



“A proud member of the AmeriCorps national service network”

Mental Health First Aid Corps Host Site Agreement

September 1, 2017 to August 31, 2018

This agreement is between Health360 and

Organization Name (hereafter referred to as Host Site)

Executive Director _____

Telephone _____ E-Mail _____

AmeriCorps Member Supervisor _____

Telephone _____ E-Mail _____

Mailing Address

Street _____

City _____ State _____ Zip Code _____

HOST SITE Federal Identification Number: _____

Number of Full-Time Assigned and Authorized Mental Health First Aid Corps 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 \$7,000 per assigned full-time AmeriCorps member.
3. HOST SITE will send a nonrefundable \$1,000 deposit per assigned AmeriCorps member upon execution of this contract by May 30, 2017.
4. Please indicate how the remaining \$6,000 contribution will be paid to Health360:
 _____ One lump sum (\$6,000) due September 2017



_____ Four quarterly payments of \$1,500 in Sept, Dec, March, and June

_____ Eight monthly payments of \$750 starting in September 2017

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. HOST SITE shall commit to incurring adequate in-kind expenses to ensure program success **including all travel costs associated with the MHFA Instructor Training.**
6. 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)
7. 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.
8. 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.
9. 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.
10. 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, 2017. Notification of slot reallocation will be emailed to the address listed on this agreement no later than July 31, 2017.
11. It is required that the HOST SITE commit to incurring adequate in-kind expenses to ensure program success. Member travel expenses associated with the MHFA Instructor Training is mandatory. HOST SITE shall document all in-kind expenses with appropriate and maintain appropriate fiscal records at the HOST SITE.
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.
13. HOST SITES will fully participate in the MHFA Corps Evaluation under the guidance of Health360 including submitting an evaluation for each MHFA training completed, quarterly performance reports and participating as needed in the program's Impact Evaluation conducted by an outside evaluator. Each AmeriCorps member will be responsible for the following performance measures during their service term:



- A. Output 150 individuals completing MHFA training
 - B. Outcome 30 trained individuals report an increase in strategies used with people experiencing a mental health issue
14. AmeriCorps member will participate in the following **MANDATORY** trainings/meetings:
- A. **MHFA 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 (9/12/2017).
15. HOST SITE Supervisor will participate the following **MANDATORY** trainings/meetings:
- A. Orientation Conference Call – May 4, 2017 2:00 to 3:30 p.m. EST
 - B. Host Site Supervisor Training Webinar – Aug 23rd and Aug 30th 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 (9/18/2017) TBD
16. Communication with State Commission on Community Service no later than Sept 30, 2017. HOST SITE will submit a Consultation Form to their State Commission on Community Service informing them of their participation in the MHFA Corps and work collaboratively with the state commission when appropriate.
17. Announcement to local, state and federal legislators regarding participation in the MHFA Corps no later than October 31, 2017. 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 quarterly 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.
 - 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 MHFA Corps Program meetings.
- B. HOST SITE will adhere to the MHFA Corps member position description.
- C. HOST Site shall provide the MHFA Corps 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 MHFA Instructor Training and on-going member training.
- 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. Specifically, members are prohibited from:
 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;
 8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. 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



- e. An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
 9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services;
 11. Conducting clerical work, research, or administrative activities unless such activities are incidental to the member's direct service activities;
 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. Organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, preparing grant proposals or providing fundraising assistance to other community-based organizations, and fundraising for AmeriCorps program costs. Members may spend no more than 170 hours fundraising for MHFA Corps 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.

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.
4. 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.)
5. Maintain and administer stipend payments for members.
6. 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.
7. Provide HOST SITES with copies of AmeriCorps regulations and rulings as requested.



8. Provide HOST SITES with timely and appropriate feedback regarding HOST SITES' administration of the program.
9. 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.
10. 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 x11 harrity@Health360.org

AND/OR

Celia Meyer, National Programs Coordinator
 Health360
 83 Prospect Street
 Waterbury, CT 06762
 203-758-1110 x16 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 Mental Health First Aid Corps. 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 of this Assurance



 Health360 Executive Director

May 4, 2017

 Date of Execution of this Assurance