National Health Corps

2018-2019 Host Site Application

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| **Organization Information** | | | | | | |
| Organization Name | |  | | | | |
| Mailing Address | |  | | | | |
| City | |  | | | Zip |  |
| Phone | |  | | | Fax |  |
| **Site Supervisor Information** | | | | | | |
| Name |  | | | | | |
| Position |  | | | | | |
| Phone |  | | | | email |  |
| Will this person be the contact throughout the interview & matching process? | | | | | | Yes  No |
| If no, please provide the Contact Information | | | | | |  |
| Contact Name | | |  | | | |
| Contact Position | | |  | | | |
| Contact Phone | | |  | | | |
| Contact email | | |  | | | |
|  | | | | | | |
| Organization Mission | | |  | | | |
| Type of organization | | | 501c(3)  Government  Other/describe: | | | |
| Scope of organization | | | National  State  Citywide  Neighborhood | | | |
| How did you hear about National Health Corps?  staff  E-mail  Host Site  Current/former \_\_\_ member  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Has your organization hosted a National Health Corps member in the past?  Yes  No | | | | | | |
| # of members requested | | | |  | | |
| **Organization Infrastructure** | | | | | | |
| Host sites need to provide a space for members to perform their service activities and a computer with internet access to complete their timesheets. Check all of the following that your organization will provide to a NHC Member to fulfill their service activities.  desk  computer  phone  internet access  printer access  photo copier access  E-mail account  member’s own working space or office | | | | | | |
| **What need does your organization or community have that a NHC member can address? Please include current data to support this need.** | | | | | | |
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| **What will the member’s role be in addressing the need listed above? How does this role align with the NHC’s mission, service activities, and performance measures?** | | | | | | |
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| **Describe how your member’s position does not duplicate activities that an existing employee, intern, or volunteer are doing, and are not displacing an existing employee, intern, or volunteer. (NHC members are not allowed to conduct any activities that former members, interns, volunteers or staff were doing in the past 6 months). Please refer to the below link that provides details of the duplication/displacement requirements prior to answering this question.**  [http://www.ecfr.gov/cgibin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540\_1100](http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100) | | | | | | |
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| **Confirm that your member’s position will not violate the below supplementation requirements of AmeriCorps program:**  *Corporation 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 Corporation 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.*  [http://www.ecfr.gov/cgibin/textidx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540\_1100](http://www.ecfr.gov/cgi-bin/text-idx?SID=62ef430e421c0b565f20975d1a1906e5&node=pt45.4.2540&rgn=div5%23sp45.4.2540.b#se45.4.2540_1100) | | | | | | |
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| **Host site supervisors are expected to supervise as well as mentor members and support their career and professional skills development. What will the host site and the site supervisor do to promote the members’ professional development?** | | | | | | |
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| **Please describe the skills and qualifications of the designated host site supervisor to serve as a National Health Corps member site supervisor/mentor?** | | | | | | |
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| **Describe in detail your plan for supervising & mentoring members, and how it ensures that members will receive adequate support, feedback, and guidance throughout their term:** | | | | | | |
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| **Should the host site supervisor change during the year, what is your organization’s plan to orient the new site supervisor to the member and the National Health Corps program?** | | | | | | |
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| **Who are the key people at your agency the member needs to know & how will they be introduced?** | | | | | | |
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| **How will you inform your staff about the role the member will be performing at your site?** | | | | | | |
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| **Current Host Sites Only:  If you were not able to retain your member(s) during your last year of program operation, provide an explanation, and describe your plan for improvement.** | | | | | | |
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**Read and initial to agree to your organization’s commitment to the following:**

* Contribute a cash contribution toward the program operating costs as determined by the program (range noted in NHC Host Site RFP).
* Designate a Host Site Supervisor 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).
* Participate in the recruitment and member matching process by scheduling & conducting member interviews in a timely fashion
* Provide each NHC member with a position description that clearly defines their duties and responsibilities, including day-to-day activities. The position description should align with the NHC mission, logic model, and performance measures;
* Reimburse NHC members for site related travel expenses, such as outreach events or other authorized travel approved by the Host Site Supervisor, but not daily travel to and from the host site;
* Provide in-kind contributions to NHC members that include, but may not be limited to: supervision, office space, necessary supplies, materials, administrative support, and equipment for members, including access to a phone, computer, and appropriate office space. The Host Site will fully share reasonable responsibility with PHIMC for retention of NHC members;
* Support NHC member attendance and participation in NHC Chicago sponsored member meetings, monthly trainings and group services projects, retreats, site visits and other program functions as determined by NHC program staff;
* Maintain regular communications with NHC program staff regarding member’s performance, special initiatives, achievements, issues, and other matters that affect NHC program effectiveness at the site;
* Participate with NHC program staff in strategies for problem solving, program evaluation, and program improvement in a timely manner within reasonable deadlines provided by NHC staff;
* Inform and guarantee other Host Site staff understand the role of AmeriCorps and the NHC member, including restricted activities as communicated by NHC program staff and outlined in the NHC Member Handbook;
* Participate in and assist 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: including the AmeriCorps and NHC logos (provided by NHC) on all promotional material discussing your Host Site’s partnership with AmeriCorps and NHC; and including NHC boiler point (provided by NHC) in all press releases/promotional material discussing the Host Site’s partnership with NHC.
* Inform NHC staff 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/disciplinary procedure.
* 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 this Agreement, or any suspected misconduct or nonfeasance related to this Agreement;
* Comply with all NHC and CNCS monitoring activities and agree to provide NHC and CNCS 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;
* Understand NHC and AmeriCorps prohibited member activities (see below), and ensure that members are not engaging in prohibited activities while accumulating service or training hours or otherwise performing activities supported by the AmeriCorps program of CNCS. Adhere to NHC program policies as detailed in the NHC Member Handbook, including member disciplinary and problem solving procedures;

**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 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—
   1. A business organized for profit;
   2. A labor union;
   3. A partisan political organization;
   4. 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
   5. An organization engaged in the religious activities described 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 CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

**Other Restrictions:**

* **Supplantation:** Corporation 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 Corporation 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.
* **Contracts or collective bargaining agreements:** Corporation assistance may not be used to impair existing contracts for services or collective bargaining agreements.
* **Nonduplication:** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of this section are met, Corporation 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.
* **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;

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—

* 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.
* 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—
  + Presently employed worker;
  + Employee who recently resigned or was discharged;
  + Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  + Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  + Employee who is on strike or who is being locked out.
* **Drug-Free Workplace:** Site is a "Drug-Free Workplace" and in compliance with the requirements for federal grant recipients under Sections 5153 through 5158 of the Anti-Drug Abuse Act of 1988;

Offering services to NHC members without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, national origin or sexual orientation, according to the CNCS Grants Program Civil Rights and Non-Harassment Policy (Appendix A).

* **Fundraising:** An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

AmeriCorps members may raise resources directly in support of NHC service activities. **AmeriCorps members may not:**

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

* **Needle Exchange:** Federal law currently prohibits the use of federal funds that support AmeriCorps members for needle exchange programs, therefore, NHC members may not receive service hours for assisting with any activities directly or indirectly related to a needle exchange program

**The assigned host site supervisor must meet the following criteria:**

1. Provide NHC member(s) with an up-to-date position description that clearly defines his/her duties and responsibilities, including day-to-day activities;
2. The NHC member will not be asked to do things beyond their position description unless discussed and approved by the NHC Program Director;
3. The NHC member, though providing service rather than work, will be treated with the same respect of a staff member of the organization.
4. Provide NHC member(s) with any resources and tools needed to perform effectively, such as access to a phone and appropriate work space;
5. Provide NHC member(s) with any Host Site-specific training they need to carry out program goals;
6. Supervise, monitor, and mentor NHC member(s) assigned;
7. Be physically located in the same building/office as the member;
8. Hold **weekly** one-on-one meetings with NHC member(s) and his/her team;
9. Participate and respond in a timely manner to NHC surveys and/or evaluation activities;
10. Review and sign documentation related to daily activities and hours of service on an ongoing, bi-weekly basis;
11. Evaluate each NHC member's performance at least twice a year;
12. Adhere to the NHC Disciplinary Problem Solving Procedures in a timely manner;
13. Attend quarterly meetings conducted by NHC Program Director(s)/Manager(s);
14. Put appropriate safeguards in place to ensure the safety of member(s);
15. Guarantee all Host Site staff understands the purpose of the NHC program, roles and responsibilities of NHC members, including prohibited activities;
16. Develop or assist in development of program activities that enable NHC members to provide services related to NHC program objectives;
17. Adhere to all other Host Site responsibilities, NHC, AmeriCorps and CNCS provisions that are outlined in the NHC Member Handbook, and the signed agreement/letter between NHC and the Host Site.

**\_\_\_\_\_ Host Site Supervisor Initials, confirming you have read, understand and agree to bulleted points above**

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| **Signatures of approval** | | | |
| By signing below, you acknowledge that you have read and understand the contents of this document, as well as the application for host site designation. In addition, you are affirming that you have given consideration to the goals and guidelines of the NHC, and have designed this description to alight with those program goals and guidelines. | | | |
| Host Site Supervisor Signature |  | Date |  |
| Host Site Supervisor Name |  |  |  |
| Agency Exec Director Signature |  | Date |  |
| Agency Exec Director Name |  |  |  |

**Please email completed applications to Caitlin Stack, Program Director, National Health Corps Chicago at nhcchicago@phimc.org by 5:00pm on Thursday, February 1, 2018.**