AmeriCorps\*VISTAs and VISTA Grant Funds Are Scarce, But Cost-Shares Are Unlimited

Applicants have a unique opportunity to increase the AmeriCorps\*VISTA members for their projects by cost-sharing some or all slots with other funds right at the outset of a project. In order to cost-share, the sponsor picks up the expenses associated with the AmeriCorps\*VISTA subsistence allowance. The approximate cost for one position (one member service year) is \$11,136-11,352 per year depending on location. The Corporation pays the living allowance directly to the VISTA and then bills the sponsoring organization twice per month. The Corporation always covers the cost of health care, the stipend or educational award, and other costs described below. All AmeriCorps\*VISTAs members, standard or cost-share, are subject to the same rules and policies concerning activities, restrictions, and benefits.

#### Costs covered by the Sponsor for Cost-Share AmeriCorps\*VISTAs:

- Monthly Living Allowance of about \$11,352 (\$946/month x 12 months, subject to periodic increases)

#### Additional costs covered by the Sponsor may vary, but will include:

- On-site-orientation and training and in-service training expenses
- On-the-job transportation expenses
- Project supervision

#### Costs always covered by the Corporation for National and Community Service:

- Child Care Allowance of up to \$300 per month (AmeriCorps\*VISTA member must be income eligible, with age eligible children)
- Education Award of \$5,550 (for those not selecting stipend)
- End of Service Stipend \$1,800 (for those who decline educational award)
- FICA on Stipend of \$138
- Health Insurance \$1,600 per year, subject to rate changes
- Pre-Service Orientation (PSO) and New Project Supervisor Training
- Travel to project upon placement, travel to home of record upon completion of service, and relocation allowance, if eligible

NOTE: The entire \$11,352 must be budgeted in order to secure Cost-Share AmeriCorps\*VISTAs.



## BENEFITS OF AMERICORPS\*VISTA SERVICE AT-A-GLANCE

### **Child Care**

VISTA members who have dependent children and are income eligible may be eligible for child care support. All family income, including VISTA allowance, is calculated when determining eligibility.

### **Civil Service Benefits**

Service credits for purposes of retirement and determining seniority in Federal Civil Service. Noncompetitive eligibility means former members do not have to compete with the general public when applying for a Federal job, but it does not guarantee an individual will be hired.

### **Education Award/Stipend**

The VISTA member may opt for the \$5,550 per year Education Award or a stipend that accrues at the rate of \$125 per month. The member cannot receive both, but must select one or the other prior to beginning service. An individual can only receive two (2) educational awards based on two terms of service.

### **Emergency Leave**

Up to 7 days if a member of the AmeriCorps\*VISTA member's immediate family becomes critically ill or dies.

### **Health Coverage**

The member is automatically covered by VISTA health coverage, but no family member, spouse or children are covered. There is no premium paid by the VISTA member. Pre-existing conditions are not covered.

### **Income Disregard**

Members receiving any form of public assistance prior to entering AmeriCorps\*VISTA service will not lose eligibility or level of assistance as a result of AmeriCorps\*VISTA allowances. Members eligible for assistance prior to joining AmeriCorps\*VISTA will not be denied benefits due to non-registration or non-acceptance of training employment during service.

### **Life Insurance**

Optional life insurance coverage is available for \$2.07 per pay period.

### **Medical Leave**

Up to 10 work days. State Office must be informed if the need for medical leave exceeds 10 work days.

### **National Service Experience**

It is the intent of the Corporation for National & Community Service that all AmeriCorps\*VISTA members have a meaningful national service experience that will impact their lives and careers and instill the ethic of service throughout their lifetime.

**Orientation and Training**

AmeriCorps\*VISTA members will receive appropriate Pre-Service Orientation before joining the program. Sponsoring organizations are required to provide on-site and periodic training to enable them to hone skills needed to perform their assigned work.

**Personal Leave**

Up to 10 work days of personal leave for each full year of service.

**Settling-In-Allowance**

For members who have to relocate more than 50 miles in order to serve. Consult State Office for amounts and details.

**Student Loan Forbearance & Interest Accrual Payment**

Members who select the Education Award may request a deferment (forbearance) of qualified student loans and payment of interest accrued on the loan during the term of service.

**Subsistence**

The subsistence allowance in Wisconsin is either \$928 or \$946 per month depending on location. Federal taxes are withheld on checks that are issued on a bi-weekly basis.

**Terms and Conditions of Service**

A term of service is for one year and is full-time. AmeriCorps\*VISTA members may reenroll for a second or third year if their performance justifies continued placement. During a term of service:

- Members are not permitted to hold any outside full-time or part-time jobs. With project supervisor authorization, members may enroll in classes or courses as long as the class times and requirements do not interfere with performance of the VISTA member's duties while in service.
- Members may not receive any compensation for AmeriCorps\*VISTA service from sponsors or community members.
- Members may have income from other sources such as social security, child support, retirement pay, public assistance, etc., but may not have work or other voluntary obligations that require their time and attendance.
- Members are prohibited from engaging in political activities, lobbying, or religious instruction as part of their VISTA assignment.

For more information and an online tutorial about the Terms, Conditions, and Benefits of VISTA service, visit <http://vistatcb.net/>.

## The VISTA Process – Start to Finish 2013

<u>Process</u>	<u>Deadline</u>
Potential VISTA sponsor creates an egrants account, enters and submits a <b>Concept Paper</b> through eGrants online.	<u>February 1</u>
The concept paper is reviewed by the state office and if approved, the go ahead is given for the full <b>Application for Federal Assistance</b>	<u>February 15</u>
Feedback from concept paper is incorporated into the full application, VISTA Assignment Descriptions (VADs) created by applicant for each VISTA slot. <b>Both are submitted online through egrants.</b>	<u>March 15</u>
Memorandum of Agreement (MOA) is electronically signed between CNCS and new VISTA sponsor.	<u>March 25</u>
VISTA supervisor has in-depth training from state office staff regarding VISTA terms, conditions, benefits, policies and procedures. This may be done in person or via conference call	
Sponsor creates <b>service opportunity listing</b> in egrants to be posted on <a href="http://www.americorps.gov">www.americorps.gov</a>	<u>April 1</u>
Sponsor develops and implements own local recruiting strategy	
Sponsor monitors web and local interest in postings; interviews, checks references and backgrounds for best candidates.	
Sponsor selects candidate to recommend to state office for VISTA service; completes <b>nomination paperwork</b> for each candidate and transmits all information to the state office	<u>April 24</u> or <u>May 28</u> or <u>June 26</u>
State office reviews applications and completes Sex Offender Registry check; if approved candidates are invited to attend the pre-service orientation (PSO). Supervisor also attends Supervisor Orientation. Travel arrangements are made for both candidates and supervisors	
VISTA candidates attend <b>PSO</b> , take oath of service and become VISTA members.	<u>June 10-13</u> or <u>July 16-19</u> or <u>August 13-16</u>
The VISTA term of service begins. The first day of service is always the day following the PSO.	
Sponsor completes <b>on-site orientation</b> with VISTA upon returning from PSO.	
Sponsor verifies VISTA members at project by certifying sponsor verification form in egrants biweekly.	
VISTA participates in Post-PSO training, arranged by either the state office or the sponsor.	
Sponsor completes quarterly <b>Project Progress Report</b> in egrants	<u>January 30</u> <u>April 30</u> <u>July 30</u> <u>October 30</u>
Within 6 months, sponsor does a mid-year evaluation of VISTA (recommended)	
Within approximately 11 months, VISTA member & sponsor receive Close of Service email. Sponsor provides evaluation and VISTA states future plans. Form is submitted electronically to state office after supervisor review and VISTA comments.	
VISTA completes 12 months of service	
<p><b>**All dates are subject to change. The sooner an application is submitted and approved the sooner a project can start recruiting VISTA candidates. Recruitment of VISTA members is ongoing. Projects will be assigned a training window and must recruit their candidates in the assigned training window or risk losing their VISTA slots.</b></p>	





United States Department of Agriculture

DEC 19 2012

Office of the Secretary  
Washington, D.C. 20250

Mr. Allan Murray  
4761 Mill Street  
Laona, Wisconsin 54541

Dear Mr. Murray:

It gives me great pleasure to appoint you to the Forest Resource Coordinating Committee (FRCC) as an Indian Tribe Representative. The FRCC has been established in compliance with Section 8005 of the Food, Conservation, and Energy Act of 2008 (Act), Public Law No. 110-246.

In accordance with the Act, the FRCC was established to provide direction and coordination of actions within the Department of Agriculture, and coordination with State agencies and the private sector, to effectively address the following national priorities for private forest conservation, with specific focus on owners of non-industrial private forest land: (1) conserving and managing working forest landscapes for multiple values and uses; (2) protecting forests from threats, including catastrophic wildfires, hurricanes, tornados, windstorms, snow or ice storms, flooding, drought, invasive species, insect or disease outbreak, or development, and restoring appropriate forest types in response to such threats; and (3) enhancing public benefits from private forests, including air and water quality, soil conservation, biological diversity, carbon storage, forest products, forestry-related jobs, production of renewable energy, wildlife, wildlife corridors and wildlife habitat, and recreation.

The FRCC is composed of 20 voting members, representing a diverse geographic spread across the country. Your appointment will be for 3 years. The Chief of the Forest Service shall serve as the Chairperson. Meetings will be scheduled by the Designated Federal Officer in consultation with the Chair and other members of the Committee.

A certificate recognizing you as an official member of the FRCC is enclosed. As a FRCC member, you will serve without compensation. However, you may be entitled to per diem and travel expenses, while attending meetings, as determined by the Washington Office Cooperative Forestry Staff and in accordance with travel regulations for Federal employees.

Thank you for your interest and commitment to serving on this committee. I believe you will find your participation to be a rewarding experience. I know that your background and collaborative abilities will be instrumental in ensuring the success of this committee in accomplishing the duties set forth in the Act.

Sincerely,

A handwritten signature in blue ink that reads "Thomas J. Vilsack".

Thomas J. Vilsack  
Secretary

Enclosure



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January 16, 2013 The following notes are the result of Keith and Randy compiling data from numerous conversations with NRCS Staff.

**Information on Tribal Specific Projects**

**1. Bad River**

- A. Access Road (560) south of the Recycling Center – The existing access road will be significantly damaged as a result of fill removal related to the 2011 EQIP funded beaver dam removal that is taking place to the south of the Access Road. Gary mentioned that it would have been better schedule this practice in the 2012 EQIP contract but the volume of fill that will be hauled out on this access road was not fully understood at the time of contracting. Estimated cost \$26,400.(It is unlikely that Access Roads will be found eligible by NRCS)
- B. Access Road (560). The road to the falls on the Bad River is incised and the sediment from the gully erosion taking place on this road has a high sediment transport efficiency and sediment delivery ratio to the Bad River. I need to check with Lacey to see if they are submitting this one in 2013. Estimated cost \$8320.(It is unlikely that Access Roads will be found eligible by NRCS)
- C. Herbaceous Weed Control (315). Control to encourage growth of Wild Rice. Cost estimate pending.(Likely not eligible due to Rice Beds being considered cropland for Crop Insurance purposes) *\$4309.08*

Based on conversations with NRCS Program Staff Access Roads and Trails and Landings are not eligible for EQIP funding if they are located in forested areas.

**2. Forest County Potawatomi**

- A. 25 Tree Drops \$3154.00
- B. Access Road \$53362.00
- C. Access Road \$1769.00
- D. 2 Stream Crossings \$3206.00
- E. Forest Stand Improvement \$11253.00

*53362  
1769*

Based on conversations with NRCS Program Staff Access Roads are not eligible for EQIP funding if they are located in forested areas.

**3. Ho-Chunk**

- A. No applications for 2013 EQIP

**4. Lac Courte Oreilles**

- A. Three Forest Stand Improvement (666) projects, Scenario #1 (Pre-commercial Thinning – Hand Tools) which are part of an established Forest Management Plan. Cost estimate - 258 acres at \$266.22/acre = \$68,684.76.

- B. Fish Cribs. NRCS has determined that the fish crib scenario is to be located in the Fish Pond Standard. Since NRCS WI does not have the Fish Pond Standard on the list of eligible practices it cannot be funded until this issue is resolved.
- C. Wetland Wildlife Habitat Management (644) Scenario 2 (Wild Rice Seeding). Estimated cost 5 acres at \$480.53 = \$2402.65

#### 5. Lac Du Flambeau

- A. Aquaculture Pond (397). Seven ponds totaling 5.0 acres with accompanying practices; Pond Sealing and Lining 521A, Livestock Pipeline 516, Heavy Use Area Protection (561), Access Road (560), and Critical Area Planting (342) We are waiting on an interpretation of both the NRCS Aquaculture Standards and the EQIP Cookbook Scenarios. Until we get this information we cannot determine the payment rate.
- B. Forest Stand Improvement (666) scenario #1 (Pre-commercial Thinning – Hand Tools), 575 Acres at \$266.22 = \$153,076.50 looked like it met the intent, and had no commercial harvest element.
- C. Wetland Wildlife Habitat Management (644) Scenario #3 (Wood Duck Nesting Box). We will need to know who is doing the wildlife plan, presumably this is the staff biologist. I do not know the number of planned boxes, though it did not sound like there would be a large number of boxes.

#### 6. Menominee

- A. Herbaceous Weed Control (315) scenario #5 (Chemical Aquatic). Approximate cost estimate ~100 acres at \$718.18 per acre = \$71,818 (Is the area cropland for crop insurance purposes?)
- B. Access Road serving as lake access. Cost estimate pending (This practice falls under Heavy Use)
- C. Underground Outlet, Livestock Pipeline, and Obstruction Removal related to repair of existing Aquaculture Ponds. Cost estimate pending. (Payment rate in EQIP is very low, may be too expensive to install)

#### 7. Oneida

- A. Tree and Shrub Establishment (612). Scenario #4, 34.3 acres @ \$727.26/acre = \$24,945.02



- B. Three Prescribed Grazing related contracts with accompanying practices (pipeline, fence, watering facilities, plantings, stream crossings, heavy use area protection). Cost estimate = \$91,823.23.

**8. Red Cliff**

- A. Aquatic Organism Passage (396) scenario #3 (Blockage Removal – manual). Removal of seven beaver dams and log jams on Red Cliff Creek. Estimate pending determination of cubic yards of material involved.
- B. Streambank and Shoreline Protection (580) scenario #1 (Bioengineered) on Red Cliff Creek – live fascine placement. Cost estimate pending.
- C. Runoff control and critical area planting close to campground east of the Red Cliff Casino. Gully erosion control immediately adjacent to Lake Superior. Estimated Cost \$4435
- D. Grade Stabilization adjacent to the Red Cliff Casino. Gully erosion control to stabilize a storm water outlet immediately adjacent to Lake Superior. Estimated Cost \$39,820.
- E. Spirit Island boat ramp Heavy Use Area Protection (651). Gully and shoreland erosion undermining one of the main accesses to Lake Superior at the mouth of the Raspberry River. Estimated Cost \$30,375. (Should be OK under Heavy Use Area Protection)
- F. Frog Bay Access Road (650). Current road has erosion issues and anticipated increased traffic likely to increase gully erosion. Road terminates at the shore of Lake Superior. Further clarification on resource concern is needed. Gary believes that this may be a good candidate for the Indian Reservation Road Program. Estimated cost \$27,124. (Not likely to be eligible with NRCS EQIP funds)

**9. St Croix**

- A. Three Forest Management Plan CAPs (106). The tribe plans to contract with an established TSP.
- B. Tree Planting in Barron County.

**10. Sokaogon Mole Lake**

- A. Critical Area Planting \$190.00
- B. Forest Stand Improvement \$41211.00

**11. Stockbridge**

- A. No applications for 2013 EQIP.

## **General Notes**

1. The Tribal 2013 EQIP requests will exceed the \$500,000 WTCAC set aside, even in the absence of applications related to Access Roads and Forest Trail and Landings.
2. NRCS has continued to change the EQIP Cookbook as we are attempting to determine project eligibility. We still need NRCS to explain their determinations as they relate to Access Roads, Trails and Landings, Aquaculture Ponds and Flexible Pond Linings.

### **3. Access Roads, Forest Trails and Landings and**

- A. NRCS needs to provide clarification on when and how Access Roads and Forest Trail and Lands can be installed using EQIP funds. We need written guidance developed and promulgated to both Tribal and NRCS staff.
- B. As a part of this we need to have definitions developed for the terms "Pre Commercial Thinning", "Competition Control" and "final and rotational harvest activities" found in the 2013 Practice Schedule, in order to facilitate the ability of a planner to read a forest management plan and determine applicability of practice.
- C. The question came up whether Forest Stand Improvement (666) Scenario #3 (Competition Control) can be used for thinnings where there would be a product (pulp, firewood, biomass) removed from the forest.
- D. There is a question regarding how to document the resource concerns in Protracts for Access road and Forest trails and Landings in situations where these are facilitating practices for non cost shared non harvest related management practices like Forest Stand Improvement. There are also questions regarding how to document the requirement for liquidated damages if non contracted Forest Stand Improvement is not completed within the timeframe of the contract.
- E. We are working with the BIA to determine if some of the EQIP applications that we receive could be best funded using Indian Reservation Road Program funding.

### **4. Aquaculture Pond**

- A. During the last two weeks the EQIP rate for Flexible liner has changed from no maximum limit to \$30,000 and then to \$60,000. If this rate remains in effect NRCS would fund the liner for approximately one acre pond per system.
- B. There is an issue with a required design change to Mole Lake's 2012 EQIP funded Aquaculture Pond. This design change that was implemented by the NRCS NE Area Engineering staff is not a condition of the Aquaculture Standard. The additional earthwork and liner involved with the requirement for additional freeboard and the requirement for an additional outlet pipe resulted in an unanticipated expense to the Tribe that likely exceeded \$23,000. The need for the additional earthwork, liner material, and outlet pipe is an issue in the design for the 2013 EQIP LDF Aquaculture Pond application.

- C. The cost on Pipeline for Aquaculture Pond is \$7.54/foot. This is about half the cost of materials. We need to take a look at this for 2014.
- D. Until we get a determination from NRCS on their interpretation of the Aquaculture Standards and the EQIP Scenarios we cannot determine the EQIP funding rate or the total cost estimate for the LDF Hatchery proposal.



# 2013 WTCAC EQIP Projects

TRIBE	Project/Practice/Scenario	Cost	WTCAC Priority
<b>Bad River</b>	Well Abandonment	\$3,316.74	High
	Herbaceous Weed Control	\$4,309.08	High
	Access Rd	\$26,400.00	Low
		<b>\$34,025.82</b>	
<b>FCPC</b>	Wetland Wildlife Habitat Management	\$3,394.00	Low
	Upland Wildlife Habitat Management	\$891.00	High
	Access Rd	\$55,131.00	High
	Stream Crossings	\$3,206.00	High
	Forest Stand Improvement	\$11,253.00	Low
	<b>\$73,875.00</b>		
<b>LCO</b>	Forest Stand Improvement	\$42,595.00	High
	Wild Rice Seeding	\$2,402.65	High
	<b>\$44,997.65</b>		
<b>Lac du Flambeau</b>	Forest Stand Improvement 1	\$85,190.40	High
	Forest Stand Improvement 2	\$67,886.60	Low
	Wood Duck Boxes	\$797.00	High
	Aquaculture Ponds	\$100,000.00	Low
	Pond Liner	\$60,000.00	Low
	Water Control	\$96,345.90	Low
	Pipeline	\$11,408.02	Low
	Underground Out	\$15,996.50	Low
	Heavy Use	\$2,325.00	Low
	Access Rd	\$4,725.50	Low
Critical Area Planting	\$721.56	Low	
	<b>\$445,396.48</b>		
<b>Menominee</b>	Herbaceous Weed Control 1	\$72,356.64	High
	Herbaceous Weed Control 2	\$72,356.64	Low
	Access Rd	\$1,091.25	High
	Obstruction removal	\$925.68	Low
	Livestock Pipeline	\$19,604.00	Low
	Underground Outlet	\$14,414.40	Low
	<b>\$180,748.61</b>		
<b>Oneida</b>	Grazing 1	\$27,148.64	Low
	Grazing 2	\$31,775.23	High
	Grazing 3	\$42,709.22	High
	<b>\$101,633.09</b>		
<b>Red Cliff</b>	Runoff Control and CAP	\$4,198.82	High
	Grade Stabilization	\$32,382.82	High
	Boat Ramp	\$18,905.00	High
	Access Rd and Stream Crossing	\$18,621.60	High
	Bank Stablization on Red Cliff Creek	\$2,706.25	High
	Blockage Removal	\$3,043.99	High
	<b>\$79,858.48</b>		

<b>St. Croix</b>	Forestry CAP with residue	\$11,765.03	High
	Forestry CAP 2	\$1,690.88	High
	Forestry CAP 3	\$1,105.58	High
	Tree Plantings	\$16,219.95	High
		<b>\$30,781.44</b>	
<b>Mole Lake</b>	Critical Area Planting	\$190.00	High
	Forest Stand Improvement	\$41,211.00	High
		<b>\$41,401.00</b>	
<b>OVERALL TOTAL</b>	\$1,032,717.57		
<b>High Priority</b>	\$497,812.13		
<b>Low Priority</b>	\$534,905.44		

# 2013 WTCAC EQIP Projects

TRIBE	Project/Practice/Scenario	Cost	WTCAC Priority
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	Herbaceous Weed Control	\$4,309.08	High
	Access Rd	\$26,400.00	Low
		<b>\$34,025.82</b>	
<b>FCPC</b>	Wetland Wldlife Habitat Management	\$3,394.00	Low
	Upland Wildlife Habitat Management	\$891.00	High
	Access Rd	\$55,131.00	High
	Stream Crossings	\$3,206.00	High
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<b>High Priority</b>	\$497,812.13		
<b>Low Priority</b>	\$534,905.44		



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January 16, 2013 The following notes are the result of Keith and Randy compiling data from numerous conversations with NRCS Staff.

**Information on Tribal Specific Projects**

**1. Bad River**

- A. Access Road (560) south of the Recycling Center – The existing access road will be significantly damaged as a result of fill removal related to the 2011 EQIP funded beaver dam removal that is taking place to the south of the Access Road. Gary mentioned that it would have been better schedule this practice in the 2012 EQIP contract but the volume of fill that will be hauled out on this access road was not fully understood at the time of contracting. Estimated cost \$26,400.(It is unlikely that Access Roads will be found eligible by NRCS)
- B. Access Road (560). The road to the falls on the Bad River is incised and the sediment from the gully erosion taking place on this road has a high sediment transport efficiency and sediment delivery ratio to the Bad River. I need to check with Lacey to see if they are submitting this one in 2013. Estimated cost \$8320.(It is unlikely that Access Roads will be found eligible by NRCS)
- C. Herbaceous Weed Control (315). Control to encourage growth of Wild Rice. Cost estimate pending.(Likely not eligible due to Rice Beds being considered cropland for Crop Insurance purposes) *\$4309.08*

Based on conversations with NRCS Program Staff Access Roads and Trails and Landings are not eligible for EQIP funding if they are located in forested areas.

**2. Forest County Potawatomi**

- A. 25 Tree Drops \$3154.00
- B. Access Road \$53362.00
- C. Access Road \$1769.00
- D. 2 Stream Crossings \$3206.00
- E. Forest Stand Improvement \$11253.00

*53362  
1769*

Based on conversations with NRCS Program Staff Access Roads are not eligible for EQIP funding if they are located in forested areas.

**3. Ho-Chunk**

- A. No applications for 2013 EQIP

**4. Lac Courte Oreilles**

- A. Three Forest Stand Improvement (666) projects, Scenario #1 (Pre-commercial Thinning – Hand Tools) which are part of an established Forest Management Plan. Cost estimate - 258 acres at \$266.22/acre = \$68,684.76.

- B. Fish Cribs. NRCS has determined that the fish crib scenario is to be located in the Fish Pond Standard. Since NRCS WI does not have the Fish Pond Standard on the list of eligible practices it cannot be funded until this issue is resolved.
- C. Wetland Wildlife Habitat Management (644) Scenario 2 (Wild Rice Seeding). Estimated cost 5 acres at \$480.53 = \$2402.65

#### 5. Lac Du Flambeau

- A. Aquaculture Pond (397). Seven ponds totaling 5.0 acres with accompanying practices; Pond Sealing and Lining 521A, Livestock Pipeline 516, Heavy Use Area Protection (561), Access Road (560), and Critical Area Planting (342) We are waiting on an interpretation of both the NRCS Aquaculture Standards and the EQIP Cookbook Scenarios. Until we get this information we cannot determine the payment rate.
- B. Forest Stand Improvement (666) scenario #1 (Pre-commercial Thinning – Hand Tools), 575 Acres at \$266.22 = \$153,076.50 looked like it met the intent, and had no commercial harvest element.
- C. Wetland Wildlife Habitat Management (644) Scenario #3 (Wood Duck Nesting Box). We will need to know who is doing the wildlife plan, presumably this is the staff biologist. I do not know the number of planned boxes, though it did not sound like there would be a large number of boxes.

#### 6. Menominee

- A. Herbaceous Weed Control (315) scenario #5 (Chemical Aquatic). Approximate cost estimate ~100 acres at \$718.18 per acre = \$71,818 (Is the area cropland for crop insurance purposes?)
- B. Access Road serving as lake access. Cost estimate pending (This practice falls under Heavy Use)
- C. Underground Outlet, Livestock Pipeline, and Obstruction Removal related to repair of existing Aquaculture Ponds. Cost estimate pending. (Payment rate in EQIP is very low, may be too expensive to install)

#### 7. Oneida

- A. Tree and Shrub Establishment (612). Scenario #4, 34.3 acres @ \$727.26/acre = \$24,945.02

- B. Three Prescribed Grazing related contracts with accompanying practices (pipeline, fence, watering facilities, plantings, stream crossings, heavy use area protection). Cost estimate = \$91,823.23.

**8. Red Cliff**

- A. Aquatic Organism Passage (396) scenario #3 (Blockage Removal – manual). Removal of seven beaver dams and log jams on Red Cliff Creek. Estimate pending determination of cubic yards of material involved.
- B. Streambank and Shoreline Protection (580) scenario #1 (Bioengineered) on Red Cliff Creek – live fascine placement. Cost estimate pending.
- C. Runoff control and critical area planting close to campground east of the Red Cliff Casino. Gully erosion control immediately adjacent to Lake Superior. Estimated Cost \$4435
- D. Grade Stabilization adjacent to the Red Cliff Casino. Gully erosion control to stabilize a storm water outlet immediately adjacent to Lake Superior. Estimated Cost \$39,820.
- E. Spirit Island boat ramp Heavy Use Area Protection (651). Gully and shoreland erosion undermining one of the main accesses to Lake Superior at the mouth of the Raspberry River. Estimated Cost \$30,375. (Should be OK under Heavy Use Area Protection)
- F. Frog Bay Access Road (650). Current road has erosion issues and anticipated increased traffic likely to increase gully erosion. Road terminates at the shore of Lake Superior. Further clarification on resource concern is needed. Gary believes that this may be a good candidate for the Indian Reservation Road Program. Estimated cost \$27,124. (Not likely to be eligible with NRCS EQIP funds)

**9. St Croix**

- A. Three Forest Management Plan CAPs (106). The tribe plans to contract with an established TSP.
- B. Tree Planting in Barron County.

**10. Sokaogon Mole Lake**

- A. Critical Area Planting \$190.00
- B. Forest Stand Improvement \$41211.00

**11. Stockbridge**

- A. No applications for 2013 EQIP.

## **General Notes**

1. The Tribal 2013 EQIP requests will exceed the \$500,000 WTCAC set aside, even in the absence of applications related to Access Roads and Forest Trail and Landings.
2. NRCS has continued to change the EQIP Cookbook as we are attempting to determine project eligibility. We still need NRCS to explain their determinations as they relate to Access Roads, Trails and Landings, Aquaculture Ponds and Flexible Pond Linings.

### **3. Access Roads, Forest Trails and Landings and**

- A. NRCS needs to provide clarification on when and how Access Roads and Forest Trail and Lands can be installed using EQIP funds. We need written guidance developed and promulgated to both Tribal and NRCS staff.
- B. As a part of this we need to have definitions developed for the terms "Pre Commercial Thinning", "Competition Control" and "final and rotational harvest activities" found in the 2013 Practice Schedule, in order to facilitate the ability of a planner to read a forest management plan and determine applicability of practice.
- C. The question came up whether Forest Stand Improvement (666) Scenario #3 (Competition Control) can be used for thinnings where there would be a product (pulp, firewood, biomass) removed from the forest.
- D. There is a question regarding how to document the resource concerns in Protracts for Access road and Forest trails and Landings in situations where these are facilitating practices for non cost shared non harvest related management practices like Forest Stand Improvement. There are also questions regarding how to document the requirement for liquidated damages if non contracted Forest Stand Improvement is not completed within the timeframe of the contract.
- E. We are working with the BIA to determine if some of the EQIP applications that we receive could be best funded using Indian Reservation Road Program funding.

### **4. Aquaculture Pond**

- A. During the last two weeks the EQIP rate for Flexible liner has changed from no maximum limit to \$30,000 and then to \$60,000. If this rate remains in effect NRCS would fund the liner for approximately one acre pond per system.
- B. There is an issue with a required design change to Mole Lake's 2012 EQIP funded Aquaculture Pond. This design change that was implemented by the NRCS NE Area Engineering staff is not a condition of the Aquaculture Standard. The additional earthwork and liner involved with the requirement for additional freeboard and the requirement for an additional outlet pipe resulted in an unanticipated expense to the Tribe that likely exceeded \$23,000. The need for the additional earthwork, liner material, and outlet pipe is an issue in the design for the 2013 EQIP LDF Aquaculture Pond application.

- C. The cost on Pipeline for Aquaculture Pond is \$7.54/foot. This is about half the cost of materials. We need to take a look at this for 2014.
- D. Until we get a determination from NRCS on their interpretation of the Aquaculture Standards and the EQIP Scenarios we cannot determine the EQIP funding rate or the total cost estimate for the LDF Hatchery proposal.

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United States Department of Agriculture

DEC 19 2012

Office of the Secretary  
Washington, D.C. 20250

Mr. Allan Murray  
4761 Mill Street  
Laona, Wisconsin 54541

Dear Mr. Murray:

It gives me great pleasure to appoint you to the Forest Resource Coordinating Committee (FRCC) as an Indian Tribe Representative. The FRCC has been established in compliance with Section 8005 of the Food, Conservation, and Energy Act of 2008 (Act), Public Law No. 110-246.

In accordance with the Act, the FRCC was established to provide direction and coordination of actions within the Department of Agriculture, and coordination with State agencies and the private sector, to effectively address the following national priorities for private forest conservation, with specific focus on owners of non-industrial private forest land: (1) conserving and managing working forest landscapes for multiple values and uses; (2) protecting forests from threats, including catastrophic wildfires, hurricanes, tornados, windstorms, snow or ice storms, flooding, drought, invasive species, insect or disease outbreak, or development, and restoring appropriate forest types in response to such threats; and (3) enhancing public benefits from private forests, including air and water quality, soil conservation, biological diversity, carbon storage, forest products, forestry-related jobs, production of renewable energy, wildlife, wildlife corridors and wildlife habitat, and recreation.

The FRCC is composed of 20 voting members, representing a diverse geographic spread across the country. Your appointment will be for 3 years. The Chief of the Forest Service shall serve as the Chairperson. Meetings will be scheduled by the Designated Federal Officer in consultation with the Chair and other members of the Committee.

A certificate recognizing you as an official member of the FRCC is enclosed. As a FRCC member, you will serve without compensation. However, you may be entitled to per diem and travel expenses, while attending meetings, as determined by the Washington Office Cooperative Forestry Staff and in accordance with travel regulations for Federal employees.

Thank you for your interest and commitment to serving on this committee. I believe you will find your participation to be a rewarding experience. I know that your background and collaborative abilities will be instrumental in ensuring the success of this committee in accomplishing the duties set forth in the Act.

Sincerely,

A handwritten signature in blue ink that reads "Thomas J. Vilsack".

Thomas J. Vilsack  
Secretary

Enclosure



## Is AmeriCorps\*VISTA Right for Your Organization?

For more than 40 years, VISTA has been in the forefront of helping communities across America help themselves fight poverty. VISTA members devote a year of their lives to challenge poverty's root causes. They do this by mobilizing community volunteers and local resources, and by increasing the capacity of people in low-income communities to rely on the resources within their own communities. AmeriCorps\*VISTA (VISTA) has specific regulations that must be adhered to with all projects and should be the focus for all applications. Before diving head first into the application process, do your homework to find out if VISTA is right for your organization.

**Mission Statement:** *"AmeriCorps\*VISTA builds permanent infrastructure in non-profit organizations to help them more effectively bring individuals and communities out of poverty."*

**Purpose:** The primary purpose of VISTA is to ensure the greatest possible return on our investment in carrying out this mission. To achieve its program purpose, VISTA operates under the following core principles:

- **Anti-Poverty Focus:** VISTA is to support efforts to fight poverty. Any nonprofit organization, educational institution, tribal or public agency with a program that is poverty-related in scope can apply to sponsor a VISTA project. The project's goal addresses helping individuals and communities out of poverty, not simply making poverty more tolerable through short term services.
- **Capacity-Building:** VISTA members do not provide direct services to low-income individuals, but rather work to increase the capacity of organizations to fight poverty. Through activities such as fundraising, establishment of community volunteer management systems, volunteer recruitment and management, community outreach, community organizing, leadership development, and collaborative development, VISTA members mobilize local resources to achieve lasting solutions.
- **Community Empowerment:** Sponsoring organizations ensure that the project engages residents of the low-income community in planning, developing, and implementing the project. The project must be responsive and relevant to the lives of the community residents, and should tap into inherent community strengths.
- **Sustainable Solutions:** VISTA members are a short-term resource to help sponsoring organizations address a new or existing program area related to their mission. Members help build the capacity of an organization to implement its anti-poverty program on its own after a period of time (typically three years), as sponsoring organizations plan for the eventual phase-out of VISTA members.

### ASK THESE QUESTIONS TO HELP DETERMINE IF VISTA IS RIGHT FOR YOUR AGENCY

1. Does your agency and proposed VISTA project address poverty and/or poverty related problems?
2. Do you have statistics and can you cite the source of those statistics to document the compelling nature of the problem to be addressed?
3. Can you make a credible effort to help people escape poverty, not simply make poverty more tolerable?
4. To the extent possible over the course of a 3-year project period, are there outcomes that measure the project's actual impact on the low-income beneficiaries of service?
5. How could capacity building activities of the VISTA member help improve the quality of the services that we provide?
6. How could we better serve the community with increased services?
7. How will the proposed project lead to building organizational/community capacity to continue the efforts of the project once VISTA resources are withdrawn?

## AMERICORPS\*VISTA COST-SHARE GUIDANCE

### Standard AmeriCorps\*VISTAs and VISTA Grant Funds Are Scarce, But Cost-Shares Are Unlimited

Applicants have a unique opportunity to increase the AmeriCorps\*VISTA members for their projects by cost-sharing some or all slots with other funds right at the outset of a project. In order to cost-share, the sponsor picks up the expenses associated with the AmeriCorps\*VISTA subsistence allowance. The approximate cost for one position (one member service year) is \$11,136-11,352 per year depending on location. The Corporation pays the living allowance directly to the VISTA and then bills the sponsoring organization twice per month. The Corporation always covers the cost of health care, the stipend or educational award, and other costs described below. All AmeriCorps\*VISTAs members, standard or cost-share, are subject to the same rules and policies concerning activities, restrictions, and benefits.

#### Costs covered by the Sponsor for Cost-Share AmeriCorps\*VISTAs:

- Monthly Living Allowance of about \$11,352 (\$946/month x 12 months, subject to periodic increases)

#### Additional costs covered by the Sponsor may vary, but will include:

- On-site-orientation and training and in-service training expenses
- On-the-job transportation expenses
- Project supervision

#### Costs always covered by the Corporation for National and Community Service:

- Child Care Allowance of up to \$300 per month (AmeriCorps\*VISTA member must be income eligible, with age eligible children)
- Education Award of \$5,550 (for those not selecting stipend)
- End of Service Stipend \$1,800 (for those who decline educational award)
- FICA on Stipend of \$138
- Health Insurance \$1,600 per year, subject to rate changes
- Pre-Service Orientation (PSO) and New Project Supervisor Training
- Travel to project upon placement, travel to home of record upon completion of service, and relocation allowance, if eligible

NOTE: The entire \$11,352 must be budgeted in order to secure Cost-Share AmeriCorps\*VISTAs.

## BENEFITS OF AMERICORPS\*VISTA SERVICE AT-A-GLANCE

### **Child Care**

VISTA members who have dependent children and are income eligible may be eligible for child care support. All family income, including VISTA allowance, is calculated when determining eligibility.

### **Civil Service Benefits**

Service credits for purposes of retirement and determining seniority in Federal Civil Service. Noncompetitive eligibility means former members do not have to compete with the general public when applying for a Federal job, but it does not guarantee an individual will be hired.

### **Education Award/Stipend**

The VISTA member may opt for the \$5,550 per year Education Award or a stipend that accrues at the rate of \$125 per month. The member cannot receive both, but must select one or the other prior to beginning service. An individual can only receive two (2) educational awards based on two terms of service.

### **Emergency Leave**

Up to 7 days if a member of the AmeriCorps\*VISTA member's immediate family becomes critically ill or dies.

### **Health Coverage**

The member is automatically covered by VISTA health coverage, but no family member, spouse or children are covered. There is no premium paid by the VISTA member. Pre-existing conditions are not covered.

### **Income Disregard**

Members receiving any form of public assistance prior to entering AmeriCorps\*VISTA service will not lose eligibility or level of assistance as a result of AmeriCorps\*VISTA allowances. Members eligible for assistance prior to joining AmeriCorps\*VISTA will not be denied benefits due to non-registration or non-acceptance of training employment during service.

### **Life Insurance**

Optional life insurance coverage is available for \$2.07 per pay period.

### **Medical Leave**

Up to 10 work days. State Office must be informed if the need for medical leave exceeds 10 work days.

### **National Service Experience**

It is the intent of the Corporation for National & Community Service that all AmeriCorps\*VISTA members have a meaningful national service experience that will impact their lives and careers and instill the ethic of service throughout their lifetime.

**Orientation and Training**

AmeriCorps\*VISTA members will receive appropriate Pre-Service Orientation before joining the program. Sponsoring organizations are required to provide on-site and periodic training to enable them to hone skills needed to perform their assigned work.

**Personal Leave**

Up to 10 work days of personal leave for each full year of service.

**Settling-In-Allowance**

For members who have to relocate more than 50 miles in order to serve. Consult State Office for amounts and details.

**Student Loan Forbearance & Interest Accrual Payment**

Members who select the Education Award may request a deferment (forbearance) of qualified student loans and payment of interest accrued on the loan during the term of service.

**Subsistence**

The subsistence allowance in Wisconsin is either \$928 or \$946 per month depending on location. Federal taxes are withheld on checks that are issued on a bi-weekly basis.

**Terms and Conditions of Service**

A term of service is for one year and is full-time. AmeriCorps\*VISTA members may reenroll for a second or third year if their performance justifies continued placement. During a term of service:

- Members are not permitted to hold any outside full-time or part-time jobs. With project supervisor authorization, members may enroll in classes or courses as long as the class times and requirements do not interfere with performance of the VISTA member's duties while in service.
- Members may not receive any compensation for AmeriCorps\*VISTA service from sponsors or community members.
- Members may have income from other sources such as social security, child support, retirement pay, public assistance, etc., but may not have work or other voluntary obligations that require their time and attendance.
- Members are prohibited from engaging in political activities, lobbying, or religious instruction as part of their VISTA assignment.

For more information and an online tutorial about the Terms, Conditions, and Benefits of VISTA service, visit <http://vistatcb.net/>.

## The VISTA Process – Start to Finish 2013

<u>Process</u>	<u>Deadline</u>
Potential VISTA sponsor creates an egrants account, enters and submits a <b>Concept Paper</b> through eGrants online.	<u>February 1</u>
The concept paper is reviewed by the state office and if approved, the go ahead is given for the full <b>Application for Federal Assistance</b>	<u>February 15</u>
Feedback from concept paper is incorporated into the full application, VISTA Assignment Descriptions (VADs) created by applicant for each VISTA slot. <b>Both are submitted online through egrants.</b>	<u>March 15</u>
Memorandum of Agreement (MOA) is electronically signed between CNCS and new VISTA sponsor.	<u>March 25</u>
VISTA supervisor has in-depth training from state office staff regarding VISTA terms, conditions, benefits, policies and procedures. This may be done in person or via conference call	
Sponsor creates <b>service opportunity listing</b> in egrants to be posted on <a href="http://www.americorps.gov">www.americorps.gov</a>	<u>April 1</u>
Sponsor develops and implements own local recruiting strategy	
Sponsor monitors web and local interest in postings; interviews, checks references and backgrounds for best candidates.	
Sponsor selects candidate to recommend to state office for VISTA service; completes <b>nomination paperwork</b> for each candidate and transmits all information to the state office	<u>April 24</u> or <u>May 28</u> or <u>June 26</u>
State office reviews applications and completes Sex Offender Registry check; if approved candidates are invited to attend the pre-service orientation (PSO). Supervisor also attends Supervisor Orientation. Travel arrangements are made for both candidates and supervisors	
VISTA candidates attend <b>PSO</b> , take oath of service and become VISTA members.	<u>June 10-13</u> or <u>July 16-19</u> or <u>August 13-16</u>
The VISTA term of service begins. The first day of service is always the day following the PSO.	
Sponsor completes <b>on-site orientation</b> with VISTA upon returning from PSO.	
Sponsor verifies VISTA members at project by certifying sponsor verification form in egrants biweekly.	
VISTA participates in Post-PSO training, arranged by either the state office or the sponsor.	
Sponsor completes quarterly <b>Project Progress Report</b> in egrants	<u>January 30</u> <u>April 30</u> <u>July 30</u> <u>October 30</u>
Within 6 months, sponsor does a mid-year evaluation of VISTA (recommended)	
Within approximately 11 months, VISTA member & sponsor receive Close of Service email. Sponsor provides evaluation and VISTA states future plans. Form is submitted electronically to state office after supervisor review and VISTA comments.	
VISTA completes 12 months of service	
<p><b>**All dates are subject to change. The sooner an application is submitted and approved the sooner a project can start recruiting VISTA candidates. Recruitment of VISTA members is ongoing. Projects will be assigned a training window and must recruit their candidates in the assigned training window or risk losing their VISTA slots.</b></p>	