



**AHEC & Corporation for National and Community Service AmeriCorps National Direct  
AHEC/AmeriCorps National Expansion Program  
Letter of Interest – Due November 23, 2011**

The Connecticut AHEC Program, in collaboration with the National AHEC Organization (NAO), is submitting a proposal to the Corporation for National and Community Service (CNCS) to implement an AmeriCorps National Direct Program. Connecticut AHEC and NAO is requesting letters of interest from AHECs to ascertain the national level of interest in participating in the AHEC/AmeriCorps National Expansion Program. Northwestern CT AHEC will be the primary applicant and have executive management and programmatic authority, as well as administrative and fiduciary responsibilities for the program. NWCTAHEC currently runs a successful AmeriCorps program at the CT AHEC Program and will use this expertise to expand the model nationally.

The AHEC/AmeriCorps National Expansion Program will create a cost-effective strategy that improves AHEC's capacity to implement service based health care careers recruitment programs that expose the next generation of health care providers to the emerging medically underserved population of veterans and military service members and their families. Through the AHEC/AmeriCorps Expansion Program, up to fifty (50) full-time AmeriCorps members, placed at AHECs across the nation, will implement the award winning Youth Health Service Corps (YHSC) and Collegiate Health Service Corps (CHSC) Programs using service-based learning that focuses on the emerging medically underserved population of veterans and military service members and their families. The YHSC and CHSC Programs provide future health care professionals with meaningful service learning educational experiences focused on medically underserved populations and it is anticipated that these students will serve in the National Health Service Corps and pursue a career in primary health care serving medically underserved populations.

The mission of AHEC is to increase the supply and quality of health care providers in medically underserved areas and/or serving medically underserved populations. Veterans and military service members and their families are an emerging medically underserved population because of the rapid increase of armed forces returning home from the Middle East. Veterans and military service members and their families is a new priority for CNCS with Tier I goals for the 2012 AmeriCorps National Direct Program. The proposed partnership between AHEC and CNCS enhances both partners' abilities to meet their strategic goals.

**Benefits to Participating AHECs**

- Full-time AmeriCorps member (40 hours per week for 44 weeks) serving at the AHEC center
- YHSC and CHSC Program materials and training
- Technical support for AmeriCorps and YHSC/CHSC Program implementation
- Participant in AHEC national project impacting veterans, military service personnel and their families



## **Program Structure**

Up to 25 AHEC centers across the nation will establish an AmeriCorps Program with 1 to 2 AmeriCorps members who will be trained to implement the YHSC/CHSC Programs. AmeriCorps members will be recruited locally by the participating AHEC center with special emphasis on recruiting veterans and military service members and their families. AmeriCorps members will engage veterans and military service members' families to participate as YHSC/CHSC members who provide service-based programs and events for other veterans and military service members and their families. Alternately, AmeriCorps members may engage YHSC/CHSC members from the civilian population to provide service-based programming specifically designed to impact veterans and military service members and their families. Each AmeriCorps member will engage 25 to 50 YHSC/CHSC program completers annually. AHEC centers will participate in the program over a 3 year period from July 1, 2012 to June 30, 2015.

## **Program Supports**

Participating AHEC staff will be trained on the AmeriCorps Program (member recruitment and development) and the YHSC and CHSC Programs. All program implementation and participant manuals will be provided, which include training materials, policies and procedures, required and optional forms, and other materials. Technical support and consultation will be provided monthly by interactive electronic communication and as needed or requested to both AHEC staff and AmeriCorps members. States will be trained on the AHEC-Nation database which is designed to correspond with federal AHEC reporting requirements. While AHEC centers are responsible for their AmeriCorps members as Host Sites, the administrative duties of payroll, health insurance and other human resource procedures will be administered by NWCTAHEC.

## **Program Cost**

AHEC Centers will engage in a contract with NWCTAHEC and agree to operate the AmeriCorps Program and to utilize full-time AmeriCorps members (1700 hours annually) for the implementation of the YHSC and/or CHSC Programs. AHEC centers will contribute \$6,000 for each full-time AmeriCorps member placed at the regional AHEC center to offset fixed costs not reimbursed by the grant.

## **Qualifications for AHEC/AmeriCorps Expansion National Expansion Program Sites**

- A. Experience: Applicants must demonstrate established partnerships with academic institutions and community organizations providing service learning opportunities for high school and/or college students. Applicants must demonstrate they have personnel experienced in working



with health professions recruitment and retention programs and adequate staffing to follow through on this project.

- B. Cash Contribution: Applicants must demonstrate the ability to contribute \$6,000 in cash per AmeriCorps member to offset fixed costs not reimbursed by the grant.
- C. Documentation of communication with applicable State Commission on Community Service informing the State Commission of your intent to participate in the AHEC/AmeriCorps National Expansion Program. Follow this link to learn more about your State Commission on Community Service and how to contact them:  
<http://www.nationalservice.gov/about/contact/statecommission.asp>
- D. Demonstrate the ability to engage Veteran and Military Service members and their families in service activities.



**If you are interested in participating in the AHEC/AmeriCorps National Expansion Program please complete the following Letter of Interest.**

**AHEC/AmeriCorps National Expansion Project  
LETTER OF INTEREST**

The letter of interest is to provide information to the project managers for planning. It is not binding. Completing this form is not required for submitting any future Request for Proposal.

1. Name of Organization: \_\_\_\_\_
2. Address (street/city/state): \_\_\_\_\_
3. Name of Contact Person: \_\_\_\_\_
4. Office: \_\_\_\_\_ ext \_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_
5. Which program will the AmeriCorps member(s) implement? \_\_\_\_\_ YHSC \_\_\_ CHSC \_\_\_\_\_ Both
6. How many full-time (1700 hours) AmeriCorps members is your AHEC interested in hosting? \_\_\_\_\_
7. Is your AHEC able and willing to make a cash contribution of \$6,000 per full-time AmeriCorps member placed at your organization to off-set fixed costs not covered by the grant? \_\_\_\_ Yes \_\_\_\_ No
8. Briefly describe experience implementing serviced based learning with high school and/or college students:
9. Briefly describe your communication with the applicable State Commission on Community Service regarding your interested in participating in the AHEC/AmeriCorps National Expansion Project.
10. Briefly describe your ability to collaborate with organizations serving Veteran and Military Service Members and their families to implement service projects focused on these populations.
11. Submit form electronically to: Tricia Harrity, Northwestern CT AHEC, [pharrity@nwctahec.org](mailto:pharrity@nwctahec.org) on November 23, 2011 by 5:00 p.m. EST.

Thank you!