



AmeriCorps

# SAFE ROUTES TO HEALTH

AT MICHIGAN FITNESS FOUNDATION

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## Safe Routes to Health AmeriCorps Program Host Site Information Packet 2022-2023

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The Michigan Fitness Foundation (MFF) is pleased to offer the placement of AmeriCorps members for our Safe Routes to Health AmeriCorps State program (SRTH).

Organizations interested in hosting an AmeriCorps member(s) should review this packet for eligibility, then submit the [online application](#). Applications will be reviewed on a rolling basis until **July 31<sup>st</sup>** or until program slots are filled (which ever comes first).

Funding and placement of AmeriCorps members is contingent upon the receipt of funding from AmeriCorps to be determined by June 2022.

# AmeriCorps

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AmeriCorps is a network of local, state, and national service programs that engage Americans in service to meet our country's critical needs in health, education, environmental stewardship, economic opportunity, veterans & military families, and disaster response. AmeriCorps members serve with nonprofits, public agencies, faith-based and community-based organizations. Since 1994, dedicated individuals have helped millions of Americans through service. AmeriCorps is governed nationally and administered locally by the Michigan Community Service Commission. Learn more at <https://americorps.gov/>.

## Safe Routes to Health at Michigan Fitness Foundation

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SRTH at MFF is a State AmeriCorps program that focuses on connecting residents in underserved areas to health, wellness, and physical activity resources. Members will serve as local champions to help community members learn about health, wellness, and physical activity through direct service activities and capacity building within five program elements focused on promoting healthy eating and physical activity.

### Program Performance Targets:

- At least **300** unique community members will be served statewide by SRTH AmeriCorps Members.
- Of those individuals, **60** will report a change in behavior or intent to change behavior such as vegetable consumption frequency and participation in physical activity as a result of SRTH programming.
- Statewide, SRTH AmeriCorps members will engage at least **35** volunteers in implementing program elements and/or supporting a local Martin Luther King Jr. Day of Service project or community outreach element.

# Program Elements

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Host sites will select projects/activities that align with these five program elements, based on local needs and alignment with organizational activities.

## Supplemental Nutrition Assistance Program Education (SNAP-Ed) Inspired Interventions\*



SNAP-Ed is a federal program that provides nutrition education and promotes physical activity to increase the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose healthy lifestyles. In Michigan, network partners lead programs that develop community leaders and empower individuals so that Michigan citizens gain knowledge and access to resources that help them integrate healthy eating and physical activity into daily life. AmeriCorps members will be trained and provided supplies to implement 4 SNAP-Ed inspired interventions: Fresh Conversations, Health Through Literacy, Farmers Market Food Navigator, and Cooking Matters at the Store.

## Advancing Local Food Systems



Working through partnerships and coalitions, SRTH members and volunteers can engage with local aspects of the food system to support program objectives regarding increased access to fresh, healthy foods for communities' most vulnerable populations. Building off current local food movement efforts, member projects could include supporting farm to school efforts, promoting urban gardening, and coordinating with other programs serving the same populations.

## Promoting Physical Activity



Members can provide, promote, or organize opportunities for community members to be active and learn new ways to continue active lifestyles into the future. Members could recruit knowledgeable volunteers from local community groups to lead events that are community-relevant, informative, and highlight local physical activity opportunities.

## Engaging Communities through Outreach



Members could engage in outreach efforts at local festivals and community events to inspire health, wellness, and active lifestyles. Outreach activities could include recipe samplings, sharing local healthy food resources, exercise demonstrations like yoga and kickboxing, and basic bicycle safety. This can give members opportunities to connect with their community and recruit participants and volunteers for programming.

## Supporting the COVID-19 Response



Members and volunteers can provide COVID-19 response support through a lens of food and physical activity. This may include community education on practices to reduce the spread of COVID-19 or assisting in vaccine registration or distribution, directing community members towards food resources, or combating social isolation with seniors.

## Member Slots

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The program will have 12 part-time (900 hours) positions open. Host site applicants can request multiple members. Members can serve an 8 to 11-month term during the period of **October 3rd, 2022 through September 30th, 2023**.

Host sites can choose from the following start dates for each member:

Start Date	End Date	Average Hours/Week
October 3 <sup>rd</sup> , 2022	August 31 <sup>st</sup> , 2022	20 hours/week
November 1 <sup>st</sup> , 2022	September 30 <sup>th</sup> , 2022	20 hours/week
January 9 <sup>th</sup> , 2022	September 30 <sup>th</sup> , 2022	25 hours/week

## Host Site Benefits

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Why host AmeriCorps member(s)? Your organization receives the following benefits:

- The opportunity to increase your organizational capacity to address local needs, complementing existing programs your organization has in place;
- Ability to leverage ongoing food and physical activity initiatives;
- Increased visibility and credibility in communities;
- Support mentoring local residents serving as AmeriCorps members;
- Assistance in recruiting and selecting the individual who will serve as an AmeriCorps members;
- Trained AmeriCorps member(s) to serve at host agency;
- Enhanced partnerships with others involved in building healthier communities;
- Recognition by local, state, and national decision-makers for being part of a project that improves the lives of individuals in our communities;
- Program supplies, training, and support.

# Requirements

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See Appendix A for more detailed roles and responsibilities.

Eligible host sites must:

- Be a non-profit, Indian tribe, or state or local government
- Sign a host site agreement (memorandum of understanding)
- Engage in the member recruitment process: advertise, recruit, interview, and make recommendations for any AmeriCorps member candidate(s)
- Provide member(s) with an office space, organization email, and access to a phone, computer, and printer
- Designate at least one host site supervisor for the AmeriCorps member(s). Supervisors must:
  - Be a full-time staff member and physically located in the same office as the member
  - Meet with the member weekly
  - Attend a virtual site supervisor training and meetings as scheduled

# Considerations

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Prohibited Activities:

The SRTH AmeriCorps program at MFF is funded by Federal AmeriCorps funds which limits member's service activities to include those specifically outlined in the approved grant. Allowable activities fall under the five program elements (outlined on page 3). Members' roles must have defined duties that do not violate the prohibited activities list. Please see Appendix B for the full prohibited activities policy.

Nonduplication and Nondisplacement:

AmeriCorps funding is designed to expand organization capacity and increase resources to community members. To help make sure sites are utilizing members to the fullest, AmeriCorps enforces a Code of Federal Regulation in which members may not duplicate or displace any host site staff or volunteer duties. Please see Appendix C for full non-duplication and non-displacement policies.

# Fees

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Host sites help MFF meet our funding obligation through host site fees. These funds give us the ability to provide a more robust program that is rewarding and enjoyable for members. Host site fees have helped our program:

- Increase member living allowance to be more equitable
- Provide member support like training and professional development opportunities
- Provide members and their host sites materials needed to implement service activities such as:
  - SNAP-Ed inspired intervention resources and materials (Health Through Literacy book bags, Fresh Conversations printed newsletters, Farmers Market Food Navigator/Michigan Harvest of the Month recipe cards, etc.)
  - Physical activity programming supplies (hula hoops, cones, etc.)
  - Zoom accounts to conduct virtual programming
  - And more!
- Support and continue ongoing program improvements

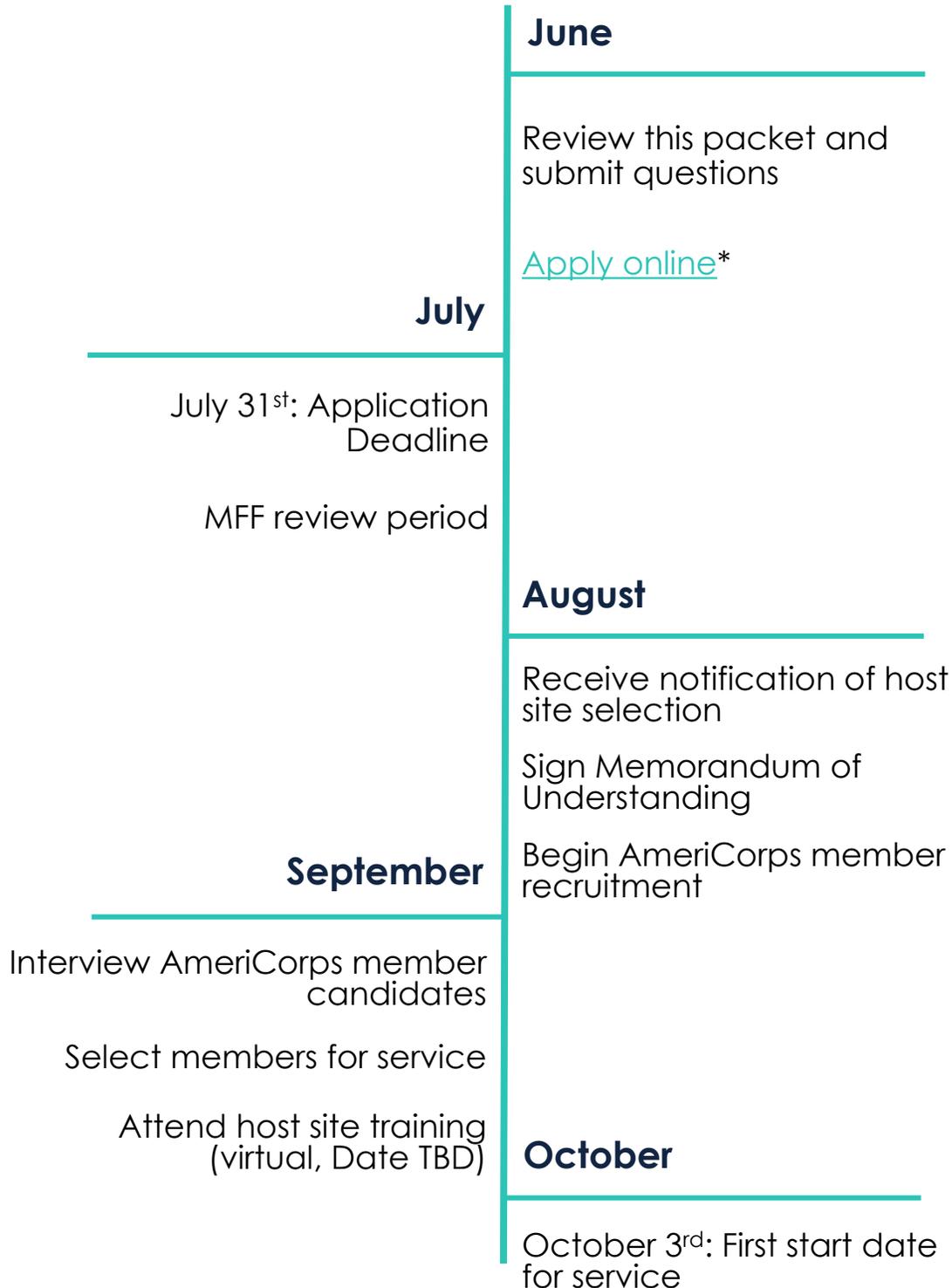
Refer to the table below for required, nonrefundable host site fees.

**MFF is committed to supporting host sites meet these fees. Payment plans and grant writing assistance are available upon request.**

Number of AmeriCorps Members	Cost per Member	Total Host Site Fee
1	\$5,000	\$5,000
2 to 4	\$4,750	\$4,750-\$19,000
5 +	\$4,500	\$22,500+

## [Click here to apply now!](#)

Applications will be reviewed, and host site selected on a rolling basis until **July 31<sup>st</sup>** or until program slots are filled (which ever comes first).



\*Please reach out to Callie Zimmerman, AmeriCorps project manager, if you have questions regarding the application process or need technical assistance.

E-mail: [czimmerman@michiganfitness.org](mailto:czimmerman@michiganfitness.org)

Phone: 517-908-3820

## Appendix A: Roles and Responsibilities

### The Michigan Fitness Foundation

- Manages recruitment efforts, interviews, enrollments, and exits of AmeriCorps members
- Monitors program compliance with state and federal regulations
- Pays members living allowance
- Monitors members service hours
- Hosts AmeriCorps member and host site orientations
- Supports training on AmeriCorps requirements and MFF offered programming (SNAP-Ed inspired interventions)
- Hosts monthly team meetings and professional development trainings
- Supports programming needs through resource raising

### Host Sites and Supervisors

- Assign and monitor short- and long-term projects/tasks
- Meet at least weekly with member(s)
- Enforce AmeriCorps program regulations surrounding prohibited, allowable, and unallowable activities
- Mentor member(s) and provide structure, guidance, and support for professional development growth
- Review and approve member(s) time sheets bi-monthly
- Complete the National Criminal History Checks
- Provide monthly hours and personnel activity reports
- Notify the program director of member infractions
- Attend host site orientation and supervisor meetings with the program director as scheduled
- Pay the host site fee
- Oversee members' data collection during programming
- Seek out and encourage members to participate in site specific training opportunities, participation in applicable coalitions, workgroups, and committees
- Offer constructive feedback and formal evaluation of member progress
- Offer support and/or training opportunities when members encounter challenges
- Provide each member with the necessary supplies to complete service

### Members

- Expand host site capacity to reach community members in ongoing food and physical activity promotion initiatives
- Community outreach on behalf of the host site
- Gain valuable experience in the field of community health
- Develop professional development skills
- Support and participate in team trainings
- Adhere to all AmeriCorps and SRTH program policies and procedures

## Appendix B: 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 (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 in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time. All locations where members serve should post a list of the prohibited activities.

## Appendix C: Nonduplication and Nondisplacement Policy

AmeriCorps funding is designed to expand organization capacity and increase resources to community members. To help make sure sites are utilizing members to the fullest, AmeriCorps enforces a Code of Federal Regulation in which members may not duplicate or displace any host site staff or volunteer duties.

**Nonduplication.** AmeriCorps members may not be used to duplicate an activity that is already available within an organization through staff time or volunteer time.

**Nondisplacement.**

1. An AmeriCorps member may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. 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.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
  - a. Will supplant the hiring of employed workers; or
  - b. 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 assistance under this chapter 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.