



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

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 at <https://www.phimc.org/initiatives/sud-allies/>

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Summary

The mission of Substance Use Disorder (SUD) Allies is to expand resources to combat substance use disorder in Illinois communities. Administered by Public Health Institute of Metropolitan Chicago (PHIMC), SUD Allies supports agencies throughout Illinois in providing prevention, treatment, and recovery services. SUD Allies AmeriCorps members engage clients, youth, and providers through a variety of comprehensive services. PHIMC provides members with the training and professional development necessary to enter the public health workforce successfully. This AmeriCorps program falls within the AmeriCorps focus area Healthy Futures.

PHIMC is pleased to release this Request for Applications (RFA) to invite Illinois organizations to apply to host one or more AmeriCorps members.

Eligible organizations must:

- Be a 501(c)(3) public or private non-profit organization, institution of higher education, government entity within a state or territory, Indian Tribe, or a partnership/consortium
- Provide a cash contribution in the amount of \$15,000 per full-time member and \$7,950 per part-time member

SUD Allies is a cohort of AmeriCorps members who will be placed in eligible organizations 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 AmeriCorps. Host site selection and onboarding for SUD Allies will be dependent on PHIMC's award notification from Serve Illinois, anticipated April – May 2021.

Section I: Background

AmeriCorps

AmeriCorps is a network of national service programs that connect more than 80,000 Americans each year to intensive service to meet the 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 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 non-profits, 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 either to 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

The mission of SUD Allies is to expand resources to combat substance use disorder in Illinois communities. Administered by Public Health Institute of Metropolitan Chicago (PHIMC), SUD Allies supports agencies throughout Illinois in providing prevention, treatment, and recovery services. SUD Allies AmeriCorps members engage clients, youth, and providers through a variety of comprehensive services, including but not limited to: case management through access to care, job training, and recovery skills building, and health education through prevention education, harm reduction and anti-stigma education, and overdose response and training. PHIMC provides members with the training and professional development necessary to enter the public health workforce successfully. This program falls within the AmeriCorps focus area Healthy Futures.

Public Health Institute of Metropolitan Chicago

PHIMC enhances the capacity of public health and healthcare systems to promote health equity and expand access to services. Through organizational development, systems 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 service to Illinois communities. 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.

SUD Allies AmeriCorps members are placed in Illinois organizations and provide SUD prevention, treatment, and recovery services. AmeriCorps members serving with SUD Allies address locally identified needs through direct

service to the organization and community. For examples of current member positions and activities, please visit the 2020-21 SUD Allies Position Descriptions [here](#). 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 who successfully complete their designated term of service receive a taxable education award to assist with future education expenses or to repay qualified student loans, in addition to a taxable living allowance to assist with living costs. Health and dental insurance are provided to full-time members if the member does not have existing coverage. Members may also qualify for student loan forbearance, childcare assistance, and Supplemental Nutrition Assistance Program (SNAP) 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 organization must meet all eligibility requirements outlined on page 5
- Members must be placed in a service position for the entire term of service (August 2021 through July 2022)
- Host site organization must demonstrate ability to meet the cash contribution requirement outlined on page 6
- Service activities must not displace or duplicate routine functions of current or former paid employees as outlined in the AmeriCorps regulations on page 10
- The AmeriCorps member's activities must not include any of the prohibited activities for AmeriCorps members outlined on page 11
- The impact of service provided must be measurable

| PROGRAM TIMELINE | |
|---|---|
| Intent to Apply Due | Thursday, January 21, 2021 at 5pm CT |
| Host Site Application Due to PHIMC | Monday, February 8, 2021, or until all slots are filled |
| Applicant Site Visits (will take place virtually) | February 8, 2021 – February 19, 2021 |
| Notification of Status | Week of March 15, 2021 |
| Host Site Commitment Form & payment of 25% of total cash contribution amount | Monday, April 19, 2021 |
| Host Site Organization Orientation/Training* (Required for All Host Site Supervisors) | Wednesday, July 28, 2021 |
| Host Site Memorandum of Agreement & payment of 75% of remaining total cash contribution amount | Monday, August 23, 2021* (or at least 1 week prior to member's start of service term) |
| Members Attend SUD Allies AmeriCorps Program Orientation* | August 30, 2021 – September 3, 2021 |
| Members' First Day at Host Site Organization* | September 7, 2021 |

*Indicates the timeline for full-time members. Part-time members are selected and placed on a rolling basis. Member timelines are subject to change.

Section III: Eligibility

General Eligibility Requirements

Applicants must:

- Be a 501(c)(3) public or private non-profit organization, institution of higher education, government entity within a state or territory, Indian Tribe, or a partnership/consortium
- Provide a cash contribution in the amount of \$15,000 per full-time member and \$7,950 per part-time member

Eligible SUD Allies AmeriCorps Member Service Activities

This RFA is limited to positions that allow AmeriCorps members to provide direct services to people impacted by or at risk for SUD. For the purposes of this RFA, direct service is defined as providing services to individuals through direct face-to-face or verbal interactions.

Some examples of direct services that SUD Allies members currently provide are:

- Case management for those in treatment and/or recovery
 - Access to care
 - Job readiness
 - Recovery skills training and education
- Health education for youth, young adults, and their parents/teachers/caregivers
 - Substance use prevention education
 - Opioid overdose response (naloxone) training and education

PHIMC is interested in hearing from applicants about what services are needed in their community and providing AmeriCorps members to meet these needs. PHIMC also supports innovative programs and encourages applicants to think creatively about how an AmeriCorps member might build their capacity to meet the needs of people impacted by or at risk for SUD.

If you are unsure as to whether or not the position you envision is appropriate for a SUD Allies AmeriCorps member, please contact sudallies@phimc.org for technical assistance.

Section IV: Available Placements and Contract Terms

PHIMC will award two types of AmeriCorps members: full-time and part-time. Please see below for descriptions outlining the contract terms for each. All applications should indicate the type of member(s) requested.

Number of Placements Available

At the time of this announcement, a cohort of up to eight full-time, or seven full-time and two part-time, SUD Allies AmeriCorps members is available for placement. Applicants may request more than one AmeriCorps member, whether full-time or part-time. 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. We encourage you to apply for as many members as you need. PHIMC anticipates having more applications for host sites than there are available member slots, and therefore, not every organization that applies may be selected.

Projected Term of Service

The projected term of service for 2021-2022 SUD Allies AmeriCorps members is **August 2021** through **July 2022**. AmeriCorps members serving in a full-time capacity must serve a minimum of 1700 hours over the course of their 11-month service term. Full-time service means that members must serve 40 hours per week. Lunch breaks cannot count toward a member's hours.

AmeriCorps members serving in a part-time capacity must serve a minimum of 900 hours over the course of their 9-month service term. Part-time members can serve in a 24 hour/week capacity or 40 hour/week capacity, depending on the host site need and member availability. Lunch breaks cannot count toward a member's hours.

AmeriCorps members must follow a schedule determined by their site supervisors.

Host Site Cash Contribution

Approximately 50% of funding for the 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.

The Host Site cash contribution is **\$15,000 per full-time member** and **\$7,950 per part-time member**. These amounts will be used to support member allowances 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 full-time 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 and begin recovery. Serve Illinois will train the members to help manage a Volunteer Reception Center.

As Illinois Disaster Corps members, they will be required to take one online course through the Federal Emergency Management Agency and attend a three-day class given by IEMA. It is also expected that they will respond to a disaster site if called, which could include deployment for up to a week. The members will count service hours during this time/deployment 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 Mentorship

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

- Attend a SUD Allies Host Site Orientation
- 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

The Host Site will 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 AmeriCorps trainings with PHIMC staff and other AmeriCorps members

Program Support

The Host Site will support the SUD Allies AmeriCorps program 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 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. During COVID-19, host sites must also provide adequate equipment and conditions for members to perform service remotely. Members are not required to serve in-person during COVID-19, and may need additional accommodations to continue serving virtually.
- 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 selected Host Site organization
- Train Host Site supervisors to ensure clear understanding of SUD Allies AmeriCorps policies and compliance with program regulations
- Provide Host Sites with a calendar of SUD Allies AmeriCorps Program 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 to selected candidates
- 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 monthly, or more as needed
- Communicate regularly with Host 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 AmeriCorps, Serve Illinois Commission, Host Sites, and members
- Maintain records required by Serve Illinois and AmeriCorps
- Compile all site reports into a comprehensive report and submit to Serve Illinois and AmeriCorps
- Comply with Serve Illinois and AmeriCorps policies and procedures and ensure Host Site 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 Regulations

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

- **Supplantation:** AmeriCorps 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 AmeriCorps 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.
- **Religious use:** AmeriCorps assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytism.
- **Political activity:** AmeriCorps 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.
- **Contracts or collective bargaining agreements:** AmeriCorps assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- **Nonduplication:** AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. Additionally, unless the requirements below are met, AmeriCorps assistance will not be provided to a private non-profit 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:**
 - 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 AmeriCorps assistance.
 - An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps assistance.
 - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 - A participant in a program receiving AmeriCorps 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.
 - 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.
 - 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 VIII: 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 AmeriCorps funds, staff and members may not engage in the following activities:

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- 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
- 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 proselytism
- Providing a direct benefit to:
 - A business organized for profit
 - A labor union
 - A partisan political organization
 - A non-profit 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 nine provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
 - An organization engaged in the religious activities described above, unless AmeriCorps assistance is not used to support those religious activities
- Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services
- Such other activities as AmeriCorps may prohibit

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

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 that provides meaningful opportunities to provide direct substance use disorder services.** Successful applications will include a proposed position description that will provide a SUD Allies AmeriCorps member with a valuable, direct service experience. Successful proposed position descriptions will provide sufficient activities for members to serve at least 40 hours a week (if in a full-time capacity). For examples of current member activities, visit the 2020-2021 SUD Allies Position Descriptions [here](#). Any proposed position descriptions that violate the AmeriCorps regulations or prohibited activities as outlined on pages 10 and 11 of this RFA will be disqualified.
- **A strong ability and commitment to support 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 their 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 7 and 8 of this RFA.

Section X: Key Activities for Application Process

Intent to Apply

Before submitting an application, all applicants should complete an Intent to Apply [here](#) by Thursday, January 21, 2021 at 5pm Central Time. The Intent to Apply will allow applicants to indicate if they have questions or to seek out technical assistance for completing both the application and the proposed position description.

Application Submission

All applications and required documents must be submitted electronically in MS Word and PDF format to SUDallies@phimc.org by **11:59 PM on Monday, February 8, 2021**. Applications will be accepted after February 8, 2021 only if slots remain open. 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 eligible 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, and will be conducted virtually given the current state of COVID-19. Each site visit will require the following:

- A description 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 related to being a SUD Allies AmeriCorps Program Host Site.

Questions

For any questions related to this RFA, please contact sudallies@phimc.org.

Section XI: Evaluation of Applications

A review panel convened by PHIMC and AmeriCorps staff 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 Monday, February 8, 2021**. Applications will be accepted after February 8, 2021 only if slots remain open. 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.

Click below to download the Application and Position Description Template.

- [Application and Position Description Template \(MS Word\)](#)
- [Application and Position Description Template \(PDF\)](#)

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 available in [MS Word](#) and [PDF](#) to summarize 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 Manager 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 11 of this RFA for more details. PHIMC encourages organizations to review examples of current SUD Allies Position Descriptions located [here](#). All returning host sites should use the most updated 2020-21 position description as their initial template, unless applying for a different member position.

- **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 goals.
- **Expected Service Time Requirements/Schedule:** Insert days of the week the member will serve and the estimated daily schedule (i.e. 9:00 AM to 5:30 PM). The daily schedule should be 8 ½ hours to provide enough time for members to serve eight hours a day and also take a 30-minute lunch break.
- **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 and Eligibility:** Provide up to seven 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:** PHIMC will reimburse AmeriCorps members 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 of the Position Description template that do not apply.