National Health Corps Chicago

(NHC Chicago)

2021-2022 Host Site Application

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| **Organization Information** | | | | | | |
| Organization Name | |  | | | | |
| Mailing Address | |  | | | | |
| City | |  | | | Zip |  |
| Phone | |  | | | Fax |  |
| **Host Site Supervisor Information** | | | | | | |
| Name |  | | | | | |
| Position |  | | | | | |
| Phone |  | | | | Email |  |
| If the host site is selected, will this person be NHC’s contact throughout the member interview and matching process? | | | | | | Yes ☐ No ☐ |
| If no, please provide contact information: | | | | | |  |
| Contact Name | | |  | | | |
| Contact Position | | |  | | | |
| Contact Phone | | |  | | | |
| Contact Email | | |  | | | |
| **Organization Description** | | | | | | |
| Organization Mission | | |  | | | |
| Type of organization | | | ☐ Non-profit ☐ Government ☐ Other/describe: | | | |
| Scope of organization | | | ☐ National ☐ State ☐ Regional ☐ Citywide ☐ Neighborhood | | | |
| How did you hear about NHC? ☐ NHC Staff ☐ Email ☐ Host Site  ☐ Current/Former member ☐ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Has your organization hosted an NHC AmeriCorps member in the past? ☐ Yes ☐ No | | | | | | |
| Has your organization hosted an NHC AmeriCorps member during the 2020-2021 program year? ☐ Yes ☐ No | | | | | | |
| If your organization was awarded an NHC AmeriCorps member slot in the 2020-2021 program year, are you applying with the same position description, member role, and member duties? ☐ Yes ☐ No ☐ n/a | | | | | | |
| # of members requested | | | |  | | |
| **Organization Infrastructure and Capacity** | | | | | | |
| Whenever feasible, host sites should provide appropriate equipment, technology access, and space (if applicable) for members to perform their service activities, whether members are serving on-site or remotely (teleserving). All members must have access to a computer with internet access to complete their timesheets. NHC will work with host sites and members to troubleshoot any gaps in technology/equipment access, but cannot guarantee the ability to address any needs the host site cannot fulfill.  Please check all of the following that your organization will provide to an NHC AmeriCorps member to help them fulfill their service activities.  ☐ desk ☐ computer ☐ phone ☐ internet access ☐ printer access ☐ photocopier access ☐ e-mail account ☐ member’s own working space or office ☐ access to a remote server, EHR, record-keeping system, etc. (if applicable to service position)  For all of the above-checked items, please describe when each will be provided to the member(s) assigned to the host site:  Please identify any equipment/technology/space required to fulfill the member service position that the host site anticipates being unable to provide: | | | | | | |
| What is your organization’s overall operating budget?  ☐ Less than $750,000  ☐ $750,000 - $3,000,000  ☐ $3,000,000 - $5,000,000  ☐ More than $5,000,000 | | | | | | |
| The host site contribution per member for the 2021-2022 service year will be between $13,000-$18,000 dependent on the organization’s annual operating budget. Please see the provided chart in the RFA to determine your organization’s exact cash contribution amount. You must submit your organization’s FY20 Form 990 with this application. Please indicate if funding is secured or pending.  ☐ Secured ☐ Pending If pending, indicate anticipated date of the award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Narrative (questions will be given equal weight during scoring)** | | | | | | |
| **How will your organization utilize an NHC AmeriCorps member to benefit your community? What are the specific roles and tasks the member will perform?** | | | | | | |
| **How has your organization assessed its community/service recipients to determine that a need for the proposed member service position exists? Include any relevant qualitative, quantitative, and anecdotal data to support your assertions.** | | | | | | |
| **How does the proposed role align with the NHC’s focus areas for the 2021-2022 service year, which include one or more activities that:**   * **reduce or prevent prescription drug and opioid overuse disorders;** * **increase seniors’ (adults 50 or older) ability to remain in their own homes with the same or improved quality of life for as long as possible;** * **increase physical activity and improve nutrition with the purpose of reducing obesity and/or chronic conditions that are linked to obesity; and/or** * **prevent and respond to COVID-19.** | | | | | | |
| **How will the proposed member activities help address structural oppression in policies, procedures, and practices that contribute to health disparities in NHC’s focus areas?** | | | | | | |
| **What efforts has your organization made to address health disparities and structural oppression that contributes to them? Include in your response information about how your organization has cultivated values and implemented/modified policies, procedures, practices, and staff development activities to increase justice and equity for service recipients and staff.** | | | | | | |
| **In the event of ongoing concerns and restrictions related to the COVID-19 pandemic, please indicate whether or not some/all of the proposed member activities would be able to be completed remotely (via teleservice). If so, please describe what adaptations/accommodations the host site would be able to make to help ensure continuity in service activities. If not, please briefly describe policies and practices that would help protect the member from COVID-19 transmission risk while serving on-site. Attach additional pages as necessary.** | | | | | | |
| **Describe how the proposed member service position does not violate the AmeriCorps non-duplication and non-displacement requirements outlined in the Request for Applications.** | | | | | | |
| **NHC Supervisor/Mentor Engagement Expectation:**  It is a requirement that each host site designate a Supervisor/Mentor for each NHC AmeriCorps member. Duties for this role include, but are not limited to\*:   * Attending required annual orientation and host site supervisor/mentor meetings; * Meeting weekly with each NHC member assigned to the site throughout their entire service term; * Completing program paperwork including bi-weekly timesheet review, member performance reviews, and corrective action reports as necessary; * Providing/coordinating training for NHC members related to host site responsibilities; * Maintaining regular communication with NHC Program Staff.   \*Note that a more detailed list of Host Site Supervisor/Mentor responsibilities is provided in the Request for Applications.  **Please explain why the person designated as the Host Site Supervisor/Mentor on this application is the best fit for the NHC Supervisor/Mentor for your host site.** | | | | | | |
| **Please describe how the organization and the Host Site Supervisor/Mentor designated on this application will support the supervision and professional development needs of the member.** | | | | | | |
| AmeriCorps members are not employees, but their role within an organization is very important. **How will you educate staff about AmeriCorps and NHC, as well as integrate an NHC AmeriCorps member into your organization? How will your organization help ensure that NHC AmeriCorps members experience an inclusive, affirming, and non-discriminatory culture?** | | | | | | |
| NHC aims to provide opportunities for individuals with diverse backgrounds and experiences. As such, the program does not exclude potential members based on criminal history or convictions (excluding any murder conviction or conviction that would necessitate registration on a sex offender registry, per AmeriCorps regulations).  **If applicable, please explain any organizational policies that would restrict the host site from hosting an NHC AmeriCorps member with a criminal history.** | | | | | | |

**Host Site Agreement**

*Acknowledgements:*

We understand that AmeriCorps members are required to attend a program pre-service orientation, member meetings/trainings, bi-monthly all-corps committee meetings, and the Dr. Martin Luther King Jr. Day of National Service, and may participate in group service projects. NHC AmeriCorps member attendance at these events is required, and may take place during regularly-scheduled host site service hours.

*Certifications: Drug-Free Workplace and Non-Discrimination Policies:*

The legal applicant organization has an active Drug-Free Workplace Policy and an active Non-Discrimination Policy.

*Assurances*

As the authorized representative of the applicant organization, I certify, to the best of my knowledge and belief, that the organization:

* Has the institutional, managerial, and financial capability, including sufficient funds to pay the host site contribution, required to ensure proper planning, management, and completion of the activities described in the application.
* Will designate a Host Site Supervisor who will provide adequate supervision to ensure/maintain NHC AmeriCorps members’ accountability, member development, program development, and completion of program service objectives (see the NHC Host Site Request for Applications 2021-2022 for NHC Host Site Supervisor requirements).
* Participate in the recruitment and member matching process by scheduling and conducting member interviews in a timely fashion.
* Provide each NHC AmeriCorps member with a position description, using the template provided by NHC, that clearly defines their duties and responsibilities, including day-to-day activities. The position description should align with NHC’s mission and focus areas and meet all requirements outlined in the Request for Applications.
* Reimburse NHC AmeriCorps members for site-related travel expenses such as travel to outreach events, between service sites, 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 AmeriCorps members that include, but may not be limited to: supervision, office space, necessary supplies, materials, administrative support, and equipment, including access to a phone, a computer, and appropriate office space as applicable.
* Fully share reasonable responsibility with PHIMC, the NHC Chicago operating site, for retention of NHC AmeriCorps members.
* Support NHC AmeriCorps member attendance and participation in NHC-sponsored member meetings, monthly trainings and group services projects, retreats, site visits and other program functions as determined by NHC program staff.
* Maintain regular communication with NHC program staff regarding each member’s performance, special initiatives, achievements, issues, and other matters that affect NHC program effectiveness at the site.
* Adhere to NHC program policies as detailed in the NHC Member Handbook.
* 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 AmeriCorps member, including restricted and prohibited 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: using the AmeriCorps and NHC logos provided by NHC on all promotional material discussing your host site’s partnership with AmeriCorps and NHC, and including the NHC boilerplate language 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/corrective action procedures.
* 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 the partnership, or any suspected misconduct or nonfeasance related to this partnership.
* Comply with all NHC and AmeriCorps monitoring activities and agree to provide NHC and AmeriCorps authorized representatives access to program documentation, organizational procedures, and other information as may be reasonably required.
* Comply with all NHC required improvement/corrective actions within any reasonable time frame stipulated by NHC.
* Confirm that the proposed member position(s) will not violate AmeriCorps member activity restrictions and prohibited activities as outlined in the 2021-2022 NHC Host Site RFA.

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| **Signatures of Approval** | | | |
| By signing below, you acknowledge that you have read and understand the contents of this document. In addition, you are affirming that you have given consideration to the goals and guidelines of NHC, and have developed this application package to align with those program goals and guidelines. | | | |
| Host Site Supervisor Signature |  | Date |  |
| Host Site Supervisor Name |  |  |  |
| Agency Authorized Representative Signature |  | Date |  |
| Agency Authorized Representative Name |  |  |  |

\_\_\_ I have included a completed proposed Member Position Description for every requested NHC AmeriCorps member position with this application submission.

\_\_\_ I have included a copy of the organization’s FY20 Form 990.