



National Health Corps Chicago Host Site Request for Proposals 2019-2020

A. Overview

National Health Corps (NHC) is an AmeriCorps service program that is funded in part by the Corporation for National & Community Service (CNCS). Health Federation of Philadelphia (HFP) is the primary grantee for NHC and administers the program currently in partnership with operating sites throughout Florida, Chicago, Philadelphia, and Pittsburgh. National Health Corps Chicago (NHC Chicago) is a program of the National Health Corps and is administered by Public Health Institute of Metropolitan Chicago (PHIMC).

Founded in 1994, NHC envisions a nation where all people have the knowledge, commitment, and access to health and wellness services to lead healthy, productive, and fulfilling lives. NHC's mission is:

To foster healthy communities by connecting those who need it most with health and wellness education, benefits and services, while developing tomorrow's compassionate health leaders.

NHC operates on a stipend fixed amount grant under the CNCS guidelines. This means that NHC can only enroll **full-time** AmeriCorps members (minimum of 1,700 hours over a 46-week period). NHC Chicago AmeriCorps members serving in FY 2019-2020 who successfully complete a term of service will receive an Education Award from the National Service Trust. A member has up to seven years after their term of service to use the Education Award.

NHC members will receive a living stipend in the amount of \$13,992 (paid by NHC Chicago) and health and dental insurance. Members will also receive support and training from NHC and their host site to ensure their success in completing their service activities.

Purpose: The purpose of this Request for Proposal (RFP) application is to assist the NHC program in identifying, assessing, and selecting host site partners for the 2019-2020 program year where NHC Chicago members will serve.

Application Deadline: 5:00pm on Friday, February 1, 2019. Signed applications must be received in PDF format and position descriptions must be submitted in MS Word format by **5:00pm CST on Friday, February 1, 2019.** Applications must be submitted by email to **Alisha Jani, Project Manager NHC Chicago at nhcchicago@phimc.org.**

Number of Host Sites Selected: NHC Chicago anticipates hosting 20 members for the 2019-2020 program year. Organizations may apply for more than one member. A different service position description is required for each position for which your organization is applying, but one application can



be submitted for multiple positions. NHC Chicago anticipates having more applications for host sites than there are available member slots, therefore, not every organization that applies will be selected.

Cost Sharing Requirement: The cash contribution required of host sites for the 2019-2020 program year is dependent on the level of federal funding NHC Chicago receives. NHC Chicago anticipates that the cash contribution amount will range between \$13,500 and 14,000 per member.

Program Period: August 22, 2019 to August 21, 2020

Projected Time Period for Members to serve at host sites: August 26, 2019 to July 10, 2020

B. National Health Corps Program Design, Objectives, and Activities

Each year, NHC operating sites recruit, train, and place emerging health leaders in resource-limited organizations called "host sites" that aim to improve health outcomes in underserved communities through the provision of health education and access to services. The long-term goal of NHC is to improve the health outcomes of individuals in underserved communities. To achieve this goal, NHC focuses on three program objectives:

Objective 1: Empower individuals in underserved communities to make smart choices about their health and lead healthier lives.

To achieve the first program objective, NHC members provide direct services at their host sites in the following specific focus areas. New focus areas were determined by CNCS for the 2019-2020 program year and include the following:

- Address the opioid crisis,
- Increase seniors' (adults 50 or older) ability to remain in their own homes with the same or improved quality of life for as long as possible, and/or
- Increase physical activity and improve nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity.

Objective 2: Foster emerging leaders' skills related to professional development, commitment to public health careers, ethic of service, and reducing health disparities in underserved communities.

To achieve the program's second objective, NHC staff and host site partners provide members with the following:

- *Trainings:* During the 46-week service term, NHC members receive a series of trainings delivered by NHC program and host site staff. Trainings focus on specific core competencies related to professional skills, health disparities, public health knowledge, and civic engagement.



- *Hands on Experience:* At their host sites, NHC members gain hands on experience by engaging in activities outlined in their position descriptions, by participating in professional development committees, and through volunteer service opportunities.
- *Reflection:* NHC members share their personal and professional growth, as well as overall service experience, through blogging, journaling, and interactive activities such as personal asset mapping, roundtables, and one-on-one activities.

Objective 3: Support organizations that aim to improve health outcomes in underserved communities.

To achieve the third program objective, NHC members provide host sites with a variety of support services including: recruiting, training, and managing volunteers to provide health education and access to underserved individuals; developing and implementing host site direct service programming; building partnerships with other community organizations; and providing training to staff.

C. Host Site Eligibility

To be eligible to apply, an organization must be a 501(c)(3) public or private nonprofit organization, institution of higher education, government entity within a state or territory, Indian Tribe, or a partnership/consortium. These include hospitals, schools, federally qualified health centers, health centers, primary care associations, health center-controlled networks, and regional consortia.

Other Requirements: Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this Notice. Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any organization/host site has any unpaid Federal tax liability which has been assessed or for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that organization/host site is not eligible for an award under this Notice. A similar restriction may be enacted with the appropriation that will fund awards under this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS program funding.

CNCS/NHC Eligibility Requirements and Restrictions:

In order to be a NHC Chicago host site, an organization must:

- Provide opportunities for NHC members to perform **direct service activities 90% of their service time** that address the health needs of underserved communities and are aligned with NHC service focus areas (described above). Direct service means that members have regular face-to-



face/phone contact with clients and community residents. NHC members may engage in limited indirect service, which typically involves behind-the-scene or capacity building activities, where members have limited interactions with clients. These indirect service activities should represent only a small percentage of NHC members' service time.

- Demonstrate the capacity to provide **on-site mentoring and supervision**, as well as personal and professional development opportunities, for the member(s) it is assigned.
- **Supplantation:** Assistance may not be used to replace state and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- **Contracts or collective bargaining agreements:** Assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- **Non-duplication:** Assistance may not be used to duplicate an activity that is already available in the locality of a program at an organization and, unless the requirements of this section are met, assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
- **Non-displacement:**
 - An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
 - An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
 - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 - A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
 - A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that
 - Will supplant the hiring of employed workers or
 - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any
 - Presently employed worker
 - Employee who recently resigned or was discharged

- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
 - Employee who is on strike or who is being locked out
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- **Drug-Free Workplace:** Host sites must be a "Drug-Free Workplace" and in compliance with the requirements for federal grant recipients under Sections 5153 through 5158 of the Anti-Drug Abuse Act of 1988.
 - Offer services to NHC members without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, national origin, or sexual orientation.
 - **Fundraising:** An AmeriCorps member may not spend more than 10% of their 1,700-hour minimum required term of service performing fundraising activities. AmeriCorps members may raise resources directly in support of NHC service activities. **AmeriCorps members may not:**
 - Raise funds for living allowances or for an organization's general operating expenses or endowment
 - Write a grant application to CNCS or to any other Federal agency.
 - **Needle Exchange:** Federal law currently prohibits the use of federal funds to support AmeriCorps members distributing needles for needle exchange programs and/or conducting activities in support of needle exchange programs. Therefore, NHC members may not receive service hours for assisting with any activities directly or indirectly (referrals, etc.) related to needle exchange programs.
 - **AmeriCorps Member Prohibited Activities:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:
 - Attempting to influence legislation.
 - Organizing or engaging in protests, petitions, boycotts, or strikes.
 - Assisting, promoting, or deterring union organizing.
 - Impairing existing contracts for services or collective bargaining agreements.
 - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
 - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
 - Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities

- primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- Providing a direct benefit to
 - A business organized for profit
 - A labor union
 - A partisan political organization
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
 - An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities
 - Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive
 - Providing abortion services or referrals for receipt of such services
 - Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

D. Host Site Expectations & Commitments

Host Sites take on a variety of responsibilities when they are selected to host an NHC member. NHC Chicago works to support each Host Site and member in meeting the goals of the program. Each Host Site is asked to fulfill the following expectations and commitments:

- Contribute a cash contribution toward the program operating costs as determined by the program.
- Designate a Host Site Supervisor/Mentor who will provide adequate supervision to ensure/maintain NHC members' completion of program service objectives.
- Provide each NHC member with a position description that clearly defines their duties and responsibilities, including day-to-day activities.
- Reimburse NHC members for site-related travel expenses such as outreach events or other authorized travel, but not daily travel to and from the host site.
- Provide in-kind contributions to NHC members that include, but may not be limited to: supervision, office space, necessary supplies, materials, administrative support, and equipment for members, including access to a phone, a computer, and appropriate office space.

- Support NHC member attendance and participation in NHC Chicago member meetings, trainings and group services projects, retreats, site visits, and other program functions as determined by NHC program staff.
- Understand NHC and AmeriCorps prohibited member activities and restrictions (see above) and ensure that members do not engage in these activities.
- Maintain regular communications with NHC program staff regarding member's performance, special initiatives, achievements, issues, and other matters that affect NHC program effectiveness.
- Inform and guarantee other Host Site staff understand the role of the AmeriCorps, and the NHC member, including prohibited and restricted activities.
- Participate in and assist with data collection and reporting for NHC evaluation activities within timely, reasonable deadlines requested by NHC.
- Participate in and assist with the NHC marketing as necessary, including but not limited to including the AmeriCorps and NHC logos on all promotional material discussing your Host Site's partnership with AmeriCorps and NHC and including NHC boiler point in all press releases/promotional material discussing the Host Site's partnership with NHC.

The assigned host site supervisor/mentor must meet the following criteria:

- Provide NHC member(s) with any resources and tools needed to perform effectively, such as access to a phone and appropriate work space.
- Provide NHC member(s) with any Host Site-specific training they need.
- Supervise, monitor, and mentor NHC member(s) assigned.
- Be physically located in the same building/office as the member.
- Hold weekly one-on-one meetings with NHC member(s).
- Participate and respond in a timely manner to NHC surveys and/or evaluation activities.
- Review/sign documentation related to daily activities and hours of service on an ongoing, bi-weekly basis.
- Evaluate each NHC member's performance at least twice a year.
- Attend meetings conducted by NHC Program Director(s)/Manager(s).
- Put appropriate safeguards in place to ensure the safety of member(s).

E. Host Site Selection Criteria and Timeline

Applications to host a NHC Chicago member will be assessed and reviewed by a team of NHC staff and partners. All **new** NHC Host Sites will be required to have a site visit with NHC Chicago staff as part of their Application Review. All Host Site applications either new or returning will be reviewed according to the following criteria:

- Identified need to be addressed by the member and its relation to NHC mission.
- The degree to which proposed service activities are meaningful, comprehensive, and appropriate for a NHC member. Host sites should note that NHC members are typically highly motivated and enthusiastic college graduates who wish to be engaged and challenged by their service activities.
- Proposed activities are ongoing and will provide enough for a member to do at the host site for 36-40 hours per week.



- Applicability of the proposed service activities to the National Health Corps service focus areas.
- Level and amount of professional training and development opportunities that the host site offers to the member(s).
- Commitment to supervising and supporting the member(s)' professional development objectives.
- Information gathered by NHC staff during a visit to the agency.
- Past performance of the organization as a NHC host site (if applicable).

Host Site applications and position descriptions are due on **February 1, 2019 at 5:00pm**. This NHC Host Site selection process is a competitive process. Applying as a host site applicant does not guarantee selection; a further review process after applications are submitted will determine final host site selection. Applicants will be notified of their selection status no later than March 4, 2019.

F. Contact Information:

Email **Alisha Jani, Project Manager, NHC Chicago** at nhcchicago@phimc.org to discuss any questions regarding this RFP.