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# HealthyMinds ALLIANCE

## Host Site Agreement

2019 – 2020 Program Year

**This agreement is between Health360 and**

\_\_\_\_\_  
Organization Name (hereafter referred to as Host Site)

Executive Director \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Billing Contact \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOST SITE Federal Identification Number: \_\_\_\_\_

Number of Full-Time Assigned and Authorized Healthy Minds Alliance AmeriCorps members: \_\_\_\_\_

Check this box if your AmeriCorps member(s) will have regular, scheduled, anticipated access to vulnerable populations as a component of their service activities. Vulnerable populations include youth ages 17 years and younger, adults ages 60 years and older and disabled people with mental or physical impairment.

**This document assures Health360 that:**

1. HOST SITE is a 501(c) 3, non-profit or authorized city, county, state or federal organization.
2. HOST SITE recognizes that members are the resource being provided. HOST SITE shall contribute a cash amount of \$8,500 per assigned full-time AmeriCorps member.



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3. HOST SITE will send a nonrefundable \$1,000 deposit per assigned AmeriCorps member upon execution of this contract.
4. Please indicate how the remaining \$7,500 contribution will be paid to Health360:  
\_\_\_\_ One lump sum (\$7,500) due September 2019  
\_\_\_\_ Four quarterly payments of \$1,875 in Sept, Dec, March, and June  
\_\_\_\_ Eight monthly payments of \$937.50 starting in September 2019

**Note: The host site contribution is both non-refundable and non-reducible. The full amount of the host site contribution is payable in full and is not pro-rated relative to member service.**

5. For the 2019-2020 Program year the AmeriCorps member start date will be between 9/1/2019 and 8/31/2020 and service must be completed within 12 months of the start date.
6. HOST SITE shall commit to incurring adequate in-kind expenses to ensure program success **including all travel costs associated with the Instructor Training and training program materials.** HOST SITE shall document all in-kind expenses and maintain appropriate fiscal records at the HOST SITE.
7. HOST SITE assures that AmeriCorps member service is limited to activities that are compliant with non-supplantation, non-duplication and non-displacement restrictions. (Sec. 2540.100)
8. INSURANCE: Host Site will carry sufficient insurance (liability and/or other) as applicable according to the nature of goods provided or work performed so as to hold harmless Health360, Inc. from any insurable cause whatsoever, which shall be at least the minimum amount required by applicable law. Host site will provide certificates of insurance to Health360, Inc.
9. INDEMNIFICATION: Host site shall indemnify and hold harmless Health360, Inc., including any official of Health360, Inc., from and against all costs, claims, damages, or expenses, including reasonable attorney’s fees, arising from host site’s acts or omissions in connection with this agreement or any defects in the deliverables.
10. AmeriCorps requires all site supervisors have a criminal history background check. In accordance with regulation, the site supervisor noted on this agreement will complete a criminal history background check under the guidance of Health360. Health360 will incur the expense of one site supervisor criminal history background check. If the person filling the site supervisor role changes for any reason during the term of this agreement the host site will be responsible for paying for a criminal history background check for the new site supervisor under the direction of Health360.
11. HOST SITE, in coordination with Health360, will recruit a full-time AmeriCorps member(s). Health360 reserves the right to reallocate the AmeriCorps member slot(s) if AmeriCorps member enrollment paperwork has not been initiated July 1, 2019. Notification of slot reallocation will be emailed to the address listed on this agreement no later than July 31, 2019.
12. AmeriCorps members are committing to completing 1700 full-time service term. HOST SITE agrees not to offer AmeriCorps member an employment opportunity that interferes in any way with the AmeriCorps member’s ability to complete their full-time service commitment.

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13. HOST SITES will fully participate in the Healthy Minds Alliance Evaluation under the guidance of Health360 including submitting a pre and post survey for each community participant completing training, quarterly performance reports and participating as needed in the program’s Impact Evaluation conducted by an outside evaluator. Pre and Post surveys will be submitted to Health360 according to the prescribed procedure.  
Each AmeriCorps member will be responsible for the following performance measures during their service term:
  - A. Output 150 individuals completing training
  - B. Outcome 135 trained individuals report an increase in knowledge of strategies used to help a person with mental illness
14. AmeriCorps member will participate in the following **MANDATORY** trainings/meetings:
  - A. Instructor Training – Date and location TDB
  - B. Monthly Member Conference Call – Second Tuesday of each month, 1 to 2 p.m. EST starting in September.
15. HOST SITE Supervisor will participate the following **MANDATORY** trainings/meetings:
  - A. Orientation Conference Call – May 2, 2019 2:00 to 3:30 p.m. EST
  - B. Host Site Supervisor Training Webinar – Aug 29<sup>th</sup> **AND** Sept 5<sup>th</sup> 1 to 4 p.m. EST
  - C. Monthly Host Site Supervisor Conference Call – **Third** Tuesday of each month, 1 to 2 p.m. EST starting in September
16. Communication with State Commission on Community Service no later than one month after the start of the AmeriCorps member’s service year informing them of their participation in the Healthy Minds Alliance, introducing their AmeriCorps member and to work collaboratively with the state commission for training, service and recognition when appropriate.
17. Announcement to local, state and federal legislators regarding participation in the Healthy Minds Alliance no later than two months after the start of AmeriCorps member’s service year. A press release template will be provided.
18. HOST SITE shall provide direct supervision, support and adequate workspace for each AmeriCorps member.
  - A. Site Supervisors shall meet with members weekly to discuss activities relevant to fulfilling the site’s AmeriCorps objectives including progress toward stated objectives.
  - B. Site Supervisors shall provide members with regular, timely and appropriate feedback and support regarding provision of services and fulfillment of duties outlined in the AmeriCorps member position description. This shall include three member evaluations (for which Health360 shall provide appropriate forms and assistance).
  - C. HOST SITE is responsible for ensuring service members are not in violation of the terms of their member service contract and documenting all disciplinary actions verbal or written in accordance with the program’s Progressive Disciplinary Procedure. Any violations or disciplinary actions must be communicated to Health360 with in two business days.



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- D. Site Supervisor shall ensure that timesheets are submitted on time with member and site supervisor signatures via the America Learns portal and that Health360 is notified regarding changes in status or condition of AmeriCorps members such as extended leave due to illness or other situations.
19. HOST SITE shall execute upon availability all assurances, certifications and Host Site Agreements required under the guidance supplied by the Corporation for National and Community Service in accordance with the National and Community Service Trust Act of 1993 as well as guidelines put forth by Health360.
- A. HOST SITE shall provide representation (Executive Director or Site Supervisor) at all program meetings.
  - B. HOST SITE will adhere to the AmeriCorps member position description.
  - C. HOST Site shall provide the AmeriCorps member with a thorough orientation to the host site, including all rules, policies and personnel guidelines.
  - D. HOST SITE shall complete all paperwork in a timely and thorough manner.
  - E. HOST SITE shall support member participation in mandatory Instructor Training and on-going member training, not to exceed 20% of member service hours (340 hours).
  - F. HOST SITE shall retain records pertaining to member service for a period of 5 years after the end of the grant period.
  - G. HOST SITE shall insure that members assigned to the site are not in violation of AmeriCorps legislation regarding **PROHIBITED ACTIVITIES**. HOST SITES are reminded that three separate incidents of non-compliance are sufficient reasons for Health360 to suspend or terminate the partnership. While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
    - 1. Attempting to influence legislation.
    - 2. Organizing or engaging in protests, petitions, boycotts, or strikes.
    - 3. Assisting, promoting or deterring union organizing.
    - 4. Impairing existing contracts for services or collective bargaining agreements.
    - 5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
    - 6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
    - 7. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.



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8. Providing a direct benefit to:
    - a) A for-profit entity;
    - b) A labor union;
    - c) A partisan political organization; or
    - d) An organization engaged in the religious activities described in the preceding sub-clause, unless Grant funds are not used to support the religious activities.
    - e) A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
  9. Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
  10. Providing abortion services or referrals for receipt of such services; and
  11. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
  12. Displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave;
  13. Raising funds for his or her living allowance, raising funds for an organization’s operating expenses or endowment, writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service, and writing grant applications for funding provided by any other federal agencies. Members may spend no more than 10% of their service hours fundraising (170 hours maximum) for Healthy Minds Alliance projects; and
  14. 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.
- H. HOST SITE shall comply with all federal, state, and local workplace regulations including drug-free workplaces and non-discrimination policies.

**This document assures the Host Site that Health360 shall:**

1. Execute the AmeriCorps program according to all applicable laws (federal, state & local), rules and regulations and notify HOST SITES of any changes in regulations or procedures that have an impact on Host Site’s administration of the AmeriCorps program.
2. Screen all applicants for the program, including a criminal background checks.
3. Provide AmeriCorps members with personal and professional training that enhances his or her ability to perform functions and duties as an AmeriCorps member.



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4. Cover the cost of no more than one instructor training per AmeriCorps member, not to exceed \$1,800.
5. Maintain necessary records regarding member (including-but not limited to-applications, resumes, contracts, agreements, assurances, background checks, worker’s compensation coverage, proof of citizenship, timesheets, evaluations, etc.)
6. Maintain and administer stipend payments for members.
7. Provide HOST SITES with forms, paperwork and information necessary to adequately administer the AmeriCorps program and work to ensure that all forms, paperwork and information are distributed and collected so as to assure their accuracy and timeliness.
8. Provide HOST SITES with copies of AmeriCorps regulations and rulings as requested.
9. Provide HOST SITES with timely and appropriate feedback regarding HOST SITES’ administration of the program.
10. National Program Director shall hold meetings with HOST SITES over the course of the program year in order to assess progress and compliance as well as to provide feedback and assistance.
11. Address HOST SITES’ needs, interests and concerns in a timely and appropriate fashion.

Questions or problems regarding the administration of this program may be directed to:

Patricia Harrity, Executive Director  
 Health360, 83 Prospect Street, Waterbury, CT 06702  
 203-758-1110 x301     [harrity@Health360.org](mailto:harrity@Health360.org)

AND/OR

Celia Meyer, National Programs Coordinator  
 203-758-1110 x302     [meyer@Health360.org](mailto:meyer@Health360.org)

***HOST SITE understands that failure to comply with the terms of this agreement may result in removal of AmeriCorps member from the site without reimbursement of contribution amount. Health360 will hold HOST SITE accountable for all disallowed costs due to HOST SITE noncompliance with the terms of this agreement.***

By this agreement, Health360 and this HOST SITE shall work together to further the mission of the program. The HOST SITE understands and agrees to the terms of this assurance agreement.

\_\_\_\_\_  
Authorized Representative’s Signature

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Position of Authorized Representative

\_\_\_\_\_  
Date of Execution



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May 1, 2019

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Health360 Executive Director

Date of Execution of this Assurance