



Request for Applications: National Health Corps Chicago Host Site for Service Year 2021-2022

A. Overview

National Health Corps (NHC) is an AmeriCorps service program that is funded in part by AmeriCorps (formerly the Corporation for National and Community Service, or CNCS). Health Federation of Philadelphia (HFP) is the primary grantee for NHC and currently administers the program in partnership with operating sites in Chicago, Florida, New York, Philadelphia, Pittsburgh and San Francisco. National Health Corps Chicago is a program of NHC 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 AmeriCorps guidelines. This means that NHC sub-grantees can only enroll **full-time** AmeriCorps members (who serve a minimum of 1,700 hours over a 46-week service term). Each NHC AmeriCorps member is matched with a "host site," an organization at which the member will perform the majority of their service activities.

NHC Chicago AmeriCorps members serving in Service Year 2021-2022 who successfully complete a full-time 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. Members will also receive a living stipend in the amount of \$15,100. Health and dental coverage are available during members' service terms for those who need it, as are child care reimbursements for eligible members. All member benefits are administered by PHIMC. Members receive support and training from NHC and their host site to help ensure their success in completing their service activities, which will focus on reducing health disparities and combating the underlying structural oppression that contributes to them.

PURPOSE: The purpose of this Request for Applications (RFA) and associated application and member position description is to assist the NHC program in identifying, assessing, and selecting host site partners at which NHC Chicago members will serve for the 2021-2022 program year.

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APPLICATION CLOSING DEADLINE: Signed applications must be received in PDF format and position descriptions must be submitted in Microsoft Word format by **Monday, February 8, 2021 at 11:59pm CST**. Applications will be accepted after February 8, 2021 only if slots remain open. Applications must be submitted by email to **Alisha Jani, NHC Chicago Project Manager at alisha.jani@phimc.org**.

NUMBER OF HOST SITES SELECTED: NHC Chicago anticipates hosting 20 members for the 2021-2022 program year. Organizations may apply for more than one member. Only one application is required from each prospective host site organization, but a different service position description is required for each of the organization’s requested NHC AmeriCorps member positions. NHC Chicago anticipates having more applications from host sites than there are available member slots; therefore, not every organization that applies will be selected as a host site, and selected organizations may not receive the requested number of members.

PROGRAM PERIOD: August 22, 2021 – August 21, 2022

PROJECTED SERVICE PERIOD FOR MEMBERS: August 30, 2021 – July 15, 2022

COST SHARING REQUIREMENT: A cash contribution is required from each host site for each member. The sliding scale fee that host sites pay is based on annual operating budgets from fiscal year 2020. PHIMC will require organizations to submit their 990 Forms as part of the host site application process to verify the annual operating budget and determine the amount of each host site’s required cash contribution.

In addition to federal AmeriCorps funds, this cash contribution supports the operational costs of the program, including salaries, administrative costs, member stipends and benefits, and member support costs. The below table outlines the amount each organization will pay based on its annual operating budget from fiscal year 2020.

Annual Operating Budget	Cash Contribution Amount
Less than \$750,000	\$13,000
\$750,000 - \$3,000,000	\$15,000
\$3,000,000 – \$5,000,000	\$16,500
More than \$5,000,000	\$18,000

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Payment of the cash contribution will be broken into two separate installments:

1) The first payment will be in the amount of **25%** of the total cash contribution. It will be owed to PHIMC by **Monday, April 19, 2021** with a signed host site commitment form. This will secure a host site placement within the program. This payment is non-refundable.

2) The second payment will be in the amount of **75%** of the total cash contribution. It will be owed to PHIMC by **Monday, August 23, 2021** or at least one week prior to a member's start date. This payment is non-refundable, with an exception being made only if a member must exit the program early for compelling personal circumstances. Compelling personal circumstances are defined as "a member's disability or serious illness, or death or critical illness of a member of the member's immediate family, termination of a project site if reassignment to another project site is not possible, and moving from welfare to work. Examples that are not compelling personal circumstances from AmeriCorps are returning to school, getting a job, dissatisfaction with the program, the living allowance is too small, etc." If a member exits the program early for compelling personal circumstances, PHIMC will refund a prorated amount of the 75% cash contribution to the host site based on the number of hours the member served before exiting.

Host sites must also fulfill the responsibilities outlined in Section E of this RFA.

Please review this packet for specific details about the NHC Chicago AmeriCorps program and the host site application process. Email Alisha Jani, NHC Chicago Project Manager at alisha.jani@phimc.org with any questions or to set up a meeting to discuss the potential partnership.

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

Each year, NHC operating sites – such as PHIMC -- recruit, train and place AmeriCorps members who serve NHC in resource-limited organizations called "host sites" that aim to improve health outcomes in underserved communities. NHC AmeriCorps members provide direct services and capacity-building support for these organizations to help reduce health disparities in underserved communities. NHC prioritizes proposed service activities that address structurally oppressive policies, procedures, and practices that perpetuate health disparities.

NHC host sites, which include, but are not limited to, community and school-based health centers, public health departments, non-profits, and community-based organizations, continue to experience challenges due to budgetary constraints and new demands for expansion and transformation of delivery systems. AmeriCorps members serving through NHC produce significant and unique contributions to host sites' existing efforts to improve health outcomes in communities by engaging in activities at host sites that address community needs, but would not otherwise be possible due to the lack of adequate funding, staffing, and resources.

The long-term goal of NHC is to reduce health disparities and improve the health outcomes of individuals in underserved communities. To achieve this goal, NHC focuses on three program objectives:

Objective 1: Support empowerment in youth and adults to make choices about their health and lead healthier lives.

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To achieve the first program objective, NHC AmeriCorps members provide services at their host sites in the following focus areas:

- reducing and/or preventing prescription drug and opioid overuse disorders;
- increasing seniors' (adults age 50 years or older) ability to remain in their own homes with the same or improved quality of life for as long as possible;
- increasing physical activity and improving nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity; and/or
- preventing and responding to COVID-19.

Objective 2: Foster NHC AmeriCorps members' skills related to professional development, commitment to health-related careers, ethic of service, and reducing health disparities.

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

1. **Trainings:** NHC training is a shared responsibility among members, program staff, and host sites. All play a role in assessing members' training needs, designing and delivering trainings, and continuously evaluating and improving NHC's training goals and objectives. AmeriCorps members serving through NHC receive a series of trainings delivered by NHC program staff, partners, and host sites. These trainings cover topics such as: NHC requirements and expectations, public health knowledge, public health practice skills, communication, data-driven program design and evaluation, cultural responsibility, ethical and values-based practice, and civic engagement.
2. **Hands on Experience:** NHC AmeriCorps members gain hands-on-experience through their service positions, by participating in member committees, and through additional required and optional service opportunities.
3. **Reflection:** NHC AmeriCorps members participate in activities that provide opportunities to reflect on their personal and professional growth as well as their overall service experience. Activities include blogging, personal asset mapping, roundtable and small group discussions, visual representation, and discussions of case studies.

Objective 3: Support organizations that aim to reduce health disparities and improve health outcomes in communities.

To achieve the third program objective, NHC AmeriCorps members serve at host sites where they provide a variety of support services including:

1. Recruiting, training, and managing volunteers;
2. Developing and implementing direct service programming;
3. Building partnerships; and
4. Providing training and outreach to staff.

C. Host Site Eligibility

To be eligible to apply to be an NHC host site, an organization must be a state-recognized non-profit organization that complies with the restrictions outlined in Section 501(c)(3) of the IRS code pertaining to political activities and lobbying; an institution of higher education; a government entity within a state or territory; Indian Tribe; or a partnership/consortium. These may include hospitals, schools, federally qualified health centers and other community health centers, primary care associations, health center-controlled networks, and regional consortia.

Other Requirements: Under section 132A(b) of the National and Community Service Act of 1990 (NCSA), organizations that have been convicted of a federal crime may not receive assistance described in this RFA. Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if AmeriCorps 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 partnership with NHC as outlined in the RFA. A similar restriction may be enacted with the appropriation which will fund awards under this RFA. 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 AmeriCorps program funding.

D. Other AmeriCorps/NHC Eligibility Requirements and Restrictions

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

- Provide opportunities for NHC AmeriCorps members to perform **direct service activities or select capacity-building activities** that address health disparities in at least one of the focus areas described in Objective 1 above and in communities which are part of the greater Chicago area.

NHC considers structural oppression to be the multiplicity of ways that white/cisgender/heteronormative/ableist supremacy oppresses society, as well as the systematic and systemic ways that privilege is used to produce or reproduce inequity. **A total of 15% of each member's host site service hours must be spent on direct service and/or capacity-building activities that help to address structurally oppressive policies, procedures, and practices that contribute to health disparities in NHC's focus areas.** Examples of the types of activities that could help fulfill this requirement include, but are not limited to:

- Identifying demographic/cultural/geographic groups that are underrepresented as participants in a particular program; augmenting the program by revising program materials (e.g. outreach materials, curricula, etc.) to increase responsiveness to the needs and experiences of the underrepresented group(s); conducting outreach to the underrepresented group(s) to better understand interest in and barriers to participation and corresponding opportunities to improve the program.
- Developing, recruiting for, or facilitating focus groups composed of underrepresented community members when building or refining programs in order to inform program development.

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- Revising intake forms/processes to assess underlying environmental/community factors and experiences of marginalization that may contribute to individual challenges in service access and utilization; identifying pathways for support/referral to help address the needs identified.
- Revising health education curricula to include discussion of the ways in which experiences of oppression contribute to health outcomes and the impact of community/collective and individual trauma on health.
- Assessing provision of culturally-aligned information and resources to service recipient communities and proposing/implementing improvements where needed.
- Assessing individual bias of staff or other stakeholders and identifying/implementing opportunities to address it in order to improve service delivery.

Please note that proposed member service activities may not include any of the AmeriCorps prohibited activities outlined below.

- Demonstrate the capacity to provide **mentoring and supervision**, as well as personal and professional development opportunities, for the member(s) it is assigned.
- Comply with AmeriCorps **non-supplantation regulations**: NHC 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 AmeriCorps 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.
- Comply with AmeriCorps regulations related to **contracts or collective bargaining agreements**: NHC assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- Comply with AmeriCorps **non-duplication regulations**: NHC assistance may not be used to duplicate an activity that is already available in the locality of a program. Also, unless the requirements are met, AmeriCorps assistance will not be provided to a private non-profit 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.
- Comply with AmeriCorps **non-displacement regulations**:
 - 1) 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 AmeriCorps assistance;
 - 2) An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance;
 - 3) A service opportunity will not be created using AmeriCorps assistance that will infringe in any manner on the promotional opportunity of an employed individual;

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- 4) A participant in a program receiving AmeriCorps 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;
 - 5) A participant in any program receiving AmeriCorps assistance 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.
 - 6) A participant in any program receiving AmeriCorps assistance may not perform services or duties that have been performed by or were assigned to any—
 - a. Presently employed worker;
 - b. Employee who recently resigned or was discharged;
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - d. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - e. Employee who is on strike or who is being locked out.
- Comply with federal requirements for **Drug-Free Workplaces**: Every NHC host site must be a "Drug-Free Workplace" in compliance with the requirements for federal grant recipients under Sections 5153 through 5158 of the Anti-Drug Abuse Act of 1988, and must communicate its Drug-Free Workplace Policy, including any applicable provisions related to drug testing, to members before the beginning of the service term.
 - Offer services to NHC AmeriCorps members without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service, according to the AmeriCorps Grants Program Civil Rights and Non-Harassment Policy (Appendix A).
 - Comply with AmeriCorps regulations related to **member fundraising activities**: An AmeriCorps member may spend no more than 10% of their originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40. AmeriCorps members may raise resources directly in support of their NHC host site service activities in compliance with applicable regulations.

AmeriCorps members may not:

- 1) Raise funds for living allowances or for an organization's general (as opposed to project-specific) operating expenses or endowment;
- 2) Write a grant application to AmeriCorps or to any other Federal agency.



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- Comply with federal and NHC regulations related to **needle/syringe exchange and related activities**: Federal law currently prohibits the use of federal funds to support AmeriCorps/NHC members or generated volunteers purchasing or distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Thus, NHC members may not earn service hours for engaging in these activities directly by providing NHC service recipients with a needle or syringe exchange program or indirectly by recruiting, training, or managing others for the purpose of engaging in these activities.
- Comply with NHC regulations pertaining to **service activities related to medical marijuana**: NHC strictly prohibits all NHC service activities related to medical marijuana use, education, access, and referral by members, operating site staff, and NHC staff. Members may not provide individuals receiving services at host sites or through program-supported or outside service activities with any assistance related to medical marijuana, and may not earn service hours for any activities related to medical marijuana. This policy applies regardless of the state laws of the states in which member activities are taking place.

E. Host Site Expectations & Commitments

Host sites assume a variety of responsibilities when they are selected to host an AmeriCorps 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:

- Make a cash contribution toward the member stipend and program operating costs as determined by the program (see Cost Sharing Requirement above).
- Pay for or reimburse NHC AmeriCorps members for any pre-service tests – such as physicals/medical exams, drug tests, additional background checks not required by NHC or AmeriCorps, certifications, etc. -- that are required in order for members to serve at the host site.
- Designate a Host Site Supervisor/Mentor who will provide adequate supervision to ensure/maintain NHC AmeriCorps members' accountability, member development, program development, and completion of program service objectives (see below for NHC Host Site Supervisor Requirements).
- Provide each NHC AmeriCorps member with a position description that clearly defines their duties and responsibilities, including day-to-day activities. The position description should align with NHC's mission and focus areas. The position must include at least 85% direct service or capacity-building activities, with up to 15% allowable for administrative tasks that support the overall position. The position must include at least 15% of the member's service hours spent on activities that address structural oppression in policies, procedures, and practices that contribute to health disparities in NHC's focus areas. The position description should be modified and submitted to PHIMC, the NHC Chicago operating site, for approval if member responsibilities change.

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- Reimburse NHC AmeriCorps members for site-related travel expenses such as travel to outreach events, between service sites, or other authorized travel approved by the Host Site Supervisor, but not daily travel to and from the host site.
- Provide support/supplies to NHC AmeriCorps members necessary for them to perform their service activities effectively that include, but may not be limited to: supervision, office space, necessary supplies, materials, administrative support, and equipment, including access to a phone, a computer and appropriate office space. If members must complete host site service activities via remote/teleservice due to pandemic or other necessary causes as determined by government order and/or host site policy/recommendation, the host site is responsible for ensuring access to all required equipment and technology to fulfill the requirements of the service position from the teleservice location.
- Submit all required program documentation in accordance with the deadlines established by NHC and/or PHIMC, the NHC Chicago operating site.
- Support NHC AmeriCorps member attendance and participation in NHC/NHC Chicago sponsored member meetings, trainings, group services projects, retreats, site visits and other program functions as determined by NHC program staff.
- Understand NHC and AmeriCorps prohibited member activities (see below) and restrictions (see above) and ensure that members are not engaging in prohibited activities or violating other AmeriCorps restrictions while accumulating service or training hours or otherwise performing activities supported by the AmeriCorps program.
- Adhere to and support member adherence to NHC program policies as detailed in the NHC Member Handbook, including member corrective action and problem-solving procedures.
- Maintain regular communication with NHC program staff regarding the member's performance, special initiatives, achievements, issues, and other matters that affect NHC program effectiveness at the site.
- Participate with NHC program staff in strategies for problem solving, program evaluation, and program improvement in a timely manner within reasonable deadlines provided by NHC staff.
- Inform and guarantee that other host site staff understand the role of the AmeriCorps NHC member, including restricted/prohibited activities as communicated by NHC program staff and outlined in the NHC Member Handbook.
- Participate in and assist members with data collection and reporting for NHC performance measures and evaluation activities within timely, reasonable deadlines requested by NHC, including but not limited to working with NHC to gain any necessary host site consent/internal review board (IRB) approval for data collection.

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- Participate in and assist with the NHC communications/public relations work plan as necessary, including but not limited to: using the AmeriCorps and NHC logos provided by NHC on all promotional material discussing your host site's partnership with AmeriCorps and NHC, and including the NHC boilerplate language provided by NHC in all press releases/promotional material discussing the host site's partnership with NHC.
- Inform NHC staff about and provide documentation of any concerns, problems or issues related to a member's performance or conduct at the site immediately, and in accordance with the NHC performance improvement/corrective action procedures.
- Inform NHC staff immediately of any developments or delays that have an impact on NHC activities, any significant problems relating to the administrative aspects of the host site/NHC partnership, or any suspected misconduct or nonfeasance related to this partnership.
- Comply with all NHC and AmeriCorps monitoring activities and agree to provide NHC and AmeriCorps authorized representatives access to program documentation, organizational procedures, and other information as may be reasonably required.
- Comply with all NHC required improvement/corrective actions within any reasonable time frame stipulated by NHC.
- Put appropriate safeguards in place for ensuring member safety and ensure that members are informed about the host site's policies and procedures for responding to potentially unsafe situations and emergencies.
- Ensure that neither the host site nor any person acting on its behalf shall in any manner discriminate against or intimidate any AmeriCorps member on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, military service, or any other status in any of its activities or operations. Should discrimination or intimidation occur, the host site shall immediately contact PHIMC, the NHC Chicago operating site, to discuss a plan for remedying the issue.
- Engage with members who disclose experiencing inappropriate behavior by service recipients or other community members encountered during the course of service, and support such members in addressing the issue in accordance with NHC policy.

The assigned host site supervisor/mentor must fulfill the following expectations and commitments:

1. Assume primary responsibility for ensuring host site compliance with the expectations outlined above in this Section E, and serve as the primary host site liaison with other relevant host site and NHC personnel to address any concerns, issues, or needs.
2. Provide and/or coordinate any host site-specific NHC AmeriCorps member training needed to carry out program activities at the host site, including training about all host site policies and requirements to which members are expected to adhere.

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3. Supervise, monitor, and mentor NHC AmeriCorps member(s) assigned.
4. Hold **weekly** one-on-one meetings with NHC AmeriCorps member(s) and their team, and check in with any teleserving members at least three times per week.
5. Ensure that there is adequate oversight of the member's day-to-day activities and opportunities for communication between the member and supervisor to troubleshoot time-sensitive questions and issues outside of formal member/supervisor meetings. If the member and supervisor are not physically located in the same building during member service hours, ensure that the member has access to a site-specific contact who can assist with addressing urgent needs.
6. Participate and respond in a timely manner to NHC surveys and/or evaluation activities.
7. Review and sign documentation related to daily activities and hours of service on an ongoing, bi-weekly basis.
8. Evaluate each NHC AmeriCorps member's performance at least twice a year using NHC's standard Member Performance Review procedures, and support each member's professional development goals through NHC's Member Development Plan process.
9. Adhere to the NHC corrective action and problem-solving procedures in a timely manner.
10. Attend meetings and trainings conducted by NHC and/or PHIMC, the NHC Chicago operating site.
11. Develop or assist in development of program activities that enable NHC AmeriCorps members to provide services related to NHC program objectives.
12. Adhere to all other host site responsibilities and NHC/AmeriCorps provisions that are outlined in the NHC Member Handbook, and the signed agreement between NHC and the host site.

F. Member Training

All NHC AmeriCorps members receive training throughout the program year. NHC Chicago makes every effort to ensure that member training is relevant and applicable to members' service activities and/or their professional and career development. NHC training is a shared responsibility, meaning members, program staff, and host site supervisors each play a role in assessing needs and designing, evaluating, and improving training. Member training takes many forms, including Pre-Service Orientation at the beginning of the service term, monthly group trainings/member meetings, training provided by each member's host site, and optional outside training opportunities. Training is an integral part of the AmeriCorps member experience with NHC; therefore, members are expected to attend all pre-service and monthly trainings. NHC training focus areas, goals, and objectives are provided to all NHC operating sites, host sites, and members each program year.

G. What NHC AmeriCorps Members Can and Cannot Do

NHC AmeriCorps members must perform host site service activities in accordance with a predetermined position description, using the NHC standardized position description template which is completed by their host site and approved by NHC for their term of service. Member roles must align with the design of the NHC program and contribute to addressing the program's focus areas.

NHC AmeriCorps members:

- Must engage in direct service or capacity-building activities for at least 85% of their host site service time, with up to 15% of their time allowable for administrative activities that support the overall position, such as stuffing envelopes, entering data, etc.
 - *Direct service activities* are hands-on and have a direct impact on the individuals receiving services through a host site. Direct service means that members have regular person-to-person, face-to-face/phone/video contact with patients, clients, and community residents and that the members' service directly impacts the individuals being served.
 - *Capacity-building activities* are those that improve/expand organizational or programmatic efficiency, effectiveness, or scale/reach. Capacity-building activities may also leverage resources for programs and/or organizations. Capacity-building activities conducted through NHC must have the purpose of providing more, better, and/or more sustainable direct services, and cannot be solely intended to support the administration or operations of the organization.
 - A total of 15% of each member's host site service hours must be spent on direct service and/or capacity-building activities that help to address structurally oppressive policies, procedures, and practices that contribute to health disparities in NHC's focus areas.
- May recruit, supervise, and train volunteers to support the host site mission.
- May raise funds directly in support of host site service activities that meet local health or human needs and that provide immediate and direct support to specific and direct service activities that members are doing at their host site as part of their approved position description. 100% of the funds raised must support these activities (see above for details on AmeriCorps fundraising restrictions). **Fundraising must not exceed 10% of the member's total hours of commitment and all member fundraising activities require prior approval by NHC.**
- May engage in professional training and development opportunities.

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 AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. 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 proselytization;
8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. 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; and
 - e. An organization engaged in the religious activities described above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

H. Host Site Selection Criteria and Timeline

Applications to host an NHC Chicago AmeriCorps member will be assessed and reviewed by a team of NHC staff and partners. All **NEW** NHC host sites being considered for selection will be required to participate in a site visit with NHC Chicago staff as part of their Application Review. All host site applications, whether for new or returning host sites, will be reviewed according to the following criteria:

- The degree to which the proposed member position addresses an identified community need and aligns with NHC’s mission, priorities, and focus areas;
- The degree to which proposed service activities are meaningful, comprehensive, and appropriate for an NHC AmeriCorps member;
- The degree to which the host site demonstrates a commitment to address structural oppression in policies, procedures, and practices, and the capacity to do so;
- The degree to which the host site demonstrates a commitment to using community needs assessment strategies and client/community member input to inform service delivery;
- The degree to which proposed member activities address health disparities and the underlying structural oppression that contributes to them;
- Whether the proposed activities are ongoing and will provide enough for a member to do at the host site for 37-40 hours per week, on average;
- The level and amount of professional training and development opportunities that the host site offers to the member(s);
- Commitment and demonstrated ability to supervise the member(s) and support their professional development objectives;
- The ability to provide an inclusive, affirming space for members and integrate members effectively into the host site;
- The ability to fulfill NHC requirements;

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- Information gathered by NHC staff during a visit to the agency; and
- Past performance of the organization as an NHC host site, if applicable.

NHC encourages prospective host sites to consider developing member service positions that would be effectively fulfilled by individuals with lived experience relevant to NHC service activities and/or who are part of the communities the host site serves. Such positions may include, but are not limited to, peer support specialists and community health workers. NHC invites prospective host sites to identify the strengths and skills that such individuals may offer that would align with the needs of the position, and to detail corresponding qualifications in the member service position to be submitted as part of the application package.

Host site applications and position descriptions are due on **Monday, February 8, 2021 by 11:59pm CST**. Applications will be accepted after February 8, 2021 only if slots remain open. This NHC host site selection process is a competitive process. Host site applicants are not guaranteed selection. Applicants will be notified of their selection status no later than **Friday, March 19, 2021**. Please see the below table for a complete timeline of the host site application, review, selection, and onboarding process.

Required Documentation, Payment, Orientation	Due Date
Intent to Apply Survey	Thursday, January 21, 2021 at 5:00 PM CST
Host Site Application and Position Description	Monday, February 8, 2021 at 11:59 PM CST, or later until all slots are filled
Host Site Applicant Site Visit <i>(only if applying as a new host site organization, not required for returning host sites)</i> .	Tuesday, February 9, 2021 to Tuesday, February 23, 2021
Notification of Host Site Placement Award <i>Invoices for cash contribution payment and Host Site Commitment Forms will be sent with notifications.</i>	Monday, March 15, 2021 to Friday, March 19, 2021
Host Site Commitment Form & payment of 25% of total cash contribution amount	Monday, April 19, 2021

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NHC Training Plan	Monday, May 31, 2021
Host Site Supervisor Orientation	Thursday, August 5, 2021
Host Site Memorandum of Agreement & payment of remaining 75% of total cash contribution amount	Monday, August 23, 2021*
Members' NHC Chicago AmeriCorps Pre-Service Orientation	Monday, August 30, 2021 to Friday, September 3, 2021
Members' First Day at Host Site	Tuesday, September 7, 2021

*Some members' start date timelines may vary

Appendix A: AmeriCorps Grants Program Civil Rights and Non-Harassment Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance be they individuals, organizations, programs and/ or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

CNCS expects supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to take immediate and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of Federal financial assistance from CNCS and all other Federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI).

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Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

Source: <https://www.nationalservice.gov/build-your-capacity/grants/civil-rights-eo-reqs#:~:text=Grant%20Program%20Civil%20Rights%20Policy&text=CNCS%20prohibits%20all%20forms%20of,parental%20status%2C%20or%20military%20service>.