



AmeriCorps

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## 2024 Be Well Fox Valley AmeriCorps Program Information Document

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## BENEFITS OF BECOMING A HOST SITE:

- Be Well Fox Valley AmeriCorps Program (BWFVAC) provides an AmeriCorps member(s) to serve at and for your organization. The member can provide a variety of service activities to support your organization's health and well-being goals and/or help address social determinants of health (SDOH).
- Host sites can select the service term and member position that aligns best with their needs.
- Low cost to your organization. Utilizing an AmeriCorps member through BWFVAC costs less than hiring an employee.
- No HR hassle! BWFVAC administers the program, including paying for member background checks, administering member payroll, and member benefits (if members are eligible).
- Host sites recruit, interview, and select their AmeriCorps member.
- Ongoing technical assistance, training, and support will be provided by BWFVAC.
- BWFVAC assists with the member's onboarding orientation, training, ongoing professional development opportunities, and disciplinary procedures that arise throughout the service term.

## BENEFITS OF SERVING AS AN AMERICORPS MEMBER:

AmeriCorps members received a variety of benefits during their service. Members will have the opportunity to apply to serve at specific host site organizations.

- Members will receive professional and personal development through:
  - Giving back to the Fox Valley community and having a positive impact on health and well-being.
  - Receive a variety of hands-on experiences and development opportunities within the health and human service, non-profit, and public agencies sectors
  - Networking opportunities with local professionals, community members, and other AmeriCorps members
  - Trainings provided by the host site, BWFVAC, and other local and state training offerings
  - Participating in a national service initiative
  - Learn new skills or enhance or utilize existing skill sets
- Members also receive financial benefits. The benefits vary based on the required hours that members need to complete during their service term. The benefits will be specified in each position description.
  - Living allowance (administered twice a month)
  - Education award (if members successfully complete their hour and service requirements by the end of their term) which can go towards future tuition costs or federally qualified student loans. Any member 55 or older at the start of their term of service may transfer the education award to his or her children or grandchildren
  - Loan forbearance & interest accrual on federally qualified student loans
  - Health, dental, and vision insurance coverage (only for positions that average 35-40 hours/week)
  - Childcare financial assistance (only for 1,700 hour positions)
- Members may be able to align AmeriCorps service with a school internship

## WHAT IS AMERICORPS?

AmeriCorps is a federally funded national service program that engages over 80,000 members in service each year to address national problems through direct service. These members impact communities and organizations by increasing capacity and resources toward an identified area of need. In return, members gain valuable professional, educational, and life experiences, and receive an education award to use towards future education costs or federally qualified student loans. To learn more about AmeriCorps, please visit <https://americorps.gov/>.

- What's a member? An individual who is serving through AmeriCorps.
- What's a host site? A host site is an organization where the member will be serving his, her, or their time. The following non-federal entities are eligible to apply as a host site:
  - Federally Recognized Indian Tribes
  - Educational Institutions
  - Governments Agencies
  - Nonprofit Organizations

## WHAT IS PUBLIC HEALTH AMERICORPS?

AmeriCorps and the Center for Disease Control and Prevention joined forces to launch the Public Health AmeriCorps. Public Health AmeriCorps has two main goals:

- Address public health needs of local communities by providing support in state and local public health settings and advancing more equitable health outcomes for underserved communities.
- Create pathways to good quality public health-related careers through onsite experience and training, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

Public Health AmeriCorps includes many sectors of health and human services, including community health educators, nurses, dietitians, social workers, and more.

## WHAT IS BE WELL FOX VALLEY (BWFV)?

**Mission:** Partnering to advance a culture of health and well-being for all

**Vision:** The Fox Valley is a place where all people have the opportunity to live longer, healthier, and happier.

Be Well Fox Valley (BWFV) is a tri-county initiative (Calumet, Outagamie, and Winnebago Counties) that connects the work of community partners to advance a culture of health and well-being for all. BWFV connects a variety of people and organizations across the Fox Valley to improve physical, social, and mental health and well-being. 5 goals drive the BWFV initiative:

1. A vibrant regional food system that provides access to healthy, affordable food for all people.
2. A cohesive and connective multi-model network that provides recreational and transportation options for all people.
3. Local settings (hospitals, communities and neighborhoods, schools, early care centers, worksites, and faith institutions) that promote healthy choices and behaviors.
4. Strong community-clinical partnerships that help prevent and manage chronic disease.
5. Inclusive public spaces that foster social connection.

United Way Fox Cities (UWFC) serves as the backbone organization for the BWFV initiative and the Be Well Fox Valley AmeriCorps Program. For more information about United Way Fox Cities, please visit their website:

<https://unitedwayfoxcities.org/>

## WHAT IS BE WELL FOX VALLEY AMERICORPS (BWFVAC)?

BWFVAC has been in operation since September 2018 (formally known as the Weight of the Fox Valley AmeriCorps Program) and supports the BWFV initiative and community partners. BWFVAC currently receives federal funding from Public Health AmeriCorps.

***Why:***

The purpose of federal AmeriCorps allows individuals of all ages and backgrounds to give their time and talent to strengthen communities. Numerous data points throughout the Fox Valley and Northeast Wisconsin indicate that SDOH negatively impacts residents' health and well-being, including the ability to meet basic needs, high prevalence of chronic disease, poor health habits, and mental health. BWFV and numerous community organizations are working to improve and address SDOH and physical, mental, and social health and well-being needs.

BWFVAC mobilizes AmeriCorps members to support BWFV, partner host site organizations, and community members by providing capacity building services to address SDOH and support health and well-being programs and initiatives throughout the greater Fox Valley region. BWFVAC member activities should align with at least 1 of the 6 BWFVAC goals of:

1. A vibrant regional food system that provides access to healthy, affordable food for all people.
2. A cohesive and connective multi-model network that provides recreational and transportation options for all people.
3. Local settings (hospitals, communities and neighborhoods, schools, early care centers, worksites, and faith institutions) that promote healthy choices and behaviors.



4. Strong community-clinical partnerships that help prevent and manage chronic disease.
5. Inclusive public spaces that foster social connection.
6. Address 1 of the 5 SDOH Domains as defined by [Healthy People 2030](#). The 5 domains are economic stability, education access and quality, health care access and quality, neighborhood and built environment, and social and community context.

### Goals:

The BWFVAC has the following goals for the 2024-2025 service year:

- Enroll at least 14 AmeriCorps members to support host site and/or community health and well-being programming
- Members will support at least 8 host site organizations with increased capacity building. Of the 8 organizations, at least 6 organizations will report an increase in efficiency, effectiveness, and/or scale or reach in their member-supported programs
- Provide training and ongoing support to all participating host site organizations
- Provide, lead, and/or connect enrolled members to personal and professional development training opportunities
- Positive improvement in health and well-being throughout the greater Fox Valley region

### Where:

BWFVAC members will serve at partner host site organizations throughout Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties. Members' day-to-day service will occur at the host site organization (or the service will support the host site organization). The following non-federal entities are eligible to apply as host sites:

- Federally Recognized Indian Tribes
- Educational Institutions
- Governments Agencies
- Non-profit Organizations

Here are some examples of past BWFVAC host sites:

- County and city health departments: Calumet County Public Health, Outagamie County Public Health, and Winnebago County Health Department
- Educational institutions: Menasha Joint School District and UW-Oshkosh Head Start
- Non-profit entities: B.A.B.E.S. Inc., Community Clothes Closet, Feeding America Eastern Wisconsin, Fox Valley Advance Care Planning Partnership (in partnership with Mosaic Family Health), NEW Hmong Professionals, NEW Mental Health Connection, Partnership Community Health Center, Pillars, Rebuilding Together Fox Valley, Riverview Gardens, SOAR Fox Cities, United Way Fox Cities, VPI, Inc.
- Non-profit health systems/clinics: Aurora Medical Center Oshkosh, Ascension Medical Group, ThedaCare, Mosaic Family Health, and Partnership Community Health Center

As previously mentioned, United Way Fox Cities serves as the fiscal agent for BWFVAC. All contract agreements and financial invoicing/payments will occur through United Way Fox Cities.

### How:

BWFVAC members will provide capacity building services to address SDOH and support health and well-being throughout Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties. Members may also lead health education activities and/or recruit volunteers to support their service activities and/or support host site health and well-being/SDOH programming. Host sites will determine the activities the member will perform at their host site. More information can be found below.

- Capacity building services (required activity component): Members will provide capacity building services that allow host site organizations to expand the scale, reach, efficiency, and/or effectiveness of their programs and/or initiatives that align with at least 1 of the 6 BWFVAC goals. Members can provide the following capacity building services:
  - Volunteer Management: Improving an organization's volunteer procedures (i.e., recruitment, volunteer position descriptions, orientation, and recognition).
  - Training: Training to volunteers (i.e. how to implement services to clients) and/or staff (i.e. new curricula, materials, programs, etc.).



- Systems development: Improving organizational (or specific program) systems to increase efficiency, effectiveness, and/or scale/reach. This includes community needs assessment; community awareness, engagement, outreach; program development and delivery; material development, etc.
- Resource development: Researching and securing resources to support a specific program within an organization (i.e. writing for non-federal grants; in-kind resources; and donated supplies). Resources must not violate the prohibited activities.
- Examples of past/current member capacity building service activities:
  - Helped create, run, and support a new Prevent Type II Diabetes Program. This included completing and analyzing community needs surveys, creating new educational materials for participants in the program, providing one-on-one support to the participants in the program, and assisting with program evaluation.
  - Process improvement projects for health and well-being programs, client enrollment into a program, etc.
  - Coordinate and lead new health and wellness programs and activities for programs and clients, such as students, individuals with disabilities, employee wellness at non-profit organizations, individuals at food pantries, etc.
  - Update current marketing plans to include new social media platforms, revised public newsletters, and website updates.
  - Help organize and update a client intake process to improve case management.
  - Serve as health navigators to help connect individuals to relevant community resources
- Health Education (optional activity component): Members may create, deliver, and/or share health education to increase knowledge regarding numerous health topics (i.e. physical activity, healthy eating, sleep, stress management, etc.). This may include creating and delivering lessons or presentations, organizing educational events, or creating written materials, such as newsletter articles, social media posts, posters, etc.
- Volunteer Management (optional activity component): To supplement capacity building activities, members may also engage in volunteer management as it relates to either:
  - Supporting and/or promoting member-related service activities
  - Directly supporting the host site organization’s health and wellness programs and/or initiatives that align with at least 1 of the 6 BWFVAC goals.

**When:**

The 2024-2025 grant period runs from 9/1/2024 through 8/31/2025. During this grant period, BWFV AmeriCorps is offering a variety of service terms in which organizations can host a member(s). During the application process, host site organizations will select the service term(s), the member position, and the number of members they would like to host.

*Due dates, cash amounts, and program goals may change at the request of the funder.*

Service Term Option	Service Term Start-End Dates	Type of member positions available for the Term Option.	Average hours/week	Host site cash match amounts	Member living allowance amount per pay period	Member Education award amount
2025 term	1/2/25-8/31/25	1200 hour	35-40	\$9,882	\$1,014.71	\$5,176.50
		900 hour	27-31	\$7,412	\$761.03	\$3,697.50
		675 hour	20-24	\$5,559	\$570.77	\$2,817.14
		450 hour	14-16	\$3,706	\$380.51	\$1,956.35
Second half	3/3/25-8/31/25	900 hour	35-40	\$7,412	\$1,014.71	\$3,697.50
		675 hour	26-31	\$5,559	\$761.03	\$2,817.14
		450 hour	18-22	\$3,706	\$507.35	\$1,956.35
		300 hour	12 to 15	\$2,471	\$338.24	\$1,565.08



Summer	6/2/25-8/31/25	450 hour	37- 40	\$3,706	\$1,014.71	\$1,956.35
		300 hour	24-28	\$2,471	\$676.47	\$1,565.08

**HOST SITE FINANCIAL OBLIGATIONS:**

**Cash match information:**

BWVAC collects a cash match from all participating host site organizations, which helps pay member-related expenses, such as the member living allowance, associated payroll taxes, benefits, onboarding expenses, member training opportunities, etc. The cash match amounts vary based on the number of hours the member is serving. The amount listed is per awarded member. **Per AmeriCorps rules and regulations, this cash match cannot be paid for with federal funds.** *Due dates, cash amounts, and program goals may change at the request of the funder.*

This document will be updated once confirmed cash match amounts are set, which will be when BWVAC receives notification from federal AmeriCorps (BWVAC anticipates an update from federal AmeriCorps by July 2024). For more information about the cash match, please see the cash match section of this document. If there are questions or concerns about this, please contact Amanda Ross, BWVAC Program Director.

Host sites will be invoiced in two installments during the member’s service term as described below.

1. First 50%: This will be invoiced when an applicant accepts the host site offer for a member position.
2. Remaining 50%: Mid-point of the service term

Member position	Host site cash match amount
1,700 hour position	\$14,000
1,200 hour position	\$9,882
900 hour position	\$7,412
675 hour position	\$5,559
450 hour position	\$3,706
300 hour position	\$2,471

**Other financial obligations:**

The following are the financial responsibilities of the host site:

- Host sites will supply their member with adequate workspace, including access to a workspace, computer, phone with voicemail, filing space, internet access, printer, access, incidental office supplies, printer costs, and materials. If necessary, provide the member with essential items and accommodations needed to perform the service virtually (i.e. host site hybrid work policies, etc.).
- Host site travel reimbursement: if the host site requires any member-specific travel (such as travel to meetings, etc.), the host site may provide travel reimbursement for the member.

**APPLICATION DUE DATES AND PROGRAM TIMELINE:**

**Application information and due dates:**

Organizations interested in applying for a member should complete and submit an application to Amanda Ross, BWVAC program director. The application can be found on our website: <https://bewellfoxvalley.org/> and click on the AmeriCorps tab.

Due to the number of service term options for the 2024-2025 BWV AmeriCorps Program, applications will be accepted on a rolling basis through the final acceptance dates listed on the chart below. Applicants are encouraged to apply earlier than the listed deadline to allow for adequate time to recruit and onboard their member(s). Applications will be considered based on the number of remaining, available positions.



**Please note:** Organizations **who have not** previously hosted a BWFVAC AmeriCorps member are highly encouraged to contact Amanda Ross, BWFVAC Program Director, before applying. Amanda’s contact is [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) or 920-735-5479.

Service Term Option	Service Term Start-End Dates	Applications will be accepted through:
Option 4: 2025 Service Term	1/2/2025-8/31/2025	11/13/2024
Option 5: Second Half Service Term	3/3/2025-8/31/2025	1/6/2025
Option 6: Summer Service Term	6/2/2025-8/31/2025	3/14/2025

**Program timeline:**

The following is a general timeline that applies to all service term options listed above.

- After notification of award:
  - Finalize the member position description (template and support provided by BWFV AmeriCorps)
- Member recruitment:
  - Host sites and BWFV AmeriCorps share member recruitment responsibilities
  - Host sites prepare, coordinate, and conduct candidate interviews
  - Host sites select the candidate to serve as a member
- Before the member starts:
  - Completing the Memorandum of Understanding Agreement between the host site and United Way Fox Cities. Please note that someone from the host site organization will need to sign this document. Please be aware of your organization's legal processes and timelines. [Click here to view a template of the MOU.](#)
  - Attend supervisor trainings (pre-recorded videos and/or in-person)
  - BWFV AmeriCorps will work with the new member for AmeriCorps onboarding:
    - Payroll forms: United Way Fox Cities will administer member living allowances and benefits), citizenship verification, and completion of a member background check.
    - Background check: AmeriCorps requires members to complete a National Sex Offender Public Registry Check, a State of WI criminal history check, a state of residence criminal history check (if the applicant lives outside of WI at the time of application), and an FBI Fingerprint check. The checks DO NOT include a Caregiver Check. BWFV AmeriCorps is not able to share the physical background check results. If any concerns arise regarding the member’s criminal history check results, BWFV AmeriCorps will contact the host site supervisor.
  - The host site works with HR and IT processes to prepare for member
- During the member service term:
  - Member starts:
    - The supervisor provides the member with orientation completes
    - The member and supervisor will complete onboarding paperwork and service plan (template provided)
    - The supervisor will complete pre-service term reporting requirements
    - The first host site cash match invoice received
  - Midterm
    - Second cash match invoice
    - Host site visit from BWFV AmeriCorps
    - Mid-term member performance evaluation (template provided)
  - End-term
    - Member wrap-up documents
    - End-term member performance evaluation (template provided)
    - Supervisor completes post-service term reporting requirements



## ATTACHMENT A – BWFVAC PARTNER EXPECTATIONS

Below are the expectations that host sites must commit to during the grant period:

### *Expectations related to AmeriCorps provisions*

1. Ensure member activities are following the AmeriCorps grant provisions as outlined in the Memorandum of Understanding (MOU) between the BWFVAC host sites. This includes ensuring member activities do not violate the AmeriCorps Prohibited Activities (see Attachment B and C). Please note that someone from the host site organization will need to sign this document. Please be aware of your organization's legal processes and timelines. [Click here to view a template of the MOU.](#)

### *Expectations related to the members*

1. Assist with recruitment and onboarding of members at the host site organization
2. The host site organization has a physical office location that the member can report to (either on a day-to-day basis and/or in a hybrid format)
3. Provide the member with workspace, basic office supplies, access to a phone, internet, computer, and business cards. If necessary, provide the member with essential items and accommodations needed to perform the service activities virtually via a hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.).
4. Ensure a positive work environment and service activity opportunities for member to complete their hourly requirements
5. Ensure a positive work environment and offer enough service activity opportunities that allow members to meet their hourly requirements.
6. Ensure member activities align with the appropriate BWFVAC goals and AmeriCorps rules that are described in this BWFVAC information document
7. Identify and provide a site supervisor, who will:
  - a. Participate in supervisor orientation and meetings.
  - b. Meet with the member (at minimum) on a bi-weekly basis to discuss goals, activity opportunities, activity progress, data reports (as needed), and provide assistance and advice (as needed).
  - c. Review, validate, and approve member timecards weekly via the OnCorps platform.
  - d. Conduct member performance evaluations (BWFVAC will provide templates to use).
  - e. Ensure members wear service gear that has the AmeriCorps logo whenever logging hours. This service gear will be supplied by the BWFVAC
8. Support member professional development by:
  - a. Orientating and training members to their host site and community
  - b. Ensuring members have the necessary training and resources to successfully meet their responsibilities.
  - c. Completing the member service plan (template will be provided by the BWFV AmeriCorps Program) outlining programming responsibilities, their schedule, and individual professional development goals.
  - d. Engaging in a discussion of member goals and offering opportunities to explore professional interests. This may include providing the member with professional development training.
  - e. Holding (at a minimum) bi-weekly supervisor meetings.
  - f. Encouraging participation in the larger national service network.
9. Allow members to fully participate in any BWFVAC items, such as member orientation, required trainings and/or meetings, professional development meetings, and/or service projects.
10. As host site organization policies and finances allow, provide the member travel reimbursement for host site required travel. BWFVAC will provide travel reimbursement for BWFVAC-specific travel.

### *Expectations related to BWFV AmeriCorps administration*

1. Participate in partnership activities and program oversight through BWFVAC program director meetings (estimated to be one to four meetings for the grant period of 9/1/2024-8/31/2025).
2. Maintain timely, open, and honest communication with the BWFVAC program director and partners
2. Share responsibility for BWFVAC projects.
3. Immediately communicate issues related to member performance or host site integrity to the BWFVAC program director.
4. Submit required documentation promptly including, but not limited to:
  - a. Host site reporting documents (pre and post capacity building assessment)
  - b. Member service plan (template to be provided)





- c. Member performance evaluations for all awarded members (template to be provided)
- d. Review, validate, and approve member timecards weekly (BWFVAC utilizes the online platform OnCorps)
- e. Review and validate member-submitted data as necessary. Other data review and validation may occur as needed, including member monthly reports and other auditable data.

## ATTACHMENT B – PROHIBITED ACTIVITIES

45 CFR § 2520.65 - <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.65>

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:

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) 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;
- g) 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;
- h) Providing a direct benefit to—
  - i) A business organized for profit;
  - ii) A labor union;
  - iii) A partisan political organization;
  - iv) 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 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

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

In the [AmeriCorps Grant Terms and Conditions](#), additional activities were included to this list:

- a) **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.
- b) **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.
- c) All locations where members serve should post a list of the prohibited activities.

## ATTACHMENT C—RULES OF NON-DUPLICATION AND NON-DISPLACEMENT

45 CFR § 2540.100: <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540/subpart-A/section-2540.100>

### Subpart A—Requirements Concerning the Distribution and Use of CNCS Assistance

- a. **Supplantation.** CNCS 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 CNCS support. For any given program, this condition will be satisfied if the aggregate nonfederal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- b. **Religious use.** CNCS assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- c. **Political activity.** CNCS assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.
- d. **Contracts or collective bargaining agreements.** CNCS assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- e. **Nonduplication.** CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, CNCS 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.
- f. **Nondisplacement:**
  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 Corporation assistance, in this case a Member.
  2. An organization may not displace a volunteer by using a Member.
  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. Members 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. Members may not perform any services or duties, or engage in activities, that: i) will supplant the hiring of employed workers; or, ii) 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. Members 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 is being locked out