



Chicago Health Corps

An AmeriCorps Program



Host Site Request for Applications 2012-2013

ORGANIZATION: Public Health Institute of Metropolitan Chicago

TITLE: Request for Host Site Applications: 2012-2013 Chicago Health Corps

SUMMARY: The Chicago Health Corps (CHC) is a program administered by the Public Health Institute of Metropolitan Chicago (PHIMC), the National Health Corps (NHC) and its parent organization, the Health Federation of Philadelphia, under a grant from the Corporation for National and Community Service. It works to improve the access to and quality of healthcare in traditionally underserved communities in Chicago through education, outreach and direct service. CHC has long-standing partnerships with many community and health-focused organizations in Chicago that have served as host sites for AmeriCorps members over the past 17 years. CHC members add value to these host sites by helping them increase their capacity to deliver services, integrate health messages into their programs, and fulfill their mission of meeting community health needs.

PURPOSE: The purpose of this request for applications is to help the CHC program in identifying, assessing and selecting host sites for the 2012-2013 program year.

APPLICATION CLOSING DEADLINE: **March 9, 2012 by 5:00 pm.** Applications must be received via email, by the closing date and time to be considered. Faxed applications will not be accepted. Applications must be submitted by email to chicagohealthcorps@phimc.org.

INFORMATION SESSIONS: PHIMC will host two information sessions via webinar to review NHC/AmeriCorps requirements, application process, and answer questions. Please join us at one of the following information sessions:

- **Wednesday, February 22nd from 3:30-4:30 PM**
Dial: (605) 475-4700 PIN: 507230#
Connect to webinar: <https://phimc.webex.com/phimc/onstage/g.php?t=a&d=667782288>
Event password: 1010
- **Friday, February 24th from 10-11 AM**
Dial: (605) 475-4700 PIN: 507230#
Connect to webinar: <https://phimc.webex.com/phimc/onstage/g.php?t=a&d=663657300>
Event password: 1010

NUMBER OF HOST SITES SELECTED: The CHC will have 13 member slots for the 2012-2013 program year. Organizations may apply for more than one member. **A different service position description is required for each position you are applying for.** *The CHC anticipates having more applications for host sites than there are available member slots, therefore, not every organization that applies will be selected.*

MATCH REQUIREMENT: Host site organizations are expected to contribute **\$10,000 per member** to support program costs. Host sites must also provide in-kind site supervision and infrastructure support.

PROGRAM PERIOD: September 1, 2011 to August 31, 2013

PROJECTED TERM PERIOD FOR MEMBERS: September 4, 2012 to July 22, 2013



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ELIGIBILITY REQUIREMENTS

Host sites must:

- Be a nonprofit 501(c)3 or public agency
- Provide opportunities for CHC members to perform **direct service** that addresses the health needs of underserved communities and neighborhoods in Chicago, and support NHC performance measures. (**see Host Site Application page 3**)
- Demonstrate the capacity to provide **on- site mentoring and supervision**, as well as personal and professional development opportunities, for the member(s) it is assigned
- Not use a CHC member to replace or displace an existing employee or volunteer, or fill a vacant position that was held by a salaried or wage employee within the last six months
- Certify that the organization or agency is a Drug Free Workplace and in compliance with the requirements for federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988
- Offer services without regard to age, religion, disability, political affiliation, veteran status, gender, sexual orientation, race, ethnicity, or national origin

HOST SITE SELECTION CRITERIA

The following criteria will be used to select host sites:

- Quality and feasibility of the service activities proposed
- Applicability of the proposed service activities to the objectives of the National Health Corps
- Level and amount of professional training and development opportunities that the host site offers to the member(s)
- Commitment to supervising and supporting the member(s)' professional development objectives
- Information gathered by CHC staff during a visit to the agency (if applicable)
- Past performance of the organization as a CHC host site (if applicable)

Once the application is completed it will be reviewed by the CHC host site selection committee. The process is a competitive process. Applicants are not guaranteed selection. **The agency will be notified by April 12, 2012.**

CONSIDERATIONS & SUGGESTIONS FOR HOST SITES

- A well written application is the first step as a host site. Effective and informative interviewing of candidates, support and mentoring of a member are the following steps if you are selected.
- Host Site applications for CHC members are reviewed by CHC Program Staff for accuracy completion and content. If your application/service description does not meet the criteria to receive a CHC member you will be notified.
- Full time members are expected to serve with their host site 40 hours per week- it is important that they have ongoing programs, projects, etc to participate in to ensure a meaningful, ongoing experience for the member.
- CHC members are not permitted to **“assist”** as the purpose of hosting members is to increase capacity by creating a **distinct member position** in which the member has independent duties, separate from **“assisting”** another staff person.



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PROHIBITED ACTIVITIES**

CHC members are prohibited by Formal Regulations 45 C.F.R. 2520.30 from a number of activities while participating in the AmeriCorps program.

These prohibited activities include:

- a. Any effort to influence legislation, as prohibited under section 501(c)(3) of the Internal Revenue Code of 1986;
- 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. 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;
- g. Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials.
- h. Providing a direct benefit to a business organized for profit; a labor union; a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c) of the Internal Revenue Code of 1986; or an organization engaged in the religious activities described in the preceding sub clause, unless sub-grant funds are not used to support the religious activities;
- i. Assisting host sites or placement sites in fundraising efforts for member support costs or for efforts that are not directly related to the member's service objectives.
- j. Activities that pose a significant safety risk;
- k. Assignments that displace employees; and
- l. Conducting a voter registration drive
- m. Providing abortion services or referrals for receipt of such services; and
- n. Such other activities as the Corporation may prohibit

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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

HOST SITE RESPONSIBILITIES **

A Placement (Host) Site must:

- Provide each CHC member with an approved position description that clearly defines his/her duties and responsibilities including day-to-day activities;
- Provide each CHC member with any resources and tools needed to perform effectively such as access to a phone and appropriate work space;
- Provide CHC members with any site-specific training they need to carry out program goals;
- Supervise, monitor, and mentor each CHC member assigned to it;
- Designate someone as supervisor and provide oversight to ensure supervisor fulfills responsibilities listed below;



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- Put appropriate safeguards in place to ensure the safety of participants;
- Guarantee all staff understand purpose of the CHC program, role and responsibilities of AmeriCorps members, including prohibited activities;
- Develop or assist in development of program activities that enable members to provide services related to NHC objectives;
- Contribute a cash match toward the program operating costs as designated by the PHIMC and document contributions; and
- Understand prohibited member activities.

SITE SUPERVISOR RESPONSIBILITIES**

The assigned site supervisor must fulfill the following responsibilities:

- Submit to all AmeriCorps required background checks: 1) Illinois state police, 2) FBI fingerprint, and 3) National Sex Offender Public Website;
- Oversee activities of the member and provide regular feedback;
- Hold regular meetings with the CHC member(s);
- Review and sign member timesheets & service activity logs, on an ongoing, bi-monthly basis;
- Evaluate each CHC member's performance at least twice a year (mid-year and end-of-term);
- Provide support and mentorship to the member;
- Participate and respond in a timely manner to CHC surveys and assessments related to progress reports and evaluation studies;
- Participate in a mid-year host site visit;
- Attend meetings conducted by the Program Director; and
- Attend a site supervisor training in August (TBD) prior to the start of the program year.

PROGRAM COMPONENTS**

CHC members have responsibilities and time commitments outside of their host site service assignment in accordance with NHC and AmeriCorps policies. This includes maintaining daily timesheets and service activity logs, tracking and entering performance measure data, serving on a member committee and attending CHC trainings, service projects and other events. Members begin their term of service with a week-long Pre-Service Orientation. Throughout the term of service, members convene twice a month for in-service days. **CHC members will be unavailable to serve at their assigned host site on the designated CHC program days.** The Program Director will provide a yearly calendar with scheduled dates to all designated host sites at the August supervisor training.

****Note: When completing the Host Site Application, you will be asked to initial confirming you have read and agree to the above sections (PROHIBITED ACTIVITIES, HOST SITE RESPONSIBILITIES, SITE SUPERVISOR RESPONSIBILITIES, and PROGRAM COMPONENTS).**