



# National Health Corps Chicago Host Site Request for Proposals Service Year 2024-2025

## **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 Central California, Chicago, Florida, 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 enroll AmeriCorps members who serve a designated number of service hours over a designated period of weeks. National Health Corps Chicago members serve 1,700 hours over a period of 42-46 weeks. Each NHC 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 2024-2025 who successfully complete a full 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 \$18,700 for full-time/1,700 hours (paid by NHC Chicago). Health and dental coverage are available during members' service terms for those who need it, as is a child care subsidy for eligible members. 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 Proposals (RFP) 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 2024-2025 program year.



**APPLICATION CLOSING DEADLINE: Thursday, February 29, 2024:** Applications and position descriptions must be submitted via the NHC portal by **5pm on February 29, 2024**. NHC Chicago will provide host sites with detailed instructions on accessing the NHC host site portal, which is where host sites will submit their application and position description(s), and connect with potential members.

**NUMBER OF HOST SITES SELECTED:** NHC Chicago anticipates hosting 15 members for the 2024-2025 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 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.

**COST SHARING REQUIREMENT:** The cash contribution required of Host Sites for the 2024-2025 program year is dependent on the level of federal funding NHC Chicago receives. NHC Chicago anticipates that the cash contribution amount will range between \$13,932 – \$18,576 per member on a sliding scale based on each host site's annual operating budgets from fiscal year 2023. 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 2023.

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

**Please note:** There has been an increase in the cash contribution required of Host Sites due to a cost of living adjustment of 3.2%. PHIMC has not raised the cash contribution since 2019 when we started the sliding scale fee model for host site organizations in order to provide organizations a shared fee that is equitable based on annual operating budgets.

Annual Operating Budget	Cash Contribution Amount
Less than \$750,000	\$13,932
\$750,000 - \$3,000,000	\$15,480



\$3,000,000 – \$5,000,000	\$17,028
More than \$5,000,000	\$18,576

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 29, 2024** with a signed host site commitment form. If host site commitment forms are not received by this deadline, then recruitment of member candidates may be delayed. 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 19, 2024** 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.

**PROGRAM PERIOD:** August 26, 2024 - August 25, 2025

**PROJECTED TERM PERIOD FOR MEMBERS:** 42-46 week terms beginning on August 26, 2024 for most members

*Please review this packet for specific details about the NHC Chicago AmeriCorps program and the Host Site application process. Email **Alisha Jani** at [alisha.jani@phimc.org](mailto:alisha.jani@phimc.org) or call office line at **312-629-2988 ext. 113** with any questions or to set up a meeting to discuss the potential partnership.*

**B. National Health Corps Program Design:**

National Health Corps’s three main objectives include:



- 1) decrease barriers for people who are Black, Indigenous, People of Color (BIPOC) and other identities that have been historically under-represented in health leadership (women, LGBTQIA+ people, people with disabilities, etc.) to become healthcare and/or public health leaders in the future;
- 2) decrease health disparities through addressing social determinants of health, including underlying structural oppression, in communities plagued by histories of racial and economic inequities; and
- 3) improve organizational efficiencies, community engagement, and reach of services addressing social determinants of health.

To do this, NHC will recruit and train approximately 120 AmeriCorps members who will provide six main services to approximately 180,000 underserved adults and youth: 1) health education; 2) health screening; 3) navigation/care coordination to address social determinants of health; 4) benefits enrollment that addresses social determinants of health; and 7) capacity-building to address structural oppression.

A high priority of NHC is to recruit members who identify as BIPOC and other identities that are underrepresented in health and/or public health leadership roles. Members will be placed in a variety of Host Sites, including community and school-based health centers, free clinics, public health departments, and community-based public health organizations that provide services that address social determinants of health, including but not limited to preventing and responding to COVID-19.

NHC Host Sites continue to experience challenges due to service needs, budgetary constraints, and new demands for expansion and transformation of delivery systems. NHC members will produce significant and unique contributions that address these challenges and enhance Host Sites' efforts to address social determinants of health, and underlying structural oppression, that would not otherwise be possible due to the lack of adequate funding, staffing, and resources. While each NHC intervention and dosage time varies to meet the specific needs of Host Sites and targeted communities, all NHC members are trained to use a biopsychosocial model framework to understand and treat the health of individuals they serve. This framework emphasizes that health is affected by a combination of complex social, psychological, biological, environmental, and societal factors. NHC trainings also include an intersectional public health framework, which recognizes that health is shaped by a multi-dimensional overlapping of factors such as race, class, income, education, age, ability, sexual orientation, immigration status, ethnicity, indigeneity, and geography.

### **C. Host Site Eligibility**

To be eligible to apply to be an NHC Host Site, an organization must be a state-recognized nonprofit 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 RFP. 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 RFP. A similar restriction may be enacted with the appropriation which will fund awards under this RFP. 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 members to perform **direct service activities or capacity-building activities** that address social determinants of health and health disparities that are consistent with NHC’s objectives described above in communities within NHC Chicago geographic locations.

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.** This typically means that the point of intervention will be at the program or policy level and the activity will aim to address root causes of inequities and health disparities; providing direct services to individuals who are underserved or who are members of marginalized groups is not sufficient to meet this requirement. 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.
  - 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.
- **Avoid proposing member service activities that are described in this RFA as prohibited by AmeriCorps.**
  - 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. And, unless the requirements are met, AmeriCorps 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.
  - 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;
  - 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.
- Consult with local labor representatives to ensure that the NHC program complies with labor laws.
  - 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 members without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, sex, 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 only raise resources directly in support of their NHC Host Site service activities outlined in their member position description and delivered 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.
- 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 related 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 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 member stipend and program operating costs as determined by the program (range noted above).
- Pay for or reimburse NHC members for any pre-service tests (e.g., 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 members' accountability, member development, program development,





and completion of program service objectives (see below for NHC Host Site Supervisor Requirements).

- Provide each NHC member with a position description that clearly defines their duties and responsibilities, including day-to-day activities, and provides all information required by NHC. The position description should align with NHC's mission and objectives. The position must include at least 85% direct service or capacity-building activities that aim to improve, augment, or support direct service, 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. The position description must be modified and submitted to the NHC Operating Site for approval in advance if member responsibilities change.
- Reimburse NHC 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 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 the NHC Operating Site.
- Support NHC member attendance and participation in 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 take active steps to help ensure 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, encourage, and support members with data collection and reporting for NHC performance measures and evaluation activities within timely, reasonable deadlines requested by NHC.
- 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 the Host Site’s partnership with AmeriCorps and NHC, and including the NHC boilerplate (provided by NHC upon request) 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 in the time frame stipulated by the NHC as may be reasonably required.
- 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 NHC member on the basis of race, color, national origin,



gender, age, religion, sexual orientation, disability, gender identity or expression, sex, 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 the NHC 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 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.
3. Supervise, monitor, and mentor NHC member(s) assigned.
4. Hold **weekly** one-on-one meetings with NHC 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 an on-site 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 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 the NHC Operating Site.



11. Develop or assist in development of program activities that enable NHC 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 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 all 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 training/member meetings, training provided by each member's Host Site, and optional outside training opportunities. Training is an integral part of the NHC member experience; 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. Host Sites are expected to provide members with training necessary to complete the specific tasks outlined in their service position description.

#### **G. What NHC Members Can and Cannot Do**

NHC members must perform Host Site service activities in accordance with a predetermined position description completed in the NHC host site portal 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 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. 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 the AmeriCorps agency, staff and members may not engage in the following activities:

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 in paragraph 7 above, unless AmeriCorps agency assistance is not used to support those religious activities;



9. Conducting a voter registration drive or using AmeriCorps agency funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as the AmeriCorps agency may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

**Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

**Election and Polling Activities.** AmeriCorps members may not provide services for election or polling locations or in support of such activities.

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 agency funds. Individuals should not wear the AmeriCorps logo while doing any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities, when possible.

#### **H. Host Site Selection Criteria and Timeline**

Applications to host an NHC Chicago 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 and objectives;
- The degree to which proposed service activities are meaningful, comprehensive, and appropriate for an NHC member;



- The degree to which proposed member activities address social determinants of health, 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 36-40 hours per week, on average;
- Commitment and demonstrated ability to supervise the member(s) and support their professional development objectives;
- The ability to fulfill NHC requirements;
- Information gathered by NHC staff during a visit to the agency; and
- Past performance of the organization as an NHC Host Site (if applicable).

Host site applications and position descriptions are due on **Thursday, February 29, 2024**. Applications must be completed in the online NHC Host Site Portal; instructions are provided below. 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 29, 2024.

Required Documentation, Payment, Orientation	Due Date
<a href="#">Host Site Interest Survey</a> (optional)	Tuesday February 6, 2024 at 5:00 PM CT
Host Site Application Q&A (optional) <i>Zoom login details will be sent to all who complete brief Host Site Interest Survey</i>	Thursday, February 8, 2024 at 11:30 AM to 12:30 PM CT
Host Site Applications Due <ul style="list-style-type: none"> <li>• <a href="#">Host Site Application and Position Description Instructions</a></li> <li>• Host Site Application Portal: <a href="https://my.nationalhealthcorps.org/">https://my.nationalhealthcorps.org/</a></li> </ul>	Thursday, February 29, 2024 at 5 PM CT



Host Site Applicant Site Visit <i>(only if applying as a new host site organization, not required for returning host sites).</i>	Thursday, March 7 2024 to Thursday, March 21, 2024
Notification of Host Site Placement Award  <i>Invoices for cash contribution payment and Host Site Commitment Forms will be sent with notifications.</i>	Friday, March 22, 2024 to Friday, March 29, 2024
Host Site Commitment Form & payment of 25% of total cash contribution amount	Monday, April 29, 2024
NHC Training Plan	Friday, May 31, 2024
Host Site Supervisor Orientation	Tentatively Thursday, August 8, 2024
Host Site Memorandum of Agreement & payment of remaining 75% of total cash contribution amount	Monday, August 19, 2024  <i>Some members' start date timelines may vary; remaining cash contribution is due at least one week prior to member start date.</i>
Member start date with NHC Chicago	Friday, August 23, 2024
Members' NHC Chicago AmeriCorps Pre-Service Orientation	Friday, August 23, 2024 to Friday, August 30, 2024  <i>Some members' start date timelines may vary for pre-service orientation.</i>





Members' First Day at Host Site	Tuesday, September 3, 2024
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**Appendix A: AmeriCorps Grants Program Civil Rights and Non-Harassment Policy**

AmeriCorps (the Corporation for National and Community Service adopted the operating name "AmeriCorps" as of September 29, 2020) has zero tolerance for unlawful harassment of any individual or group of individuals engaged in national service. AmeriCorps is committed to treating all persons with dignity and respect. Our agency prohibits all forms of discrimination and harassment based on race, color, national origin, gender, age (40 and over), religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. All programs administered by or receiving federal financial assistance from AmeriCorps must be free from all forms of discrimination and harassment.

Harassment may include slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation, or any other legally-protected status when such behavior has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Examples of harassing conduct include but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over, or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, or phone calls; distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; and demeaning, debasing, or abusive comments or actions that intimidate.

AmeriCorps does not tolerate harassment from anyone, including any AmeriCorps employee or supervisor; a project or site employee or supervisor; a non-employee (e.g., client); a co-worker; a national service participant. Any discrimination or harassment, when identified, will result in immediate corrective action, up to and including, removal or termination of any individual engaging in such misconduct.

All recipients receiving AmeriCorps financial or volunteer assistance, including individuals, organizations, programs, and/or projects are subject to this zero-tolerance policy. Recipients must take immediate corrective action to investigate and rectify any complaints of any discrimination or harassment. Any AmeriCorps awardee permitting discrimination or harassment in violation of this policy will be subject to a finding of non-compliance, which may result in termination of federal financial assistance.



Harassment based on upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, or military service is unacceptable in AmeriCorps' offices or campuses, in other service-related settings such as training sessions or service sites, and at service-related social events. Supervisors and managers of AmeriCorps programs and projects, when made aware of alleged discrimination or harassment by employees, national service participants, or any other individuals, are expected to investigate and take prompt action to effectively address any discrimination or harassment. AmeriCorps prohibits any retaliatory action against a person who raises any discrimination or harassment concerns.

If you believe you have been discriminated against in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project, contact the AmeriCorps Equal Opportunity Program (EOP). The EOP may be reached at (202) 606-7503 or [eo@cns.gov](mailto:eo@cns.gov).

The EOP manages national service participant civil rights and harassment concerns. You must contact the EOP within 45 calendar days of an occurrence of discrimination or harassing conduct. You are not required to use a program, project, or sponsor dispute resolution procedure before contacting the EOP. If you choose to pursue another dispute resolution procedure, it does not suspend the 45-day time limit requirement to contact the EOP. Discrimination and harassment claims brought to the attention of the EOP outside 45 calendar days of an occurrence may not be accepted for investigation in a formal complaint of discrimination.

Source:

[https://americorps.gov/sites/default/files/document/2021\\_03\\_18\\_Grant\\_Program\\_Civil\\_Rights\\_and\\_Non-Harassment\\_March\\_2021\\_508.pdf](https://americorps.gov/sites/default/files/document/2021_03_18_Grant_Program_Civil_Rights_and_Non-Harassment_March_2021_508.pdf)