



Allegiance Corps Request for Qualifications

Introduction

Northwestern CT AHEC, in collaboration with the NAO, submitted an AmeriCorps Proposal to the Corporation for National and Community Service (CNCS) with the funding decision to be made on May 31, 2012.

The proposed project, entitled the Allegiance Corps, will place 20 full-time AmeriCorps members (1,700 hours) at AHECs across the nation to develop a public health approach that meets the increasing health and social support needs of service members, veterans and their families.

The AHEC Program is uniquely positioned to provide AmeriCorps members with the resources necessary to bring about positive sustainable change in the lives of service members, veterans and their families. Building synergy between the AmeriCorps mission of mobilizing volunteers to create solutions to our nation's toughest challenges with the AHEC mission of improving health care for vulnerable populations will provide innumerable benefits to our military families.

Northwestern CT AHEC is requesting qualifications from AHECs who are interested in participating as an Allegiance Corps host site. Successful AHECs will host at least one full-time Allegiance Corps member providing service that meets the Allegiance Corps Program goals.

Allegiance Corps Program Goals

Allegiance Corps members are required to work in at least one of the three service project tracks listed below.

- 1) Increase Access to Health Care and Social Support Services –Allegiance Corps members will work with VA hospitals and clinics to improve outreach services to increase enrollment of eligible service members. Members will also establish partnerships with programs including Operation Finally Home, Wounded Warrior Project, & Operation Military Kid to provide support services to service members, veterans and their families.
- 2) Increase Quality of Health Care Services –To prepare civilian health providers to address post-deployment issues facing service members, veterans and their families, NAO provides continuing medical education units (CMEs) to civilian health care providers across the country. Allegiance Corps members will support this effort by coordinating these CME events and registering health care providers on the War-Within searchable database which enables veterans & family members to find local civilian health providers who understand the challenges of deployment-related issues.
- 3) Increase Community Awareness –Allegiance Corps members will implement the Youth Health Service Corps (YHSC) and/or Collegiate Health Service Corps (CHSC) service learning programs engaging high school and college students in service learning projects that increase awareness of the health and social support needs of service members, veterans and their families. Select Allegiance Corps members will become Mental Health First Aid (MHFA) certified and use this training to guide YHSC and/or CHSC



Allegiance Corps Request for Qualifications

members in the implementation of service projects focused on peer and family support activities and education of community groups on the needs of veterans.

Priority Performance Measure

Health outreach and education services to veterans is the Allegiance Corps Program's priority performance measure. Therefore, all Allegiance Corps members must at least provide and measure this service activity. Allegiance Corps members are also encouraged to provide other services as outlined in the Allegiance Corps Goals section of this document.

Project Period

July 1, 2012 to June 30, 2015.

Essential Program Components

1. Host Site Responsibilities

AHEC Centers will engage in a contract with Northwestern CT AHEC and agree to operate as a host site for the Allegiance Corps Program utilizing at least one full-time AmeriCorps members (1700 hours annually) implementing at least one of the three program goals outlined above.

The AHEC host site must be able to provide the following:

- Local recruitment of Allegiance Corps member with special emphasis on recruiting veterans or military family members;
- Daily supervision of Allegiance Corps member by a Host Site Supervisor;
- Adequate office space for Allegiance Corps member including a computer, internet access, etc.;
- Connections with community agencies including agencies serving military personnel, veterans and their families.

2. Cash Contribution

Participating AHECs will contribute \$6,000 annually to Northwestern CT AHEC for each full-time AmeriCorps member placed at the AHEC center to offset fixed costs not reimbursed by the grant.

3. Training

A Site Supervisor from each participating AHEC will participate in training on July 10 and 11, 2012 from 12:00 to 4:00 p.m. EST. Site Supervisor Training will take place via teleconference.

A site supervisor from each participating AHEC will participate in an Allegiance Corps



Allegiance Corps Request for Qualifications

networking session at the National AHEC Organization Biannual Conference in San Antonio Texas. Date and time of the Allegiance Corps networking session to be determined.

4. Communication with State Commission on Community Service

Participating AHECs will inform the applicable State Commission on Community Service of their intent to participate in the Allegiance Corps Program. Participating AHECs will maintain contact with their state commission through out the duration of the Allegiance Corps Program and participate in all applicable State Commission programs and activities. Follow this link to learn more about your State Commission on Community Service and how to contact them.

<http://www.nationalservice.gov/about/contact/statecommission.asp>

5. Performance Measurement

Host Sites will fully participate in all Allegiance Corps Performance Measurement activities under the guidance of Northwestern CT AHEC.

6. Database

Host Sites implementing the YHSC and/or CHSC Program will be required to use the AHEC Nation database to track student participation in the program. Database training and support will be provided by Northwestern CT AHEC.

7. Northwestern CT AHEC Administrative Duties

Northwestern CT AHEC will assume the administrative duties of Allegiance Corps member living allowance payment, health insurance, child care, loan forbearance, education award and other human resource procedures.

Informational Conference Call

All interested applicants are encouraged to participate in the informational conference call on:

Wednesday, March 7, 2012

2 to 3 p.m. EST

Conference Call Number: (866) 740-1260

Participant Pass Code: 7581110#

Proposal Due Date

All proposals are due by email **by 5:00 p.m. EST, April 6, 2012**. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive and will not be evaluated for award. **Submit Proposals To: pharrity@nwctahec.org**

Eligible Applicants

AHEC Centers or Program Offices are eligible to apply. Agencies and organizations that hold fiduciary responsibility may apply on behalf of Host AHEC centers. One AHEC may apply or several centers may apply collectively. The program office or a center can be the lead applicant.



**Allegiance Corps
Request for Qualifications**

Important Events Timeline

Event	Date
1. Request for Proposal Distribution	February 13, 2012
2. Informational Conference Call	March 7, 2012
3. Proposal Due Date	April 6, 2012
4. Host Site Selection	May 4, 2012
5. Member Recruitment Advance Work	May 7, 2012
5.CNCS Notice of Funding	May 31, 2012
6. Allegiance Corps Member Recruitment	June 1, 2012
7. Host Site Contract Executed	June 15, 2012
8. Contract start date	July 1, 2012
9. Host Site Supervisor Training	July 10, 2012 (12 to 4 pm EST) July 11, 2012 (12 to 4 pm EST)
10. Host Site Networking Event – NAO Biannual Conference – San Antonio TX	TBD
11. Allegiance Corps Member Service Start Date	August 1, 2012
12. Allegiance Corps Member Training	Aug 7, 2012 (12 to 4 pm EST) Aug 8, 2012 (12 to 4 pm EST)
13. Contract end date	June 30, 2015



Allegiance Corps Request for Qualifications

Guidelines for Proposal Preparation

Responses must be limited to no more than 10 pages, 12 point font, double spaced. The following 5 sections should be included in your proposal.

1. AHEC Overview

Provide the following for your AHEC

- Official registered name and Employer Identification Number
- Key contact name, title, address, telephone and e-mail address
- Name, telephone and email address of person authorized to contractually bind the organization (if different than key contact person).

2. Executive Summary

This section will present a high-level synopsis of the AHEC's responses to the RFQ. The Executive Summary should be a brief overview of the engagement, and should identify the main features and plan for accomplishing the Allegiance Corps goals.

3. Methodology

- Identify the number of full-time Allegiance Corps members your AHEC would like to host.
- Describe how you will locally recruit a full-time Allegiance Corps member with special emphasis on veterans and military family members.
- Describe the AHEC staff member who will act as host site supervisor including experience with national service programs, the projects priority populations and managing staff.
- Describe the AHEC's experience with national service programs such as VISTA, AmeriCorps, Senior Corps or Learn and Serve America
- Describe relationships and/or projects with organizations that serve service members, veterans or military families.
- Describe the service activities of the full-time Allegiance Corps member. Please refer to the three program goals listed at the beginning of this guidance. The full-time Allegiance Corps members must perform service activities related to at least one of the program goals. At least one of the service activities must provide health outreach and education services to veterans. Host sites will be selected based on their ability to engage Allegiance Corps members in service activities that impact the program's priority population of service members, veterans and/or their families.

4. Performance Measures

Please create three program outputs related to Allegiance Corps member service activities. Outputs are counts of the amount of service that Allegiance Corps members have completed. Outputs should focus on the program's priority populations 1) Service



Allegiance Corps Request for Qualifications

Members, 2) Veterans, 3) Military Family Members and 4) Civilian Health Care Providers. At least one of the program outputs must measure the number of veterans receiving health outreach and education services (this is a priority performance measure in the grant application).

When creating your outputs please use the following format:

Strategy to Achieve Results

Describe the activity implemented by the Allegiance Corps member to achieve the output

Output

Number of service members, veterans or military family members

Data Source

Method to collect the data

Example Program Output

Strategy to Achieve Results

Allegiance Corps member will provide at least five health education sessions and information on Post Traumatic Stress Disorder and other mental health issues to veterans attending the local state university.

Output

50 Veterans

Data Source

Sign in sheet

5. Budget and Sustainability

The Allegiance Corps Program will be a Fixed Cost Grant. Fixed Cost Grants are not required to report in-kind contributions from participating host sites. While there is no reporting requirement for host site in-kind contributions there are still out of pocket costs host sites will incur related to the AmeriCorps member service activities. Examples of potential out of pocket costs that may be incurred by the host site include supervision, travel reimbursement, office supplies, training, computer equipment and service activity materials. Host sites will NOT incur costs relating to AmeriCorps member living allowance, payroll taxes, health insurance, child care and education award. These costs are the responsibility of Northwestern CT AHEC.

Describe the AHEC's operational budget for the last fiscal year including:

- Total operating budget
- Total AHEC federal funds (if any)
- Total AHEC state funds (if any)
- Number of staff (full-time/part-time/volunteer)



**Allegiance Corps
Request for Qualifications**

Describe the AHEC's ability to contribute \$6,000 annually for three years per full-time AmeriCorps member. Also describe the AHEC's ability to cover costs associated with acting as an AmeriCorps member host site for the duration of the project. You should create a budget with your estimate of support costs the AHEC will incur for year one of the project (July 1, 2012 to June 30, 2013).

Attachment A – Full-Time AmeriCorps Member Benefits

1. Living Allowance in the amount of \$12,100
The living allowance is taxable, and taxes will be deducted directly from the living allowance.
The living allowance will be distributed biweekly by direct deposit
2. Health Benefits
Full-time AmeriCorps members are will be provided health insurance if they do not currently have health insurance.
3. Child Care Benefits
Provided to eligible AmeriCorps members through approved child care providers
4. Education Award in the amount of \$5,550
Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust that can be used to cover eligible higher education costs.
5. Forbearance on Qualified Student Loans
If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.