

**ATTACHMENT A
OFFER & ACCEPTANCE
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 1st Avenue, Suite 530
Phoenix, Arizona 85007

GRANT OFFER AND ACCEPTANCE

The Undersigned hereby applies and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number:

Applicant's Federal Employer Identification Number:

Applicant's UEI Number: LNCRRL2K1 DA9

Cochise County Health & Social Services
Applicant's Name

Barbara Lang
Name of Person Authorized to Sign Application

1415 Melody Lane, Bldg A
Street Address

Health Director
Title of Authorized Person

Bisbee AZ 85603
City State Zip Code

Barbara Lang Digitally signed by Barbara Lang
Date: 2025.06.23 08:42:39 -07'00'
Signature of Authorized Person Date

Telephone Number: 520-432-9400
E-Mail Address: blang@cochise.az.gov

Facsimile Number: 520-432-9480

**ACCEPTANCE OF APPLICATION AND GRANT AWARD
(For State of Arizona Use Only)**

Your Application is hereby accepted as described in the Notice of Award. Awardee is now bound to perform based upon the RFGA and Awardee's Application, as accepted by the State.

This Grant shall henceforth be referred to as Grant No. RFGA2025-013-004

The effective date of the Grant is October 1, 2025

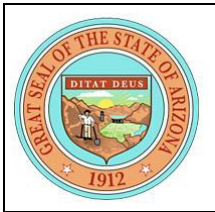
Awardee is hereby cautioned not to commence any billable work or provide any material or service under this Grant until Awardee receives an executed Purchase Order, Grant release document, or written notice to proceed, if applicable.

State of Arizona, Arizona Department of Health Services

Awarded this _____ day of _____ 2025

Gina Corwin Digitally signed by Gina
Corwin
Date: 2025.09.26
16:57:34 -07'00'

ADHS Chief Procurement Officer



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

SCOPE OF SERVICES

1. Background

- 1.1. The Arizona Department of Health Services (ADHS) Bureau of Women and Children's Health (BWCH) supports efforts to improve the health of Arizona's women and children. Within BWCH, the Office of Children's Health supports the increased focus within the state and nation on the importance of early childhood programs. It also supports enhanced integration of existing children's programs both within the ADHS and among other state and federal agencies and our outside partners. The Office of Children's Health administers the Health Start program as a promising approach model under the Maternal, Infant and Early Childhood Home Visiting (MIECHV) (<https://mchb.hrsa.gov/maternal-child-health-initiatives/home-visiting-overview>) federal grant funded by Health Resources and Service Administration (HRSA). The MIECHV program is funded entirely through federal funds. The Health Start Program is funded partially through MIECHV funds.
- 1.2. The goal of the MIECHV Program is to deliver evidence-based, or evidence informed, home visiting models to communities identified in the Needs Assessment developed as a requirement for the grant and based on increasing positive health outcomes to identified priority populations including households that have: a family member in the military; a mother under the age of twenty-one (21); a family member with a developmental disability; a family member with low student achievement; a tobacco user in the home; a history of substance use; a history of child abuse; or are low income. HRSA commissioned a study by Mathematica to determine which models of home visiting were considered evidence-based. Based on these findings, HRSA determined which models would be eligible for funding. States are able to determine which models they will implement.
- 1.3. The Inter-Agency Leadership Team (IALT) was organized and convened to plan and implement the first MIECHV grant application in 2009, awarded to the ADHS. The IALT committed to work together on the process of developing a statewide system of evidence-based and evidence-informed home visiting programs. This collaborative decision making guided the initial implementation process to ensure that services were not supplanted, duplicated or saturated in a community. The IALT continues to meet regularly to identify statewide home visiting system priorities; develop goals and objectives aligned with the identified priorities; execute the action plan created to improve on the identified priorities; and collaborate and coordinate all efforts pertaining to the Arizona Home Visiting System.
- 1.4. HRSA allows for up to twenty-five percent (25%) of the grant award to support a Promising Approach; a home visiting program that is being evaluated to become evidence-based but has not yet received evidence-based status from Mathematica. MIECHV provides funding for the Health Start program, a home visiting program in Arizona that provides home visits to pregnant women and families with young children beginning in 2019.
- 1.5. Data collection across programs is a critical component of the MIECHV grant. Data collection is also critical to the success of the Arizona Home Visiting System. Through the partnerships of IALT, Arizona procures a contract to establish the Arizona Efforts to Outcomes (ETO) Home Visiting Data Management System. As a result, there are five (5) evidence-based and evidence-informed modes across three (3) state agencies and five (5) funders entering home visiting data into the same system. This collaborative effort and continued coordination allow for home visiting to be implemented throughout the state to ensure that programs are effective, non-duplicative, and reaches the highest need and most underserved communities.
- 1.6. The Arizona Health Start Program was developed over thirty (30) years ago to address the steady increases in the rate of women receiving inadequate or no prenatal care during the 1980s. Late or no prenatal care is associated with preterm and low birth weight births, which increases the risk of infant mortality. The trend continued through 1990, when Arizona was ranked forty-fifth (45th) lowest in the nation for the number of women receiving adequate prenatal care. In 2021, Arizona ranked forty-third (43rd) lowest in the nation, indicating that entry into early, consistent prenatal care is still a challenge. Many Arizona women experienced barriers that kept them from seeking prenatal care especially during the first (1st) trimester. These barriers encompassed a number of social and cultural factors, as well as geographical accessibility. Early prenatal care is very important in identifying potential risks early in the pregnancy and initiating treatment.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 1.7. More recent research indicates that the health of a woman prior to pregnancy and throughout her life course might have a greater influence on improving birth outcomes. The life course perspective provides a newer way of viewing health as an integrated continuum and not as unrelated stages. According to the U.S. Department of Health and Human Services (DHHS) Maternal and Child Health Bureau (MCHB), the Life Course Theory (LCT) is a conceptual framework that helps explain health and disease patterns across populations and over time. LCT points to broad social, economic and environmental factors as underlying causes of persistent inequalities in health for a wide range of diseases and conditions across population groups. Preconception health is a woman's health before she becomes pregnant. Preconception care aims to promote the health of women of reproductive age before conception and thereby improve pregnancy related outcomes. Interconception health is a woman's health between pregnancies. Preconception care includes assessing health risk factors and implementing intervention strategies to support women and families as they strive to adopt healthier behaviors. The Health Start Program will have a strong focus on the integration of the LCT in the provision of preconception and interconception care through home visits, educational services, screenings and assessments to women and families. Efforts to prevent the cycle of repeat teen births will be addressed through family planning and birth spacing education. The Health Start Program will promote father and family involvement in home visiting services and classes when appropriate. Babies who get lots of warm and positive attention from their dads feel more secure. Father involvement is linked to positive cognitive outcomes for a child, and father involvement in pregnancy is linked to a reduction in infant mortality. Health Start is a community based, evidence informed home visiting program that identifies, screens and enrolls pregnant and postpartum women and families at any time during their pregnancies and assists them with obtaining early and consistent prenatal care, provides prenatal and postpartum education, information and referral services, advocacy and emphasizes timely immunizations and developmental assessments for their children up to age two (2).
- 1.8. In addition to MIECHV funding, the Health Start Program administration is subject to the appropriation of lottery fund monies as provided through the 1996 [Proposition 203, the Healthy Arizona Initiative](#). The program shall be statewide, based in identified communities and neighborhoods.
- 1.9. Health Start is based on an earlier program titled "Un Comienzo Sano/A Healthy Beginning" that was created in 1984 through the Rural Health Office of the University of Arizona College of Medicine, Department of Family and Community Medicine, utilizing community health workers or "Promotoras" to address the needs of rural, minority pregnant women in Arizona. In 1992, the Arizona Health Start Program was administered by the ADHS, BWCH based on the earlier model. In 1994, the Arizona State Legislature passed the Arizona Children and Families Stability Act, [A.R.S. § 36-697](#), which formalized and expanded Health Start. The legislation describes the purpose, requirements and administration of the program at the ADHS.
- 1.10. The Health Start Program is an evidence informed program that allows for flexibility in enrollment of clients and families and in the structure of home visits based on the needs of the woman and her family and the established goals of the program. The Health Start Program supports and requires the acquisition of, training, and use of one (1) of the following evidence-based or research-based curricula to guide the content of home visits with pregnant and parenting women and their families:
 - 1.10.1. Partners for a Healthy Baby: Home Visiting Curriculum for Families, Florida State University (FSU)Center for Prevention & Early Intervention Policy; www.cpeip.fsu.edu.
 - 1.10.2. Family Spirit; www.familyspirit@jhu.edu
- 1.11. The Health Start Program has integrated optional birth doula support services to provide short term support for enrolled Health Start clients and families in labor and during birth, who are in need of emotional and physical comfort measures. Community Health Workers (CHWs) that have obtained birth doula certification may offer birth support services to clients. Many women and families without local community connections or family members desire the support of a birth doula.
- 1.12. In State Fiscal Year 2023 (July 1, 2022 – June 30, 2023), the Health Start Program provided 2886 prenatal visits and 7684 family follow-up visits to clients and their families. The research published in the Health Start



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Impact Report in 2021 found that Health Start participants had higher birth weight babies (above 2,500 grams), improved prenatal care attendance and improvement in on-time child immunizations.

- 1.13. The Mission of the Health Start Program is to educate, support and advocate for families by promoting optimal use of community-based family health care services and education services through the use of CHWs who live in the community they serve.

2. AWARD INFORMATION

- 2.1. Funding for this award is granted through a combination of Arizona State Lottery monies and the Federal MIECHE Program, administered by HRSA, Maternal, Infant and Early Childhood Home visiting Grant Program ENDS:2609.
- 2.2. The MIECHV funds are awarded to ADHS and awarded to sub-grantees through the RFGA process.
- 2.3. The Grantee has the discretion to develop and determine the annual budget needed to fulfill the requirements of the grant and the activities that are proposed to accomplish that. The Grantee should provide a detailed outline of costs using Attachment G – Budget Workbook. The Grantee shall adhere to the funding restrictions as outlined in this RFGA.
- 2.4. Approximately \$3,750,000.00 shall be available to approximately fourteen (14) awardees each Grant year for a five (5) year grant period (Upon award through June 2030). Budgets and workplans shall be reviewed annually and may be decreased based on:
 - 2.4.1. Changes to Arizona Lottery funding allocation, including changes to available funding amount or changes to allocated activities.
 - 2.4.2. Changes to MIECHV funding allocation, including changes to available funding amount or changes to allocated activities.
 - 2.4.3. Failure to meet the goals and activities outlined in this RFGA.
- 2.5. ADHS has the right to partially award based on the needs and areas being services.

3. FUNDING OPPORTUNITY ELIGIBILITY

- 3.1. To be eligible for funding the following shall be met:
 - 3.1.1. Ability to implement the Health Start home visiting program and serve eligible caregivers in one (1) or more approved service areas outlined in Exhibit Seven (7).
 - 3.1.2. Eligible entities include:
 - 3.1.2.1. State or local governments.
 - 3.1.2.2. Tribal entities.
 - 3.1.2.3. Not-for-profit 501(c)3 organizations.
 - 3.1.2.4. Federally Qualified Health Centers.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 3.1.3. Eligible entities may apply in partnership with other eligible entities in which the direct awardee subcontracts to another eligible entity for program implementation.
- 3.1.3.1. Applicant shall demonstrate that the proposed Subrecipient has agreed to the partnership by providing a letter of support.
 - 3.1.3.2. Sub-contract shall demonstrate the scope of work aligns with the requirements of this award.
 - 3.1.3.3. Applicants awarded with a Subrecipient shall provide a copy of the proposed contract for prior approval for assurances that MIECHV requirements are met.
 - 3.1.3.4. Applicants awarded with a Subrecipient shall provide a copy of the contract between the awardee and the sub-Subrecipient within fourteen (14) days of sub-contract execution.
 - 3.1.3.5. Additional requirements indicated with "Subrecipient" are applicable.

4. FUNDING RESTRICTIONS

- 4.1. Funds shall not be expended to support inherently religious activities including, but not limited to, religious instruction, worship, prayer, lobbying, or proselytizing.
- 4.2. Funds shall not be used to supplant or replace current public or private funding, supplant ongoing or usual activities of any organization involved in the project.
- 4.3. Funds shall not be used to purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- 4.4. Funds shall not be used for the delivery or costs of direct medical, dental, mental health or legal services; however, some limited direct services may be provided by the home visitor to the extent required to maintain fidelity to an evidence-based model approved for use under this award.
- 4.5. Funds shall not be used to purchase food or drink items without prior authorization and the request shall meet the state and federal guidelines for approval to purchase.
- 4.6. The Health Start program will not reimburse sites for the establishment of birth doula certification for CHW's.
- 4.7. Reimbursement of continuing education training in support of currently held certifications will be at the discretion of the ADHS Health Start team, and must be approved prior to enrollment.

	<p>SCOPE OF SERVICES</p> <p>REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM</p>	<p>ARIZONA DEPARTMENT OF HEALTH SERVICES 150 N. 18th Avenue, Suite 530 Phoenix, Arizona 85007</p>
---	--	---

5. AREAS OF SERVICE

State of Arizona

- 5.1. Subrecipients shall provide Health Start Home Visiting services to awarded service areas, as outlined in the awarded methodology.
 - 5.1.1. A list of eligible service area PCAs and corresponding zip codes can be found in Exhibit Seven (7).
 - 5.1.2. Zip Codes within a PCA may be updated to include changes, additions, or deletions to align with changes initiated by the United States Postal Service and/or adjusted based on annual population data. Participants enrolled at the time of updates will not be impacted.

6. TARGET POPULATION

- 6.1. Pregnant or postpartum women and families
 - 6.1.1. With children under the age of two (2).
 - 6.1.2. Living in an identified Area of Service as outlined in Exhibit Seven (7).
 - 6.1.3. Who meet the medical and social risk eligibility criteria as described in the HSPPM.
 - 6.1.4. Voluntary participates in the Health Start program.
 - 6.1.5. Is not enrolled in another evidence-based or evidence-informed home visiting program.
 - 6.1.5.1. Enrolled participants may be eligible to receive the Health Start Home Visiting Program and some services provided by the HRPP concurrently. Eligibility is determined by the programs.
 - 6.1.6. Enrolled caseload should align with the community data as indicated in Exhibit Six (6), MIECHV Service Utilization by PCA or the latest MIECHV Service Utilization by Geographic Boundary. Updated MIECHV Service maps will be provided when applicable.
 - 6.1.6.1. If caseload does not align with the community data as indicated in Exhibit Six (6), MIECHV Service Utilization by PCA the Subrecipient shall provide a quarterly narrative outlining barriers and efforts to increase caseload in accordance with community needs.

7. SCOPE OF SERVICES

Subrecipient shall:

- 7.1. Provide Health Start Home Visiting Services to eligible participants in identified communities from the latest needs assessment completed, including the Primary Care Areas (PCA) or latest geographic boundary determination utilized by the ADHS, and corresponding Zip Codes found in Exhibit Seven (7). Updated Needs Assessments and Geographic Boundary maps when applicable. Zip Codes within a PCA or geographic



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

boundary were determined based on percent of population in the zip code residing in the PCA. This information can also be reviewed in Exhibit Six (6) – MIECHV Service Utilization by Primary Care Area.

- 7.1.1. The intent of this RFGA is to provide services to priority populations within a contracted service area. Priority Populations are defined and determined by Health Resources and Services Administration (HRSA) as eligible participants that are:
- 7.1.1.1. Residing in an identified high-risk community.
 - 7.1.1.2. Low income as outlined by the US Department of Health and Human Services Poverty Guidelines.
 - 7.1.1.2.1. The HSS Poverty Guidelines are updated annually in February and published to the Federal Register. See <https://aspe.hhs.gov/poverty-guidelines>. Low Income guidelines must be followed based on the annual updated information.
 - 7.1.1.3. Pregnant women who have not attained the age of twenty-one (21) during the reporting period.
 - 7.1.1.4. Have self-reported a history of child abuse, neglect or have had interactions with child welfare services.
 - 7.1.1.5. Have self-reported a history of substance use or need substance abuse treatment.
 - 7.1.1.6. Have self-reported at least one (1) household member who uses tobacco products in the home or who have been identified as using tobacco through a substance abuse screening administered during intake.
 - 7.1.1.6.1. Substance abuse screening administered during intake can only be done within the fidelity of the evidence-informed home visiting model as outlined in the Health Start Policy and Procedures and can only be administered utilizing the approved screening tool provided by the model developer of the implemented model.
 - 7.1.1.6.2. Tobacco is defined as combustibles (cigarettes, cigars, pipes, hookahs, bidis), non-combustibles (chew, dip, snuff, snus, and dissolvable), and electronic nicotine delivery systems (ENDS).
 - 7.1.1.7. Have, or have children with, low student achievement based on self-reporting.
 - 7.1.1.8. Have children with developmental delays or disabilities based on self-reporting or home visitor/staff observation.
 - 7.1.1.9. Families that self-report themselves or other members of the household who are



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

serving or have formally served in the armed forces; including families that have members of the armed forces who have multiple deployments outside of the United States.

7.1.1.9.1. Household members include a military member's dependents acquired through marriage, adoption or other action during the course of a member's current tour of assigned duty.

7.2. Gaps in available resources, services and support does not disqualify a community from receiving MIECHV funded Home Visiting Services.

7.3. Subrecipient may already be embedded within the communities they are proposing to serve in which community information is readily available known to the Subrecipient may be proposing to serve an underserved community in which there is not an established home visiting infrastructure. See the Arizona State University Interactive Map for Child Abuse and Neglect Prevention Resources in Arizona (Interactive Maps: Child Abuse and Neglect Prevention Resources in Arizona | Morrison Institute for Public Policy (asu.edu)) for information pertaining to community resources. Note that these are not comprehensive lists and should only be used as resources.

8. Deliverables

The Subrecipient shall:

- 8.1. Submit all required data pertaining to the benchmark constructs and participant demographics within fourteen (14) days of data collection and within fourteen (14) days of funding period end.
- 8.2. Submit monthly CER Exhibit One (1), and all required supporting documentation by the twenty-first (21st) of the month following the previous month's expenses.
- 8.3. Complete monthly LIA Report review, data entry, and feedback entry by the twenty-first (21st) of the month following the data collection.
- 8.4. Provide monthly program documentation and quarterly reports with results of efforts related to achieving quality improvement indicators developed as described in the HSPPM.
- 8.5. Additional updates shall be completed as required to ensure alignment with federal and state policy and procedures impacting the MIECHV grant and ADHS protocols for administering the grant.
- 8.6. Submit the Health Start Quarterly Report within thirty (30) days of the end of September, December, March and June of each year. Report shall follow the most current version as provided by the ADHS Health Start Manager.

9. Approvals

ADHS will require prior approval of:

- 9.1. Monthly CER shall be approved by the ADHS prior to payment.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 9.2. Written approvals shall be received prior to utilizing funds for travel; training; equipment; marketing or education materials; food, program incentives and other items determined by the ADHS in accordance with the fiscal policy manuals.
- 9.3. All marketing or educational materials, promotional items, media or forms, including but not limited to brochures, posters, publications or journal articles developed using funds awarded under this contract OR are used for the purpose of informing, recruiting or referring eligible participants to services funded under this contract shall be approved by the ADHS Program Manager prior to printing, production and distribution by submitting:
 - 9.3.1. A draft of the materials including how the final product is anticipated to appear.
 - 9.3.2. Justification for item.
 - 9.3.3. Details about how the item will be distributed.
- 9.4. Any changes to the awarded budget line items shall receive prior approval and include justification for the requested adjustment.
- 9.5. Use of any other curriculum for CHW training or for visit topic content that is not referred to in this RFGA.
- 9.6. Subrecipient visits to clients, their families or caregivers temporarily residing in alternative living situations including, but not limited to, rehabilitation centers, jails, inpatient treatment centers or homeless shelters, and when primary caregiver is out of the home for extended periods of time, shall require approval in advance by the ADHS.
- 9.7. Subrecipient extended use of virtual visits with clients, exceeding guidelines in the HSPPM.

10. Requirements

- 10.1. The Subrecipient shall:
 - 10.1.1. Comply with the State of [Arizona Accounting Manual \(SAAM\)](#).
 - 10.1.2. Comply with all state and federal reporting requirements which can be found in Exhibit Eight (8) The ADHS Guidance for Federal Award.
 - 10.1.3. Comply with all [HIPAA Privacy Rules](#).
 - 10.1.4. Comply with all [Health Start Program Policies and Procedures](#).
 - 10.1.5. Comply with all MIECHV Program Policies and Procedures per Exhibit Ten (10): MIECHV Program Policy Manual.
 - 10.1.6. Procure and maintain access to at least one (1) of the following Health Start approved curriculum:
 - 10.1.6.1. Partners of a Health Baby
 - 10.1.6.1.1. Cost associated with curriculum training and access, initially and



SCOPE OF SERVICES
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

upon renewal, is the responsibility of the Subrecipient, and is eligible for reimbursement to the site, if budgeted and approved.

10.1.6.2. Family Spirit

10.1.6.2.1. Family Spirit Curriculum is intended to be utilized by Subrecipients providing services to Native American communities.

10.1.6.2.2. Family Spirit is considered an evidence-based curriculum and sites shall meet all requirements of the curriculum to maintain model fidelity.

10.1.6.2.3. Cost associated with curriculum training and access, initially and upon renewal, is the responsibility of the Subrecipient, and is eligible for reimbursement to the site, if budgeted and approved.

10.1.6.2.3.1. Cost associated with the Family Spirit curriculum training and access, initially and upon renewal, may be waived and paid for by ADHS, depending on available funding.

10.1.7. Perform background checks on all Community Health Workers and program staff who will have interaction with Health Start enrolled clients and their families;

10.1.8. Provide all required documentation requested by the ADHS, for monthly invoices, including but not limited to items found in section 8 of this document.

10.1.9. Provide a valid Certificate of Insurance (COI) that meets the written specifications in the Special Terms and Conditions within five (5) days of Contract Award, and maintained throughout the life of the Contract. The ADHS will not be able to issue a Purchase Order for the commencement of services without a current and valid COI in the Contract file.

11. Tasks

The Subrecipient shall:

11.1. Provide a home visitation program through the development of administrative, management, organizational systems and information, and referral networks to implement and manage a Health Start Program at the contracted site in targeted communities/service areas at risk for preterm and low birth weight births and high rates of infant mortality per the [Health Start Policy and Procedure Manual](#) (HSPPM):

11.1.1. The HSPPM shall be reviewed and updated at least once per year and made available to Subrecipients electronically.

11.1.2. Additional updates shall be completed as required to ensure alignment with federal and state policy and procedures impacting the MIECHV grant and ADHS protocols for administering the grant.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.2. Provide monthly program documentation and quarterly reports with results of efforts related to achieving quality improvement indicators developed as described in the HSPPM.
- 11.3. Submit the Health Start Quarterly Report within thirty (30) days of the end of September, December, March and June of each year. Report shall follow the most current version as provided by the ADHS Health Start Manager.
- 11.4. Annually provide a recruitment and referral strategy plan for evidence-based home visiting programs demonstrating how the Subrecipient proposes to recruit eligible participants.
- 11.5. Annually submit all file quality assurance documentation for completed data and file.12 checks.
- 11.6. Annually submit documentation of one (1) observed home visitor per CHW employed during the year.
- 11.7. Submit Health Start Form for Assessment Results (FAR) Core Training Scoring Sheets for all newly hired CHW staff within ninety (90) days after employment as described in the HSPPM.
- 11.8. Submit Certifications for training in approved curriculum issued to CHW following successful completion of training within ninety (90) days after employment as described in the HSPPM.
- 11.9. Annually provide a copy of their sites Policy and Procedures for Health Start, which includes:
 - 11.9.1. Process for participant enrollment.
 - 11.9.2. Enrollment of priority populations.
 - 11.9.3. Fiscal Management.
 - 11.9.4. Training schedule for home visitors demonstrating required agency, model and MIECH specific training.
- 11.10. Annually provide an updated Organizational Chart.
- 11.11. Within thirty (30) days of a newly hired supervisor, the site shall submit the resume of the individual to ADHS Health Start Manager.
- 11.12. Within thirty (30) days of a vacancy in the program site shall provide plans of staff recruiting sources including a statement of assurance that proposed positions can be filled with qualified candidates.
- 11.13. Prior to posting, provide positions that are not being proposed to be funded with MIECHV or Health Start Lottery funding but will support staff and/or tasks associated with this contract.
 - 11.13.1. Description of Duties
 - 11.13.2. How the position and/or tasks are funded.
 - 11.13.3. Assurance that if the position and/or tasks are no longer supported by other funds, that the tasks that support activities under this contract will continue without interruption.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.14. Monthly submission of PDSA cycles to ADHS MIECHV team, and attending monthly Continuous Quality Improvement (CQI) Meetings.
- 11.15. Annual submission of completed CQI project.
- 11.16. Community Readiness Assessment.
- 11.16.1. MIECHV Funded Local Implementing Agencies are responsible for establishing appropriate linkages and referral networks to other community resources, services and supports.
- 11.16.2. The purpose of the assessment is to identify community strengths and gaps in providing appropriate linkages and referral networks to other community resources, services and supports. The assessment will help awardees determine the extent to which their community is ready to address service gaps and unmet needs among MIECHV-eligible families.
- 11.17. Provide indication of community readiness annually by:
- 11.17.1. Completing Attachment I: Community Assessment for each PCA proposed to be served. Attachment I includes directions for completing each section and includes:
- 11.17.1.1. Identifying the community to be served.
- 11.17.1.2. Summary of community strengths and challenges to fulfill the gaps of unmet needs among MIECHV-Eligible families.
- 11.17.1.3. Summary on known specific views, beliefs or perceptions of home visiting in the proposed community that need to be addressed for successful program implementation.
- 11.17.1.4. Compiling information for existing community organizations and agencies in the proposed community that provide resources, support and services to pregnant women and families with children birth to age five (5) in the areas of maternal and child health; school readiness and achievement; domestic violence prevention; child abuse, neglect and maltreatment prevention; reducing emergency department visits; family economic self-sufficiency including the:
- 11.17.1.4.1. Service type.
- 11.17.1.4.2. Organization/Agency providing the listed resource, support or service.
- 11.17.1.4.3. Description for the listed resource, support or service.
- 11.17.1.4.4. Description for how referrals are received and provided to and from the home visiting program and the listed resource, support or service.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.17.1.4.5. Indication if the referral process is formal, informal or not yet established.

11.17.1.4.6. Selection of priority populations targeted by the resource, support or service.

11.17.1.5. Provide annually an up-to-date list of non-MIECHV funded evidence-based home visiting programs currently being implemented in the community proposed to be served including the:

11.17.1.5.1. Evidence-based home visiting model.

11.17.1.5.2. Implementing Organization.

11.17.1.5.3. Caseload Capacity.

11.17.1.5.4. Case Capacity Source.

11.17.1.5.5. Description of how referrals are received and provided to and from this provider.

11.17.1.5.6. Indication if the referral process is formal, information or not yet established.

11.17.1.5.7. Selection of priority populations to be served by the non-MIECHV funded evidence-based home visiting program.

11.17.1.6. Provide annually an up-to-date list of individuals and/or organizations that are viewed as community advocates, including parents, caregivers and other stakeholders that support access to resources, supports and services for pregnant women and families with children birth-age five in the community proposed to be served.

11.18. Home Visiting Recruitment and Retention

11.18.1. The intent of the MIECHV funds is to provide quality, voluntary evidence-based home visiting services to pregnant women and families with young children residing in communities outlined in the MIECHV Needs Assessment; report grant required demographic and benchmark measure data; participate in evaluation, monitoring and Continuous Quality Improvement. Subrecipient shall provide the Health Start home visiting program to voluntary participants in the service area:

11.18.1.1. Caseload capacity must be at or exceed eighty-five percent (85%).

11.18.1.2. Ensure participants remain engaged in the program with no more than thirty-five percent (35%) attrition.

11.18.1.2.1. Participants who graduate or complete the program are not calculated in the attrition percentage.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.19. Additional Services and Supports Available

- 11.19.1. Health Start Subrecipients shall demonstrate partnership with community entities that support home visitors by providing resources to enrolled participants that will impact the MIECHV program goals.
- 11.19.2. Some of these may include but are not limited to:
 - 11.19.2.1. Pregnancy Testing.
 - 11.19.2.2. Prenatal and Postnatal Doula to reduce maternal and infant mortality and decrease postpartum mood disorders.
 - 11.19.2.3. Community classes for clients.
 - 11.19.2.4. Car Passenger Safety Technician to decrease child injury.
 - 11.19.2.5. Certified Trainers in Ages to Stages Questionnaire to assist in early detection of developmental delays.
 - 11.19.2.6. Other experts that support pregnant women and families with children birth to age five (5) enrolled in evidence-based home visiting programs.

11.20. Recruitment and Referral Strategic Plan

- 11.20.1. The intent of developing and providing an outreach and referral plan is to assist in ensuring that the Subrecipient is able to recruit eligible participants and have partnerships in the community that support home visiting messaging and referrals to the local implementing agency. Strategies shall demonstrate:
 - 11.20.1.1. Coordinated effort with evidence-based and evidence informed home visiting programs within the same community to:
 - 11.20.1.1.1. Prevent dual enrollment.
 - 11.20.1.1.2. Ensure referrals are enrolled in the program that best fit their needs, which may or may not be the evidence-based program proposed by the applicant.
 - 11.20.1.1.3. Awareness of known barriers and strategies to overcome the barriers to increase recruitment and enrollment of eligible participants.
 - 11.20.1.2. Community involvement through convening of and/or participation in community advisory boards, advisory networks, local coalitions, etc to:
 - 11.20.1.2.1. Build relationships with partners.
 - 11.20.1.2.2. Maximize resources in a community.
 - 11.20.1.2.3. Identify and address gaps of services in a community.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.20.1.2.4. Develop processes to better serve pregnant women, children and families with children birth to age five (5).

11.20.1.2.5. Other activities to improve services for pregnant women, children and families with children birth to age five (5).

11.20.1.3. The subrecipient shall ensure services are accessible and effectively provided to the community it proposes to serve.

11.21. Program Staff Planning

Programs shall meet minimum program requirements outlined by the ADHS Health Start requirements; local implementing agency requirements; and requirements to work within the United States. Subrecipient shall:

11.21.1. Recruit, hire, train and retain staff for all proposed funded and supported positions and ensure all hired staff meet the requirements for employment:

11.21.1.1. Identify a Health Start Supervisor, at a minimum of 0.25 Full Time Equivalent (FTE) (one (1) position).

11.21.1.1.1. The Health Start Supervisor may oversee ten (10) CHW's per one (1) FTE.

11.21.1.1.2. The Health Start Supervisor shall, at a minimum:

11.21.1.1.2.1. Serve as a primary day-to-day contact with the ADHS Program Manager.

11.21.1.1.2.2. Attend, lead, and prepare materials for meetings as requested.

11.21.1.1.2.3. Troubleshoot and correct problems after implementation.

11.21.1.1.2.4. Provide administrative oversight of all contracted activities.

11.21.1.1.3. Attend all required site visits, virtually and in person, as scheduled with the ADHS Health Start Manager.

11.21.1.1.4. Recruit, hire, train and supervise at a minimum one (1) individual .50 FTE CHW from the communities to be served and who shall identify, screen, enroll pregnant and postpartum women.

11.21.1.1.5. Complete a background check for all staff working under this Contract and follow agency guidelines for maintenance of documents. Background checks for employees shall confirm the following:



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.1.1.5.1. Identity.
- 11.21.1.1.5.2. Criminal history.
- 11.21.1.1.5.3. Employment history.
- 11.21.1.1.5.4. Education.
- 11.21.1.1.5.5. Driving records.
- 11.21.1.1.6. Ensure that each .50 FTE CHW maintains a minimum caseload of thirteen (13) clients and families and that each 1.0 FTE CHW maintains a minimum caseload of twenty-five (25) clients and families with a majority being prenatal clients; develop a plan for outreach to recruit and maintain the minimum number of clients.
- 11.21.1.1.7. Attend all Health Start sponsored annual meetings and trainings.
- 11.21.1.1.8. Ensure that CHW's attend all Health Start sponsored annual meetings and trainings.
- 11.21.1.1.9. Ensure that CHWs or other appropriate health care workers provide education including information on enrollment in Health Start, prenatal care and the importance of taking multivitamins with folic acid education to women that have positive pregnancy tests.
- 11.21.1.1.10. Ensure education is provided to women that have negative pregnancy tests.
- 11.21.1.1.11. Provide access to at least sixteen (16) hours of training to CHWs to ensure adequate knowledge of pregnancy, prenatal care, maternal nutrition, women's health, child health, infant massage, immunization requirements, preconception and inter-conception health, reproductive health, birth spacing, multivitamins, father involvement and life plans, screenings regarding alcohol, tobacco and other substance use, partner abuse, child abuse, perinatal depression, home assessments, child safety, injury prevention, safe sleep and car seat safety, and how to facilitate referrals as described in the HSPPM.
- 11.21.1.1.12. Provide or arrange for a minimum sixteen (16) hours of approved continuing education and training on an annual basis to CHWs.
- 11.21.1.1.13. Instruct CHWs on how to screen and enroll clients utilizing enrollment form with a health risk assessment, provide home/office visits of a minimum of sixty (60) minutes duration, conduct developmental assessments, screenings, and referrals, and optional educational classes of at least one (1) hour duration.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.1.1.14. Provide at least eight (8) hours of supervised home visits with CHWs within ninety (90) days after employment.
- 11.21.1.1.15. Provide one (1) supervised home visit per year thereafter of each CHW, complete Health Start Home Visiting Checklist and save the checklist in the personnel file as described in HSPPM.
- 11.21.1.1.16. Train CHWs on accurate completion of forms, the identification and utilization of information, and referral resources that are available within the Subrecipient's service area.
- 11.21.1.1.17. Identify and annually update a network of available health care, behavioral health and social service providers and resources to which participants could be actively referred for services as they may need.
- 11.21.1.1.18. Ensure that CHWs verify that participants received, declined or were denied services, through documentation on the visit forms and on a Subrecipient Referral form.
- 11.21.1.1.19. Assist CHWs with referrals and all encounter form documentation.
- 11.21.1.1.20. Maintains the following professional support roles:
 - 11.21.1.1.20.1. A Registered Professional Nurse (R.N.) for a minimum of one (1) hour of consultation per month to assist with training of CHWs, attend monthly case management conferencing and to provide reflective supervision and/or guidance regarding difficult issues.
 - 11.21.1.1.20.2. A Certified Independent, Licensed Certified, Licensed Masters Social Worker and/or Licensed Professional Counselor (CISW, LCSW, LMSW, LPC) for a minimum of one (1) hour of consultation per month to assist with training of CHWs, attend monthly case management conferencing and to provide reflective supervision and/or guidance regarding difficult issues.
- 11.21.1.1.21. Ensure that any Subrecipients or consultants fulfill required duties and responsibilities as described in the HSPPM and the Contract.
- 11.21.1.1.22. Maintain client records that are complete, organized and kept in a secure electronic format and/or locked location at the Subrecipient's site as described in the HSPPM.
- 11.21.1.1.23. Ensure that all Health Start Program forms and visit notes are accurate and complete every month and filed in client charts and/or in a client electronic file.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.1.1.24. Conduct monthly data preparation to:
 - 11.21.1.1.24.1. Ensure all forms are accurate.
 - 11.21.1.1.24.2. Ensure timely response to the ADHS Health Start Data Quality Specialist and/or Health Start Manager if there are any questions.
 - 11.21.1.1.24.3. Ensure accurate reflection of all entered data on the Exhibit 12 MIECHV LIA Report.
- 11.21.1.1.25. Submit quarterly progress reports to ADHS Health Start Manager utilizing template provided to programs.
- 11.21.1.1.26. Ensure that CHWs maintain a daily/monthly online calendar of scheduled home visits, classes and any other activities related to Health Start. Copies of all monthly staff calendars for each month shall be available for review at Subrecipient site visits.
- 11.21.1.1.27. Maintain regular communication and work closely with the ADHS on the subjects of:
 - 11.21.1.1.27.1. Program Development.
 - 11.21.1.1.27.2. Implementation.
 - 11.21.1.1.27.3. Notification regarding any changes to personnel and daily operations as issues arise.
 - 11.21.1.1.27.4. Share information with the ADHS and other Health Start Subrecipients through conference calls, webinars and other sources regarding resources, forms, reports, challenges and barriers.
 - 11.21.1.1.27.5. Be responsive to the ADHS requests for clarification, missing data or other requested information.
 - 11.21.1.1.27.6. Collaborate with other community-based agencies, health departments or other providers that may be providing similar home visiting programs in the targeted service area.
- 11.21.1.1.28. Identify and implement community-based outreach strategies to:
 - 11.21.1.1.28.1. Identify.
 - 11.21.1.1.28.2. Screen.
 - 11.21.1.1.28.3. Enroll pregnant or postpartum women and families:



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.1.1.28.3.1. With children under age two (2).
- 11.21.1.1.28.3.2. Who reside in the Subrecipient's targeted service area.
- 11.21.1.1.28.3.3. Who meet the medical and social risk eligibility criteria as described in the HSPPM.
- 11.21.1.1.28.3.4. Conduct pregnancy testing (CHW or other designated health care worker) of potential clients as necessary and as an option:
 - 11.21.1.1.28.3.4.1. If pregnancy tests result is positive, provide education and offer enrollment into the Health Start Program for a minimum of thirty (30) minutes and referrals, as needed, per HSPPM.
 - 11.21.1.1.28.3.4.2. If pregnancy test result is negative, conduct screening using a health risk assessment tool and/or provide appropriate preconception/and interconception education for a minimum of thirty (30) minutes and referrals, as needed, per HSPPM.
- 11.21.1.1.28.3.5. Complete Intent to Participate and Client Enrollment forms per HSPPM if a pregnant or postpartum woman agrees to participate in the Health Start Program.
- 11.21.1.1.28.3.6. Schedule and conduct prenatal visits



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

for a minimum of sixty (60) minutes per visit per client and as described in the HSPPM.

- 11.21.1.1.28.3.7. Schedule and conduct a birth doula support prenatal visit as a visit option, for a minimum of four (4) hours, not exceeding twenty-four (24) hours per birth per client per Contract year per HSPPM.
- 11.21.1.1.28.3.8. Schedule and conduct family follow-up visits for a minimum of sixty (60) minutes per visit per client as described in the HSPPM.
- 11.21.1.1.28.3.9. Conduct alcohol, tobacco and other drug use screening, and brief intervention education if necessary, of all enrolled prenatal clients at enrollment or next visit per HSPPM.
- 11.21.1.1.28.3.10. Conduct depression screening for all clients, at the required timepoints provided in the HSPPM.
- 11.21.1.1.28.3.11. Conduct relationship assessment tool/partner abuse screening or all clients, at the required timepoints provided in the HSPPM; and other health/behavioral health screenings as necessary of all enrolled prenatal and postpartum clients per HSPPM.
- 11.21.1.1.28.3.12. Administer the Ages and Stages Developmental Assessment Screening, Third (3rd) Edition, at the four (4), eight (8), twelve (12), eighteen (18) and twenty-four (24) month intervals and Social Emotional (SE) Assessment at twelve (12) and twenty-four (24) months for all children per HSPPM.
- 11.21.1.1.28.3.13. Provide health education services, support, advocacy and referrals to enrolled clients and their families during each visit as described in the HSPPM.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.1.1.28.3.14. Assist enrolled clients in securing an established source of prenatal care and/or primary care and assist the family with establishing a medical home for all family members in the service area or nearest location.
- 11.21.1.1.28.3.15. Provide referrals using Subrecipient's referral form as necessary, verify and document outcome of the referrals on visit forms and on referral forms as described in the HSPPM.
- 11.21.1.1.28.3.16. Provide and administer the Healthy @ Home Assessment in the enrolled client's place of residence for all clients, at the required timepoints provided in the HSPPM.
- 11.21.1.1.28.3.17. Provide *Never Shake a Baby* education and commitment forms to all prenatal clients within one (1) month of delivery, or postpartum clients within two (2) months after child is born as described in the HSPPM; collect completed forms and keep on file for site review.
- 11.21.1.1.28.3.18. Provide child safety education including injury prevention, safe sleep, car seat safety and car seat forms to enrolled women and their families; collect completed forms and keep on file for site review.
- 11.21.1.1.28.3.19. Ensure that the social determinants of health are addressed per the HSPPM and that preconception and interconception screening, education, referrals and support are provided.
- 11.21.1.1.28.3.20. Provide a client satisfaction survey to clients at a minimum of four (4) weeks after the prenatal period, and after two (2) years of family follow-up services, or at disenrollment from the program; collect completed surveys and keep on file for site review.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.21.2. Ensure reflective supervision and reflective practice is provided to all home visitors and supervisor monthly.
- 11.21.3. Ensure home visitors, supervisors and other staff funded with MIECHV funds are representative of the communities they serve and are culturally competent to serve within the proposed community.
- 11.21.4. Ensure that there are adequate recruiting sources and qualified candidates to fill requested positions.
- 11.21.5. Provide CHW's access to Health Start Core Competency Training prior to providing home visiting services.
- 11.21.6. Ensure that newly hired CHW's are provided training in the approved site curriculum within ninety (90) days of hire.
- 11.21.7. Provide all training required to ensure that home visitors are able, competent and qualified to complete required assessments and screenings for required HRSA data collection and reporting.
- 11.21.8. Ensure that all newly hired CHW's register for and access the Strong Families Home Visitor Learning portal located at:
["https://portal.strongfamiliesaz.com/login/?redirect_to=https%3A%2F%2Fportal.strongfamiliesaz.com%2Fwp-admin%2F&reauth=1"](https://portal.strongfamiliesaz.com/login/?redirect_to=https%3A%2F%2Fportal.strongfamiliesaz.com%2Fwp-admin%2F&reauth=1)
- 11.21.9. Ensure that all required staff attend the ADHS sponsored meetings, trainings, conference calls and webinars as directed including but not limited to:
 - 11.21.9.1. CQI via webcam through identified web access service.
 - 11.21.9.2. Quarterly MIECHV Funded Agency Meetings, in person unless otherwise specified.
 - 11.21.9.3. Site visits ADHS Health Start Manager; either virtually or in person.
 - 11.21.9.4. Annual data collection and reporting training related to Arizona Efforts to Outcomes (AZ ETO), in person unless otherwise specified.
- 11.21.10. Notify the ADHS Health Start Manager within fifteen (15) days of a new hire, including training/onboarding scheduled for hired staff that includes Health Start specific training.
 - 11.21.10.1. Maintain and updated Organizational Chart.
- 11.21.11. Ensure that newly hired Community Health Workers are trained in Ages and Stages Assessment Questionnaires Third (3rd) Edition, (ASQ-3) and Social Emotional (English and Spanish versions) within ninety (90) days of hire.
- 11.21.12. Required Policy and Procedures.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Subrecipients are required to have written and up to date policies and procedures to ensure thorough administrative, programmatic and fiscal oversight of the grant. Copies of policy and procedures impacting the implementation of this contract can be requested from the ADHS at any time throughout the contract period. Policy and Procedures that require annual review include but are not limited to:

11.21.13. Participant enrollment including.

11.21.13.1. How participants are identified, screened and recruited.

11.21.13.2. Participants are informed and enrolled on a voluntary basis.

11.21.13.3. How the funded site ensures participants are not dually enrolled in home visiting programs.

11.21.14. Enrollment of priority populations

11.21.14.1. Low income as outlined by the US Department of Health and Human Services Poverty Guidelines.

11.21.14.1.1. The HSS Poverty Guidelines are updated annually in February and published to the Federal Register. See <https://aspe.hhs.gov/poverty-guidelines>. Low Income guidelines must be followed based on the annual updated information.

11.21.14.2. Pregnant women who have not attained the age of twenty-one (21) during the reporting period.

11.21.14.3. Have self-reported a history of child abuse, neglect or have had interactions with child welfare services.

11.21.14.4. Have self-reported a history of substance use or need substance abuse treatment.

11.21.14.5. Have self-reported at least one household member who uses tobacco products in the home or who have been identified as using tobacco through a substance abuse screening administered during intake.

11.21.14.5.1. Substance abuse screening administered during intake can only be done within the fidelity of the evidence-based home visiting model as outlined in the specific national model developer guidelines and can only be administered utilizing the approved screening tool provided by the national model developer.

11.21.14.5.2. Tobacco is defined as combustibles (cigarettes, cigars, pipes, hookahs, bidis), non-combustibles (chew, dip, snuff, snus, and dissolvable), and electronic nicotine delivery systems (ENDS).

11.21.14.6. Have, or have children with, low student achievement based on self-reporting.

11.21.14.7. Have children with developmental delays or disabilities based on self-reporting or



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

home visitor/staff observation.

11.21.14.8. Families that self-report themselves or other members of the household who are serving or have formally served in the armed forces; including families that have members of the armed forces who have multiple deployments outside of the United States.

11.21.14.8.1. Household members include a military member's dependents acquired through marriage, adoption or other action during the course of a member's current tour of assigned duty.

11.21.15. If policies and procedures are not currently developed and/or do not contain the necessary components, the Subrecipient shall develop and implement required policy and procedures.

11.21.16. The Subrecipient shall, as outlined in the MIECHV Policy and Procedure Manual:

11.21.16.1. Provide the promising approach home visiting Health Start model to the assigned service area.

11.21.16.2. Enroll pregnant women and families with children birth to age two (2) identified as a Target Population.

11.21.16.3. Maintain the contracted caseload capacity at or above eighty-five percent (85%).

11.21.16.4. Maintain participant retention at or above sixty-five percent (65%).

11.21.16.5. Coordinate effort with evidence based-based and evidence-informed home visiting programs within the same community to prevent dual enrollment and ensure referrals are enrolled in the program that best fit their needs.

11.21.16.6. Develop and maintain strong partnerships in the community with existing programs and resources that make referrals to evidence-based home visiting programs and the evidence-based home visiting program can refer families to needed resources.

11.21.16.7. Convene and/or participate in community advisor boards, advisory networks, local coalitions, or similar.

11.21.16.8. Recruit, hire, train and retain staff for all proposed funded and supported positions and ensure all hired staff meet the requirements for employment.

11.21.16.9. Ensure all staffing requirements and responsibilities are met.

11.21.16.10. Develop and/or update and implement required and supplemental policy and procedures to ensure thorough administrative, programmatic and fiscal oversight of the grant.

11.21.16.11. Ensure fiscal oversight of the award including but not limited to implementation of the Arizona MIECHV Program Fiscal Policy Management; providing and maintaining adequate documentation to support expenditures; ensure



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

expenditures are allocable and allowable costs; maintain budget tracking; participate in all required state and federal audits; complete forms required to meet the Federal Funding Accountability and Transparency Act.

- 11.21.16.12. Participate in the Home Visiting Budget Assessment Tool as requested.
- 11.21.16.13. Collect, enter and report all required programmatic data in the specified data management system.
- 11.21.16.14. Participate in all required Continuous Quality Improvement activities.
- 11.21.16.15. Demonstrate improvement in the required benchmarks for each reporting period.

11.22. Fiscal Management

11.22.1. Ensure fiscal oversight of the award including:

- 11.22.1.1. Following policy and procedures as outlined in the Exhibit Eight (8) ADHS Guidance for Federal Award Management and the Exhibit Eleven (11) Arizona MIECHV Program Fiscal Policy Management resources.
- 11.22.1.2. Provide monthly completed Subrecipient Expenditure Reports (CER), utilizing the most recent CER provided by the ADHS and provide all required documentation to support the expenses including but not limited to:
 - 11.22.1.2.1. Time sheets, labor distribution reports, percentage of time, pay stubs for funded staff.
 - 11.22.1.2.2. Proof of enrollment and payment of employee fringe benefits.
 - 11.22.1.2.3. Approvals, quotes, purchase orders, invoices, copies of checks/deposits for professional and outside services.
 - 11.22.1.2.4. Approvals, justifications, receipts, documentation of conference/training attendance, proof of payment for all in state and out of state travel expenses.
 - 11.22.1.2.5. Calculation of occupancy rent/lease amount and/or an agreement of lease terms including expenses from MIECHV funds, proof of payment for rent/lease based on rent/lease terms.
 - 11.22.1.2.6. Approvals, quotes, purchase orders, receipts and proof of payment for supplies and operating expenses.
 - 11.22.1.2.7. Any expenses in which there is a shared cost with another program should outline how the amount as calculated for the MIECHV funded program.
 - 11.22.1.2.8. Calculation and description of uses for indirect costs.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.22.1.2.9. Any additional information as requested by ADHS and/or HRSA to determine expenses were allowable and allocable.
- 11.22.1.3. Maintain monthly budget tracking for anticipated and actual expenses to ensure awarded funds are expended as budgeted.
- 11.22.1.3.1. Any changes to the awarded budget line items must receive prior approval and include justification for the requested adjustment.
- 11.22.1.3.2. Up to ten percent (10%) of the total budget amount between line items can be requested to be changed during an annual budget period.
- 11.22.1.3.3. Requests exceeding ten percent (10%) of the total budget or requests to move funds to a non-funded line item is not permitted without a contract amendment and may require additional approvals.
- 11.22.1.4. Program participant incentives, as outlined in the MIECHV Program Fiscal Management Policy cannot exceed two percent (2%) of the total award amount.
- 11.22.1.4.1. All program participant incentives must receive approval prior to purchasing and/or production of a product. An approved budget with incentives indicated is not considered approval.
- 11.22.2. Subrecipients shall display the following funding language on materials when issuing statements, press releases, requests for proposals, bid solicitations, publications and forums describing projects or programs funded in whole or in part with the HRSA funding. Examples of publications may include but are not limited to manuals, toolkits, resource guides, case studies, visual presentations, issues briefs and program flyers/brochures/rack cards/etc. that are describing services funded with these dollars.
- 11.22.2.1. This [ENTER PROJECT/ PUBLICATION/WEBSITE/ PRODUCT/ PROGRAM/ ETC NAME] [IS/WAS] supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling [FEDERAL AWARD AMOUNT] with [ENTER PERCENTAGE OF NON-GOVERNMENTAL CONTRIBUTIONS] percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.
- 11.22.3. Participation in Federal Financial Audits is required.
- 11.22.3.1. HRSA and the Federal Division of Financial Integrity complete a site visit and fiscal audit at a minimum of once every three years and may review up to five (5) years of expenditures.
- 11.22.3.2. A selection of expenditures for any active or closed grants may be selected for auditing purposes.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.22.3.3. The ADHS MIECHV Program will provide all documentation that is on file that was submitted with your CER at the time of reimbursement. If that documentation is not adequate to meet the requirements of the audit, additional documentation may be required.

11.22.3.4. Failure to provide adequate documentation for the determination of an expense being supported and/or allowable will result in the LIA repayment of funds. HRSA will provide the necessary information pertaining to this process at the time of the findings.

11.22.4. Complete the required information pertaining to the Federal Funding Accountability and Transparency Act (FFATA).

11.22.4.1. Submission is required for each encumbrance of federal funds.

11.22.4.2. The ADHS Health Start Program will provide the form within thirty (30) days of a purchase order issuance.

11.23.Data Management System

AZ ETO Data Management System is the statewide home visiting data management system used for program level, state and federal reporting.

11.23.1. Data shall be collected and reported to the ADHS through the AZ ETO data management system.

11.24.Data Collection, Reporting, and Evaluation

Required data is based on the HRSA reporting requirements and is subject to change throughout the contract period. This includes all individual-level benchmarks, demographics and service utilization data on participants in the implemented evidence-based program which at least meet the following federal requirements for individual-level data.

11.24.1. MIECHV Benchmark Areas are:

11.24.1.1. Improved maternal and newborn health.

11.24.1.2. Decrease child injuries, maltreatment, and reduction of emergency department visits for accidental injuries.

11.24.1.3. Improve school readiness and achievement.

11.24.1.4. Decrease crime and domestic violence.

11.24.1.5. Improve family economic self-sufficiency.

11.24.1.6. Increase coordination and referrals to community resources.

11.24.2. There shall be demonstration of improvement in at least four (4) of the six (6) benchmarks, each annual reporting period.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 11.24.2.1. HRSA sets the parameters for determining improvement.
- 11.24.3. At the time of this notice, required data includes but is not limited to:
 - 11.24.3.1. Demographic and Characteristic data:
 - 11.24.3.1.1. Race of children and caregivers served.
 - 11.24.3.1.2. Ethnicity of children and caregivers served.
 - 11.24.3.1.3. Language Spoken by children served.
 - 11.24.3.1.4. Age of children and caregivers served.
 - 11.24.3.1.5. Education level of caregivers served.
 - 11.24.3.1.6. Student status of caregivers served.
 - 11.24.3.1.7. Employee status of caregivers served.
 - 11.24.3.1.8. Marital status of caregivers served.
 - 11.24.3.1.9. Housing status of caregivers served.
 - 11.24.3.1.10. Household income.
 - 11.24.3.1.11. Health Insurance source for children and caregivers served.
 - 11.24.3.1.12. Zip code.
 - 11.24.3.2. Priority Population data:
 - 11.24.3.2.1. Number of households served identified as:
 - 11.24.3.2.1.1. Low income.
 - 11.24.3.2.1.2. Teen parent.
 - 11.24.3.2.1.3. History of child abuse.
 - 11.24.3.2.1.4. History of substance abuse.
 - 11.24.3.2.1.5. Current tobacco use.
 - 11.24.3.2.1.6. Low student achievement.
 - 11.24.3.2.1.7. Family member with developmental delay.
 - 11.24.3.2.1.8. Military family member.
 - 11.24.3.3. Benchmark measure data as outlined in the Performance Measure, Data



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Collection and Data Analysis Plan for MIECHV Measures which includes but is not limited to:

- 11.24.3.3.1. Infants enrolled prenatally born preterm.
- 11.24.3.3.2. Infants enrolled prenatally breastfed at 6 months of age.
- 11.24.3.3.3. Enrolled caregivers screened for depression.
- 11.24.3.3.4. Enrolled children received the last recommended well child visit.
- 11.24.3.3.5. Mothers enrolled prenatally had timely postpartum health care visit.
- 11.24.3.3.6. Enrolled caregivers who reported smoking received a cessation referral.
- 11.24.3.3.7. Enrolled infants always safe sleeping.
- 11.24.3.3.8. Enrolled children emergency department visits.
- 11.24.3.3.9. Enrolled children with investigated case of maltreatment.
- 11.24.3.3.10. Enrolled caregivers received a parent-child interaction assessment.
- 11.24.3.3.11. Enrolled children who had a family member who read, sang or told stories to them daily.
- 11.24.3.3.12. Enrolled children who had a timely developmental delay screenings.
- 11.24.3.3.13. Home visits included a discussion of parent concerns related to child development.
- 11.24.3.3.14. Enrolled caregivers screened for intimate partner violence.
- 11.24.3.3.15. Enrolled caregivers without a high school degree completed or maintained enrollment in high school.
- 11.24.3.3.16. Enrolled caregivers who had six (6) months of continuous health insurance.
- 11.24.3.3.17. Enrolled caregivers with a positive depression screening received services.
- 11.24.3.3.18. Enrolled children with a positive developmental delay screen received services in a timely manner.
- 11.24.3.3.19. Enrolled caregivers with a positive intimate partner violence screen who received a referral.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.24.3.4. Service Utilization data:

11.24.3.4.1. Number of newly enrolled participants.

11.24.3.4.2. Number of participants to disengage in the program.

11.24.3.4.3. Number of participants to graduate or complete the program.

11.24.3.4.4. Number of participants to transfer in or out of the program from another funded site.

11.24.3.4.5. Number of participants enrolled but not currently engaging in services.

11.24.3.4.6. Number of home visits completed.

11.24.3.4.7. Number of referrals to identified community services which includes but is not limited to:

11.24.3.4.7.1. Food support and services.

11.24.3.4.7.2. Domestic Violence Shelters, services and hotline.

11.24.3.4.7.3. Education services for the caregiver.

11.24.3.4.7.4. Shelter and housing services.

11.24.3.4.7.5. Transportation services.

11.24.3.4.7.6. Developmental or disability services.

11.24.3.4.7.7. Childcare services.

11.24.3.4.7.8. Mental health services.

11.24.3.4.7.9. Medical or dental services.

11.24.3.4.7.10. Legal services.

11.24.3.4.7.11. Socialization or recreational services for the caregiver or child.

11.24.3.4.7.12. Legal services.

11.24.3.4.7.13. Job development or placement services.

11.24.3.4.7.14. Other community support services.

11.24.3.4.8. Reason for disengagement from the program that include but is not



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

limited to:

- 11.24.3.4.8.1. Moved out of service area.
- 11.24.3.4.8.2. Unable to locate.
- 11.24.3.4.8.3. Declines services.
- 11.24.3.4.8.4. Declined a home visitor change.
- 11.24.3.4.8.5. Caregiver no longer has parental custody of the enrolled child(ren).
- 11.24.3.4.8.6. Pregnant woman experienced miscarriage or fetal death.
- 11.24.3.4.8.7. Caregiver experienced death of the enrolled infant or child(ren).
- 11.24.3.4.8.8. Graduated or completed the program.
- 11.24.3.4.8.9. Caregiver met self-sufficiency goals.
- 11.24.3.4.8.10. Did not respond to outreach efforts.
- 11.24.3.4.8.11. Program Supervisor Discretion.
- 11.24.3.4.8.12. Duplication of Services.

11.24.3.5. Funded Staff Data:

- 11.24.3.5.1. Number of home visitors continuing employment between reporting periods.
- 11.24.3.5.2. Number of home visitors hired.
- 11.24.3.5.3. Number of home visitor vacancies.
- 11.24.3.5.4. Number of MIECHV funded supervisors continuing employment between reporting periods.
- 11.24.3.5.5. Number of MIECHV funded supervisors hired.
- 11.24.3.5.6. Number of MIECHV funded supervisor vacancies.
- 11.24.3.5.7. Number of other MIECHV funded staff positions continuing employment between reporting periods.
- 11.24.3.5.8. Number of other MIECHV funded staff positions hired.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.24.3.5.9. Number of other MIECHV funded staff position vacancies.

- 11.24.4. Provide narrative updates, utilizing the Local Implementing Agency Report (access provided upon award) on programmatic concerns impacting the quality of the program and/or maintaining fidelity to the model; impacting the ability to reach and maintain capacity and retention; and staffing concerns.
- 11.24.5. All required data shall be entered into the AZ ETO data management system within two (2) weeks of data collection.
- 11.24.5.1. All data for annual reporting must be entered within seven (7) days of year end.
- 11.24.6. The Subrecipient shall conduct, at minimum, quarterly quality assurance checks to ensure that data entered is complete and accurate.
- 11.24.6.1. Programs utilizing the AZ ETO data management system have access to reports to assist in quality assurance checks and data clean up including but not limited to and subject to change:
- 11.24.6.1.1. Report providing number of days since last home visit for enrolled participant.
- 11.24.6.1.2. Report providing information on missing data from enrolled participants.
- 11.24.6.1.3. Local Implementing Agency Report for service utilization.
- 11.24.6.1.4. Home Visitor funding report.
- 11.24.6.1.5. Benchmark reports.
- 11.24.7. Data collection changes required by HRSA will be updated in the AZ ETO data management system by the ADHS Health Start Program.
- 11.24.8. Data collection that is not HRSA required but is requested through the Home Visiting State System Inter-Agency Leadership Team may be collected and shared at the discretion of the Subrecipient.
- 11.24.9. Ensure that terminated employees and employees who are no longer needing access to data in the data management system have their account deactivated within twenty-four (24) hours;
- 11.24.10. Ensure that paper forms and visit notes are kept in a secure electronic location or physically locked location and are transported in a locked file.
- 11.24.11. Be responsive and ensure timely response to the ADHS Program Managers and the ADHS Evaluators to any request for clarification, documentation, reports and/or any questions regarding program implementation and evaluation and provide all requested information in the



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

format and medium requested.

- 11.24.12. Participate in any HRSA required evaluation which may include additional data collection, reporting, meeting attendance, presentations and other tasks associated with an evaluation. Required evaluations will not exceed a reasonable burden of hours. Reasonable burden of hours is determined by HRSA
- 11.24.13. Subrecipients are encouraged to participate in additional HRSA evaluations that are voluntary and may include but are not limited to a range of opportunities such as rigorous evaluations, surveys, focus groups, and other opportunities for participation.
- 11.24.14. Annual reports and site visit documents from a central administration and/or national model developer must be provided to the ADHS Health Start program that demonstrate that the funded site has met requirements for program fidelity.
- 11.24.15. In the event that the ADHS is unable to access the data in the identified data management and reporting system, the site will provide the required data through manual reporting in a format identified by the ADHS.

11.25. Continuous Quality Improvement (CQI)

Sites receiving MIECHV funds are required to participate in the statewide CQI team.

- 11.25.1. CQI topics are determined by the ADHS Health Start Program based on HRSA required benchmark data and are selected annually.
- 11.25.2. At least one (1) supervisor and a direct contract representative from MIECHV funded sites shall participate in CQI. This includes but is not limited to:
 - 11.25.2.1. Participating in monthly meetings remotely via webcam and provided web access service.
 - 11.25.2.2. Complete CQI PDSA cycles and projects at the site level.
 - 11.25.2.3. Report on project progress monthly including the submission of a brief monthly presentation.
 - 11.25.2.4. Participate in the annual CQI Final Project presented during the annual Strong Families AZ Home Visiting Conference. This includes the completion of a storyboard and one of the following:
 - 11.25.2.4.1. Poster Presentation.
 - 11.25.2.4.2. Workshop or keynote speaker session.
 - 11.25.2.4.3. CQI Booklet Development.
 - 11.25.2.4.4. Other identified strategies.



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

11.25.2.5. Request technical assistance from the ADHS to ensure CQI participate and project process as needed.

11.25.2.6. Have at least one (1) parent representative on the local site CQI team.

11.26. Subrecipient is required to ensure that appropriate linkages and referral networks are established, and families are referred to appropriate community resources, services and supports.

11.27. Subrecipient is required to conduct outreach and/or partner with other local agencies/organizations within their designated service area, to ensure caseload capacity is met, and referrals for program are gathered

11.28. Subrecipient is required to Adhere to Arizona Revised Statute [A.R.S.§36-697](#)

11.28.1. (<http://www.azleg.gov/ArizonaRevisedStatutes.asp>) and perform all services in accordance with the HSPPM.

11.29. Subrecipient is required to hire, train and utilize Community Health Workers to deliver Health Start Home Visiting Services.

11.30. Subrecipient is required to hire, train and utilize qualified supervisors to oversee the work of the Community Health Workers.

11.30.1. Supervisors are required to attend all virtual and in-person required meetings at a minimum of 1 (one) time per month.

11.31. Subrecipient is required to create and maintain required policy and procedure documents.

11.32. Subrecipient is required to Comply with the State of Arizona Accounting Manual (SAAM).

11.33. Subrecipient is required to utilize Arizona Efforts to Outcomes (ETO) for all data collection and reporting.

11.34. Subrecipient is required to collect all data pertaining to MIECHV established benchmarks and efforts. Subrecipient is required to participate in annual Continuous Quality Improvement (CQI) projects, as determined by MIECHV.

12. State-Provided Items

The ADHS will provide upon award:

- 12.1. Technical assistance and guidance to the Subrecipient's staff that are implementing the Health Start Program.
- 12.2. Monitoring of the operation of the program, and ongoing compliance with Contract provisions and the HSPPM, through site visits, review of submitted forms and other mechanisms.
- 12.3. Forms, guides, screening forms, and any other forms that may be necessary to implement the program.
- 12.4. Summary information from the Health Start forms and other information if available.
- 12.5. Healthy @ Home Assessment forms and kit (English and Spanish versions).



SCOPE OF SERVICES

REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM

ARIZONA DEPARTMENT OF
HEALTH SERVICES
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 12.6. Ages and Stages Assessment Questionnaires Third (3rd) Edition, (ASQ-3) and Social Emotional (English and Spanish versions).
- 12.7. Arizona Family Resource Guide (English and Spanish digital versions).
- 12.8. Quarterly Report Templates.
- 12.9. Health Start Community Health Worker Core Curriculum.
- 12.10. Other Provider Resources as available.
- 12.11. Exhibit One (1) - Contractors Expense Reports
- 12.12. Exhibit Five (5) – Needs Assessment Report.
- 12.13. Exhibit Six (6) – MIECHV Service Utilization by Primary Care Area.
- 12.14. Exhibit Seven (7) - List of eligible PCAs with associated zip codes.
- 12.15. Exhibit Eight (8) – The ADHS Guidance for Federal Award Management.
- 12.16. Exhibit Nine (9) - Quarterly and Annual Site Visit Documentation.

13. Notices, Correspondence, and Reports

- 13.1. Notices, correspondence, reports, supporting documentation, and invoices/CERs from the Subrecipient to ADHS shall be sent to:

Kristin Spevak, Health Start Manager
Office of Children's Health
Arizona Department of Health Services
150 N 18th Avenue, Suite 310
Phoenix, AZ 85007-3242
Email: Kristin.Spevak@azdhs.gov
Phone: 602-316-336

- 13.2. CERs and all supporting documentation shall be emailed to: healthstartinvoices@azdhs.gov
 - 13.2.1 AUTOMATED CLEARING HOUSE. ADHS may pay invoices for some or all Orders through an Automated Clearing House (ACH). In order to receive payments in this manner, the Contractor must complete an ACH Vendor Authorization Form (form GAO-618) within thirty (30) days after the effective date of the Contract. The form is available online at: <https://gao.az.gov/sites/default/files/2023-05/GAO-618.pdf>
 - 13.2.1.1 ACH Vendor Authorization Form shall be emailed to Vendor.Payautomation@azdoa.gov.



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

APPLICATION DOCUMENTS (ATTACHED IN ECIVIS)

INSTRUCTIONS TO APPLICANTS

TERMS AND CONDITIONS

SCOPE OF SERVICES

ATTACHMENTS:

ATTACHMENT A: GRANT OFFER AND ACCEPTANCE

ATTACHMENT B: NOTICES, CORRESPONDENCE, AND PAYMENTS

ATTACHMENT C: DESIGNATION OF CONFIDENTIAL, TRADE SECRET AND PROPRIETARY INFORMATION

ATTACHMENT D: PARTICIPATION IN BOYCOTT OF ISRAEL

ATTACHMENT E: FORCED LABOR OF ETHNIC UYGHURS BAN

ATTACHMENT F: PROPOSED CONTRACTORS

ATTACHMENT G: BUDGET WORKBOOK

ATTACHMENT H: NARRATIVE RESPONSES

ATTACHMENT I: COMMUNITY ASSESSMENT

EXHIBITS:

EXHIBIT ONE (1): CONTRACTOR'S EXPENDITURE REPORT (CER)

EXHIBIT TWO (2): ECIVIS BUDGET INSTRUCTIONS

EXHIBIT THREE (3): ECIVIS APPLICATION USER GUIDE

EXHIBIT FOUR (4): INSURANCE REQUIREMENTS

EXHIBIT FIVE (5): ARIZONA NEEDS ASSESMENT

EXHIBIT SIX (6): MIECHV SERVICE UTILIZATION BY PRIMARY CARE AREA

EXHIBIT SEVEN (7): LIST OF ELIGIBLE PCA'S

EXHIBIT EIGHT (8): ADHS GUIDANCE FOR FEDERAL AWARD MANGEMENT

EXHIBIT NINE (9): QUARTERLY MEETING AND ANNUAL SITE VISIT DOCUMENTATION

**EXHIBIT TEN (10): MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING (MIECHV) PROGRAM POLICY
MANUAL**

EXHIBIT ELEVEN (11): ARIZONA MIECHV PROGRAM FISCAL POLICY MANUAL

EXHIBIT TWELVE (12): MIECHV LOCAL IMPLEMENTING AGENCY (LIA) REPORT



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

1. PRE-APPLICATION CONFERENCE.

There will be a Pre-Application Conference for this solicitation.

2. APPLICATION SUBMISSION.

- 2.1 Applications shall be submitted electronically through the State of Arizona Grant Platform, eCivis. Go to <https://portal.ecivis.com/#/login> and create an account. All submissions shall be received before the due date and time as listed in the eCivis website. The solicitation and application forms can be found under HSA Program at <https://grants.az.gov/funding-opportunities-0>.
- 2.2 The Application shall be single sided, typed using Arial 10-point font, single spaced, and adhere to the page limits, if applicable. The material shall be in sequence and organized as outlined below and related to the RFGA. Failure to include the requested information may have a negative impact on the evaluation of the Applicant's Application.
- 2.3 On each page of the Application, insert a Footer that specifies: Name of the Applicant, Name of the Attachment, the Solicitation Number, and Page Number. ADHS will not provide any reimbursement for the cost of developing in response to this RFGA. Footer not required on Attachments A – F.
- 2.4 The Application must be uploaded as separate attachments. The Application section contains nine (9) attachments, Eleven (11) exhibits, and additional required file uploads. All Attachments must be completed before submission.
- 2.5 The Application shall consist of the following:
- 2.5.1. Attachment A – Grant Offer and Acceptance form shall be completed and signed by authorized representative.
 - 2.5.2. Attachment B - Notices, Correspondence, and Payments to the Awardee shall be completed in its entirety.
 - 2.5.3. Attachment C - Designation of Confidential Trade Secret & Proprietary Information shall be completed and signed by authorized representative.
 - 2.5.4. Attachment D - Participation of Boycott of Israel form shall be completed and signed by authorized representative.
 - 2.5.5. Attachment E – Forced Labor of Ethnic Uyghurs Ban form completed and signed by an authorized representative.
 - 2.5.6. Attachment F - Proposed Subrecipients form completed in its entirety.
 - 2.5.7. Attachment G - Budget Workbook form shall be completed in its entirety. Refer to the Arizona Application Submission User Guide (available in eCivis, "Completing the Budget" to ensure your budget is successfully accepted. The budget must also be submitted and completed directly in eCivis, this is a mandatory field.
 - 2.5.8. Attachment H: Narrative Responses.
 - 2.5.9. Attachment I: Community Assessment completed in its entirety.



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 2.6 Exhibits are documents only for informational purposes. They are not to be submitted as part of the Grant Application.
- 2.6.1. Exhibit One (1): Contractor's Expenditure Report (CER).
 - 2.6.2. Exhibit Two (2): eCivis Budget Instructions.
 - 2.6.3. Exhibit Three (3): eCivis Application User Guide.
 - 2.6.4. Exhibit Four (4): Insurance Requirements.
 - 2.6.5. Exhibit Five (5): Arizona Needs Assessment.
 - 2.6.6. Exhibit Six (6): MIECHV Service Utilization By Primary Care Area (PCA).
 - 2.6.7. Exhibit Seven (7): List of Eligible PCA's.
 - 2.6.8. Exhibit Eight (8): ADHS Guidance for Federal Award Management.
 - 2.6.9. Exhibit Nine (9): Quarterly Meeting and Annual Site Visit Documentation.
 - 2.6.10. Exhibit Ten (10): MIECHV Program Policy Manual.
 - 2.6.11. Exhibit Eleven (11): Arizona MIECHV Program Fiscal Policy Manual.
 - 2.6.12. Exhibit Twelve (12): MIECHV LIA Report.

Applicants working for Colleges and/or Universities should work with their Contracts and Grants office to submit all documentation on their behalf.

- 2.7 Submission Applications by means other than the eCivis system will not be accepted. Click the [Save] button upon uploading each attachment. To ensure successful submission of the Application, please refer to the Arizona Application Submission User Guide (available in eCivis), page fourteen (14) "Submitting Your Application."
- 2.8 Keep a copy of this solicitation and submitted Grant Application. If awarded, the Awardee shall be bound to the services listed by the Grant Application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
- 2.9 ADHS may conduct discussions and suggest revisions to the Applications. If discussions are conducted, Applicants will be invited to modify their Applications. The State of Arizona reserves the right to award Grants for less than the proposed amount.

3. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS.

It is the responsibility of the supplier/applicant to routinely check the eCivis website for Solicitation Amendments in the Files tab.



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

4. APPLICATION QUESTIONS.

All questions regarding this RFGA shall be submitted to the procurement officer via eCivis contact page no later than five (5) days prior to the RFGA due date.

- 4.1 ADHS will review and respond to all questions. If the question relates to a specific portion of the RFGA ADHS will refer to the section as the answer. If the questions materially change the RFGA, then ADHS will provide a Solicitation Amendment and a REVISED RFGA with the changes notated in red.
- 4.2 It is the responsibility of the Applicant to check the eCivis posting, Files Tab, to ensure new notes have not been added detailing any changes that may have been made.

5. CONFIDENTIAL INFORMATION.

- 5.1 Upon submission, all Application documents become the property of the State of Arizona and, as such, becomes subject to public disclosure. All information is deemed not to be proprietary or confidential.
- 5.2 If an Applicant believes that their Application contains information that should be withheld from public disclosure, it must be clearly marked "Confidential/Proprietary" on those pages and complete Attachment C, Designation of Confidential Trade Secret & Proprietary Information.
- 5.3. A statement advising the Procurement Officer of this fact and explaining the reasons for confidentiality shall accompany the Application. The Applicant shall stamp or specifically identify all information believed to be confidential. It is the responsibility of the Applicant to explain the basis of a claim of confidentiality.
- 5.4. The information identified by the Applicant as confidential shall not be disclosed until the Procurement Officer makes a written determination. The Procurement Officer shall review the statement and information and shall determine in writing whether the information shall be withheld. If the Procurement Officer determines the information is not confidential, the Procurement Officer shall inform the Applicant in writing of such determination.

6. APPLICATION REQUIREMENTS.

One (1) electronic copy of the Application shall be submitted in the eCivis system as attachments in the acceptable format specified below. Acceptable formats include .doc document, xls spreadsheet and .pdf. Applicants shall download and complete the Attachments on their own computer, and upload the completed documents into the eCivis application.

7. EVALUATION CRITERIA.

Grant Applications will be evaluated according to the Grant requirements per [A.R.S. §41-2702 F](#). The evaluation criteria are listed in the relative order of importance and are based on the following:

- 7.1. Attachment H - Narrative Response – Not to Exceed Fifteen (15) Pages. (50 Points Maximum).
- 7.2. Attachment G - Budget Workbook - Itemized budget and budget justification showing proposed cost(s) along with the budget located in eCivis per Exhibit Two (2) – eCivis Budget Instructions. (40 Points Maximum)
- 7.3. Attachment I – Community Assessment – (10 Points Maximum).

8. DISCUSSION.



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

The ADHS Procurement reserves the option to conduct discussions with Applicants. The purpose of these discussions is to provide clarification and to assure full understanding of and responsiveness to the Application requirements regarding the Grant.

9. MULTIPLE AWARDS.

ADHS reserves the right to award Grants to multiple Applicants. In order to assure that any ensuing Grants will allow the State to fulfill current and future needs, the ADHS reserves the right to award Grants to multiple Applicants.

10. APPLICATION ACCEPTANCE PERIOD.

To be eligible for Grant award, Application cost estimates shall be held open for 180 days.

11. COLLABORATIVE PARTNERSHIPS WITHIN PROGRAM AREAS.

The State encourages partnerships with other entities and programs within communities. Partnerships and/or collaborative efforts are defined as joint efforts with other entities that could provide additional resources, such as funding, in-kind, direct services, volunteers, and community support. When proposing partnerships, provide letters of agreement or memoranda of understanding describing the roles and responsibilities each partner will assume and signed by appropriate partners.

12. AUTHORIZED SIGNATURE.

For any document that requires the Applicant's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign Grant agreements. Additionally, if requested by ADHS, disclosure of ownership information shall be submitted:

12.1. Privately Owned: The Owner shall sign the Grant Application.

12.2. Partnership: A Partner shall sign the Grant Application.

12.3. Corporation: A duly authorized Corporate Officer shall sign the Grant Application.

12.4. College or University: A duly authorized Officer shall sign the Grant Application:

12.4.1. Associate Vice President of Sponsored Projects.

12.4.2. Contract Officer.

12.4.3. Sponsored Projects and Contracting Services Officer.

12.4.4. Grant and Contract Officer.

12.5. If a person other than these specified individuals signs the Grant Application, a Power of Attorney indicating the employee's authority shall accompany the Grant Application. All addenda to the Grant Application shall be signed by the authorized individual who signed the Grant Application except that they may be signed by a duly authorized designee.

13. SUSPENSION OR DEBARMENT STATUS

If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a Awardee with



INSTRUCTIONS TO APPLICANTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

any Federal, State or local government or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided. The Application of an Applicant who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

14. FEDERAL PROCUREMENT SUSPENSION/DEBARMENT

All Applicants, upon submittal and signature of their Application, hereby attest and certify that the company has not been debarred or suspended from Federal procurements.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 1. DEFINITION OF TERMS.** As used in this Grant, the terms listed below are defined as follows:
- 1.1 “AI” means the science and engineering of making machines capable of performing tasks that are typically associated with human intelligence, such as learning and problem-solving, and includes without limitation: AI systems, classic AI, external AI, generative AI, and large language model (LLM) AI.
 - 1.2 “Attachment” means any document attached to the Grant and incorporated into the Grant.
 - 1.3 “ADHS” means Arizona Department of Health Services.
 - 1.4 “Budget Term” means the period of time for which the grant budget has been created and during which funds should be expended.
 - 1.5 “Change Order” means a written order that is signed by a Procurement Officer and that directs the Awardee to make changes authorized by the Terms and Conditions of the Grant.
 - 1.6 “Cost Reimbursement” means a Grant under which a Awardee is reimbursed for already incurred costs, which are reasonable, allowable and allocable in accordance with the Grant terms and approved by ADHS.
 - 1.7 “Days” means calendar days unless otherwise specified.
 - 1.8 “Fixed Price” establishes a set price per unit of service. The set price shall be based on costs, which are reasonable, allowable and allocable.
 - 1.9 “Grant” means the combination of the Terms and Conditions, the Specifications and Statement or Scope of Services, Attachments, Referenced Documents, any Grant Amendments and any terms applied by law.
 - 1.10 “Grant Amendment” means a written document signed by the Procurement Officer and the Awardee that is issued for the purpose of making changes in the Grant.
 - 1.11 “Awardee” means any person who has a Grant with the Arizona Department of Health Services.
 - 1.12 “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.
 - 1.13 “Materials” unless otherwise stated herein, means all property, including but not limited to equipment, supplies, printing, insurance and leases of property.
 - 1.14 “Procurement Officer” means the person duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
 - 1.15 “Purchase Order” means a written document that is signed by a Procurement Officer, that requests a vendor to deliver described goods or services at a specific price and that, on delivery and acceptance of the goods or services by ADHS, becomes an obligation of the State.
 - 1.16 “Services” means the furnishing of labor, time or effort by a Awardee or Subawardee.
 - 1.17 “Subgrant” means any grant express or implied, between the Awardee and another party or between a subgrant and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of this Grant.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

1.18 “State” means the State of Arizona and/or the ADHS. For purposes of this Grant, the term “State” shall not include the Awardee.

2. GRANT TYPE. Payment shall be made on a **Cost Reimbursement** basis.

3. GRANT INTERPRETATION.

3.1. Arizona Law. The law of Arizona applies to this Grant including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona.

3.2. Implied Contract Terms. Each provision of law and any terms required by law to be in this Grant are a part of this Contract as if fully stated in it.

3.3. Grant Order of Precedence. In the event of a conflict in the provisions of the Grant, 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 Services.

3.3.3. Attachments.

3.3.4. Exhibits.

3.4. Relationship of Parties. The Awardee under this Grant is an independent Awardee. Neither party to this Grant shall be deemed to be the employee or agent of the other party to the Grant.

3.5. Severability. The provisions of this Grant are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Grant.

3.6. No Parole 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.

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.

3.8. Headings. Headings are for organizational purposes only and shall not be interpreted as having legal significance or meaning.

4. GRANT ADMINISTRATION AND OPERATION.

4.1. Term. The initial terms of this Grant shall commence upon final signature by the State Government Administrator, and shall remain in effect be for five (5) years unless terminated, canceled, or extended as otherwise provided herein.

4.2. Contract Renewal. This Grant shall not bind, nor purport to bind, the State for any contractual commitment in excess of the original Grant period. The term of the Grant shall not exceed five (5) years. However, if the original Grant period is for less than five (5) years, Grant period together with the renewal periods does not exceed five (5) years. If the State exercises such rights, all terms,



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

conditions and provisions of the original Grant shall remain the same and apply during the renewal period with the exception of price and Scope of Services, which may be renegotiated.

- 4.3. New Budget Term. If a budget term has been completed in a multi-term Grant, 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 Services or change in cost of services as approved by the Arizona Department of Health Services.
- 4.4. Non-Discrimination. The Subrecipient 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. Subrecipient shall include these provisions in contracts with Subrecipients when required by Federal or State law.
- 4.5. Records and Audit. Under A.R.S. § 35-214 and A.R.S. § 35-215, the Awardee shall retain and shall contractually require each Subawardee to retain all data and other records ("records") relating to the acquisition and performance of the Grant for a period of five (5) years after the completion of the Grant. All records shall be subject to inspection and audit by the State and where applicable the Federal Government at reasonable times. Upon request, the Awardee shall produce a legible copy of any or all such records.
- 4.6. Financial Management. For all contracts, the practices, procedures, and standards specified in and required by the Arizona Department of Health Service's Guidance for Federal Grant Award Management Manual shall be used by the Awardee in the management of Grant funds and by the State when performing a Grant audit. Funds collected by the Awardee in the form of fees, donations and/or charges for the delivery of these Grant services shall be accounted for in a separate fund.
- 4.6.1. *Federal Funding.* Awardees receiving federal funds under this Grant shall comply with the certified finance and compliance audit provisions of the Office of Management and Budget and related Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if applicable. The federal financial assistance information shall be stated in a Change Order or Purchase Order.
- 4.6.2. *State Funding.* Awardees receiving state funds under this Grant shall comply with the certified compliance provisions of A.R.S. § 35-181.03.
- 4.7. Inspection and Testing. The Awardee agrees to permit access, at reasonable times, to its facilities.
- 4.8. Notices. Notices to the Awardee required by this Grant shall be made by the State to the person indicated on the signature page by the Awardee, unless otherwise stated in the Grant. Notices to the State required by the Grant shall be made by the Awardee to an ADHS Procurement Officer, unless otherwise stated in the Grant. An authorized ADHS Procurement Officer and an authorized Awardee representative may change their respective person to whom notice shall be given by written notice, and an amendment to the Grant shall not be necessary.
- 4.9. Advertising and Promotion of Contract. The Awardee shall not advertise or publish information for commercial benefit concerning this Grant without the prior written approval of an ADHS Procurement Officer.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

4.10. Property of the State.

- 4.10.1. *Equipment.* Except as provided below or otherwise agreed to by the parties, the title to any and all equipment acquired through the expenditure of funds received from the State shall remain the property of the State by and through the ADHS and, as such, shall remain under the sole direction, management and control of the ADHS. When this Grant is terminated, the disposition of all such property shall be determined by the ADHS. For Fixed Price contracts, when the Awardee provides the services/materials required by the Grant, any and all equipment purchased by the Awardee remains the property of the Awardee. All purchases of equipment need to be reported to the ADHS Office of Inventory Control.
- 4.10.2. *Title and Rights to Materials.* As used in this section, the term “Materials” means all products created or produced by the Awardee under this Grant, including, but not limited to: written and electronic information, recordings, reports, research, research findings, conclusions, abstracts, results, software, data and any other intellectual property or deliverables created, prepared, or received by the Awardee in performance of this Grant. Awardee acknowledges that all Materials are the property of the State by and through the ADHS and, as such, shall remain under the sole direction, management and control of the ADHS. The Awardee is not entitled to a patent or copyright on these Materials and may not transfer a patent or copyright on them to any other person or entity. To the extent any copyright in any Materials may originally vest in the Awardee, the Awardee hereby irrevocably transfers to the ADHS, for and on behalf of the State, all copyright ownership. The ADHS shall have full, complete and exclusive rights to reproduce, duplicate, adapt, distribute, display, disclose, publish, release and otherwise use all Materials. The Awardee shall not use or release these Materials without the prior written consent of the ADHS. When this Grant is terminated, the disposition of all such Materials shall be determined by the ADHS. Further, the Awardee agrees to give recognition to the ADHS for its support of any program when releasing or publishing program Materials.
- 4.10.3. *Notwithstanding the above, if the Awardee is a State agency, the following shall apply instead:* It is the intention of ADHS and Awardee that all material and intellectual property developed under this Agreement be used and controlled in ways to produce the greatest benefit to the parties to this Grant and the citizens of the State of Arizona. As used in this paragraph, “Material” means all written and electronic information, recordings, reports, findings, research information, abstracts, results, software, data, discoveries, inventions, procedures and processes of services developed by the Awardee and any other materials created, prepared or received by the Awardee and Subawardees in performance of this Agreement. “Material” as used herein shall not include any pre-existing data, information, materials, discoveries, inventions or any form of intellectual property invented, created, developed or devised by Awardee (or its employees, Subawardees or agents) prior to the commencement of the services funded by this Agreement or that may result from Awardee’s involvement in other service activities that are not funded by the Agreement.
- 4.10.4. Title and exclusive copyright to all Material shall vest in the State of Arizona, subject to any rights reserved on behalf of the federal government. As State agencies and instrumentalities, both ADHS and Awardee shall have full, complete, perpetual, irrevocable and non-transferable rights to reproduce, duplicate, adapt, make derivative works, distribute, display, disclose, publish and otherwise use any and all Material. The Awardee’s right to use Material shall include the following rights: the right to use the Material in connection with its internal, non-profit research and educational activities, the right to present at academic or professional meetings or symposia and the right to publish in journals, theses, dissertations or otherwise of Awardee’s own choosing. Awardee agrees to provide ADHS with a right of review prior to



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

any publication or public presentation of the Material, and ADHS shall be entitled to request the removal of its confidential information or any other content the disclosure of which would be contrary to the best interest of the State of Arizona. Neither party shall release confidential information to the public without the prior expressly written permission of the other, unless required by the State public records statutes or other law, including a court order. Each party agrees to give recognition to the other party in all public presentations or publications of any Material, when releasing or publishing them.

4.10.5. In addition, ADHS and Awardee agree that any and all Material shall be made freely available to the public to the extent it is in the best interest of the State. However, if either party wants to license or assign an intellectual property interest in the material to a third-party for monetary compensation, ADHS and Awardee agree to convene to determine the relevant issues of title, copyright, patent and distribution of revenue. In the event of a controversy as to whether the Material is being used for monetary compensation or in a way that interferes with the best interest of the state or ADHS, then the Arizona Department of Administration shall make the final decision. Notwithstanding the above, "monetary compensation" does not include compensation paid to an individual creator for traditional publications in academia (the copyrights to which are Employee-Excluded Works under ABOR Intellectual Property Policy Section 6-908C.4.), an honorarium or other reimbursement of expenses for an academic or professional presentation, or an unprofitable distribution of Material.

4.11. E-Verify Requirements In accordance with A.R.S. § 41-4401, Awardee 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.

4.12. Federal Immigration and Nationality Act The Awardee 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 Grant. Further, the Awardee shall flow down this requirement to all Subawardees utilized during the term of the Grant. The State shall retain the right to perform random audits of Awardee and Subrecipients records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Awardee and/or any Subawardees be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the Grant for default and suspension and/or debarment of the Awardee.

5. COSTS AND PAYMENTS

5.1. **Payments.** Payments shall comply with the requirements of A.R.S. Titles 35 and 41, net thirty (30) days. Upon receipt and acceptance of goods or services, the Awardee shall submit a complete and accurate Awardee's Expenditure Report for payment from the State within thirty (30) days.

5.2. **Recoupment of Contract Payments.**

5.2.1. *Unearned Advanced Funds.* Any unearned State funds that have been advanced to the Awardee and remain in its possession at the end of each budget term, or at the time of termination of the Grant, shall be refunded to the ADHS within forty-five (45) days of the end of a budget term or of the time of termination.

5.2.2. *Contracted Services.* In a fixed price Grant, if the number of services provided is less than the number of services for which the Awardee received compensation, funds to be returned to the ADHS shall be determined by the Grant price. Where the price is determined by cost per unit of service or material, the funds to be returned shall be determined by multiplying the unit of service cost by the number of services the Awardee did not provide during the



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Grant term. Where the price for a deliverable is fixed, but the deliverable has not been completed, the Awardee shall be paid a pro rata portion of the completed deliverable. In a cost reimbursement contract, the ADHS shall pay for any costs that the Awardee can document as having been paid by the Awardee and approved by ADHS. In addition, the Awardee will be paid its reasonable actual costs for work in progress as determined by Generally Accepted Accounting Principles up to the date of Grant termination.

- 5.2.3. *Refunds.* Within forty-five (45) days after the end of each budget term or of the time of termination of the Grant, the Awardee shall refund the greater of: i) the amount refundable in accordance with paragraph 5.2.1, Unearned Advanced Funds; or ii) the amount refundable in accordance with paragraph 5.2.2, Contracted Services.
- 5.2.4. *Unacceptable Expenditures.* The Awardee agrees to reimburse the ADHS for all Grant funds expended, which are determined by the ADHS not to have been disbursed by the Awardee in accordance with the terms of this Grant or within the Federal Awarding Agency's award terms and conditions. The Awardee shall reimburse ADHS within forty-five (45) days of the determination of unacceptability.
- 5.3. Unit Costs/Rates or Fees. Unit costs/rates or fees shall be based on costs, which are determined by ADHS to be reasonable, allowable and allocable.
- 5.4. Applicable Taxes.
- 5.4.1. *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 taxes from the buyer does not relieve the seller from its obligation to remit taxes.
- 5.4.2. *Tax Indemnification.* The Awardee and all Subawardees shall pay all federal, state and local taxes applicable to its operation and any persons employed by the Awardee. Awardee shall require all Subawardees 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.
- 5.4.3. *I.R.S. W9 Form.* In order to receive payment under any resulting Grant, the Awardee shall have a current I.R.S. W9 Form on file with the State of Arizona.
- 5.5. Availability of Funds for the Next Fiscal Year. Funds may not be presently available for performance under this Grant beyond the first year of the budget term or Grant term. The State may reduce payments or terminate this Grant without further recourse, obligation or penalty in the event that insufficient funds are appropriated in the subsequent budget term. The State shall not be liable for any purchases or Subgrants entered into by the Awardee in anticipation of such funding. The Procurement Officer shall have the discretion in determining the availability of funds.
- 5.6. Availability of Funds for the Current Grant Term. Should the State Legislature enter back into session and decrease the appropriations through line item or general fund reductions, or for any other reason these goods or services are not funded as determined by ADHS, the following actions may be taken by ADHS:
- 5.6.1. Accept a decrease in price offered by the Awardee.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 5.6.2. Reduce the number of goods or units of service and reduce the payments accordingly.
- 5.6.3. Offer reductions in funding as an alternative to Grant termination.
- 5.6.4. Cancel the Grant.

6. CONTRACT CHANGES

- 6.1. Amendments, Purchase Orders and Change Orders. This Grant is issued under the authority of the Procurement Officer who signed this Grant. The Grant may be modified only through a Grant Amendment, Purchase Order and/or Change Order within the scope of the Grant, unless the change is administrative or otherwise permitted by the Special Terms and Conditions. Changes to the Grant, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized State employee or made unilaterally by the Grant are violations of the Grant and of applicable law. Such changes, including unauthorized Grant Amendments, Purchase Orders and/or Change Orders, shall be void and without effect, and the Grant shall not be entitled to any claim under this Grant based on those changes.
- 6.2. Subgrants. The Awardee shall not enter into any subcontract under this Grant without the advance written approval of the Procurement Officer. The subcontract shall incorporate by reference all material and applicable terms and conditions of this Grant.
- 6.3. Assignments and Delegation. The Awardee shall not assign any right nor delegate any duty under this Grant without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

7. RISK AND LIABILITY

- 7.1. Risk of Loss. The Awardee shall bear all loss of conforming material covered under this Grant until received and accepted by authorized personnel at the location designated in the Purchase Order, Change Order or Grant. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Awardee regardless of receipt.
- 7.2. Force Majeure.
 - 7.2.1. Liability and Definition. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Grant if and to the extent that such party's performance of this Grant 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; acts of terrorism; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-interventions not caused by or resulting from the act or failure to act of the parties; failures or refusals to act by government authority not caused by or resulting from the act or failure to act of the parties; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence.
 - 7.2.2. Exclusions. Force Majeure shall not include the following occurrences:
 - 7.2.2.1. Late delivery of Materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

7.2.2.2. Late performance by a Subrecipients unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.

7.2.2.3. Inability of either the Awardee or any Subawardee to acquire or maintain any required insurance, bonds, licenses or permits.

7.2.3. *Notice.* If either party 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 Grant Amendment for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this Grant.

7.2.4. *Default.* 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.

7.3. Third Party Antitrust Violations. The Awardee 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 Awardee for or toward the fulfillment of this Grant.

8. DESCRIPTION OF MATERIALS The following provisions shall apply to Materials only:

8.1. Liens. The Awardee agrees that the Materials supplied under this Grant are free of liens. In the event the Materials are not free of liens, Awardee shall pay to remove the lien and any associated damages or replace the Materials with Materials free of liens.

8.2. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Awardee agrees 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 Grant description.

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

8.2.3. Within the variations permitted by the Grant 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 Grant may require.

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

8.3. Inspection/Testing. Subparagraphs 8.1 through 8.2 of this paragraph are not affected by inspection or testing of or payment for the Materials by the State.

8.4. Compliance With Applicable Laws. The Materials and services supplied under this Grant shall comply with all applicable federal, state and local laws, and the Awardee shall maintain all applicable license and permit requirements.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

8.5. Survival of Rights and Obligations After Grant Expiration and Termination.

8.5.1. *Awardee's Representations.* All representations and warranties made by the Awardee under this Grant in paragraphs 7 and 8 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.

8.5.2. *Purchase Orders and Change Orders.* Unless otherwise directed in writing by the Procurement Officer, the Awardee shall fully perform and shall be obligated to comply with all Purchase Orders and Change Orders received by the Awardee prior to the expiration or termination hereof, including, without limitation, all Purchase Orders and Change Orders received prior to but not fully performed and satisfied at the expiration or termination of this Grant.

9. STATE'S CONTRACTUAL REMEDIES

9.1. Right to Assurance. If the State, in good faith, has reason to believe that the Awardee does not intend to, or is unable to, perform or continue performing under this Grant, the Procurement Officer may demand in writing that the Awardee give a written assurance of intent to perform. Failure by the Awardee 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 Grant.

9.2. Stop Work Order.

9.2.1. *Terms.* The State may, at any time, by written order to the Awardee, require the Awardee to stop all or any part of the work called for by this Grant for a period up to ninety (90) Days after the order is delivered to the Awardee, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Awardee 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.

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

9.3. Non-exclusive Remedies. The rights and remedies of ADHS under this Grant are not exclusive, and ADHS is entitled to all rights and remedies available to it, including those under the Arizona Uniform Commercial Code and Arizona common law.

9.4. Right of Offset. The State shall be entitled to offset against any sums due the Awardee in any Grant with the State or damages assessed by the State because of the Awardee's non-conforming performance or failure to perform this Grant. The right to offset may include, but is not limited to, a deduction from an unpaid balance and a collection against the bid and/or performance bonds. Any offset taken for damages assessed by the State shall represent a fair and reasonable amount for the actual damages and shall not be a penalty for non-performance.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

10. GRANT TERMINATION

- 10.1. Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Grant within three (3) years after Grant execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant on behalf of the State is, or becomes at any time while the Grant or an extension of the Grant is in effect, an employee of or a consultant to any other party to this Grant with respect to the subject matter of the Grant. The cancellation shall be effective when the Awardee receives written notice of the cancellation, unless the notice specifies a later time. If the Awardee is a political subdivision of the State, it may also cancel this Grant as provided in A.R.S. § 38-511.
- 10.2. Gratuities. The State may, by written notice, terminate this Grant, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Awardee or a representative of the Awardee to any officer or employee of the State for the purpose of influencing the outcome of the procurement, securing the Grant or an Amendment to the Grant, or receiving favorable treatment concerning the Grant, including the making of any determination or decision about Grant 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 Awardee.
- 10.3. Suspension or Debarment. The State may, by written notice to the Awardee, immediately terminate this Grant if the State determines that the Awardee or its Subawardee has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subawardee of any public procurement unit or other governmental body.
- 10.4. Termination Without Cause.
- 10.4.1. Both the State and the Awardee may terminate this Grant at any time with thirty (30) days' notice in writing specifying the termination date. Such notices shall be given by personal delivery or by certified mail, return receipt requested.
- 10.4.2. If the Awardee terminates this Grant, any monies prepaid by the State, for which no service or benefit was received by the State, shall be refunded to the State within five (5) days of the termination notice. In addition, if the Awardee terminates the Grant, the Awardee shall indemnify the State for any sanctions imposed by the funding source as a result of the Awardee's failure to complete the Grant.
- 10.4.3. If the State terminates this Grant pursuant to this Section, the State shall pay the Awardee the Grant price for all Services and Materials completed up to the date of termination. In a fixed price Grant, the State shall pay the amount owed for the Services or Materials by multiplying the unit of service or item cost by the number of unpaid service units or items. In a cost reimbursement contract, the ADHS shall pay for any costs that the Awardee can document as having been paid by the Awardee and approved by ADHS. In addition, the Awardee will be paid its reasonable actual costs for work in progress as determined by GAAP up to the date of termination. Upon such termination, the Awardee shall deliver to the ADHS all deliverables completed. ADHS may require Awardee to negotiate the terms of any remaining deliverables still due.
- 10.5. Mutual Termination. This Grant may be terminated by mutual written agreement of the parties specifying the termination date and the terms for disposition of property and, as necessary, submission of required deliverables and payment therein.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 10.6. Termination for Default. The State reserves the right to terminate the Grant in whole or in part due to the failure of the Awardee to comply with any material obligation, term or condition of the Grant, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Grant. In the event the ADHS terminates the Grant in whole or in part as provided in this paragraph, the ADHS may procure, upon such terms and in such manner as deemed appropriate, Services or Materials, similar to those terminated, and Awardee shall be liable to the ADHS for any excess costs incurred by the ADHS in obtaining such similar Services or Materials.
- 10.7. Continuation of Performance Through Termination. Upon receipt of the notice of termination and until the effective date of the notice of termination, the Awardee shall perform work consistent with the requirements of the Grant and, if applicable, in accordance with a written transition plan approved by the ADHS. If the Awardee terminated in part, the Awardee shall continue to perform the Grant to the extent not terminated. After receiving the notice of termination, the Awardee shall immediately notify all Subawardees, in writing, to stop work on the effective date of termination, and on the effective date of termination, the Awardee and Subrecipients shall stop all work.
- 10.8. Disposition of Property. Upon termination of this Grant t, all property of the State, as defined herein, shall be delivered to the ADHS upon demand.

11. ARBITRATION

Pursuant to A.R.S. § 12-1518, disputes under this Grant shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12 -133.

12. COMMUNICATION

- 12.1. Program Report. When reports are required by the Grant, the Awardee shall provide them in the format approved by ADHS.
- 12.2. Information and Coordination. The State will provide information to the Awardee pertaining to activities that affect the Awardee's delivery of services, and the Awardee 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 Awardee progresses, advice and information on matters covered by the Grant shall be made available by the Awardee to the State throughout the effective period of the Grant.

13. CLIENT GRIEVANCES

If applicable, the Awardee and its Subawardees 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 Grant and which is acceptable to and approved by the State.

14. 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.

15. 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 Grant or Grant Amendment. Administrative Changes subject to permissible corrections include: misspellings, grammar errors, incorrect addresses, incorrect Grant Amendment numbers,



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

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 Awardee notice of corrections to administrative errors in a written confirmation letter with a copy of the corrected Administrative Change attached.

16. SURVIVAL OF TERMS AFTER TERMINATION OR CANCELLATION OF CONTRACT

All applicable Grant terms shall survive and apply after Grant termination or cancellation to the extent necessary for Awardee to complete and for the ADHS to receive and accept any final deliverables that are due after the date of the termination or cancellation.

17. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY AT OF 1996 (HIPAA)

17.1. The Awardee 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 Grant. Awardee warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Grant so that both ADHS and Awardee 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. Awardee will sign any documents that are reasonably necessary to keep ADHS and Awardee in compliance with HIPAA, including, but not limited to, business associate agreements.

17.2. If requested by the ADHS Procurement Office, Awardee 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, Awardee agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Awardee has attended or participated in job related HIPAA training that is: (1) intended to make the Awardee 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. 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. The number can be created in SAM.gov. If already registered the UEI has been assigned and can be viewed in SAM.gov.

19. 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



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

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.

20. 2 CFR §200.216 PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Recipients and sub-recipients are prohibited from obligating or expending loan or grant funds to:

20.1. Procure or obtain.

20.2. Extend or renew a contract to procure or obtain.

20.3. Enter in a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

20.3.1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities):

20.3.1.1. Telecommunications or video surveillance services provided by such entities or using such equipment.

20.3.1.2. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonable believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

21. CONTRACTING; PROCUREMENT; INVESTMENT; PROHIBITIONS

21.1. A public entity may not enter into a contract with a company to acquire or dispose of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.

21.2. A public entity may not adopt a procurement, investment or other policy that has the effect of inducing or requiring a person or company to boycott Israel.

21.3. Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Grant engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by the State up to and including termination of this Grant.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

22. TECHNOLOGY REPLACEMENT

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

23. AUTHORIZATION FOR PROVISION OF SERVICES

Authorization for purchase of services under this Grant shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Grant number and the dollar amount of the funds authorized. The Awardee 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 Grant.

24. KEY PERSONNEL

It is essential the Awardee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work performed under this Grant. The Awardee must assign specific individuals to key positions of responsibility. If any of the assigned Key/Essential Personnel does not satisfactorily perform the assigned duties, the Awardee shall withdraw such Key/Essential Personnel immediately upon ADHS' notification and shall replace the withdrawn Key/Essential Personnel with other Key/Essential Personnel at no additional cost to ADHS.

25. INFORMATION DISCLOSURE

The Awardee shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the Grant shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Grant. Persons requesting such information should be referred to the State. The Awardee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Awardee as needed for the performance of duties under the Grant, unless otherwise agreed to in writing by the State.

26. GRANT RESTRICTIONS

Awardees will provide a copy of all printed or broadcast media or any other educational materials developed using funds awarded under this Grant to the ADHS Program Manager for approval. Media and/or printed educational materials will adhere to the required wording as follows: "Funded in part by the Bureau of Women and Children's Health (BWCH)" as made available through the Arizona Department of Health Services" or add ADHS logo.

27. ARIZONA SUBSTITUTE/IRS W-9 FORM

In order to receive payment, the Awardee shall have a current Arizona Substitute W-9 Form on file with the State of Arizona, unless not required by law.

28. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Any services that are described in the specifications or scope of services that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the Grant. This provision applies to work performed by subSubrecipients at all tiers.

29. PURCHASE ORDERS

The Awardee shall, in accordance with all terms and conditions of the Grant, fully perform and shall be obligated to comply with all Purchase Orders received by the Awardee prior to the expiration or termination hereof, unless otherwise directed in writing by the ADHS Administrator, including, without limitation, all Purchase Orders received prior to but not fully performed and satisfied at the expiration or termination of this Grant.

30. PANDEMIC CONTRACTUAL PERFORMANCE

30.1. The State shall require a written plan that illustrates how the Awardee shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at any time prior or post award of a Grant. At a minimum, the pandemic performance plan shall include:

30.1.1. Key succession and performance planning if there is a sudden significant decrease in Awardee's workforce.

30.1.2. Alternative methods to ensure there are products in the supply chain.

30.1.3. An up-to-date list of company contacts and organizational chart.

30.2. In the event of a pandemic, as declared the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this Grant impossible or impracticable, the State shall have the following rights:

30.2.1. After the official declaration of a pandemic, the State may temporarily void the Grant(s) in whole or specific sections, if the Awardee cannot perform to the standards agreed upon in the initial terms.

30.2.2. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.

30.2.3. Once the pandemic is officially declared over and/or the Awardee can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided Grant(s).

30.3. The State, at any time, may request to see a copy of the written plan from the Awardee. The Awardee shall produce the written plan within seventy-two (72) hours of the request.

31. INDEMNIFICATION CLAUSE

31.1. To the fullest extent permitted by law, Awardee 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 Awardee or any of its owners, officers, directors, agents, employees or Subrecipients. 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 Awardee to



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

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 Awardee from and against any and all claims. It is agreed that Awardee 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 Subrecipient agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the Awardee for the State of Arizona.

31.2. This indemnity shall not apply if the Subrecipient or sub-Subrecipient(s) is/are an agency, board, commission or university of the State of Arizona.

32. INSURANCE REQUIREMENTS

32.1. Awardee and Subawardees shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Grant, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Awardee, its agents, representatives, employees or Subrecipients.

32.2. The Insurance Requirements herein are minimum requirements for this Grant and in no way limit the indemnity covenants contained in this Grant. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subrecipient from liabilities that arise out of the performance of the work under this Grant by the Awardee, its agents, representatives, employees or Subrecipients, and the Awardee is free to purchase additional insurance.

32.3. MINIMUM SCOPE AND LIMITS OF INSURANCE:

Reference Exhibit Four (4) – Insurance Requirements.

33. CIVIL RIGHTS ASSURANCE STATEMENT

The Awardee and Subawardee 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.

34. AMERICANS WITH DISABILITIES ACT OF 1990

34.1 The Awardee 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.

34.2 Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contracting the Contract Manager for the Grant. Request should be made as early as possible to allow time to arrange the accommodation.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 35.** 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 Subrecipient should take this fact into consideration
- 35.1. 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.
 - 35.2. Subrecipient agrees to maintain property records for equipment purchased with grant funds and perform a physical inventory and reconciliation with property records at least every. Subrecipient agrees that funds will not be used for the construction of new facilities.
 - 35.3. Subrecipient 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. Subrecipient also agrees to follow the directives in ADHS Property and Procedure Policy FIN 111.
 - 35.4. 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 one hundred percent (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.
 - 35.5. Subrecipient understands that financial reports are required as an accounting of expenditures for either reimbursement or ADHS-approved advance payments.
 - 35.6. 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.
 - 35.7. All goods and services must be received or have reasonable expectations thereof and placed in service by Subrecipient by the expiration of this award.
 - 35.8. Subrecipient agrees that all encumbered funds must be expended and that goods and services must be paid by Subrecipient within sixty (60) days of the expiration of this award unless funding guidelines permit funds to be used at a future date.
 - 35.9. Subrecipient agrees to remit all unexpended grant funds to the ADHS within thirty (30) days of written request from the ADHS.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 35.10. Subrecipient 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.
- 35.11. Subrecipient agrees not to use grant funds for food and/or beverage unless explicitly approved in writing by the ADHS.
- 35.12. Subrecipient 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.
- 35.13. 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.
- 35.14. Subrecipient agrees that grant funds are not to be expended for any indirect costs that may be incurred by Subrecipient 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 Subrecipient.
- 35.15. Subrecipient 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 Subrecipient 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 months after the entity's fiscal year-end at the attached **Link**: <https://harvester.census.gov/facweb/default.aspx/>.
- 35.16. Subrecipient certifies that it will comply with OMB Circulars A-102 and 2 CFR, Part 215 Uniform Administrative Requirements for Grants and Cooperative Agreements as codified in (1) 28 CFR, Part 66.32 or (2) 28 CFR, Part 70.34 and Cost Principles (1) 2 CFR, Part 225, (2) 2 CFR, Part 220 or (3) 2 CFR, Part 230, the OJP Financial Guide. OMB A-102 is obsolete, these references can likely be removed in their entirety as they simply reference Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards located at 2 CFR 200.
- 35.17. Subrecipient 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.
- 35.18. Subrecipient 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/>
- 35.19. Subrecipient agrees to ensure that, no later than the due date of the Subrecipient's first financial report after the award is made, Subrecipient and any subs have a valid DUNS profile and active registration with the System for Award Management (SAM) database.



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

- 35.20. Subrecipient 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.
- 35.21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees) Subrecipient 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.
- 35.22. SUBRECIPIENT certifies to comply with the Drug-Free Workplace Act of 1988, and implemented in 28 CFR Part 83, Subpart F, for Subrecipients, as defined in 28 CFR, Part 83 Sections 83.620 and 83.650.
- 35.23. Pursuant to A.R.S. § 35-181.03, A. through C. any nonprofit corporation that receives at least \$250,000, but less than \$750,000 in state assistance in any fiscal year shall file audited financial statements prepared in accordance with federal single audit regulations or financial statement prepared in accordance with generally accepted accounting principles and audited by an independent certified public accountant and provide those evaluation to the ADHS Office of Auditing upon completion at Audit@azdhs.gov. Each nonprofit corporation receiving \$250,000 or less in state assistance in any fiscal year shall comply with contract requirements concerning financial and compliance audits contained in the Grant governing such programs. <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/35/00181-03.htm>

36. NEW PRODUCTS/SERVICES LANGUAGE

The State, at its sole discretion may allow new products or services identified by the Awardee or ADHS to be incorporated. The request may be submitted at any time during the Grant period. The requested products or services shall align with the current Scope of Services and Price List.

37. Fraud, Waste, and Abuse

- 37.1. 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, Subrecipients, subrecipients, or persons doing business with the agency.
- 37.2. Any State employee, consultant, vendor, Subrecipient 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.
- 37.3. 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:
- 37.3.1. ADHS Ethics Action Hotline at (602) 542-2347,
- 37.3.2. ADHS Ethics Action Email at reportethics@azdhs.gov, or



TERMS AND CONDITIONS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

37.3.3. General Accounting Office (GAO) Fraud Reporting Email at reportfraud@azdoa.gov to report Fraud, Waste, or Abuse incidents.

38. Artificial Intelligence (AI) Prohibitions.

38.1. Consistent with State policy, if Subrecipient supplies AI Services or Materials (either directly or through Subrecipients or the sale of licenses), such as research, development, training, implementation, deployment, maintenance, provision, or sale of AI systems, then Subrecipient is prohibited from using State of Arizona Materials or Data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved in advance by the State in writing.

38.1.1. Subrecipient shall also disclose the utilization of generative AI before producing works owned by the State and/or integrating generative AI into Materials or Services used by the State.

38.1.2. Subrecipient shall perform due diligence to ensure proper licensure of model training data for all generative AI services.

39. PROTECTION OF STATE CYBERSECURITY INTERESTS

The Subrecipient 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.

40. 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.

	ATTACHMENT A OFFER & ACCEPTANCE RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM	ARIZONA DEPARTMENT OF HEALTH SERVICES 150 N. 18 th Avenue, Suite 530 Phoenix, Arizona 85007
---	---	---

GRANT OFFER AND ACCEPTANCE

The Undersigned hereby applies and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number:

Applicant's Federal Employer Identification Number:

Applicant's UEI Number: LNCRRL2K1DA9

Cochise County Health & Social Services
 Applicant's Name

Barbara Lang
 Name of Person Authorized to Sign Application

1415 Melody Lane, Bldg A
 Street Address

Health Director
 Title of Authorized Person

Bisbee AZ 85603
 City State Zip Code

Barbara Lang Digitally signed by Barbara Lang
Date: 2025.06.23 08:42:39 -07'00'
 Signature of Authorized Person Date

Telephone Number: 520-432-9400
 E-Mail Address: blang@cochise.az.gov

Facsimile Number: 520-432-9480

ACCEPTANCE OF APPLICATION AND GRANT AWARD
(For State of Arizona Use Only)

Your Application is hereby accepted as described in the Notice of Award. Awardee is now bound to perform based upon the RFGA and Awardee's Application, as accepted by the State.

This Grant shall henceforth be referred to as Grant No. RFGA2025-014

The effective date of the Grant is

Awardee is hereby cautioned not to commence any billable work or provide any material or service under this Grant until Awardee receives an executed Purchase Order, Grant release document, or written notice to proceed, if applicable.

State of Arizona, Arizona Department of Health Services

Awarded this _____ day of _____ 2025

 ADHS Chief Procurement Officer



**ATTACHMENT B
NOTICES, CORRESPONDENCE & PAYMENTS
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Notices, Correspondence and Payments to the Awardee shall be sent to:

Awardee: Cochise County Health & Social Services

Attention: Barbara Lang, Health Director

Address: 1415 Melody Lane, Bldg A

City, State, Zip: Bisbee, AZ 85603

Telephone: 520-432-9400

Email: blang@cochise.az.gov

Attention: Barbara Lang, Health Director

Telephone: 520-432-9400

Email: blang@cochise.az.gov

	ATTACHMENT C DESIGNATION OF CONFIDENTIAL, TRADE SECRET & PROPRIETARY INFORMATION REQUEST FOR GRANT APPLICATION RFGA NO. 2025-013 HEALTH START HOME VISITING PROGRAM	ARIZONA DEPARTMENT OF HEALTH SERVICES 150 N. 18 th Avenue, Suite 530 Phoenix, Arizona 85007
---	--	---

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that is proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

All offerors must select one of the following:

 X My response **does not** contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

 My response **does** contain trade secret information because it contains information that:

1. Is a formula, pattern, compilation, program, device, method, technique or process, **AND**
2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; **AND**
3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. The State reserves the right to make its own determination of Proposer's trade secret materials through a written determination in accordance with A.A.C. R2-7-103.

If the State agrees with the proposer's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, proposer agrees that the entire offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Cochise County Health & Social Services
Company Name

1415 Melody Lane, Bldg A
Address


Bisbee Az 85603
City State Zip

Barbara Lang Digitally signed by Barbara Lang
Date: 2025.06.11 08:44:05 -07'00'

Signature of Person Authorized to Sign

Barbara Lang
Printed Name

Cochise County Health Director
Title

	ATTACHMENT C DESIGNATION OF CONFIDENTIAL, TRADE SECRET & PROPRIETARY INFORMATION REQUEST FOR GRANT APPLICATION RFGA NO. 2025-014 TEEN PREGNANCY PREVENTION PROGRAM	ARIZONA DEPARTMENT OF HEALTH SERVICES 150 N. 18 th Avenue, Suite 530 Phoenix, Arizona 85007
---	---	---

R2-7-103. Confidential Information

- A. If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.
- B. Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.
- C. Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:
 - 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;
 - 2. The designated information is not confidential; or
 - 3. Additional information is required before a final confidentiality determination can be made.
- D. If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.
- E. An agency chief procurement officer may release information designated as confidential under subsection (A) if:
 - 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or
 - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.



**ATTACHMENT D
BOYCOTT OF ISRAEL DISCLOSURE
REQUEST FOR GRANT APPLICATION RFGA
NO. 2025-013
HEALTH START HOME VISITING PROGRAM**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the "Exempt Solicitation, Contract, or Contractor" option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; or
- Contractor is a non-profit organization.

Pursuant to A.R.S. § 35-393.01, public entities are prohibited from entering into contracts "unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Materials or Services from Israel."

Under A.R.S. § 35-393:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
3. "Public entity": (a) Means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State. (b) Includes the universities under the jurisdiction of the Arizona board of regents and community college districts as defined in section 15-1401.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. § 35-393.03.

In compliance with A.R.S. § 35-393 et seq., all Offerors must select one of the following:

- The Company submitting this Offer **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. § 35-393 et seq. I understand that my entire response will become a public record in accordance with A.A.C. R2-7-C317;
- The Company submitting this Offer **does** participate in a boycott of Israel as described in A.R.S. § 35-393 et seq.; or
- Exempt Solicitation, Contract, or Contractor.** Indicate which of the following statements applies to this Contract (may be more than one):
 - Solicitation or Contract has an estimated value of less than \$100,000;
 - Contractor is a sole proprietorship;
 - Contractor has fewer than ten (10) employees; or
 - Contractor is a non-profit organization.

Cochise County Health & Social Services

Company name

1415 Melody Lane, Bldg A

Address

Bisbee, AZ 85603

City, State, ZIP

Barbara Lang

Digitally signed by Barbara Lang
Date: 2025.06.11 09:01:56 -07'00'

Signature of person authorized to sign

Barbara Lang, Cochise County Health Director

Printed name and Title

blang@cochise.az.gov

Contact email address

520-432-9400

Contact phone number



**ATTACHMENT E
FORCED LABOR OF ETHNIC UYGHURS BAN
REQUEST FOR GRANT APPLICATION
RFGA NO. 2025-013
HEALTH START HOME VISITING PROGRAM**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Please note that if any of the following apply to the Contractor, then the Contractor shall select the "Exempt Contractor" option below:

- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. § 35-394, written certification is required to show that the company entering into a contract with a public entity does not use the forced labor, or use any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor or any goods or services produced by the forced labor, of ethnic Uyghurs in the People's Republic of China.

Under A.R.S. § 35-394:

1. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
2. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

In compliance with A.R.S. § 35-394, all Contractors must select one of the following:

- Company **does not** use, and agrees not to use during the term of the contract, any of the following:
 - Forced labor of ethnic Uyghurs in the People's Republic of China;
 - Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or
 - Any Contractors, Subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
- The Company **does** participate in the use of Forced Uyghurs Labor as described in A.R.S. § 35-394.
- Exempt Contractor: Select all statements that apply to the Contractor:**
 - Contractor is a sole proprietorship;
 - Contractor has fewer than ten (10) employees; and/or
 - Contractor is a non-profit organization.

Cochise County Health & Social Services

Company name

1415 Melody Lane, Bldg A

Address

Bisbee, AZ 85603

City, State, ZIP

Barbara Lang Digitally signed by Barbara Lang
Date: 2025.06.11 09:10:58 -07'00'

Signature of person authorized to sign

Barbara Lang, Cochise Count Health Director

Printed name and Title

blang@cochise.az.gov

Contact email address

520-432-9400

Contact phone number



**ATTACHMENT F
PROPOSED SUBCONTRACTORS
REQUEST FOR GRANT APPLICATION RFGA
NO. 2025-013
HEALTH START HOME VISITING PROGRAM**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
150 N. 18th Avenue, Suite 530
Phoenix, Arizona 85007

Contractor Name: [Name] **Cochise County Health & Social Services / Health Start Program**

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be performing all of the Work with your own personnel.

<input type="checkbox"/>	NO, the Offeror will not subcontract any portion of the Work.
--------------------------	---

If you WILL subcontract any portion of the Work, check "YES" below and list the name(s) of persons or companies you propose to use as Subcontractors.

- Fill in the information for each significant Subcontractor – indicate the type of work the Subcontractor will perform under the Contract and their approximate percentage of the total Contract work;
- Provide copies of relevant certifications each person or firm possesses attached to this form; AND
- Provide a description of quality assurance (QA) and quality control (QC) measures that you will use to ensure that Subcontractor's work meets the Contract requirements.

State may demand additional information about proposed Subcontractors as a precondition of Award.

<input checked="" type="checkbox"/>	YES, the Offeror will use the Subcontractors listed below:
-------------------------------------	--

No.	Name and contact information	Small business	Work to be performed and QA/QC measures	%
1.	Lorna Sedillos, LCSW 3487 Moson Rd Sierra Vista, AZ 85650 (520)559-2618	Yes or No	[Work to be performed] Reflective Supervision Tasks *See information below [QA/QC measures]	\$4,000 max per FY26
2.	[Name] [Contact information]	Yes or No	[Work to be performed] [QA/QC measures]	X
3.	[Name] [Contact information]	Yes or No	[Work to be performed] [QA/QC measures]	X
4.	[Name] [Contact information]	Yes or No	[Work to be performed] [QA/QC measures]	X
5.	[Name] [Contact information]	Yes or No	[Work to be performed] [QA/QC measures]	X

* Work to be perform: 1) The consultant will attend all Health Start staff meeting for case conference and Reflective Supervision, 2) Provide periodic training topics for CHWs as scheduled by the Health Start Program Manager 3) Schedule individual consultations with each CHW, on an as needed basis. Consultation will cover topics of clinical expertise including, but not limited to: family engagement, early childhood development, family functioning and domestic violence, and other applicable clinical issues.

QA/QC measures: Task 1: Maintain attendance log for each staff meeting with the consultant/contractor. Conduct post meeting wrap up to assess the value and outcomes of case discussions. Regularly audit meeting notes and action items to ensure follow-through.
Task 2: Conduct periodic assessments to identify gaps and necessary trainings among CHWs. Review training outcomes to refine and/or enhance future training sessions.
Task 3: Establish a standardized scheduling system to ensure timely and equitable access for all CHWs. Maintain records of each consultation. Monitor the implementation of consultatin recommendations and assess impact on CHW outcomes.

EXHIBIT FOUR (4)

INSURANCE REQUIREMENTS

1.1 Insurance Requirements

- 1.1.1 Contractor and subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.
- 1.1.2 The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors, and the Contractor is free to purchase additional insurance.

1.2 Minimum Scope of Limits of Insurance

Contractor shall provide coverage with limits of liability not less than those stated below.

1.2.1 Commercial General Liability (CGL) – Occurrence Form

Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Damage to Rented Premises \$50,000
- Each Occurrence \$1,000,000

- a. The policy shall include coverage for Sexual Abuse and Molestation (SAM). This coverage may be sub-limited to no less than \$500,000. The limits may be included within the General Liability limit or provided by separate endorsement with its own limits. If you are unable to obtain SAM coverage under your General Liability because the insurance market will not support it, it should it be included with the Professional Liability.
- b. Contractor must provide the following statement on their Certificate(s) of Insurance: “Sexual Abuse and Molestation coverage is included” or “Sexual Abuse and Molestation coverage is not excluded.”
- c. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- d. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.2.2 Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non- owned automobiles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Contractor involving automobiles owned, hired and/or non-owned by the Contractor.

EXHIBIT FOUR (4) INSURANCE REQUIREMENTS

- b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

1.2.3 Workers' Compensation and Employers' Liability

- | | |
|---------------------------|-------------|
| • Workers' Compensation | Statutory |
| • Employers' Liability | |
| ○ Each Accident | \$1,000,000 |
| ○ Disease – Each Employee | \$1,000,000 |
| ○ Disease – Policy Limit | \$1,000,000 |

- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

1.2.4 Professional Liability (Errors and Omissions Liability)

- | | |
|--------------------|-------------|
| • Each Claim | \$2,000,000 |
| • Annual Aggregate | \$2,000,000 |

- a. If SAM coverage is being provided under this policy then Contractor must provide the following statement on their Certificate(s) of Insurance: “Sexual Abuse and Molestation coverage is included” or “Sexual Abuse and Molestation coverage is not excluded.” This coverage may be sub-limited to no less than \$500,000.
- b. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- c. Policy shall cover professional misconduct or wrongful acts for those positions defined in the Scope of Work of this contract.

1.3 Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 1.3.1 The Contractor's policies, as applicable, shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).
- 1.3.2 Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

EXHIBIT FOUR (4) INSURANCE REQUIREMENTS

1.4 Notice of Cancellation

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (Arizona Department of Health Services 150 North 18th Avenue, Suite 530, Phoenix, AZ 85007-3242.)

1.5 Acceptability of Insurers

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

1.6 Verification of Coverage

Contractor shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

1.6.1 All such certificates of insurance and policy endorsements must be received by the State before work commences. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.

1.6.2 Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

1.6.3 All certificates required by this Contract shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

1.7 Subcontractors

Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of this contract, proof from the Contractor that its subcontractors have the required coverage.

1.8 Approval and Modifications

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

1.9 Exceptions

In the event the Contractor or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the Contractor or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

**RFGA2025-013 HEALTH START HOME VISITING
PROGRAM
FY2026**

Cost Reimbursement Line Item Budget

Account Classification		Total Budget
Personnel	\$	230,814.00
ERE	\$	73,860.00
Professional & Outside Ser	\$	4,000.00
Travel	\$	13,285.00
Occupancy	\$	-
Other Operating	\$	20,759.00
Capital Outlay	\$	-
Indirect	\$	10,282.00
TOTALS	\$	353,000.00

With prior written approval from the Program Manager, the contractor is authorized to transfer up to a maximum of 10% of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding 10% or to a non-funded line item shall require an amendment.