



INTERGOVERNMENTAL AGREEMENT (IGA)

Contract No. CTR067579

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**

150 North 18th Avenue, Suite 530
Phoenix, Arizona 85007

Procurement Officer
Hana Hehman

Project Title: Cochise County Medical Reserve Corps State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC STTRONG)

Begin Date: 06/01/2023

Termination Date: 05/31/2025

Geographic Service Area: Statewide

Arizona Department of Health Services has authority to contract for services specified herein in accordance with A.R.S. §§ 11-951, 11-952, 36-104 and 36-132. The Contractor represents that it has authority to contract for the performance of the services provided herein pursuant to:

Counties: A.R.S. §§ 11-201, 11-951, 11-952 and 36-182.

Amendments signed by each of the parties and attached hereto are hereby adopted by reference as a part of this Contract, from the effective date of the Amendment, as if fully set out herein.

<p>Arizona Transaction (Sales) Privilege: 02015998</p> <hr/> <p>Federal Employer Identification No.: 86-6000398</p> <hr/> <p>Tax License No.: 86-6000398</p> <hr/> <p>Contractor Name: Cochise County Health and Social Services Address: 1415 Melody Lane, Bldg A, Bisbee, AZ 85603</p>	<p style="text-align: center;">FOR CLARIFICATION, CONTACT:</p> <p>Name: Kimberly Mitchell Phone: (520) 366-6371 E-mail: kmitchell@cochise.az.gov</p>
<p style="text-align: center;">CONTRACTOR SIGNATURE: The Contractor agrees to perform all the services set forth in the Agreement and Work Statement.</p>	<p>This Contract shall henceforth be referred to as Contract</p> <p>No. CTR067579 The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this Contract until Contractor receives a fully executed copy of the Contract.</p> <p>State of Arizona Signed this _____ day of _____, 202_</p>
<p>Signature of Person Authorized to Sign _____ Date _____</p> <hr/> <p>Print Name and Title _____</p>	<hr/> <p>Procurement Officer</p>
<p>CONTRACTOR ATTORNEY SIGNATURE: Pursuant to A.R.S. § 11-952, the undersigned Contractor's Attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of Arizona.</p>	<p>Contract, No. CTR067579, is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General. The Attorney General, BY:</p>
<p>Signature of Person Authorized to Sign _____ Date _____</p> <p style="text-align: center;"><i>Denise Riden</i> 01/18/2024</p> <hr/> <p>Print Name and Title Denise Riden</p>	<hr/> <p>Signature _____ Date _____</p> <p>Assistant Attorney General:</p>

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1. Definition of Terms As used in this Contract, the terms listed below are defined as follows:

As used in this Contract, the terms listed below are defined as follows:

- 1.1 "Attachment" means any item in the Contract which requires the Contractor to submit as part of the Offer.
- 1.2 "Contract" means the combination of the Contract documents, including the Terms and Conditions, and the Specifications and Statement of Scope of Work; and any Contract Amendments.
- 1.3 "Contract Amendment" means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- 1.4 "Contractor" means any person who has a Contract with the State.
- 1.5 "Data" means recorded information, regardless of form or the media on which it may be recorded. The term may include technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.
- 1.6 "Days" means calendar days unless otherwise specified.
- 1.7 "Exhibit" means any item labeled as an Exhibit in the Contract generally containing maps, schematics, examples of reports, or other documents that will be used to perform the requirements of the Scope of Work after contract award.
- 1.8 "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.9 "Materials" means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- 1.10 "Procurement Officer" means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
- 1.11 "Services" means the furnishing of labor, time or effort by a Contractor or Subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- 1.12 "State" means any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of the State of Arizona that executes the Contract.
- 1.13 "State Fiscal Year" means the period beginning with July 1 and ending June 30.
- 1.14 "Subcontract" means any Contract, express or implied, between the Contractor and another party or between a Subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any Materials or any Services required for the performance of the Contract.
- 1.15 "Subcontractor" means a person who contracts to perform work or render Services to a Contractor or to another Subcontractor as a part of a Contract with the State.

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2. Contract Type

This Contract shall be:

Cost Reimbursement

3. Contract Interpretation

- 3.1. Arizona Law. The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7;
- 3.2. Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it;
- 3.3. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:
 - 3.3.1. Terms and Conditions,
 - 3.3.2. Statement or Scope of Work,
 - 3.3.3. Specifications,
 - 3.3.4. Attachments,
 - 3.3.5. Exhibits, then
 - 3.3.6. Any other documents referenced or included in the Contract including, but not limited to, any documents that do not fall into one (1) of the above categories.
- 3.4. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract;
- 3.5. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract;
- 3.6. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding; and
- 3.7. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

4. Contract Administration and Operation

- 4.1. Term. As indicated on the signature page of the Contract, the Contract shall be effective as of the Begin Date and shall remain effective until the Termination Date;
- 4.2. Contract Renewal. This Contract shall not bind, nor purport to bind, the State for any contractual commitment in excess of the original Contract period. The term of the Contract shall not exceed five (5) years. However, if the original Contract period is for less than five (5) years, the State shall have the

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right, at its sole option, to renew the Contract, so long as the original Contract period together with the renewal periods does not exceed five (5) years. If the State exercises such rights, all terms, conditions and provisions of the original Contract shall remain the same and apply during the renewal period with the exception of price and Scope of Work, which may be renegotiated;

- 4.3. **New Budget Term.** If a budget term has been completed in a multi-term Contract, the parties may agree to change the amount and type of funding to accommodate new circumstances in the next budget term. Any increase or decrease in funding at the time of the new budget term shall coincide with a change in the Scope of Work or change in cost of services as approved by the Arizona Department of Health Services;
- 4.4. **Records.** Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each Subcontractor to retain any and all Data and other “records” relating to the acquisition and performance of the Contract for a period of five (5) years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records;
- 4.5. **Non-Discrimination.** The Contractor shall comply with State Executive Order Nos. 2023-09, 2023-01, 2009-09, and any and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act. Contractor shall include these provisions in contracts with Subcontractors when required by Federal or State law;
- 4.6. **Audit.** Pursuant to A.R.S. § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor’s or any Subcontractor’s books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract;
- 4.7. **Facilities Inspection and Materials Testing.** The Contractor agrees to permit access to its facilities, Subcontractor facilities, and the Contractor’s processes or services, at reasonable times for inspection of the facilities or Materials covered under this Contract as required under A.R.S. § 41-2547. The State shall also have the right to test, at its own cost, the Materials to be supplied under this Contract. Neither inspection of the Contractor’s facilities nor Materials testing shall constitute final acceptance of the Materials or Services. If the State determines non-compliance of the Materials, the Contractor shall be responsible for the payment of all costs incurred by the State for testing and inspection;
- 4.8. **Notices.** Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the State required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation, stated in the Contract, or listed on the State’s eProcurement system. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary;
- 4.9. **Advertising, Publishing and Promotion of Contract.** The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer;
- 4.10. **Continuous Improvement.** Contractor shall recommend continuous improvements on an on-going basis in relation to any Materials and Services offered under the Contract, with a view to reducing State costs and improving the quality and efficiency of the provision of Materials or Services. State may require Contractor to engage in continuous improvements throughout the term of the Contract;
- 4.11. **Other Contractors.** State may undertake on its own or award other contracts to the same or other suppliers for additional or related work. In such cases, the Contractor shall cooperate fully with State employees and such other suppliers and carefully coordinate, fit, connect, accommodate, adjust, or sequence its

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work to the related work by others. Where the Contract requires handing-off Contractor's work to others, Contractor shall cooperate as State instructs regarding the necessary transfer of its work product, Materials, Services, or records to State or the other suppliers. Contractor shall not commit or permit any act that interferes with the State's or other suppliers' performance of their work, provided that, State shall enforce the foregoing section equitably among all its suppliers so as not impose an unreasonable burden on any of them;

4.12. Ownership of Intellectual Property:

4.12.1. Rights In Work Product. All intellectual property originated or prepared by Contractor pursuant to the Contract, including but not limited to, inventions, discoveries, intellectual copyrights, trademarks, trade names, trade secrets, technical communications, records reports, computer programs and other documentation or improvements thereto, including Contractor's administrative communications and records relating to the Contract, are considered work product and Contractor's property, provided that, State has Government Purpose Rights to that work product as and when it was delivered to State,

4.12.2. "Government Purpose Rights" are:

4.12.2.1. the unlimited, perpetual, irrevocable, royalty free, non-exclusive, worldwide right to use, modify, reproduce, release, perform, display, sublicense, disclose and create derivatives from that work product without restriction for any activity in which State is a party;

4.12.2.2. the right to release or disclose that work product to third parties for any State government purpose; and

4.12.2.3. the right to authorize those to whom it rightfully releases or discloses that work product to use, modify, release, create derivative works from the work product for any State government purpose; such recipients being understood to include the federal government, the governments of other states, and various local governments.

4.12.3. "Government Purpose Rights" do not include any right to use, modify, reproduce, perform, release, display, create derivative works from or disclose that work product for any commercial purpose, or to authorize others to do so,

4.12.4. Joint Developments. The Contractor and State may each use equally any ideas, concepts, know-how, or techniques developed jointly during the course of the Contract, and may do so at their respective discretion, without obligation of notice or accounting to the other party,

4.12.5. Pre-existing Material. All pre-existing software and other Materials developed or otherwise obtained by or for Contractor or its affiliates independently of the Contract or applicable Purchase Orders are not part of the work product to which rights are granted State under subparagraph 3.9.1 above, and will remain the exclusive property of Contractor, provided that:

4.12.5.1. any derivative works of such pre-existing Materials or elements thereof that are created pursuant to the Contract are part of that work product;

4.12.5.2. any elements of derivative work of such pre-existing Materials that was not created pursuant to the Contract are not part of that work product; and

4.12.5.3. except as expressly stated otherwise, nothing in the Contract is to be construed to interfere or diminish Contractor's or its affiliates' ownership of such pre-existing Materials.

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- 4.12.6. **Developments Outside of Contract.** Unless expressly stated otherwise in the Contract, this Section does not preclude Contractor from developing competing Materials outside the Contract, irrespective of any similarity to Materials delivered or to be delivered to State hereunder.
- 4.13. **Property of the State.** If there are any materials that are not covered by Section 4.12 above created under this Contract, including but not limited to, reports and other deliverables, these materials are the sole property of the State. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the State;
- 4.14. **Federal Immigration and Nationality Act.** Contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, Contractor shall flow down this requirement to all Subcontractors utilized during the term of the Contract. The State shall retain the right to perform random audits of Contractor and Subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Contractor or any Subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default and suspension or debarment of the Contractor;
- 4.15. **E-Verify Requirements.** In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23- 214, Subsection A;
- 4.16. **Offshore Performance of Work involving Data is Prohibited.** Any Services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to Data shall be performed within the defined territories of the United States;
- 4.17. **Certifications Required by State Law:**
- 4.17.1. If Contractor is a Company as defined in A.R.S. § 35-393, Contractor certifies that it is not currently engaged in a boycott of Israel as described in A.R.S. §§ 35-393 *et seq.* and will refrain from any such boycott for the duration of this Contract, and
- 4.17.2. Contractor further certifies that it shall comply with A.R.S. § 35-394, regarding use of the forced labor of ethnic Uyghurs, as applicable.
- 4.18. **Protection of State Cybersecurity Interests.** The Contractor shall comply with State Executive Order No. 2023-10, which includes, but is not limited to, a prohibition against (a) downloading and installing of TikTok on all State-owned and State-leased information technology; and (b) accessing TikTok through State information technology.

5. Costs and Payments

- 5.1. **Payments.** Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of Materials or Services, the Contractor shall submit a complete and accurate invoice for payment from the State within thirty (30) days;
- 5.2. **Delivery.** Unless stated otherwise in the Contract, per A.R.S. § 47-2319, all prices shall be F.O.B. (“free on board”) Destination and shall include all freight delivery and unloading at the destination;
- 5.3. **Firm, Fixed Price.** Unless stated otherwise in the Special Terms and Conditions of the Contract, all prices shall be firm-fixed-prices;

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- 5.4. Applicable Taxes:
 - 5.4.1. Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes,
 - 5.4.2. State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes,
 - 5.4.3. Tax Indemnification. Contractor and all Subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation, and
 - 5.4.4. IRS W9 Form. In order to receive payment the Contractor shall have a current I.R.S. W9 Form on file with the State of Arizona, unless not required by law.
- 5.5. Availability of Funds for the Next State Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current State Fiscal Year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current State Fiscal Year until funds are made available for performance of this Contract;
- 5.6. Availability of Funds for the Current State Fiscal Year. Should the State Legislature enter back into session and reduce the appropriations or for any reason and these Materials or Services are not funded, the State may take any of the following actions:
 - 5.6.1. Accept a decrease in price offered by the Contractor,
 - 5.6.2. Cancel the Contract, or
 - 5.6.3. Cancel the Contract and re-solicit the requirements.

6. Contract Changes

- 6.1. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of Services or Materials, the revision of payment terms, or the substitution of Services or Materials, directed by a person who is not specifically authorized by the Procurement Officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes;
- 6.2. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract for the performance of this Contract without the advance written approval of the Procurement Officer as described in Arizona State Procurement Office Standard Procedure 002. The Contractor shall clearly list any proposed Subcontractors and the Subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract; and
- 6.3. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

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7. Risk and Liability

7.1. Risk of Loss. The Contractor shall bear all loss of conforming Materials covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming Materials shall remain with the Contractor regardless of receipt;

7.2. Indemnification:

7.2.1. Contractor/Vendor Indemnification (Not Public Agency). To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or Subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this Contract, the Contractor agrees to waive all rights of subrogation Insurance and Indemnification Guidelines for State of Arizona Contracts Professional Service Contracts against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for the State of Arizona. This indemnity shall not apply if the Contractor or Subcontractor(s) is/are an agency, board, commission or university of the State of Arizona, and

7.2.2. Public Agency Language Only. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

7.3. Indemnification - Patent and Copyright. The Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of Materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the Contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this paragraph shall not apply;

7.4. Force Majeure:

7.4.1. Except for payment of sums due, neither the Contractor nor State shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, lockouts, injunctions-intervention-acts, failures or refusals to act by government authority, and other similar

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occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence,

7.4.2. Force Majeure shall not include the following occurrences:

7.4.2.1. Late delivery of equipment, Materials, or Services caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;

7.4.2.2. Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or

7.4.2.3. Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.

7.4.3. If either the Contractor or State is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract, and

7.4.4. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

7.5. Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern Materials or Services supplied by third parties to the Contractor, toward fulfillment of this Contract.

8. Warranties

8.1. Liens. The Contractor warrants that the Materials supplied under this Contract are free of liens and shall remain free of liens;

8.2. Quality. Unless otherwise modified elsewhere in the Terms and Conditions, the Contractor warrants that, for one (1) year after acceptance by the State of the Materials, they shall be:

8.2.1. Of a quality to pass without objection in the trade under the Contract description,

8.2.2. Fit for the intended purposes for which the Materials are used,

8.2.3. Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units,

8.2.4. Adequately contained, packaged, and marked as the Contract may require, and

8.2.5. Conform to the written promises or affirmations of fact made by the Contractor.

8.3. Conformity to Requirements:

8.3.1. Contractor warrants that, unless expressly provided otherwise elsewhere in the Contract, the Materials and Services will for one (1) year after acceptance and in each instance:

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- 8.3.1.1. Conform to the requirements of the Contract, which by way of reminder include without limitation all descriptions, specifications, and drawings identified in the Scope of Work and any and all Contractor affirmations included as part of the Contract;
- 8.3.1.2. Be free from defects of material and workmanship;
- 8.3.1.3. Conform to or perform in a manner consistent with current industry standards; and
- 8.3.1.4. Be fit for the intended purpose or use described in the Contract.
- 8.3.2. Mere delivery or performance does not substitute for express acceptance by the State. Where inspection, testing, or other acceptance assessment of Materials or Services cannot be done until after installation or invoicing, the forgoing warranty will not begin until State's explicit acceptance of the Materials or Services.
- 8.4. Inspection/Testing. The warranties set forth in this Section 8 [Warranties] are not affected by inspection or testing of or payment for the Materials or Services by the State;
- 8.5. Contractor Personnel. Contractor warrants that its personnel will perform their duties under the Contract in a professional manner, applying the requisite skills and knowledge, consistent with industry standards, and in accordance with the requirements of the Contract. Contractor further warrants that its key personnel will maintain any and all certifications relevant to their work, and Contractor shall provide individual evidence of certification to State's authorized representatives upon request;
- 8.6. Compliance With Applicable Laws. The Materials and Services supplied under this Contract shall comply with all applicable federal, state, and local laws and policies (including, but not limited to, information technology policies, standards, and procedures available on the State's website and/or the website of any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of the State of Arizona). Federal requirements may be incorporated into this Contract, if required, pursuant to A.R.S. § 41-2637. Contractor shall maintain any and all applicable license and permit requirements. This requirement includes, but is not limited to, any and all Arizona state statutes that impact state contracts, regardless of whether those statutory references have been removed during the course of contract negotiations; this is notice to Contractors that the State does not have the authority to modify Arizona state law by contract;
- 8.7. Intellectual Property. Contractor warrants that the Materials and Services do not and will not infringe or violate any patent, trademark, copyright, trade secret, or other intellectual property rights or laws, except only to the extent the Specifications do not permit use of any other product and Contractor is not and cannot reasonably be expected to be aware of the infringement or violation;
- 8.8. Licenses and Permits. Contractor warrants that it will maintain all licenses required to fully perform its duties under the Contract and all required permits valid and in force;
- 8.9. Operational Continuity. Contractor warrants that it will perform without relief notwithstanding being sold or acquired; no such event will operate to mitigate or alter any of Contractor's duties hereunder absent a consented delegation under paragraph 6.3. [Assignment and Delegation] that expressly recognizes the event;
- 8.10. Performance in Public Health Emergency. Contractor warrants that it will:
 - 8.10.1. Have in effect, promptly after commencement, a plan for continuing performance in the event of a declared public health emergency that addresses, at a minimum:

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- 8.10.1.1. Identification of response personnel by name;
- 8.10.1.2. Key succession and performance responses in the event of sudden and significant decrease in workforce; and
- 8.10.1.3. Alternative avenues to keep sufficient product on hand or in the supply chain.
- 8.10.2. Provide a copy of its current plan to State within three (3) business days after State's written request. If Contractor claims relief under paragraph 7.4 [Force Majeure] for an occurrence of force majeure that is a declared public health emergency, then that relief will be conditioned on Contractor having first implemented its plan and exhausted all reasonable opportunity for that plan implementation to overcome the effects of that occurrence, or mitigate those effects to the extent that overcoming entirely is not practicable,
- 8.10.3. A request from the State related to this paragraph 8.10 does not necessarily indicate that there has been an occurrence of force majeure, and the Contractor will not be entitled to any additional compensation or extension of time by virtue of having to implement a plan, and
- 8.10.4. Failure to have or implement an appropriate plan will be a material breach of contract.
- 8.11. Lobbying:
 - 8.11.1. Prohibition. Contractor warrants that it will not engage in lobbying activities, as defined in 40 Code of Federal Regulations (CFR) part 34 and A.R.S. § 41-1231, *et seq.*, using monies awarded under the Contract, provided that, the foregoing does not intend to constrain Contractor's use of its own monies or property, including without limitation any net proceeds duly realized under the Contract or any value thereafter derived from those proceeds; and upon award of the Contract, it will disclose all lobbying activities to State to the extent they are an actual or potential conflict of interest or where such activities could create an appearance of impropriety. Contractor shall implement and maintain adequate controls to assure compliance with above. Contractor shall obtain an equivalent warranty from all Subcontractors and shall include an equivalent no-lobbying provision in all Subcontracts, and
 - 8.11.2. Exception. This paragraph 8.11 does not apply to the extent that the Services are defined in the Contract as being lobbying for State's benefit or on State's behalf.
- 8.12. Covered Telecommunications or Services. Contractor warrants that the Materials and Services rendered under this Agreement will not require Contractor to use for the State, or provide to the State to use, "covered telecommunications equipment or Services" as a substantial or essential component of any system, or as critical technology as part of any system, within the meaning of Federal Acquisition Regulation ("FAR") Section 52.204-25;
- 8.13. Debarment, Suspension, U.S. Government Restricted Party Lists. Contractor warrants that it is not, and its Subcontractors are not, on the U.S. government's Denied Parties List, the Unverified List, the Entities List, the Specially Designated Nationals and Blocked Parties List, and neither the Contractor nor any Subcontractors are presently debarred, suspended, proposed for debarment or otherwise declared ineligible for award of federal contracts or participation in federal assistance programs or activities;
- 8.14. False Statements. Contractor represents and warrants that all statements and information Contractor prepared and submitted in response to the Solicitation or as part of the Contract documents are current, complete, true, and accurate. If the Procurement Officer determines that Contractor submitted an Offer or Bid with a false statement, or makes material misrepresentations during the performance of the Contract, the Procurement Officer may determine that Contractor has materially breached the Contract

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and may void the submitted Offer or Bid and any resulting Contract; and

8.15. Survival of Rights and Obligations after Contract Expiration or Termination:

8.15.1. Survival of Warranty. All representations and warranties made by Contractor under the Contract will survive the expiration or earlier termination of the Contract,

8.15.2. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12- 529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5, and

8.15.3. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

9. State's Contractual Remedies

9.1. Right to Assurance. If the State in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the Contract;

9.2. Stop Work Order:

9.2.1. The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part of the work called for by this Contract for period(s) of days indicated by the State after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage, and

9.2.2. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

9.3. Non-exclusive Remedies. The rights and the remedies of the State under this Contract are not exclusive;

9.4. Nonconforming Tender. Materials or Services supplied under this Contract shall fully comply with the Contract. The delivery of Materials or Services or a portion of the Materials or Services that do not fully comply constitutes a breach of contract. On delivery of nonconforming Materials or Services, the State may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it; and

9.5. Right of Offset. The State shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the State, or damages assessed by the State concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

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10. Contract Termination

- 10.1. Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511;
- 10.2. Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State with the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the Gratuity offered by the Contractor;
- 10.3. Suspension or Debarment. The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the Contractor is not currently suspended or debarred. If the Contractor becomes suspended or debarred, the Contractor shall immediately notify the State; and
- 10.4. Termination for Convenience. The State reserves the right to terminate the Contract, in whole or in part at any time when in the best interest of the State, without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, Data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and Materials or Services accepted before the effective date of the termination. The cost principles and procedures provided in A.R.S. § 41-2543 and A.A.C. Title 2, Chapter 7, Article 7, shall apply.
- 10.5. Termination for Default:
 - 10.5.1. In addition to the rights reserved in the Contract, the State may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor,
 - 10.5.2. Upon termination under this paragraph, all goods, Materials, documents, Data, and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State on demand, and
 - 10.5.3. The State may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, Materials or Services to replace those under this Contract. The Contractor shall be liable to the State for any excess costs incurred by the State in procuring Materials or Services in substitution for those due from the Contractor.

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10.6. Continuation of Performance Through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

11. Contract Claims

All contract claims or controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.

12. Arbitration

The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (A.R.S. Title 41).

13. Communication

13.1. Program Report. When reports are required by the Contract, the Contractor shall provide them in the format approved by ADHS; and

13.2. Information and Coordination. The State will provide information to the Contractor pertaining to activities that affect the Contractor's delivery of services, and the Contractor shall be responsible for coordinating their activities with the State's in such a manner as not to conflict or unnecessarily duplicate the State's activities. As the work of the Contractor progresses, advice and information on matters covered by the Contract shall be made available by the Contractor to the State throughout the effective period of the Contract.

14. Client Grievances

If applicable, the Contractor and its subcontractors shall use a procedure through which clients may present grievances about the operation of the program that result in the denial, suspension or reduction of services provided pursuant to this Contract and which is acceptable to and approved by the State.

15. Sovereign Immunity

Pursuant to A.R.S. § 41-621(O), the obtaining of insurance by the State shall not be a waiver of any sovereign immunity defense in the event of suit.

16. Administrative Changes

The Procurement Officer, or authorized designee, reserves the right to correct any obvious clerical, typographical or grammatical errors, as well as errors in party contact information (collectively, "Administrative Changes"), prior to or after the final execution of a Contract or Contract Amendment. Administrative Changes subject to permissible corrections include: misspellings, grammar errors, incorrect addresses, incorrect Contract Amendment numbers, pagination and citation errors, mistakes in the labeling of the rate as either extended or unit, and calendar date errors that are illogical due to typographical error. The Procurement Office shall subsequently send to the Contractor notice of corrections to administrative errors in a written confirmation letter with a copy of the corrected Administrative Change attached.

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17. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- 17.1. The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Department of Administration-Arizona Strategic Enterprise Technology (ADOA-ASET) Office, the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements; and
- 17.2. If requested by the ADHS Procurement Office, Contractor agrees to sign a “Pledge To Protect Confidential Information” and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator.

18. Fraud, Waste, or Abuse

- 18.1. ADHS requires all employees to abide by the State’s Personnel System Rules, R2-5A-501; Standards of Conduct which includes maintaining high standards of honesty, integrity, and impartiality, free from personal considerations and/or favoritism, and Code of Conduct for individuals engaged in Accounting, Financial and Budgeting Activities which depicts the moral, ethical, legal and professional aspects of personal conduct. ADHS requires the same conduct of its consultants, vendors, contractors, subrecipients, or persons doing business with the agency;
- 18.2. Any State employee, consultant, vendor, contractor or subrecipient or person doing business with the Agency who receives a report of improper activity must report the information within one (1) business day. Note: Federal Award policy denotes awardees must disclose, in a timely manner, in writing to ADHS all violations of Federal Criminal Law, involving fraud, bribery, or gratuity violations potentially affecting Federal Awards; and
- 18.3. Anyone suspecting Fraud, Waste, or Abuse related to ADHS activities are required to report Fraud, Waste, or abuse through any of the following reporting channels:
 - 18.3.1. ADHS Ethics Action Hotline at (602) 542-2347,
 - 18.3.2. ADHS Ethics Action Email at reportethics@azdhs.gov ,or
 - 18.3.3. General Accounting Office (GAO) Fraud Reporting Email at reportfraud@azdoa.gov to report Fraud, Waste, or Abuse incidents.

19. Unique Entity Identifier (UEI) Requirement

Pursuant to 2 CFR 25.100 et seq., no entity (defined as a Governmental organization, which is a State, local government, or Indian tribe; foreign public entity; domestic or foreign nonprofit organization; domestic or foreign for-profit organization; or Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity) may receive a sub-award from ADHS unless the entity provides its Unique Entity Identifier Number to ADHS.

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The number can be created in SAM.gov. If already registered the UEI has been assigned and can be viewed in SAM.gov.

20. The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252), found at <https://www.fsrc.gov/>

If applicable, the subrecipient or sub-awardee is required to abide by the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act – P.L. 109-282, as amended by section 6202(a) of P.L. 110-252), found at <https://www.fsrc.gov/>. The associated Grant Reporting Certification Form and completion instructions will be sent to the subrecipient from ADHS Program(s) responsible for the specific contract. The subrecipient or sub-awardee must return the completed form to ADHS Program(s) by the 15th of the month following that in which the award was received. Failure to complete a required Grant Reporting Certification Form may result in loss of funding.

21. Technology Replacement

In any event where product is discontinued, no longer available or technically inferior to newly developed product, the Contractor shall provide an equivalent replacement model at no additional cost and shall honor the original contract terms

22. Authorization for Provision of Services

Authorization for purchase of services under this Agreement shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Agreement number and the dollar amount of the funds authorized. The Contractor shall only be authorized to perform services up to the amount of the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless 2) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or an additional Purchase Order is issued for purchase of services under this Agreement.

Additional Terms and Conditions for Title 2, Subtitle A, Chapter II, Part 200, Subpart C: §200.201 USE OF GRANT AGREEMENTS (INCLUDING FIXED AMOUNT AWARDS), COOPERATIVE AGREEMENTS AND CONTRACT

23. Civil Rights Assurance Statement.

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the RECIPIENT on the basis of race, color, national origin, age, sex (in educational activities) or disability.

24. Americans With Disabilities Act of 1990.

- 24.1. The Contractor shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S § 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals; and
- 24.2. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contracting the Contract Manager for the Contract. Request should be made as early as possible to allow time to arrange the accommodation.

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- 25. Federal Funding.** Funding for these services is contingent upon the availability of federal government funding. No commitment of any kind is made by the State concerning this Grant unless there are monies provided by a federal grant. The Grantee should take this fact into consideration.
- 25.1. For the purposes of this Grant, a capital expenditure means expenditures to acquire capital assets, as defined in 2 C.F.R. 200.12, or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life, with a cost of \$250 or greater;
 - 25.2. Grantee agrees to maintain property records for equipment purchased with grant funds and perform a physical inventory and reconciliation with property records at least every year. Grantee agrees that funds will not be used for the construction of new facilities;
 - 25.3. Grantee agrees to follow equipment disposition policies as determined by the Federal Awarding Agency at Award Completion or as depicted in the State of Arizona Accounting Manual. Grantee also agrees to follow the directives in ADHS Property and Procedure Policy FIN 111;
 - 25.4. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must: Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated; Be incorporated into the official records of the non-Federal entity; Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS); Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy; Comply with the established accounting policies and practices of the non-Federal entity (See paragraph above for treatment of incidental work for IHEs.; and Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity. Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes only;
 - 25.5. Grantee understands that financial reports are required as an accounting of expenditures for either reimbursement or ADHS-approved advance payments;
 - 25.6. The final request for reimbursement of grant funds must be received by the ADHS no later than sixty (60) days after the last day of the award period;
 - 25.7. All goods and services must be received or have reasonable expectations thereof and placed in service by Grantee by the expiration of this award;
 - 25.8. Grantee agrees that all encumbered funds must be expended and that goods and services must be paid by GRANTEE within sixty (60) days of the expiration of this award unless funding guidelines permit funds to be used at a future date;
 - 25.9. Grantee agrees to remit all unexpended grant funds to the ADHS within thirty (30) days of written request from the ADHS;
 - 25.10. Grantee agrees to account for interest earned on federal grant funds and shall manage interest income in accordance with the Cash Management Improvement Act of 1990 and as indicated in the State of Arizona Accounting Manual (SAAM) located at the following website. <https://gao.az.gov/publications/saam> Interest earned in excess of allowable limits must be remitted to the ADHS within thirty (30) days after receipt of a written request from the ADHS;

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- 25.11. Grantee agrees not to use grant funds for food and/or beverage unless explicitly approved in writing by the ADHS;
- 25.12. Grantee agrees to comply with all applicable laws, regulations, policies and guidance (including specific cost limits, prior approvals and reporting requirements, where applicable) governing the use of grant funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events unless explicitly approved in writing by the ADHS;
- 25.13. No funds shall be used to supplant federal, state, county or local funds that would otherwise be made available for such purposes. Supplanting means the deliberate reduction of state or local funds because of the existence of any grant funds;
- 25.14. Grantee agrees that grant funds are not to be expended for any indirect costs that may be incurred by Grantee for administering these funds unless explicitly approved in writing by the ADHS. This may include, but is not limited to, costs for services such as accounting, payroll, data processing, purchasing, personnel, and building use which may have been incurred by the Grantee;
- 25.15. Grantee will comply with the audit requirements of OMB Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards and provide the ADHS with the Single Audit Report and any findings within ninety (90) days of receipt of such finding(s). If the report contains no findings, the Grantee must provide notification that the audit was completed. All completed Single Audits should be uploaded in the format specified to the Federal Audit Clearinghouse no later than nine (9) months after the entities fiscal year-end at the attached **Link:** <https://harvester.census.gov/facweb/default.aspx/>;
- 25.16. Grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties;
- 25.17. Grantee agrees not to do business with any individual, agency, company or corporation listed in the Excluded Parties Listing Service.
- Link:** *System for Award Management* <https://www.sam.gov/portal/public/SAM/>;
- 25.18. Grantee agrees to ensure that, no later than the due date of the Grantee's first financial report after the award is made, Grantee and any subgrantees have a valid UEI profile and active registration with the System for Award Management (SAM) database;
- 25.19. GRANTEE certifies that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement;
- 25.20. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees) Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant; and
- 25.21. GRANTEE certifies to comply with the Drug-Free Workplace Act of 1988, and implemented in 28 CFR Part 83, Subpart F, for grantees, as defined in 28 CFR, Part 83 Sections 83.620 and 83.650.

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26. Comments Welcome

The ADHS Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: ADHS Procurement Administrator, Arizona Department of Health Services, 150 North 18th Avenue, Suite 530, Phoenix, Arizona 85007.

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1. Background

- 1.1. The Arizona Department of Health Services (ADHS) receives funding from United States Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR), Office of Preparedness, Office of the Medical Reserve Corps (MRC) to ensure Arizona (AZ) MRCs are in a position to meet the Office of MRC’s mission in the current pandemic and beyond. Program initiatives shall incorporate activities that meet the current 2022-2026 ASPR Strategic Plan focus areas: Preparedness, Manage the Federal Response, Improve and Leverage Partnerships, and Ensure Workforce Readiness. The MRC “State, Territory and Tribal Nations, Representative Organizations for Next Generation” (STTRONG) grant provides funding to states for local MRC units to address the ASPR Strategic Plan focus areas, and to sustain this project work beyond the funding period as part of new fundamental MRC capabilities and mission sets in Arizona. These funds shall be utilized to support the development and implementation of tasks in the project scope of work.
- 1.2. ADHS will continue to support local MRC units to facilitate coordination activities to prepare for and respond to all types of public health emergencies. Funding will be used to expand MRC units in developing and establishing training programs (so units can go out and deliver workforce readiness activities, and enhance MRC liaison capability) to improve public health partner networks, target disaster areas, and better prepare to integrate responder services with fairness in health opportunity, responsive to the unique health challenges within community context. MRC response capability will be expanded by One (1): integrating MRCs in state emergency plans, and Two (2): establishing statewide standards for unit training and program infrastructure development.
- 1.3. Intended outcomes are to engage community partners with training education on integrating service and response operation with fairness in health opportunity responsive to the unique health challenges within community context. Activities shall align with the Arizona Health Improvement Plan (AzHIP) priorities, specifically in support of the Pandemic Recovery and Resiliency goal to rebuild a stronger system to support health and the Rural and Urban Underserved.

2. Objective

Summary of what this overarching project seeks to accomplish statewide:

- 2.1. Implement eight (8) new MRC mission sets in 100% of AZ Regions: These eight (8) new statewide MRC standard mission sets are viable for supporting day-to-day community resilience and emergency response activity to strengthen healthcare workforce.
- 2.2. 100% of sub-recipients implementing an active MRC liaison program: MRC units will conduct a needs assessment and target key organizational partners to outreach, engage, and support with MRC liaison services to grow networks.
- 2.3. Deliver workforce disaster preparedness training to at least 200 Community partners statewide: MRC units will target underserved areas, places of known disaster, climate change emergencies, and engage with organizations that serve vulnerable populations to strengthen community resilience and continuity of operations to strengthen healthcare workforce.
- 2.4. Establish three (3) MRC strike teams trained to support federal operations: Enhance capability to support federal operations in AZ to expand staffing resources by ensuring local ready response teams.

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- 2.5. Establish at least six (6) new MRC units of which at minimum three (3) are within Tribal Jurisdictions: to strengthen healthcare workforce.
- 2.6. Implement in 100% of AZ regions, active MRC units working with responders and service organizations to implement training on promoting best practices in access to health opportunity within community context: MRC units and the AZ MRC Coalition will build capability to train MRC volunteers to outreach and engage with partners in targeted area and deliver training in order to better prepare community partners and the state's workforce during disasters to improve access to care.
- 2.7. At minimum help ensure twelve (12) out of fifteen (15) county jurisdictions have access to a local MRC unit: to strengthen healthcare workforce.
- 2.8. Increase the statewide total number of volunteers by twenty-five percent (25%): to strengthen healthcare workforce.
- 2.9. Develop statewide standard training, protocols, and procedures: to ready response teams.
- 2.10. Enhance data integration and develop a statewide Volunteer Deployment Common Operating Picture (COP) Mapping System: Working with the AZ MRC Coalition and ADHS on this project to address electronic system gaps and help better track statewide volunteer activation awareness of ready response teams.

3. Scope of Services

The sub-recipient shall:

- 3.1. Participate:
 - 3.1.1. ADHS Grant Business Meetings (monthly AZ-MRC STTRONG project well-check meetings).
 - 3.1.2. AZ MRC Coalition (active engagement and participation).
 - 3.1.3. Jurisdiction vulnerability analysis and target partnerships.
 - 3.1.4. Project workplan activities.
 - 3.1.5. Project reporting.
 - 3.1.6. AZ-MRC STTRONG Training & Exercise.
 - 3.1.7. Project Technical Assistant (TA) calls/visits.
 - 3.1.8. AZ-MRC STTRONG statewide marketing and recruitment campaign.
 - 3.1.9. Local critical health workforce assessment.
 - 3.1.10. National MRC program, its meetings, and webinars.

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3.2. Develop:

- 3.2.1. AZ-MRC STTRONG project specialist/lead - position description (to be completed within thirty (30) days of contract execution).
- 3.2.2. Project sustainability plan (AZ-MRC STTRONG operational activities beyond this grant funding).
- 3.2.3. Volunteer utilization policy and procedure guide (to ensure viable use and movement).
- 3.2.4. Administrative policy and procedure guide (to ensure viable MRC operations and programmatic activities).
- 3.2.5. Volunteer recruitment, retention, and recognition policies and procedures.
- 3.2.6. Volunteer Screening and Selection protocols & procedures.

3.3. Engage:

- 3.3.1. Five (5) critical health workforce professional organizations.
- 3.3.2. Five (5) local public health programs.
- 3.3.3. Twenty (20) community partners.
- 3.3.4. AZ-MRC STTRONG Coalition & Project Partners.

3.4. Administrate:

- 3.4.1. National MRC program participation (e.g. establish an MRC unit with the national MRC program registration, maintain administrative requirements, and report AZ-MRC STTRONG unit activity).
- 3.4.2. Registry (update and maintain volunteer registry data).
- 3.4.3. Inventory (maintain project specific inventory).
- 3.4.4. Project workplan (follow "AZ-MRC STTRONG Grant Guide and Deliverables").

3.5. Report:

- 3.5.1. Initial budget, and workplan with timeline.
- 3.5.2. Monthly finance expenditures CERs.
- 3.5.3. Monthly activity and quarterly progress reports.
- 3.5.4. Unit profile (e.g. National MRC unit number, lead point of contact, number of volunteers, and AZ-MRC STTRONG mission sets).

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT
CTR067579	SCOPE OF WORK

3.5.5. Summary - updates on Plans, policy, procedures relevant to:

3.5.5.1. Sustainability plan to support the unit operational activities beyond this grant funding.

3.5.5.2. Volunteer utilization to ensure viable use and movement.

3.5.5.3. Administrative processes to ensure viable MRC operations and programmatic activities.

3.5.5.4. Common operating picture (activation and mobilization).

3.5.6. See "Section II: Specific Activity" - Reports (AZ-MRC STTRONG Grant Guide and Deliverables).

3.5.7. End of Year project updates with impact and outcomes (at the end of year one (1), and end of year two (2) includes inventory and volunteer totals (at the end of year one (1), and at the end of year two (2)).

4. Tasks

The sub-recipient shall:

4.1. Implement the ADHS AZ MRC STTRONG work plan project activities and objectives.

4.2. Participate in monthly statewide meetings in order to provide data collection and reports on project planning progress and technical assistance needs.

4.3. Prepare a budget and work plan according to deliverables contained in the grant guidance document and accomplish activities in the approved budget and work plan.

4.4. Engage with at least five (5) critical health workforce professional organizations (e.g. nurses, EMTs, behavioral health, community health workers, patient care techs, etc.) to explore opportunities for assisting local recruitment activities.

4.5. Provide at least two (2) AZ MRC-STTRONG training modules to the five (5) workforce professional organizations: One (1) "retention and workplace mental health resilience", and Two (2) fairness in health opportunity responsive to the unique health challenges within community context.

4.6. Visit at least twenty (20) community partners (that serve hard to reach and vulnerable populations) to explore opportunities to integrate MRC Liaison program support and provide workplace emergency preparedness training.

4.7. Visit local public health and at least five (5) healthcare system programs to establish rapport and gain insight into enhancement of public health programs to keep volunteers engaged.

4.8. Prepare an initial report on the number of registered volunteers during year one (1) of project implementation and increase the number of registered volunteers by twenty-five percent (25%) by the end of year two (2) of the project period.

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT
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- 4.9. Prepare monthly sub-recipient expenditure reports (CERs) with supporting documentation, and quarterly progress reports.
- 4.10. Temporarily expand planning collaboration and assistance as requested by the Department to mitigate real-time surge coordination barriers for volunteers.
- 4.11. Review and follow the attached AZ-MRC STTRONG Grant Guide and Deliverables (Exhibit B) document and use for grant reference.
- 5. Deliverables and Delivery Schedule
 - 5.1. Financial Requirements: Regardless of funding allocation for each Budget Period (BP), participants shall continue towards the completion of the deliverables as outlined.
 - 5.2. Inventory: Provide a complete annual inventory report to include all capital equipment above the \$5,000 threshold that was procured with this grant funding and the inventory list shall be provided to ADHS within ten (10) days of request.
 - 5.3. Budget and Work Plan with Timeline: Budgets, along with a work plan with timeline, shall be completed and submitted to ADHS after sub-recipient signature.
 - 5.3.1. The budget and work plan with timeline will be reviewed and approved by ADHS before funding is released.
 - 5.3.2. Upon approval of the sub-recipient's budget and work plan by ADHS, invoices shall be submitted to ADHS and payments will be processed.
 - 5.3.3. Activities and procurements funded through this funding shall be aligned with the budget/spend plan and work plan.
 - 5.4. The sub-recipient shall submit monthly expenditure reports to the ADHS Arizona Medical Reserve Corps email azmrc@azdhs.gov with the subject line "AZ-MRC STTRONG" and upload invoices/CERs in the AZ-MRC-RE Webportal (<https://qrco.de/beEvBM>).
 - 5.4.1. Expenditure reports shall be submitted by the last day of the following month and include all supporting documents, receipts and reports necessary to back up the expenditures.
 - 5.4.2. In a month, when there is no expenditure, a zero (0) expense invoice/CER shall be submitted.
 - 5.5. The sub-recipient shall submit quarterly project progress information on the deliverables, and performance measures. Progress reports shall include supporting documentation that is uploaded to the AZ-MRC-RE Webportal:
 - 5.5.1. Q1 July - September (Report Due Last day of October)
 - 5.5.2. Q2 October - December (Report Due Last day of January)
 - 5.5.3. Q3 January - March (Report Due Last day of April)

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT
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- 5.5.4. Q4 April - June (Report Due Last day of July)
- 5.5.5. The program is a two (2) year grant project - at the end-year program update and expense report, covering the final quarter - no expenditures beyond the final quarter and all close documentation shall be due thirty (30) days after the end of the project period.
- 5.5.6. The sub-recipient shall attend scheduled quarterly calls with ADHS staff member to review progress of the work plan activity.
- 5.5.7. The sub-recipient shall provide each quarter a summary of project progress data and business meeting notes from the sub-recipient's workgroup.
- 5.5.8. Grant Activity Oversight: The sub-recipient shall cooperate with ADHS in conducting on-site visits or monitoring activities based on the MRC guidance set forth by the ASPR Office of Preparedness.
- 5.5.9. Performance: Failure to meet the performance measures or deliverables may result in a reduction or withholding of subsequent awards.
- 5.5.10. Invoice: Upon approval of the sub-recipient's invoice by ADHS, payment will be processed.

6. Notices, Correspondences, Reports, Invoices/CERs, and Payments

- 6.1. Notices, correspondence, and reports from the sub-recipient Cochise County Health & Social Services to ADHS shall be sent to:

ATTN: AZ-MRC STTRONG
 Arizona Department of Health Services
 Public Health Emergency Preparedness
 150 N. 18th Avenue, Suite 150
 Phoenix, AZ 85007

- 6.2. Email invoices/CERs and supporting documentations to azmrc@azdhs.gov and upload the invoices/CERs and supporting documentations to the AZ-MRC-RE Webportal (<https://qrco.de/beEvBM>).

7. Notices, Correspondence, Reports and Payments from ADHS to the sub-recipient shall be sent to:

Kimberly Mitchell
 Public Health Emergency Coordinator (PHEP) Coordinator
 Cochise County Health & Social Services
 1415 Melody Lane, Building A Bisbee, Az 85603
kmitchell@cochise.az.gov
 (520) 366-6371

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT PRICE SHEET
CTR067579	

AZ-MRC STTRONG

Price Sheet

Cost Reimbursement

Description	Payment Amount	Total
Budget Period (BP) 2023 - 2024 Deliverables, Tasks, and Activities - upon ADHS approval of budget and workplan for Cochise County Health and Social Services.	\$10,000.00	\$10,000.00
Funds to enhance MRC statewide project activities per the deliverables in the attached ADHS AZ-MRC STTRONG Grant Deliverable document and upon ADHS approval of monthly Contractor Expenditure Reports (CERs).	\$116,500.00	\$116,500.00
Total (NOT TO EXCEED)		\$126,500.00

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT
CTR067579	EXHIBIT A

Exhibit - 2 CFR 200.332

§ 200.332

Requirements for pass-through entities.

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

Prime Awardee:	Arizona Department of Health Services
UEI#	QMWUG1AMYF65
Federal Award Identification (Grant Number):	U3REP230701
Subrecipient name (which must match the name associated with its unique entity identifier):	Cochise County
Subrecipient's unique entity identifier (UEI #):	LNCRRL2K1DA9
Federal Award Identification Number (FAIN, sometimes it's the same as the Grant Number):	U3REP230701
Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency;	07/10/2023
Subaward Period of Performance Start and End Date;	6/01/2023-5/31/2025
Subaward Budget Period Start and End Date:	6/01/2023-5/31/2024
Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient (this is normally the contract amount):	\$126,500.00
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation (how much is available for contracts):	\$2,000,000.00
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	\$2,000,000.00
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	MRC STTRONG
Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity	Medical Reserve Corp Small Grant Program
Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement:	93.008
Identification of whether the award is R&D	<input type="radio"/> Yes <input type="radio"/> No
Indirect cost rate for the Federal award (including the de minimis rate is charged) per § 200.414	



ARIZONA DEPARTMENT OF HEALTH SERVICES

Bureau of Public Health Emergency Preparedness

AZ-MRC STTRONG GRANT GUIDE AND DELIVERABLES

PROJECT PERIOD: June 01, 2023 – May 31, 2025

Exhibit B

PERIOD OF PERFORMANCE

Year 1: June 01, 2023 – June 30, 2024

Year 2: July 01, 2024 – May 31, 2025

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BACKGROUND

The Administration for Strategic Preparedness and Response's (ASPR) Medical Reserve Corps (MRC) Program announced \$2 million in American Rescue Plan funding is available to Arizona, and its local MRC sub-contracted units to expand the work of the national MRC network.

Arizona is using the MRC-STTRONG grant funding to expand, sustain, and improve the MRC network, with a particular focus on health emergency preparedness, response, and health equity needs. This one-time funding award supports a two-year project period June 01, 2023, through May 31, 2025.

Details of the Arizona statewide project are listed in the National MRC approved AZ-MRC STTRONG Application document filed with the Arizona Department of Health Services (ADHS). Statewide project activity for this specific project includes prescriptive workplan activity, budget, and deliverables for sub-contracted local MRC units.

These project funds are intended to implement new programmatic mission areas, capabilities, and activity intended to be supported and sustained beyond the life of this particular project.

For background information on allowable expenses, funding restrictions, terms and conditions, and national reporting requirements see ADHS and the MRC STTRONG Notice of Funding Opportunity Announcement document. Additional background information can be reviewed in the National MRC-STTRONG Awards Summary <https://aspr.hhs.gov/MRC/Pages/STTRONG.aspx> and the Grant Opportunity Webpage <https://www.grants.gov/web/grants/view-opportunity.html?oppld=346507>.

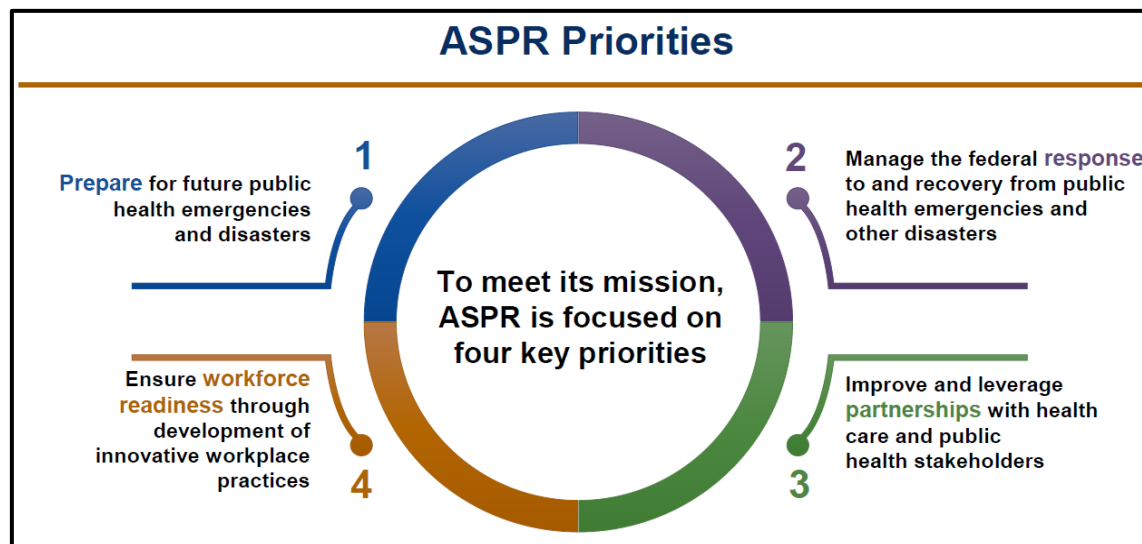
- **Funding Opportunity Number:** EP-U3R-23-002 | **Name:** MRC STTRONG.

INTRODUCTION

The award received for this project is \$2 million, and the project period is two years. This award is intended to initiate transformation of MRC programs in Arizona and sustain developed programs and activities beyond the life of the project period. The Arizona Department of Health Services (ADHS) will utilize these funds to transform local MRC programs into resources of support for underserved areas, increase the number of volunteers throughout the state, and to expand the number of MRC units among local counties and tribes.

Funding has been allocated systematically to 12 local MRC units. Participating local units will serve as award sub-recipients, to help fulfill this legacy project deliverables with ADHS, and the development of a newly formed statewide AZ MRC Coalition. Sub-recipients are participating in a cost reimbursement grant and will be actively working to ensure future sustainability and effective transformation of Arizona MRCs. This project objective and activity cohesively align with the four main priorities of the U.S. Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR), and the National MRC Program Office as indicated in the figure 1 below.

Figure 1



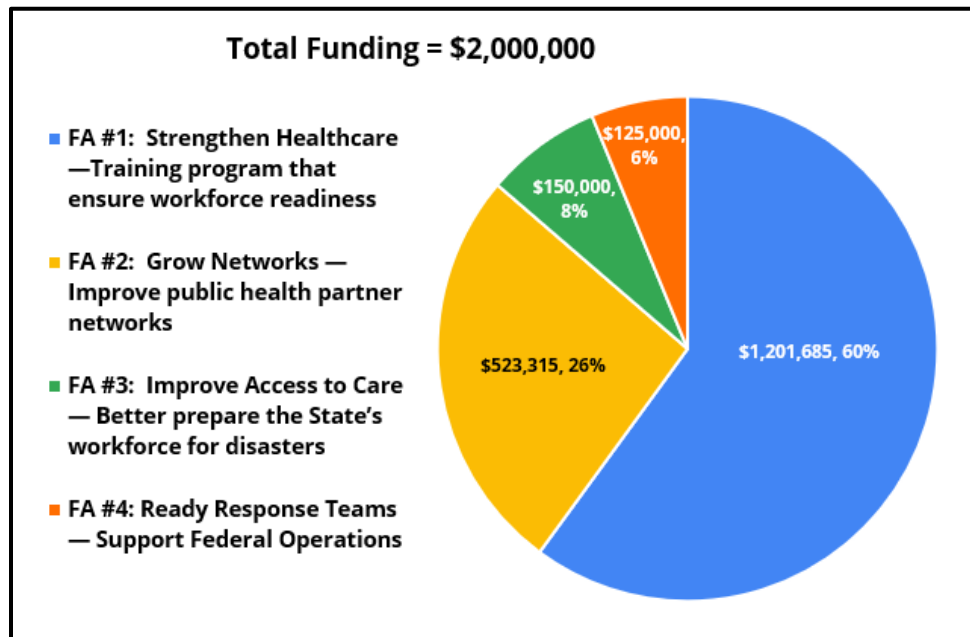
This project also aligns with the statewide Arizona Health Improvement Plan (AzHIP) - priority strategies for Pandemic Recovery and Resiliency (PR&R): <https://www.azdhs.gov/documents/operations/strategic-initiatives/azhip-2021-2025.pdf>.

This project seeks to transform AZ MRC operations and capability statewide into the “Next-Generation MRC Program” with greater integration into local and state emergency plans both for emergency and day to day community resilience initiatives that promote community responsive access to care, and fairness in health opportunity. Figure 2 below provides a high-level snapshot of the Arizona MRC-STTRONG framework and funding allocations associated with the four pillars of the project.

AZ MRC STTRONG Project - Priority Focus Areas (FA):

- | | |
|--|---|
| <ul style="list-style-type: none">● FA #1: Strengthen Healthcare Workforce | <ul style="list-style-type: none">● FA #2: Grow Networks |
| <ul style="list-style-type: none">● FA #3: Improve Access to Care | <ul style="list-style-type: none">● FA #4: Ready Response Teams |

Figure 2



OVERVIEW

The Challenge Situation and the Solution-Based Design:

A review and analysis of the initial project award criteria and funding intent was collectively assessed by local MRC and juridical partners to prioritize and align the AZ MRC STTRONG project with the greatest needs and most effective impact to support both MRC Units and Statewide Public Health Improvements. The following is an executive summary of the highest priority problems and challenges that informed this project's work plan goals and activities. (For more information see the approved AZ-MRC STTRONG Application filed with ADHS).

- A. The problems and challenges currently facing Arizona heavily hinge on a recovering healthcare system and the post COVID-19 ongoing state of unprecedented surge outside of a declared emergency incident (low bed availability, and ICU surge for both pediatrics and adults up to 90% on any given day, as hospitals and staffing shortages are continued to be forecasted to intensify in the coming future (2030). This project intends to engage MRCs as partners in addressing the local community's workforce crisis.
 - 60% (\$1,201,685) of this project investment seeks to "Strengthen Healthcare Workforce" and implement Training programs. The goal is to ensure workforce readiness, and outreach engagement to support workforce recruitment and retention in targeted underserved areas.

- B. An additional challenge faced during the recent pandemic response include 25% of local counties and 0% of Tribes not having an MRC program nor adequate public health volunteer response capability to meet the response needs. 100% of Arizona counties submitted emergency requests for health volunteers, and Tribes in Arizona requested over 500+ health volunteers. Only 33% of active MRC units were able to support the local emergency needs. This project intends to engage MRCs as partners in connecting community partners in forming greater networks for community resilience.
 - 26% (\$523,315) of this project investment seeks to "Grow Networks" to improve community partner public health integrated collaboration. The goal is to foster greater disaster resilience and continuity of operations capability by MRCs offering training and mission area programs to targeted organizations in identified disaster and climate change impacted areas.

- C. As local service organizations, entities, and response operations mobilized efforts to address the recent COVID-19 pandemic needs - community feedback voiced the various challenges faced in accessing services. This was attributed to a lack of response entities implementing best practice for fairness in health opportunity and disconnects in providing services within the appropriate community context. This project intends to mobilize MRCs as training and education partners charged with

engaging community entities and statewide workforce to better prepare for disasters with greater attention to community responsiveness and accessibility best practices.

- 8% (\$150,000) of this project investment is strategically targeted to “Improve Access to Care” by integrating a statewide MRC training program that will equip all local MRC units with the capability to outreach and engage with community entities and statewide workforce. The goal is to increase access to care by promoting the integration of community responsiveness and accessibility best practices in response plans and service operations.

D. Arizona received emergency medical staffing support and disaster response human resource teams during the COVID-19 emergency response. As nationwide needs for federal teams surged, deployed teams were limited in staffing numbers and mission support duration. The result was staffing gaps and a lack of federal staffing backfill capability in Arizona to support continuity of operations. This project intends to develop federal back-fill staffing capability by training specialized MRC units prepared to meet this need in future response.

- 6% (\$125,000) of this project investment is aimed at boosting Arizona MRC capability to support federal operations by “Ready Response Teams.” The goal is to build out at least three new teams capable of supporting federal operations to expand support operations in a time of need.

Funding Note for MRC units: This project funding is specific to this project's work plan and not intended to supplement any additional other/MRC special funded project, nor the day-to-day local MRC work. Each participating unit should develop a specific AZ-MRC STTRONG project specialist job description to address the work and administrative responsibilities of this award.

APPROACH

The primary organizational structure which serves as the conduit for the AZ-MRC STTRONG Project is by way of a newly formed AZ MRC Coalition. The coalition will be led by local MRC units, and project funding has been allocated to a primary sub-recipient to ensure the organization, equipping, administration, and sustainability. All sub-recipients are involved in delivering the coalition workplan outputs.

The coalition will have its own set of collective project deliverables (Build Training Library, Planning, Membership and Partners, MRC Media, Contractor, Equipment Cache, Supplies, Reporting and Publications, and Workshops/Exercise Activities). This activity is integrated with individual sub-recipient project work. The coalition events and activities are the lead meeting ground and intersection point for MRC units, community partners, subject matter experts, and resource providers to help fulfill both coalition and individual sub-recipient project work plans. Overall, year one focuses on planning, equipping project capabilities, and sustainability, while year two focuses on delivering project services, demonstrating capability in drills and exercises as well as measuring project progress, impacts, and outcomes. Table 1 below describes the four main MRC levels of involvement and collaboration inclusive of direct sub-recipients and non-sub-recipients working together for, and benefiting from, this project work plan and initiative.

Table 1

Tier 1 Sub-recipients	<p>MRC units with the primary initiative of directly achieving project focus area #1: Strengthening Healthcare Workforce, focus area #2: Grow Networks, and through the coalition collectively support the remaining focus areas and outputs. A contract, workplan, and reporting are required as partners in this project.</p> <p>There are 10 Tier 1 Sub-recipients participating in this grant: a) Apache County MRC CISM Team, b) Animals and Humans in Disaster MRC (AHD), c) Cochise County MRC, d) La Paz County MRC, e) Mohave County MRC, f) Navajo County MRC, g) Santa Cruz County MRC, h) Yavapai County MRC, i) San Carlos Tribe and j) Yuma.</p>
Tier 2 Sub-recipients	<p>MRC units with the primary initiative to achieve focus area 1 and 2, as well as execute fulfillment of statewide implementation of focus area #3: Improve Access to Care, and focus area #4: Ready Response Teams. In addition, these units are also tasked with statewide project administrative work, leadership, and acquisition of coalition equipment and resources that can benefit all local MRC units. Contracts, workplan, and reporting are</p>

	<p>required as partners in this project.</p> <p>There are 2 Tier 2 Sub-recipients participating in this grant: a) Maricopa County Public Health MRC, and b) MRC of Southern Arizona (MRCSA)</p>
<p>AZ-MRC Coalition</p>	<p>Fulfilling an overarching work plan and project milestones that both sub-recipients, key stakeholder partners, and other MRC units can collectively be strengthened and prosper when unifying to support these shared project goals and outcomes.</p>
<p>Arizona Public Health Volunteer Program</p>	<p><u>All local MRC units and public health volunteer programs seeking to become an MRC unit:</u> Ensuring project activity is beneficial to all developing programs in Arizona, the coalition is open to both project sub-recipients, and non-subrecipients—public health volunteer programs seeking to register and become an MRC unit.</p>

Performance Indicators

The following is a summary of the challenges previously faced in Arizona (performance indicators) and what this project hopes to accomplish (AZ-MRC STTRONG Implementation Goal). These performance indicators are a self-assessment tool to help measure the effectiveness of both local MRC unit, and AZ MRC Coalition project accomplishments. Table 2 is a tool to measure program progress and will be assessed by evaluating the goal achievement during end of year reporting for both individual sub-recipients, and the AZ-MRC Coalition.

Table 2

Scoring System: 2 = Fully met, 1 = Partially met, 0 = Not met				
Performance Indicator	Then (Pre AZ-MRC- STTRONG)	AZ-MRC STTRONG Implementation (Goal)	Now (Post AZ-MRC STTRONG)	Score
1. Ability of MRC to support statewide emergency response operations.	N	Y	—	—
2. Ability of MRC unit to integrate in cross-jurisdictional operations.	N	Y	—	—
3. Statewide MRC program viability and administration.	N	Y	—	—
4. MRC ability to booster community response efforts.	N	Y	—	—
5. Effective implementation of both medical and lay non-Medical MRC mission sets supporting both day-to-day and emergency activity	N	Y	—	—

Scoring System: 2 = Fully met, 1 = Partially met, 0 = Not met

Performance Indicator	Then (Pre AZ-MRC- STTRONG)	AZ-MRC STTRONG Implementation (Goal)	Now (Post AZ-MRC STTRONG)	Score
6. Support to health workforce critical shortages	N	Y	—	—
7. Resilient networks for community partners serving vulnerable populations	N	Y	—	—
8. Ready Workforce in Underserved Areas Prepared for Disaster	N	Y	—	—
9. Responder and service organizations during disaster promoting best practices in access to health opportunity within community context	N	Y	—	—
10. AZ-MRC capability to backfill federal staffing operations	N	Y	—	—

AZ MRC STTRONG Objectives

The following is a summary of what this project seeks to accomplish (see ADHS “AZ MRC STTRONG AWARD APPLICATION” for more information)

1. **Implement eight new MRC mission sets in 100% of AZ Regions:** These 8 new statewide MRC standard mission sets are viable for supporting day-to-day community resilience and emergency response activity to strengthen healthcare workforce.
2. **100% of sub-recipients implementing an active MRC liaison program:** MRC units will conduct a needs assessment and target key organizational partners to outreach, engage, and support with MRC liaison services to grow networks.
3. **Deliver workforce disaster preparedness training to at least 200 Community partners statewide:** MRC units will target underserved areas, places of known disaster, climate change emergencies, and engage with organizations that serve vulnerable populations to strengthen community resilience and continuity of operations to strengthen healthcare workforce.
4. **Establish three MRC strike teams trained to support federal operations:** Enhance capability to support federal operations in Arizona to expand staffing resources by ensuring local ready response teams.
5. **Establish at least six new MRC units of which at minimum three are within Tribal Jurisdictions:** to strengthen healthcare workforce.
6. **Implement in 100% of AZ regions, active MRC units working with responders and service organizations to implement training on promoting best practices in access to health opportunity within community context:** MRC units and the AZ MRC Coalition will build capability to train MRC volunteers to outreach and engage with partners in targeted area and deliver training in order to better prepare community partners and the state’s workforce during disasters to improve access to care.
7. **At minimum help ensure 12 out of 15 county jurisdictions have access to a local MRC unit:** to strengthen healthcare workforce.
8. **Increase the statewide total number of volunteers by 25%:** to strengthen healthcare workforce.

9. **Develop statewide standard training, protocols, and procedures:** to ready response teams.
10. **Enhance data integration and develop a statewide Volunteer Deployment Common Operating Picture (COP) Mapping System:** Working with the AZ MRC Coalition and ADHS on this project to address electronic system gaps and help better track statewide volunteer activation awareness of ready response teams.

SUB-RECIPIENT DELIVERABLES PROJECT GUIDE

Section I. Overarching Activities

This section describes the general and overarching activity for every sub-recipient. **Sub-recipient work will also include direct collaboration and additional activities specified within the AZ-MRC COALITION DELIVERABLES PROJECT GUIDE (See Appendix A).**

The tables in this section are organized and referenced by each essential “category” (A, B, C,...), “elements” (1, 2, 3, ...), and the associated “sub-elements” (a, b, c,...) necessary for the AZ-MRC STTRONG project statewide workplan. Project progress monitoring and program evaluation will be based on and assessed by the deliverables of these categories, elements, and sub-elements listed below.

- Performance Indicator #3: Statewide MRC program viability and administration

A. Participate		
1. ADHS Grant Business Meetings (monthly AZ-MRC STTRONG project well-check meetings)	2. AZ MRC Coalition (active engagement and participation)	3. Jurisdiction vulnerability analysis and target partnerships
4. Project workplan activities	5. Project reporting	6. AZ-MRC STTRONG Training & Exercise
7. Project Technical Assistant (TA) calls/visits	8. AZ-MRC STTRONG statewide marketing and recruitment campaign	9. Local critical health workforce assessment
10. National MRC program, its meetings, and webinars		

B. Develop	
1. AZ-MRC STTRONG project specialist/lead - position description (to be completed within 30 days of contract execution)	2. Project sustainability plan (AZ-MRC STTRONG operational activities beyond this grant funding)
3. Volunteer utilization policy and procedure guide (to ensure viable use and movement)	4. Administrative policy and procedure guide (to ensure viable MRC operations and programmatic activities)
5. Volunteer recruitment, retention, & recognition policies & procedures.	6. Volunteer Screening and Selection protocols & procedures.

C. Engage		
1. Five critical health workforce professional organizations	2. Five local public health programs	3. Twenty community partners
4. AZ-MRC STTROG Coalition & Project Partners: <ul style="list-style-type: none"> a) Academic Institutions b) Arizona Coalition for Healthcare Emergency Response (AzCHER) c) Arizona Department of Economic Security (AZDES) d) Arizona Department of Education (ADE) e) Arizona Department of Health Services (ADHS) f) Arizona Health Care Association (AHCA) g) Arizona Health Occupation Students Association (AzHOSA) 		<ul style="list-style-type: none"> h) Arizona Hospital and Healthcare Association (AZHHA) i) Arizona Medical Association (ArMA) j) Medical Reserve Corps (MRC) Units (Arizona) k) Arizona Nurses Association (AzNA) l) Arizona Tribal Executive Committee (AzTEC) m) Department of Emergency and Military Affairs (DEMA) n) National MRC Program Office o) Statewide Independent Living Council (AZSILC) p) Other (please specify)

D. Administrate	
1. National MRC program participation (e.g., establish an MRC unit with the national MRC program registration, maintain administrative requirements, and report AZ-MRC STTRONG unit activity).	2. Registry (update and maintain volunteer registry data)
3. Inventory (maintain project specific inventory)	4. Project workplan (follow “ADHS AZ-MRC STTRONG Sub-recipient Guide and Deliverables”)
5. Appoint a temporary project specialist/lead (funded through this project) or staff member responsible for overseeing all grant related activities, budgets, and reports,	

E. Report		
1. Initial - budget, and workplan with timeline.	2. Monthly finance expenditures – CERs.	3. Monthly activity and quarterly progress reports.
4. Unit profile (e.g., National MRC unit number, lead point of contact, number of volunteers, and AZ-MRC STTRONG mission sets).	5. Summary - updates on Plans, policy, procedures relevant to: <ul style="list-style-type: none"> a) sustainability plan to support the unit operational activities beyond this grant funding. b) volunteer utilization to ensure viable use and movement. c) administrative processes to ensure viable MRC operations and programmatic activities. d) common operating picture (activation and mobilization). 	

E. Report

6. See "Section II: Specific Activity" - Reports (page 16-26).

7. End of Year - project updates with impact and outcomes (at the end of year 1, and end of year 2) includes inventory and volunteer totals (at the end of year 1, and at the end of year 2).

Section II. Specific Activities

This section describes specific activities of this project within its four main “focus areas.” Each focus area identifies the type and tier of sub-recipient partner required deliverables. Table 3 below is a list of the project sub-recipients classified by their associated Tier.

Table 3

Tier 1 Sub-recipients	Animals and Humans in Disaster MRC (AHD), Cochise County MRC, La Paz County MRC, Mohave County MRC, Navajo County MRC, San Carlos Tribe, Santa Cruz County MRC, Yavapai County MRC, and Yuma County
Tier 2 Sub-recipients	Maricopa County Public Health MRC, and MRC of Southern Arizona (MRCSA)

The tables in this section are organized and referenced by each essential “category” (A, B, C,...), “elements” (1, 2, 3,..), and the associated “sub-elements” (a, b, c,...) necessary for the AZ-MRC STTRONG Project statewide workplan. Project progress monitoring and program evaluation will be based on and assessed by the deliverables of these Categories, Elements, and Sub-elements listed below.

Focus Area (FA) #1: Strengthen Healthcare Workforce (Tier 1 & Tier 2 Sub-recipients)

FA#1 Description: Enhance working collaborations among complementary organizations by providing programs that ensure health workforce readiness and innovative practices.

- A. Performance Indicator #4: MRC ability to boost community response efforts.
- B. Performance Indicator #5: Effective implementation of both medical and lay non-Medical MRC mission sets supporting both day-to-day and emergency activity.
- C. Performance Indicator #6: Support to health workforce critical shortages.

A. Year 1 (FA#1)	
<p>1. Activity 1: Year 1</p> <ul style="list-style-type: none"> a) Develop MRC program gap assessment. b) Build up MRC program statewide standardization. c) Stabilize local MRC program. <p>Note</p> <p>AZ-MRC STTRONG Objective #1: Implement eight new MRC mission sets in 100% of AZ four Regions: These 8 new statewide MRC standard mission sets are viable for supporting day-to-day community resilience and emergency response activity to Strengthen Healthcare Workforce.</p>	<p>2. Activity 2: Year 1</p> <ul style="list-style-type: none"> a) Build MRC capability to outreach, support, and provide health and public healthcare entities with employee resilience training and workplace disaster readiness education.
<p>3. Activity 3: Year 1</p> <ul style="list-style-type: none"> a) Build MRC capability to outreach and support healthcare and public health entities with workshops to explore facilitating cross-knowledge planning for continuity and surge mitigation plans. 	<p>4. Activity 4: Year 1</p> <ul style="list-style-type: none"> a) Build MRC capability to outreach and support healthcare and public health entities with - <i>activities and training workshops</i> that foster critical health and public health workforce career development/recruitment and workplace resilience. b) Report on the targeted critical workforce types and numbers within the area prior to outreach activity. c) Report quarterly on the number of partners engaged and training provided during Year 1 of the project.
<p>5. Activity 5: Year 1</p> <ul style="list-style-type: none"> a) Coordinate with AZ-MRC Coalition/ADHS PPE distribution project and/or Stop the Bleed. b) Report on the number of partners and PPE and/or Stop the 	<p>6. Activity 6: Year 1</p> <ul style="list-style-type: none"> a) Procure in collaboration with AZ-MRC Coalition: AZ-MRC safety vests/hats, badging resources, and MRC program management.

A. Year 1 (FA#1)	
<p>Bleed training provided.</p>	<p>b) Develop resources and tool Kits, recruitment media and marketing campaign material.</p> <p>c) Participate in MRC unit leader mentorship activity.</p> <p>Notes</p> <p><u>AZ-MRC STTRONG Objective #5:</u> Establish at least six new MRC units of which at minimum three are within Tribal Jurisdictions: to Strengthen Healthcare Workforce.</p> <p><u>AZ-MRC STTRONG objective #7:</u> At minimum help ensure 12 out of 15 county jurisdictions have access to a local MRC unit: to Strengthen Healthcare Workforce.</p>

B. Year 2 (FA#1)	
<p>1. Activity 1: Year 2</p> <p>a) Implement MRC program standardization and AZ-MRC Coalition resources/tools to enhance MRC program sustainability in areas where there are gaps and identified needs.</p>	<p>2. Activity 2: Year 2</p> <p>a) Provide targeted outreach and community partner engagement to deliver education/training on cross-knowledge facilitation for strengthening continuity of operations.</p> <p>Note:</p>

B. Year 2 (FA#1)	
	<p><u>AZ-MRC STTRONG Objective #3</u>: Deliver workforce disaster preparedness training to at least 200 Community partners statewide: MRC units will target underserved areas, places of known disaster, climate change emergencies, and engage with organizations that serve vulnerable populations to strengthen community resilience and continuity of operations to Strengthen Healthcare Workforce.</p>
<p>3. Activity 3: Year 2</p> <ul style="list-style-type: none"> a) Implement outreach and report on the number of partners engaged and training on cross-knowledge planning facilitated. b) Report (quarterly) on the number of partners engaged and training provided during year 2 of the project. 	<p>4. Activity 4: Year 2</p> <ul style="list-style-type: none"> a) Implement and sustain MRC activity that fosters targeted public health career development, recruitment, and resilience. b) Report (quarterly) on the Year 2 numbers of critical workforce types and totals after outreach activity.
<p>5. Activity 5: Year 2</p> <ul style="list-style-type: none"> a) Continue to perform strategic outreach with commodity distribution (PPE, Stop the Bleed, etc) b) Report (quarterly) on the number of partners and PPE/Stop the Bleed Kits provided. 	<p>6. Activity 6: Year 2</p> <ul style="list-style-type: none"> a) Sustain AZ-MRC STTRONG Volunteer management resources and implement tools and media campaign efforts. b) Report (quarterly) on the number of people/partners reached (for MRC program awareness/promotion). c) Report quarterly on the total number of volunteers recruited. d) Report the percent change from the end of Year 1 to the end of Year 2. <p>Note:</p>

B. Year 2 (FA#1)

AZ-MRC STTRONG Objective #8: Increase the statewide total number of volunteers by 25%: to **Strengthen Healthcare Workforce**.

Focus Area (FA) #2: Grow Networks (Tier 1 & Tier 2 Sub-recipients)

FA#2 Description: Better maximize and improve public health partner networks for greater disaster resilience.

- A. Performance Indicator # 7: Resilient networks for community partners serving vulnerable populations.
- B. Performance Indicator # 8: Ready workforce in underserved areas prepared for disaster.

C. Year 1 (FA#2)	
<p>1. Activity 1: Year 1</p> <p>a) Collaborate with AZ-MRC Coalition to identify underserved areas and develop and execute coalition strategic plan.</p>	<p>2. Activity 2: Year 1</p> <p>a) Collaborate with AZ-MRC Coalition identify areas impacted more frequently by disasters and climate change and develop and execute coalition strategic plan.</p>
<p>3. Activity 3: Year 1</p> <p>a) Collaborate with AZ-MRC Coalition identify targeted partners/organizations in underserved areas and develop and execute coalition strategic plan to integrate AZ-MRC liaison mission set to strengthen partner networks.</p> <p>Note:</p> <p><u>AZ-MRC STTRONG Objective #2:</u> 100% of sub-recipients implementing an active MRC liaison program: MRC units will conduct a needs assessment and target key organizational partners to outreach, engage, and support with MRC liaison services to Grow Networks.</p>	

D. Year 2 (FA#2)
<p>1. Activity 1: Year 2</p> <p>a) Conduct outreach and partner engagement activity to support underserved areas to offer AZ-MRC STTRONG mission area support/resources according to the AZ MRC Coalition strategic plan.</p> <p>b) Report (quarterly) on the number of partners engaged and support/resources provided.</p>

D. Year 2 (FA#2)

2. Activity 2: Year 2

- a) Conduct outreach and partner engagement activity in identified disaster and climate change impact areas - to offer AZ-MRC STTRONG mission area support/resources according to the AZ MRC Coalition strategic plan.
- b) Report (quarterly) according to the identified disaster and climate change areas - the number of partners engaged, and support/resources provided.

3. Activity 3: Year 2

- a) Conduct outreach and engagement among healthcare and public health system partners in defined underserved areas - to provide education/training on response communications and mitigating risk in crisis, and report (quarterly) on the identified areas and partners engaged.

Focus Area (FA) #3: Improve Access to Care (Tier 2 Sub-recipients)

FA#3 Description: Better prepare community partners and the state's workforce for all types of public health emergencies and disasters.

- A. Performance Indicator #1: Ability of MRC to support statewide emergency response operations.
- B. Performance Indicator #2: Ability of MRC unit to integrate in cross-jurisdictional operations.
- C. Performance Indicator #9: Responder and service organizations during disaster promoting best practices in access to health opportunity within community context.

E. Year 1 (FA#3)	
<p>1. Activity 1: Year 1</p> <p>a) Collaborate with AZ MRC Coalition to establish AZ mission set: MRC Accessibility and Inclusion Officer (access to health opportunity in the community context trainer, and AZ-MRC access and Functional Needs (AFN) assessment and education team program).</p>	<p>2. Activity 2: Year 1</p> <p>a) Develop AZ-MRC STTRONG project Mission Area Teams, and coordinate with AZ MRC Coalition on developing MRC cross-jurisdictional rural operations planning guide.</p>

E. Year 1 (FA#3)

3. Activity 3: Year 1

- a) Participate in AZ-MRC Coalition mission set capability development.
- b) Preparedness training and exercise planning.

4. Activity 4: Year 1

- a) Collaborate with AZ-MRC Coalition in developing teams to provide community partners with education/training on best practice for ensuring services that promote fairness in health opportunity responsive to the unique health challenges within community context.

Note:

AZ-MRC STTRONG Objective #6: Implement in 100% of AZ regions, active MRC units working with responders and service organizations to implement training on promoting best practices in access to health opportunity within community context: MRC units and the AZ MRC Coalition will build capability to train MRC volunteers to outreach and engage with partners in targeted area and deliver training in order to better prepare community partners and the state's workforce during disasters to **Improve Access to Care.**

5. Activity 5: Year 1

- a) Participate in AZ-MRC Coalition threat assessment and response planning project.
- b) Identify areas within the local jurisdiction most impacted by disaster or extreme weather incidents and identify program partners serving at-risk or vulnerable individuals/populations.

6. Activity 6: Year 1

- a) Collaborate with AZ-MRC Coalition in developing teams to support access and functional needs assessment.
- b) Coordinate with AZ-MRC Coalition on how to request and mobilize the coalition AFN cache and resources for training/drills/exercises/ and real-world response operations.

F. Year 2 (FA#3)

1. Activity 1: Year 2

- a) Conduct outreach and partner engagement activity to support underserved areas with the delivery of education/training on best practice for ensuring services that promote fairness in health opportunity responsive to the unique health challenges within community context.
- b) Report (quarterly) on the number of partners engaged and training provided.

2. Activity 2: Year 2

- a) Train and exercise the implementation of the MRC cross-jurisdictional rural operational planning guide.
- b) Demonstrate the operational capability and integrate exercise after-action report (AAR) and improvement planning into the planning guide update at the end of year 2.

3. Activity 3: Year 2

- a) Coordinate with AZ-MRC Coalition to sustain statewide standard guide, and protocols.
- b) Conduct outreach to community partners to provide education/training on workforce readiness.
- c) Report (quarterly) on the number of partners engaged and total number of trainings provided.

4. Activity 4: Year 2

- a) Conduct outreach and engagement to provide community partners with education/training on best practice for ensuring services that promote fairness in health opportunity responsive to the unique health challenges within community context.
- b) Report (quarterly) on the number of partners engaged and the number of trainings provided.

5. Activity 5: Year 2

- a) Participate in AZ-MRC Coalition threat assessment and response planning project.
- b) Update identified areas within the local jurisdictions most impacted by disaster or extreme weather incidents and identify program partners serving at-risk or vulnerable individuals/populations.

6. Activity 6: Year 2

- a) Train and exercise teams to support access and functional needs assessment, and mobilization of the coalition resource AFN cache for training/drills/exercises/ and real-world response operations.
- b) Submit an AAR and integrate improvement planning by partnering with the AZ-MRC Coalition to review and update relevant protocols/guides or plans.

Focus Area (FA) #4: Ready Response Teams (Tier 2 Sub-recipients)

FA#4 Description: Enhance capability to support Federal operations in Arizona.

- A. Performance Indicator #10: AZ-MRC capability to backfill federal staffing operations.

G. Year 1 (FA#4)	
<p>1. Activity 1: Year 1</p> <p>a) Develop capability to support emergency federal workforce backfill for Long Term Care (LTC) facility surge support operations.</p> <p>Note:</p> <p><u>AZ-MRC STTRONG objective #9</u>: Develop statewide standard training, protocols, and procedures: to Ready Response Teams.</p>	<p>2. Activity 2: Year 1</p> <p>a) Establish statewide enhanced volunteer data collection/integration measures.</p> <p>b) Collaborate with ADHS on establishing a common operating picture (COP) visualization system for tracking/mapping active volunteer response missions during an emergency.</p> <p>c) Collaborate with DEMA (Arizona) to promote jurisdictional functional standardization for Ready/Set/Go mapping capability.</p> <p>Note:</p> <p><u>AZ-MRC STTRONG Objective #9</u>: Enhance data integration and develop a statewide Volunteer Deployment Common Operating Picture (COP) Mapping System: Working with the AZ MRC Coalition and ADHS on this project to address electronic system gaps and help better track statewide volunteer activation awareness of Ready Response Teams.</p>

H. Year 2 (FA#4)

1. Activity 1: Year 2

- a) Exercise the capability to support Emergency Federal Workforce backfill for LTC facility surge support operations, and
- b) submit an AAR report and integrate improvement planning by partnering with the AZ-MRC Coalition to review and update relevant protocols/guides or plans.

Note:

AZ-MRC STTRONG Objective #4: Establish three MRC strike teams trained to support federal operations: Enhance capability to support federal operations in Arizona to expand staffing resources by ensuring local **Ready Response Teams**.

2. Activity 2: Year 2

- a) Sustain statewide enhanced volunteer data collection/integration measures.
- b) Work with ADHS to test the COP visualization system for tracking/mapping active volunteer response missions during an emergency.
- c) Collaborate with DEMA to report on improvements or enhancements made to jurisdictional functional standardization for Ready/Set/Go mapping capability.
- d) Submit an AAR report and integrate improvement planning by partnering with the AZ-MRC Coalition to review and update relevant protocols/guides or plans.

APPENDIX A: AZ-MRC COALITION DELIVERABLES PROJECT GUIDE

Section I. Overarching Activities

This section describes the general and overarching activity for the AZ-MRC Coalitions. **All sub-recipients will work together to complete the tasks and deliverables of this project.** These program guide are organized and referenced by each essential “category” (A, B, C,...), “elements” (1, 2, 3, ...), and the associated “sub-elements” (a, b, c,...) necessary for the AZ-MRC STTRONG project statewide workplan. Project progress monitoring and program evaluation will be based on and assessed by the deliverables of these categories, elements, and sub-elements listed below.

A. Partner Engagement			
<p>1. Government:</p> <ul style="list-style-type: none"> a) Academic Institutions (Health Profession) b) Arizona Department of Economic Security (AZDES) c) Arizona Department of Education (ADE) d) Arizona Department of Health Services (ADHS) e) Department of Emergency and Military Affairs (DEMA) f) National MRC g) Statewide Independent Living Council (AZSILC) h) Other (please specify) 	<p>2. Associations:</p> <ul style="list-style-type: none"> a) Academic Institutions b) Arizona Health Care Association (AHCA) c) Arizona Health Occupation Students Association (AzHOSA) d) Arizona Hospital and Healthcare Association (AZHHA) e) Arizona Medical Association (ArMA) f) Arizona Nurses Association (AzNA) g) Other (please specify) 	<p>3. Coalitions:</p> <ul style="list-style-type: none"> a) Arizona Coalition for Healthcare Emergency Response (AzCHER) b) Arizona Medical Reserve Corps (MRC) Coalition c) Arizona Tribal Executive Committee (AzTEC) d) Other (please specify) 	<p>4. MRC Member Services:</p> <ul style="list-style-type: none"> a) Mentorship: new and established unit leader’s sign-up for the mentor and mentee teams. b) Unit Growth: outreach to establish six new MRC units (three from tribal jurisdictions). c) Leadership Development: Resources for Unit Leaders.

B. Planning

- 1. AZ-MRC STTRONG Mission Set:** Must include “Job Action and Training Module for:”
- a) MRC Vulnerability Assessment Planner
 - b) MRC Liaison
 - c) MRC Accessibility Officer
 - d) MRC Community Integration Officer
 - e) MRC Workforce Recruitment Officer
 - f) MRC Workforce Resilience Officer
 - g) MRC Emergency Preparedness just in time training (JITT)
 - h) MRC Volunteer - Ready/Set/Go

- 2. Plans and Guides:**
- a) Activation guide for requesting staff integration of MRC units for federal operations.
 - b) Coalition strategic plan for implementing AZ-MRC STTRONG.
 - c) AZ Threat assessment and project response plan.
 - d) Coalition guide for requesting accessibility cache and resources.
 - e) AZ MRC cross-jurisdictional response guide.
 - f) Sustainability plan for ensuring continuity of operations for the AZ Coalition and the AZ-MRC STTRONG Project beyond the life of the initial award.
 - g) Exercise after-action and improvement plan.

- 3. State Public Health Plan Integration:**
Recommendation on protocol for activating and integrating MRC units in Arizona:
- a) ADHS Medical Surge Personnel and Public Health Volunteer Coordination Plan appendix - a protocol for activating and integrating MRC units in Arizona.
 - b) ADHS Health Emergency Operations Center (HEOC) Standard Operating Procedure (SOP) appendix recommendation - a guide to requesting and integrating MRC mission sets to support HEOC.
 - c) ADHS Personal Protective Equipment (PPE) Distribution Plan - an ADHS partnership guide for local MRC units on supporting local and state PPE distribution campaigns.

- 4. State Emergency Management Plan Integration:**
Recommendation to Arizona DEMA State Emergency Response and Recovery Plan (SERRP):
- a) Review and align MRC support partner listing with emergency support functions (ESF).

- 5. Local Public Health Plan Integration:**
- a) Local MRC unit and local public health integration via County/Tribe plans.

C. Training			
1. Project Overview: AZ-MRC STTRONG	2. AZ Mission Set: MRC Vulnerability Assessment Planner a) Vulnerability assessment and health outcome planning.	3. AZ Mission Set: MRC Liaison a) AZ MRC liaison program, (include a module on supporting rural and tribal communities, and tips for integrating accessibility resources).	4. AZ Mission Set: MRC Accessibility and Inclusion Officer a) Access to health opportunity in the community context, b) AZ MRC Access and Functional Needs (AFN) assessment and education program.
5. AZ Mission Set: MRC Community Integration Officer a) Public health emergency communications and mitigating risk in crisis. b) Strategies for building and growing community networks.	6. Mission Set: MRC Workforce Recruitment Officer a) Public health professional career development for supporting workforce recruitment initiatives & marketing campaign.	7. Mission Set: MRC Workforce Resilience Officer a) Critical workforce resilience for facilitating cross-knowledge capability exchange.	8. Mission Set: MRC Emergency Preparedness Just in Time Trainer a) Workplace disaster preparedness and integrating public health interventions for continuity of operations (COP).
9. Mission Set: MRC Volunteer - Ready/Set/Go a) Ready/Set/Go evacuation Support.	10. Program Guide: PPE Community Distribution	11. Program Guide: Stop the Bleed	12. Program Guide: Naloxone Education

D. Reporting

1. Workplan with timeline.	2. Coalition membership, meeting agenda, and minutes.
3. Finance reports throughout the project period.	4. Activities and progress updates (quarterly).
5. End of project report (year 2) with impacts and outcomes.	6. Copies of program materials with source files (if applicable).
7. AZ-MRC coalition website analytics (end of year 1, and year 2).	8. AZ-MRC Coalition Inventory (end of year 1, and year 2).

E. Media and Resource Library

<p>1. AZ MRC Standard Operating Guide:</p> <ul style="list-style-type: none"> a) Volunteer utilization policy and procedure guide (to ensure viable use and movement). b) Volunteer Screening and Selection protocols & procedures 	<p>2. Videos—What is the MRC (featuring rural, tribal, and accessibility teams):</p> <ul style="list-style-type: none"> a) MRC overview volunteer orientation with a focus on community partners (highlight MRC mission services for community partners), and a volunteer orientation
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E. Media and Resource Library	
<ul style="list-style-type: none"> c) Setting up an MRC Training program. d) Administrative policy and procedure guide (to ensure viable MRC operations and programmatic activities). e) Volunteer recruitment, retention, & recognition policies & procedures. f) MRC leadership development. g) Emergency Communications and Mitigating Risk in Crisis. h) Response guide for local MRC units integrating into the state emergency operations. 	<ul style="list-style-type: none"> with a focus on the new volunteers. b) Join the MRC. c) MRC deployment standards (to support pre-deployment, deployment, and post-deployment activities).
<p>3. NACCHO - MRC Core Competencies Training Plan</p> <ul style="list-style-type: none"> a) Volunteer MRC core competencies (a baseline level of knowledge and skills that Arizona volunteers should have) to support public health and healthcare systems preparedness and response activities. 	<p>4. Publish AZ MRC Coalition Website</p>
<p>5. Copewell Model Link (https://copewellmodel.org/)</p>	<p>6. AZ designated health shortage area report and AZ list of emergencies declared areas (ADHS has these resource).</p>

F. Equipment Cache				
1. Badge Printing/Scanning System	2. AFN Kit	3. AED KIT	4. 800 MHz Radios	5. Laptops/iPads

G. Supplies			
1. Canopy Tents	2. Office First Aid Kit (for	3. Workplace Disaster Kit (for	4. Stop the Bleed Kits (for

G. Supplies			
	education)	education)	education)
5. Printed Training Materials (upon request)	6. Naloxone Kit (for education)	7. MRC First Aid Kits - Fanny Packs	8. Shelter/Mass Casualty Kit (for education)
9. Safety Vests	10. Reflective Hats	11. Printing and Publication	

H. Contractor Services	
1. Event and venue logistics for workshop	2. Exercise planning and reporting for workshops, drills, tabletops (TTX), and full-scale exercise (FSE) activities
3. Media Marketing Campaign	

I. Workshops
<p>1. a) Y1: Workshop 1 (Q2 - December 2023) — MRC Summit (Project Kick-Off)</p> <p>This summit will introduce the statewide overview of the AZ MRC-STTRONG project goals and objectives, timeline, and workplan. The purpose of this summit is to bring all MRC units and project partners together to introduce essential partnership guides, gain greater awareness of sub-recipient activities conducted within the project period, and accelerate the integration and sustainability of the projects four focus areas into new standard Arizona MRC unit activity and team capability across units statewide moving forward. Output from this summit will be more detailed activity timelines and project synchronization among local sub-recipients/MRC units and the overarching AZ MRC coalition project schedule.</p>

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b) Y1: Workshop 2 (Combined with Workshop 1) — AZ MRC-STTRONG Focus Area (Best Practices)

This workshop will educate on best practices and data driven approaches to supporting AZ MRC-STTRONG four focus areas. Each session will provide foundational instruction and guidance on the following themes: 1. Emergency response practices that provide culturally appropriate services, addresses health equity, diversity, and inclusion, and introduces tools and resources to train responding organizations to help better meet the needs of underserved areas, and vulnerable individuals and groups with access and functional needs, 2. Overview and update on statewide projects and initiatives seeking to address the critical health and public health workforce shortage and introduce the AZ MRC liaison program. Education will be provided on best practice and initiatives local MRC units can get involved with local entities and partners to help outreach and recruit health professionals, work with schools and colleges, and collaborate with local hospitals on providing training events to help retain and strengthen resilience among workforce professionals in various settings, 3. Data briefings and education will be provided to help participants identify key jurisdiction impacted by disaster, areas of high risk for emergencies, and areas within tribe/county locations that face the most challenging threats and vulnerabilities. This session will also introduce new workforce disaster preparedness training tools and MRC unit resource materials to equip units to go out and provide workforce disaster preparedness class sessions in targeted areas of their communities, and 4. Participants will receive an overview of the Arizona history of federal operations which benefited from MRC staffing support including introducing a new project with Maricopa MRC and MRC of Southern Arizona units training and equipping for federal operation support. The resulting training tools will be made available to local units seeking to integrate with federal support teams. This workshop will bring together both MRC unit volunteers, stakeholders, partners, and organizations that could benefit from receiving MRC volunteer classes and activities to help enhance resilience statewide.

2. a) Y1: Workshop 3 (Q4 - May 2024)—AZ MRC-STTRONG Training Academy

Cross-knowledge facilitation, and liaison program training. This workshop will feature subject matter experts and introduce the newly developed AZ MRC training course to implementation toolkits for MRC units participating in local Cross-knowledge

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facilitation workshop planning activities, as part of the AZ MRC-STTRONG work plan objective. This event will feature community partners who participated and benefited from implementing the pilot project strategies during the tool-kit development. Entities and organizations that could benefit from local "Cross-knowledge facilitation workshop sessions" in their communities will be invited to learn more about the new AZ MRC program, and local MRC Units will receive training and practical application opportunities to prepare, and schedule targeted local facilitation workshops statewide. This event will also provide information and education on training MRC units to serve as liaisons and help develop and strengthen community partnerships. The outcome of this event will include local MRC Unit volunteer training course completion, distribution of published tool-kit materials, and sign-up list of local entities and organizations interested in scheduling local workshop sessions (i.e., Cross-knowledge facilitation workshop, and AZ MRC liaison program for community organizations).

b) Y1: Workshop 4 (Combined with Workshop 3)—Partners in Resilience

Introducing Community - to AZ MRC-STTRONG and Exercise Schedule Planning (for Y2). This workshop will bring together MRC programs, tribal/county public health, emergency management, and health system emergency response partners to receive an overview of the AZ MRC-STTRONG activity and team capacity building projects. Presentations and introduction of guides and frameworks for each of the four project focus areas will be shared (Federal Operations Support, Workforce Growth and Resilience Activity, Disaster Preparedness Target Areas, and Working with Response Partners to implement best practices for diversity, equity, and inclusion for underserved areas and meeting the needs of at-risk individuals and groups). A key component of this workshop is identifying and addressing the key challenges for integrating local MRC units into state plans and implementing improvement strategies to be demonstrated and tested in upcoming drills and exercises (with a focus on addressing the challenges of mobilizing cross-jurisdictional operations in rural/underserved areas). The outcome from this workshop will be fulfillment of an Integrated Preparedness Plan (IPP) inclusive of MRC training and exercise for the AZ MRC-STTRONG project capability and plan products.

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3. a) Y2: Workshop 5 (Q2 - December 2024)—MRC Summit (Project Updates and Accomplishments) - Y2 Exercise Schedule Announcement

This event will provide stakeholders, partners, and MRC units with an update to the AZ MRC-STTRONG project, accomplishments, and outputs. The event will also introduce the annual training/exercise schedule for year 2. Resources to guide upcoming exercise design, introduction of partners and leads that will be facilitating the Homeland Security Exercise and Evaluation Plan (HSEEP) methodology will be introduced. The outcome from this event will be participation registration and a common operating picture of upcoming events for the series of training, drills, and exercises for the AZ MRC-STTRONG project in year 2.

b) Y2: Workshop 6 (Combined with Workshop 5)—Demo Project - State Plans with MRC TTX

This event will explore discussion-based exercises (Tabletops), and provide demonstration projects (highlighting updated MRC plans, unit capability, and application of MRC trainings/activities before and during disaster incidents). The AZ MRC-STTRONG projects will support each of the ASPR's strategic plan areas: 1. Sustaining and enhancing the health and public health workforce and ensuring culturally appropriate and health equitable practices, 2. Strengthening cross-knowledge capability and building partnerships with the MRC liaison program, 3. Fortifying partner organizational workplaces with disaster preparedness education, and 4. Supporting federal operations and cross-jurisdictional responses in rural/underserved areas. The outcome from this event will help gather lessons learned and best practices to integrate into the AZ MRC-STTRONG program project continual quality improvement and support progressive development of upcoming drills and exercises.

4. a) Y2: Workshop 7 (Q4 - May 2025)—Grand Demonstration MRC Capability in State Response Plan TTX

This event will feature education related to benefits of continuity of operations for community stakeholders who implement cross-knowledge practices and share updates from entities that participated with local MRC cross-jurisdictional facilitation workshop activities. Presentations will feature the Arizona Health Improvement Plan, Pandemic Resilience and Recovery workgroups collaboration with local MRC units and the partnership development liaison program, feature health outcomes and strategic goals assisted by local MRC units through the AZ MRC-STTRONG project. Discussion based exercise and proof of concept demonstration will introduce stakeholders with new MRC capacity and state plans integrated to implement cross-

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knowledge facilitation support, and liaison capability during a disaster scenario. The outcome of this event will help gather feedback and best practices to integrate into the AZ MRC-STTRONG program project continual quality improvement and support progressive development of upcoming drills and exercises.

b) Y2: Workshop 8 (Combined with Workshop 7)—Full Scale and Simulated Exercise Event

This event will bring into proximity key statewide exercise simulation cells, exercise control teams, and representatives from statewide disaster response entities. As field operations for the statewide exercise are being conducted updates and highlights to demonstrate AZ MRC-STTRONG project outputs will be broadcasted to the venue and made available to invited stakeholders, partners, interstate MRC leaders, and participants. This event will help demonstrate the project capability and strengthen partnership and future participation with entities beyond the AZ MRC-STTRONG project period. Exercise observers will be able to congregate in a central location to receive a facilitated play by play of the exercise event, market MRC program and volunteer recruitment, retention, and provide new partners with an overview of new AZ MRC program work and initiatives. The outcome from this event is to gather support and shared effort to collaborate on the ASPR mission focus areas (AZ MRC-STTRONG project framework) to strengthen unit effort and raise awareness of statewide initiatives and collaboration opportunities for a more resilient Arizona.

APPENDIX B: PROJECT MONITORING AND ASSESSMENT

Project monitoring includes the following sub-recipient tasks and ADHS monitoring and assessment actions:

1. Complete sub-recipient project directory which will be stored in the AZ-MRC-RE portal for future updates. The directory includes name, title, organization, address, phone, and email for: AZ-MRC STTRONG Project Specialist/Lead and Back-up (e.g., PHEP-Coordinator POC), Finance Manager, and Contract Authorized Officer.
 - a. Monitor: Track file completion.
 - b. Assess: Effective communication regarding notices, correspondences, resorts, and payment information flow. Ensure sub-recipient access to Arizona Procurement Portal (APP), and AZ-MRC-RE to access project information and updates.
2. Submit budget - to the template uploaded in AZ-MRC-RE (Arizona Medical Reserve Corps Reporting Exchange - see below).
 - a. Monitor: Track file completion.
 - b. Assess: Alignment with workplan and budget allocation - address technical assistance needs and follow up.
3. Submit narrative on the workplan with timeline - (to describe short-terms goals, objectives, and planned activities for the project period)
 - a. Monitor: Track file completion.
 - b. Assess: Alignment with project application, goals, and statewide workplan according to sub-recipient allocation and tiered
4. Submit invoices - email azmrc@azdhs.gov (monthly) ensure subject line reads "AZ-MRC STTRONG": Invoices are reviewed for approval within program expenditure guides. **In a month, when there is no expenditure, a zero-expense invoice/CER must be submitted. Expenditure reports shall be submitted by the last day of the following month and include all supporting documents, receipts and reports necessary to back up the expenditures.**
 - a. Monitor: Invoices tracked to ensure budget plan implementation.
 - b. Assess: Timely and complete to meet program performance measures - address technical assistance needs and follow up.

5. Upload invoice/CER and supporting documentation to the AZ-MRC-RE into the corresponding folder (e.g., CERs and Supporting Documents organized by month) ensuring allowable expenditure and assessing if targeted project purchases have been made to help meet program deliverables.
 - a. Monitor: Tracking and reviewing supporting documentation prior to approving invoices.
 - b. Assess: Timely and complete to meet program performance measures - address technical assistance needs and follow-up.
6. Upload a complete inventory list to include (if applicable) all capital equipment above the \$5,000 thresholds, that was procured with this grant funding on an annual basis.
 - a. Monitor: Review inventory submissions and tag assess above the \$5,000 threshold (if applicable).
 - b. Assess: Timely and complete, and cross-referenced with approved expenditures - address technical assistance needs and follow-up.
7. Upload (quarterly) project progress reports: AZ-MRC-RE
 - a. Monitor: Review for timeliness and completion.
 - b. Assess: Workplan progress, scope of work, and deliverables achievement linked with focus areas - address technical assistance needs and follow up.
8. Participate in grant business meetings (monthly): assessing statewide project progress and administration needs.
 - a. Monitor: Attendance and active participation.
 - b. Assess: Administrative capability, strengths, and opportunity for project operational improvements - address technical assistance needs and follow-up.
9. Participate in AZ-MRC Coalition events and activities:
 - a. Monitor: Attendance and active participation.
 - b. Assess: AZ-MRC Coalition workplan progress, administrative capability, strengths, and opportunity for project operational improvements - address technical assistance needs and follow-up.
10. Participate in National MRC Program Activity.

- a. Monitor: Sub-recipient attendance at National MRC meetings and review web-based unit profiles and reports in the MRC reporting system. Attending National MRC “factors for success” technical assistance calls with local MRC units and meet with region 9 MRC Coordinator to gather feedback on local MRC participation with the National program.
 - b. Assess: National MRC program compliance - address technical assistance needs and follow up.
11. Submit End of Year Project Reports: AZ-MRC-RE
- a. Monitor: Timeliness and completion.
 - b. Assess: Project performance measures, objectives, deliverables, and measure impacts to meet AZ-MRC STTRONG project intent and sustainability.

Program Resources and Tools

1. Web-portal Tool: ADHS will utilize a program reporting web portal to manage and share information about the [AZ-MRC STTRONG project](#) to upload reports, and access additional resources and tools. Click the URL (<https://qrco.de/beEvBM>) or scan the QR Code. The tool consists of two portals:
 - a. an open **Information Sharing** platform.
 - b. progress reporting: **AZ-MRC-RE** Arizona Medical Reserve Corps-Reporting Exchange (secure and private access portal for sub-recipients). This gateway requires sub-recipients to get access to be able to utilize the resource for sharing project tasks and deliverables updates. For example, monthly reporting (e.g., financial CERs), finance expenditure documentation, quarterly project updates folder (reporting tab by month), and end of year reports and templates.
2. Technical Assistance: email azmrc@azdhs.gov subject line “TA for AZ-MRC STTRONG” (response typically within 48hrs)



APPENDIX C: MRC NATIONAL PROGRAM REQUIREMENTS AND GUIDELINES

How To Maintain Active Membership?

1. Visit the [MRC \(Medical Reserve Corps\) website](#) to learn more about the program.
2. Contact Arizona State MRC Coordinator through the ADHS/BPHEP/Volunteer Program Office
 - Ruth E. Penn, MBA | ruth.penn@azdhs.gov | Mobile: 602.768.1624
3. Create an MRC User Account
 - A. **Purpose of the MRC User Account:** Unit leader or their delegate can update the unit profile and enter unit activities into the MRC Unit Profile & Activity Reporting System.
 - a. Notify the State MRC Coordinator when the account is created.
 - b. Review/edit unit and user profiles including the questionnaire, annually or as needed (<https://mrc.hhs.gov>).
 - i. Maintain/update the unit profile on the MRC website (including current contact information, volunteer numbers, recent activities, extended profile information, etc.).
 - c. **Report all MRC activities at least quarterly** in the national **MRC Unit Profile & Activity Reporting System**: <https://mrc.hhs.gov/login>.
 - i. For any activities reported in the MRC activity reporting system that are affiliated with the MRC-STTRONG project include the key words “**MRC-STTRONG**” in the activity report name and/or description.
 - ii. When reporting all MRC activities (including MRC-STTRONG activities) be descriptive and include **numbers/values** where applicable (e.g., # of community members trained, # of patients treated, # of new volunteers recruited, etc.)
4. Participate in **information sharing with other MRC units** (e.g., joining the MRC listserv, offering promising practices, and sharing training resources).
 - A. Signup for the two-way MRC Listserv — Visit [MRCLeaders-I](#).
 - a. Review the [rules](#) and then signup.

5. Participate in state, regional, and/or national meetings.
 - A. attend national MRC program monthly Well-check webinars.
 - B. attend national MRC program quarterly new orientation meetings, as needed.
6. Participate in annual MRC Technical Assistance (TA) Assessments.
7. Stay connected with MRC Regional Liaison: State MRC Coordinator will facilitate and coordinate communications with the National MRC program office, [Region 9 MRC Liaison](#)

APPENDIX D: ACRONYMS LIST

Acronyms	Meaning
AAR	After Action Report
ADE	Arizona Department of Education
ADE	Arizona Department of Education
ADHS	Arizona Department of Health Services
AED	Automated External Defibrillator
AFN	Access and Functional Needs
AHCA	Arizona Health Care Association
AHCA	Arizona Health Care Association
ArMA	Arizona Medical Association
ASPR	Administration for Strategic Preparedness and Response
AzCHER	Arizona Coalition for Healthcare Emergency Response
AZDE	Arizona Department of Education
AZDES	Arizona Department of Economic Security
AZ-ESAR-VHP	Arizona Emergency System for the Advanced Registration of Volunteer Health Professionals
AzHIP	Arizona Health Improvement Plan

Acronyms	Meaning
AZHHA	Arizona Hospital and Healthcare Association
AzHOSA	Arizona Health Occupation Students Association
AzNA	Arizona Nurses Association
AZSILC	Arizona Statewide Independent Living Council
AzTEC	Arizona Tribal Executive Committee
CER	Contractor Expenditure Report
CISM	Critical Incident Stress Management
COP	Common Operating Picture (for situational awareness)
COP	Continuity of Operations
DEMA	Department of Emergency and Military Affairs (Arizona)
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
FSE	Full Scale Exercise
FTE	Full Time Employee
GIS	Geographical Information System
HEOC	Health Emergency Operations Center
HHS	U.S. Department of Health & Human Services

Acronyms	Meaning
HPP	Hospital Preparedness Program
HRSA	Health Resources and Services Administration
IGA	Intergovernmental Agreements
IPP	Integrated Preparedness Plan
JITT	Just In Time Training
LTFC	Long Term Care Facility
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MRC STTRONG	Medical Reserve Corps - State, Territory and Tribal Nations, Representative Organizations for Next Generation
MRCSA	Medical Reserve Corps of Southern Arizona
NACCHO	National Association of County and City Health Officials
NDMS	National Disaster Medical System
NIMS	National Incident Management System
ORA	Operational Readiness Award
PR&R	Pandemic Recovery and Resiliency
PHEP	Public Health Emergency Preparedness
PO	Purchase Order

Acronyms	Meaning
POC	Point of Contact
POD	Point of Dispensing
PPE	Personal Protective Equipment
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
TTX	Tabletop Exercise