

Request for Applications for Substance Use Disorder (SUD) Allies AmeriCorps Program

2018 Key Dates

Full Application Release Date	August 2, 2018
Pre-Application Webinar	Friday, August 10, 2018 at 11:00 AM
Applications Due	Friday, August 31, 2018
Cash Contribution Due Date	Monday, October 15, 2018
Program Year	October 22, 2018 – September 20, 2019



PHIMC may, at its sole discretion, extend the application deadline and/or reissue the RFA if insufficient qualified responses are received.

Information and documents necessary for submission will be posted on the PHIMC website and updated regularly: <https://www.phimc.org/2018/08/02/rfa-sud-allies-host-sites/>

Contents

Summary	1
Section I: Background	2
AmeriCorps	2
Substance Use Disorder (SUD) Allies AmeriCorps Program	2
Public Health Institute of Metropolitan Chicago	2
SUD Allies AmeriCorps Members	2
SUD Allies AmeriCorps Member Benefits	3
Section II: General Guidelines and Program Timeline	4
Section III: Eligibility	5
General Eligibility Requirements	5
Eligible SUD Allies AmeriCorps Member Service Activities	5
Section IV: Available Placements and Contract Terms	7
Number of Placements Available	7
Projected Term of Service	7
Host Site Cash Contribution	7
Illinois Disaster Corps	7
Section V: Host Site Responsibilities	8
Supervision and Mentoring	8
Training	8
Project Support	8
AmeriCorps Member Recruitment and Selection	8
Reporting	9
Section VI: Support Provided by PHIMC	10
Section VII: AmeriCorps Prohibited Activities	11
Section VIII: CNCS Regulations	12
Section IX: Selection Criteria	13
Section X: Key Activities and Dates for Application Process	14
Pre-Application Webinar	14
Application Submission	14
Applicant Site Visits	14
Questions	14

Section XI: Evaluation of Applications	15
Section XII: Submission Instructions	16
Submission Guidelines and Instructions	16
File Saving and Naming Conventions	16
Email Submission	16
Section XIII: Proposed Position Description Guidelines	17

Summary

Substance Use Disorder (SUD) Allies supports prevention, treatment, and recovery agencies throughout Chicago and suburban Cook County. SUD Allies AmeriCorps members engage clients, youth, and providers through a variety of comprehensive services, including but not limited to, case management, health insurance enrollment assistance, prevention education, and anti-stigma education. Administered by Public Health Institute of Metropolitan Chicago (PHIMC), SUD Allies increases resources to combat substance use disorder for individuals, families, and communities. PHIMC provides the members with the training and professional development necessary to successfully enter the public health workforce.

PHIMC invites local non-profit organizations providing substance use disorder services (SUDS) to apply to host one or more AmeriCorps members for a period of eleven months. The Request for Applications (RFA) is limited to positions that would allow AmeriCorps members to engage in one or more of the following four direct services:

- Case Management
- Health Insurance Enrollment Assistance
- Anti-Stigma Education
- Prevention Education

Eligible organizations must:

- Be a 501(c)(3) public or private nonprofit organization; institution of higher education; government entity within a state or territory; Indian Tribe; or a partnership/consortium
- Provide substance use disorder services and/or prevention within the City of Chicago or Suburban Cook County
- Provide a cash contribution in the amount of \$13,500 per member

SUD Allies is a cohort of 12 AmeriCorps members that will be placed in eligible organizations for 11 months to support projects that align with SUD Allies goals, objectives, and/or strategies. Applicant organizations may request more than one AmeriCorps member. Funding for this AmeriCorps program is made available by the Serve Illinois Commission on Volunteerism and Community Service (Serve Illinois), a part of the Illinois Department of Public Health (IDPH), in partnership with the Corporation for National and Community Service (CNCS).

Section I: Background

AmeriCorps

AmeriCorps is a network of national service programs that connect more than 80,000 Americans each year in intensive service to meet our country's critical needs in disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. AmeriCorps' goals are getting things done, strengthening community, and encouraging responsibility. AmeriCorps is a program of the Corporation for National and Community Service (CNCS), an independent federal agency created in 1993 to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation.

AmeriCorps members serve at more than 3,000 nonprofits, public agencies, and faith-based and community organizations. Since 1994, more than one million women and men have provided needed assistance to millions of Americans across the nation through their 1.4 billion hours of AmeriCorps service. In return for the successful completion of service, AmeriCorps members receive an education award to either pay back student loans or to go to school in the future. Through their direct service and the volunteers they mobilize, AmeriCorps members address critical needs in communities throughout America.

Substance Use Disorder (SUD) Allies AmeriCorps Program

SUD Allies is a state AmeriCorps program supporting prevention, treatment, and recovery agencies throughout Chicago and suburban Cook County. SUD Allies AmeriCorps members engage clients, youth, and providers through a variety of comprehensive services, including case management, health insurance enrollment assistance, prevention education, and anti-stigma education. Administered by Public Health Institute of Metropolitan Chicago, SUD Allies increases resources to combat substance use disorder for individuals, families, and communities. PHIMC provides the members with the training and professional development necessary to successfully enter the public health workforce.

Public Health Institute of Metropolitan Chicago

Public Health Institute of Metropolitan Chicago enhances the capacity of public health and health care systems to promote health equity and expand access to services. Through organizational development, system transformation, fiscal management, and program implementation, PHIMC leads efforts to strengthen public health infrastructure in Illinois.

SUD Allies AmeriCorps Members

SUD Allies AmeriCorps members provide 11 months of service to Chicago and Suburban Cook County communities in a full-time capacity. SUD Allies AmeriCorps members come from varying social, cultural, and educational backgrounds. This service opportunity is open to any U.S. Citizen, U.S. National or lawful permanent resident. PHIMC expects Host Sites to follow Equal Employment Opportunity policies when recruiting and selecting AmeriCorps members.

Full-time members will serve 1,700 hours each over an 11-month period called a ‘term of service’. The full-time term of service begins in late October with member orientation. SUD Allies AmeriCorps members are placed at local organizations providing SUD prevention, treatment, and recovery services. SUD Allies will address locally identified needs through direct service to the organization and community. At least 80% of the member’s hours are spent in service for the Host Site and fulfilling other SUD Allies AmeriCorps program requirements. The remaining hours may be dedicated to training and professional development opportunities. Members attend SUD Allies AmeriCorps and Serve Illinois Commission sponsored trainings and activities, participate in National Days of Service, attend monthly team trainings, and have the opportunity to participate in optional development and service activities.

SUD Allies AmeriCorps Member Benefits

SUD Allies AmeriCorps members that successfully complete a full-time term of service receive a taxable education award of \$5,920 to assist with future education expenses or to repay qualified student loans and a taxable living allowance of \$13,732. Health and dental insurance are provided if the member does not have current coverage. Members may also qualify for student loan forbearance, childcare assistance, and Supplemental Nutrition Assistance Program benefits. Beyond these benefits, all members gain personal and professional development skills, take on leadership roles, collaborate with community partners, and build professional networks.

Section II: General Guidelines and Program Timeline

- Applications must demonstrate that the placement of an AmeriCorps member will address a significant unmet need
- Host site organizations must meet all eligibility requirements outlined on page 5
- Members must be placed in a service position for the entire term of service (11 months for 1,700 hours) that would allow AmeriCorps members to engage in one or more of the direct services outlined on pages 5 and 6
- Host organization must demonstrate ability to meet the cash contribution requirement outlined on page 7
- The member’s activities must not include any of the prohibited activities for AmeriCorps members outlined on page 11
- Service activities must not displace or duplicate routine functions of current or former paid employees as outlined in the CNCS regulations on page 12
- The impact of service provided must be measurable

PROGRAM TIMELINE	
Host Site Application Due to PHIMC	Friday, August 31, 2018
Applicant Site Visits	September 3, 2018 – September 14, 2018
Notification of Status	Week of September 17
Member Recruitment	September – October 2018
Candidate Interviews and Selection	September – October 2018
Member Positions Offered	October 2018
Host Site Organization Orientation/Training (Required for All Host Site Supervisors)	October 3, 2018 from 1:00 PM – 4:00 PM
Members Attend SUD Allies AmeriCorps Program Orientation	October 22, 2018
Members’ First Day at Host Site Organization	October 29, 2018

Section III: Eligibility

General Eligibility Requirements

Applicants must:

- Be a 501(c)(3) public or private nonprofit organization; institution of higher education; government entity within a state or territory; Indian Tribe; or a partnership/consortium
- Provide substance use disorder services and/or prevention within the City of Chicago or Suburban Cook County
- Provide a cash contribution in the amount of \$13,500 per member

Eligible SUD Allies AmeriCorps Member Service Activities

This RFA is limited to positions that allow AmeriCorps members to provide one or more of the following four direct services to people impacted by or at risk for SUD.

- **Case Management:** SUD Allies AmeriCorps members will provide between one and five one-on-one sessions with individuals in SUD treatment and/or recovery to identify critical barriers to successfully completing their care. During these sessions, members will assist clients in developing an action plan to overcome these barriers and connect them with services that meet their individual needs. Specific activities may include linking clients in SUD treatment to job placement and housing assistance, forging community-based partnerships to secure transportation to treatment, completing Supplemental Food Assistance Program applications, and/or making referrals to food pantries. Through this intervention, SUD Allies will measure the number of economically disadvantaged individuals, including homeless individuals, receiving housing services, AmeriCorps Performance Measure O2, and the number of economically disadvantaged individuals receiving job placement services, AmeriCorps Performance Measure O3.
- **Health Insurance Enrollment Assistance:** SUD Allies AmeriCorps members will provide individuals in SUD treatment and/or recovery with an initial screening to determine their need and eligibility for health insurance. The member will conduct any needed follow-up sessions to ensure successful health insurance enrollment. Through this intervention, SUD Allies will measure the number of clients to whom information on health insurance, health care access, and health benefits programs is delivered, AmeriCorps Performance Measure H2.
- **Anti-Stigma Education:** SUD Allies AmeriCorps members will provide affirming care and anti-stigma education to individuals working with SUD prevention, treatment, and recovery clients. Stigma surrounding certain experiences, identities, behaviors, or populations associated with SUD can create barriers between clients and service providers. This education will address this stigma and help teams better interact with clients to support their unique healthcare needs and concerns, resulting in improved relationships and stronger retention in care.

- **Prevention Education:** SUD Allies AmeriCorps members will provide prevention education classes in Chicago and suburban Cook County communities at high risk for SUD. These classes will range between one and five sessions depending on the evidence-informed curriculum chosen by the partner agency. The classes will target youth and young adults and be delivered in schools, community centers, health centers, faith-based organizations, and other community locations. Topics will include the risks of using opioid/prescription drugs, other illicit drugs, and alcohol, skill development on resisting peer pressure, and training on opioid overdose prevention. Placing SUD Allies AmeriCorps members at community-based sites will expand the geographical reach of the current youth engagement programs to additional neighborhoods. Through this intervention, SUD Allies will measure the number of clients participating in health education programs, AmeriCorps Performance Measure H4.

Section IV: Available Placements and Contract Terms

Number of Placements Available

A cohort of 12 full-time SUD Allies AmeriCorps members is available for placement for the 2018-2019 program year. Applicants may request more than one AmeriCorps member. A different service position description is required for each position for which your organization is applying, but one application can be submitted for multiple positions. PHIMC anticipates having more applications for host sites than there are available member slots, therefore, not every organization that applies may be selected.

Projected Term of Service

The projected term of service for all SUD Allies AmeriCorps members is **October 22, 2018** through **September 20, 2019**.

Host Site Cash Contribution

Approximately 50% of funding for SUD Allies AmeriCorps program is made available by the Serve Illinois Commission on Volunteerism and Community Service, a part of the Illinois Department of Public Health, in partnership with the Corporation for National and Community Service. The remaining portion is raised locally through the Host Site cash contribution.

For the 2018-2019 program year, the Host Site cash contribution is **\$13,500 per member**. This amount will be used to support member stipends and benefits, provide members with training and professional development, and support all program administrative costs.

Illinois Disaster Corps

As a Serve Illinois program, SUD Allies AmeriCorps program is required to designate 1-2 members to serve in the Illinois Disaster Corps during their term of service. As a host site, it is possible that the SUD Allies AmeriCorps member placed at your site may self-select into this responsibility.

Disaster Corps is Serve Illinois' approach to utilizing National Service members to respond to disasters in Illinois. With help from the Illinois Emergency Management Agency (IEMA), we are able to train members to respond to communities that lack the support or ability to effectively respond to disaster recovery. Serve Illinois will train the members to help manage a Volunteer Reception Center.

As an Illinois Disaster Corps member, they will be required to take one online course through the Federal Emergency Management Agency and attend a 3 day class given by IEMA. It is also expected that they will be willing to respond to a disaster site if called, which could include deployment for up to a week. The Members will count service hours as they would if they were at their normal host site. If the SUD Allies AmeriCorps member placed at your organization self-selects into the Illinois Disaster Corps, your organization is expected to accommodate a shift in the member's regular service schedule to accommodate these responsibilities.

Section V: Host Site Responsibilities

Hosting a SUD Allies AmeriCorps member is a unique opportunity for organizations to increase capacity and meet community needs, while also providing a meaningful service and development experience for the member. PHIMC has established the following requirements in order for both members and Host Sites to maximize the benefits of an AmeriCorps member placement.

Supervision and Mentoring

The Host Site will provide a designated site supervisor who will engage in the following activities:

- Attend a full-day SUD Allies Host Site Orientation in late August 2018
- Prepare your organization for hosting an AmeriCorps member
- Develop the member's service and training plans with realistic objectives and timelines
- Meet with the member one-on-one at minimum once a week to review activities, discuss performance, identify and address barriers to success, and mentor professional development
- Be available on an as-needed basis to help clarify activities and answer questions for both the AmeriCorps member and SUD Allies AmeriCorps program staff
- Attend quarterly host site supervisor meetings

Training

Provide the member with the following training and support:

- A comprehensive training plan that includes an orientation to the host organization, community, and need that the member's activities will address
- Any formal site and project specific skills trainings
- Assist the member in identifying opportunities to meet professional development goals
- Allow members to attend monthly team trainings

Project Support

The Host Site will support the project in the following ways:

- Provide the member with a well-defined position that has clear goals and objectives and addresses the identified community need(s)
- Provide adequate office space, office equipment, and the tools and materials needed for the member to perform service. The member should have reasonable access to a desk, telephone, internet, copier, fax machine or scanner, and computer
- Reimburse the member for travel expenses incurred for Host Site related trainings and activities

AmeriCorps Member Recruitment and Selection

The Host Site will engage in the following recruitment activities:

- Play an active role in conducting outreach to recruit a member for their site
- Schedule and conduct interviews with qualified applicants within the specified timeframe. Sites are encouraged to consider all qualified individuals with disabilities and with diverse backgrounds

Reporting

The Host Site will comply with the following reporting requirements:

- Complete and submit a mid-year and end of year evaluation of member performance during the service year using the form provided
- Assist members with the evaluation and tracking tools necessary to complete SUD Allies AmeriCorps Program reports
- Review and approve member's reports and timesheets by specified deadlines
- Report immediately to SUD Allies AmeriCorps program staff any service-related accidents
- Report immediately to SUD Allies AmeriCorps program staff and document any concerns regarding unsatisfactory performance of the member. Disciplinary and/or termination process is determined by the AmeriCorps program provisions and not at the sole discretion of the Host Site.
- Report immediately to the SUD Allies AmeriCorps program staff if the AmeriCorps member is convicted of any drug violation occurring in the workplace or during performance of any program project, in accordance with the Drug-Free Workplace Act

Section VI: Support Provided by PHIMC

As the operating site for the SUD Allies AmeriCorps program, PHIMC will engage in the following:

- Provide guidance and technical assistance to applicant organizations
- Notify all Host Site applicants of awards as approved or denied
- Draft a Memorandum of Agreement between PHIMC and each Host Site organization
- Train Host Site supervisors to assure clear understanding of SUD Allies AmeriCorps policies and compliance with program regulations
- Provide Host Sites with a calendar of events and trainings to mitigate any conflicts in scheduling
- Advise Host Site supervisors of reporting requirements and timelines
- Assist organizations with recruiting and placing AmeriCorps members
- Approve selection of AmeriCorps members to serve with Host Sites and make position offers
- Collaborate with Host Sites to provide reasonable accommodations for members with disabilities
- Schedule and conduct background checks of all members. Background checks will include the National Sex Offender Public Registry, a background check from their state of residence, a background check from the State of Illinois and a fingerprint background check through the FBI.
- Schedule and provide training for members during monthly team trainings, as well as additional training as determined
- Communicate regularly with site supervisors during the term of service to monitor member's progress and address any concerns
- Provide support to AmeriCorps members and Host Site supervisors throughout the term of service
- Distribute member benefits, including but not limited to the living allowance
- Act as liaison between CNCS, Serve Illinois Commission, Host Sites, and members
- Maintain records required by Serve Illinois and CNCS
- Compile all site reports into a comprehensive report and submit to Serve Illinois and CNCS
- Comply with Serve Illinois and CNCS policies and procedures and ensure host organizations and members are aware of and adhere to such regulations
- Designate 1-2 members to serve in the Illinois Disaster Corps during the term of service

Section VII: AmeriCorps 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:

- 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.

Section VIII: CNCS Regulations

Host Sites must verify that the proposed position description does not violate any of the following CNCS regulations:

- a. **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.
- b. **Religious use.** Corporation assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- c. **Political activity.** Corporation 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.** Corporation assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- e. **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 paragraph (f) 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.
- 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.
 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— (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. 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— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

Section IX: Selection Criteria

A review panel will evaluate each application with a standardized scoring rubric. While each application component has its own scoring criteria, strong applications will demonstrate the following:

- **A service position description aligned with SUD Allies performance measures.** Successful applications will include a proposed position description that will provide a SUD Allies AmeriCorps member with a valuable, direct service experience that aligns with SUD Allies performance measures described in Eligible SUD Allies AmeriCorps Member Service Activities on pages 5 and 6. Successful proposed position descriptions will provide sufficient activities for members to serve at least 40 hours a week. Any proposed position descriptions that violate the AmeriCorps prohibited activities or CNCS regulations as outlined on pages 11 and 12 of this RFA will be disqualified.

- **A strong ability and commitment to supporting a SUD Allies AmeriCorps member.** One goal of the SUD Allies AmeriCorps program is to provide members with the opportunity to gain skills that will not only prepare them for their service activities throughout the term of service, but will also inform their future careers. Successful applications will demonstrate both the ability to support members throughout their term of service and a strong commitment to mentoring members professionally. This includes but is not limited to the following:
 - Designating a site supervisor who will meet with the member on a weekly basis to provide feedback, support, guidance, and ongoing professional development
 - Providing members with the appropriate space, necessary supplies and materials, and administrative support and equipment

- **A commitment to adhering to all Host Site Responsibilities.** A successful applicant will demonstrate a commitment to supporting the SUD Allies AmeriCorps program as a whole by adhering to all Host Site Responsibilities as outlined on pages 8 and 9 of this RFA.

Section X: Key Activities and Dates for Application Process

Pre-Application Webinar

PHIMC strongly encourages all interested applicants to attend the pre-application webinar on **Friday, August 10, 2018 at 11:00 AM- 12:00 PM**. This webinar will provide detailed instructions and technical assistance in completing both the application and the proposed position description.

To register for this webinar, please visit https://zoom.us/webinar/register/WN_zFXzyrYnTn-8HA2zzzXhNg

Application Submission

All applications and required documents must be submitted electronically to SUDallies@phimc.org by 11:59 PM on **Friday, August 31, 2018**. The applicant is solely responsible for submitting a complete and timely application. Hard copies of the application will not be accepted.

Applicant Site Visits

Each applicant will be required to participate in a site visit with SUD Allies AmeriCorps program staff as part of their application review. The site visit will be scheduled upon receipt of the organization's application. Each site visit will require the following:

- A tour of the facilities including the area in which you envision the SUD Allies AmeriCorps member serving
- An introduction to any staff with whom the SUD Allies AmeriCorps member will collaborate on a regular basis
- An overview of the position for which you applied and why you believe it would be a good fit for a SUD Allies AmeriCorps member

The site visit will also serve as an opportunity for each applying organization to ask any questions regarding being a SUD Allies Host Site.

Questions

For any questions related to this RFA, please contact Caitlin Stack, Program Director - Workforce Development at caitlin.stack@phimc.org.

Section XI: Evaluation of Applications

Review panels convened by PHIMC will review and evaluate the applications in accordance with a standard scoring rubric. The panel will review, score, and make funding recommendations to PHIMC.

The scoring criteria are listed below.

Section	Available Points
Cover Page	10
Needs and Services	20
Organizational Capacity	20
Host Site Commitment Agreement	10
Proposed Position Description	40
Total Possible Points	100

Section XII: Submission Instructions

Submission Guidelines and Instructions

All completed applications must be submitted by **11:59 PM** on **Friday, August 31, 2018**. Failure to complete all sections of the application will result in the application being eliminated from consideration. Applications submitted without the appropriate signatures will not be considered.

File Saving and Naming Conventions

Completed applications must be submitted in both PDF and MS Word format. All PDF applications must include appropriate signatures.

Documents should be saved with the following file naming conventions:

- [insert agency name]_SUD Allies Host Site Application
 - Example: PHIMC_SUD Allies Host Site Application

Email Submission

PHIMC will only accept applications submitted via email.

- All applications must be submitted in a single email formatted as both a PDF and MS Word document to SUDallies@phimc.org with the subject line “[agency name] SUD Allies Host Site Application”.
- Submission emails must not exceed 30 MB. Emails that exceed this size will not be accepted by PHIMC’s email server system.
- The PHIMC email server will NOT accept .zip files.

Section XIII: Proposed Position Description Guidelines

Host Site applicants are asked to complete a position description using the template provided that summarizes primary duties of the position for recruitment and contract purposes. Selected members will use the SUD Allies AmeriCorps position description as their principal guidance for day-to-day activities designed to achieve the outcomes expected by the Host Site. The position description must be adhered to during the term of service and can only be modified with SUD Allies Project Coordinator approval. Members cannot perform duties of displaced employees nor should they be used as a 'temp' or for secretarial duties. Please read section VIII on page 12 of this RFA for more details.

- **Member Position:** Insert an appropriate title for the position
- **Host Site Information:** Provide the name, address, and website of your organization where applicants can learn about your organization and the surrounding community
- **Host Site Supervisor:** Provide the name, title, and contact information for the designated site supervisor
- **Position Summary:** Insert a brief summary and purpose of the position. Explain the member's role and how it aligns with your organization and the SUD Allies AmeriCorps goal
- **Position Responsibilities:** List at least 10 tasks that the member will complete during the term of service. 'Other duties as assigned' is unacceptable and cannot be listed on the position description. The majority of service activities must be measurable.
- **Qualifications & Eligibility:** Provide up to 7 preferred qualifications that are specific to the position. The qualifications should be a list of recommended skills that an AmeriCorps member should have to successfully complete the expected tasks. Please note that participation in AmeriCorps is a professional development and service opportunity. Members may not have the same educational and professional experience you might expect for a full-time employee. Some examples of preferred qualifications include the following:
 - Good verbal and written communication skills
 - Proficient computer knowledge, skills, and experience
 - Teaching or experience presenting in front of large groups a plus
 - Bilingual in Spanish preferred
- **Transportation Information:** AmeriCorps members will be reimbursed by PHIMC for travel expenses incurred for orientation, team trainings, and group service projects. Host Sites are responsible for reimbursing members for travel expenses incurred for Host Site related trainings and activities. Delete the bullet points in the Transportation Information section that do not apply.