Attachment 1: Scope of Work and Terms

**REQUIRED NARRATIVE REPORTING**

Overview: AzAHEC’s Federal fiscal year is from 9/1 to 8/31, and these dates are reflected in the Federal subcontract signed by Regional Centers. As shown in the schedule below, Federal narrative reports required from the Regional Centers are due on a quarterly basis based on the Federal Fiscal Year. N.B.: The Federal fiscal year differs from both 1) the Federal performance data reporting cycle which begins 7/1 to the end of the most recently completed academic year; and 2) the State fiscal year which is from 7/1 to 6/30. The Annual State Report required below is based on the State fiscal year. As a convenience to centers, the State subcontract signed by Regional Centers utilizes the federal fiscal year.

All reports must be submitted by or before the due date to the FY26 Center Report Repository (link will be provided). All submitted reports require the signature of the HRSA-designated Center Director.

|  |  |  |  |
| --- | --- | --- | --- |
| REPORT NAME | DUE DATE\* | REPORTING PERIOD | DESCRIPTION |
| Q1 Narrative Report | 12/15/25 | 9/1/25 -11/30/25 | ***Federal*** quarterly narratives summarize work efforts for a specific quarter. Data is not required but if cited should be consistent with the database for the same period. Quarterly narratives are the basis for reports to HRSA and should reference scope of work efforts related to field experiences, pipeline programs and continuing education for health professionals. Templates are provided by the AzAHEC Program Office and submitted reports require the signature of the HRSA designated center director.   1. The first quarter narrative report must include a [center board roster](#BOARDROSTER). Template will be provided. 2. The second quarter narrative report must include a signed copy the center’s [Form 990](#FORM990).   Centers not required to complete a Form 990 must identify an alternative financial report they plan to submit to comply with this requirement. Centers must submit an audited financial statement from an external entity with their second quarter report.   1. The fourth quarter report must include a housing report identifying by student name, institution, housing address, etc. Trainees and housing provided must be entered into SalesForce by Center. |
| Q2 Narrative Report | 3/15/26 | 12/1/25-2/28/26 |
| Q3 Narrative Report | 6/15/26 | 3/1/26 -5/31/26 |
| Q4 Narrative Report | 9/15/26 | 6/1/26 - 8/31/26 |
| Annual Narrative Report | 8/15/26 | 7/1/25 - 6/30/26 | ***State of Arizona*** annual narratives summarize work efforts for an entire year. Data is not required but if cited should be consistent with the AzAHEC SalesForce database entries for this period. Annual narratives should identify work efforts related to field experiences, health career preparation programs inclusive of pipeline programs, continuing education and community events. |

**\*Reports are due on or before date indicated, including dates that may occur on weekends or holidays.**

**SECTION I****: SCOPE OF WORK**

REGIONAL CENTER

**Objective 1:** Provide education and training activities inclusive of community-based experiential training (CBET) via field placements and clinical rotations for health professions trainees (inclusive of students and residents) and by implementing the AzAHEC Scholars Program in collaboration with the AzAHEC Scholars Graduate (i.e., RHPP).

* 1. As an aggregate, all centers must recruit a minimum of seven hundred twenty (720) unique CBET trainees per project year in rural and medically underserved communities. This excludes participation activities in the AzAHEC Scholars program that builds on community immersion experiences.
  2. REGIONAL CENTER will recruit a minimum of TBD unique health profession trainees (i.e., students and residents) in community-based experiential training within the guidelines detailed below.
     1. Health profession students must be matriculated (i.e., enrolled in credit-bearing course(s) toward attainment of a health-profession degree) in a United States licensed educational institution. One or more of the courses in which the student is enrolled must specify the requirement for a field experience and the number of hours required for that field experience. REGIONAL CENTER agrees to provide, upon request by the AzAHEC Program Office: a. documentation of the student’s matriculation at the institution which reflects the course name and number in which the student is enrolled (e.g., transcript or student schedule); and b. syllabus or other institution information that reflects the required number of hours of field experiences for that course.
     2. Health profession residents must be employees of a United States licensed institution (e.g., hospital or clinic) which provides graduate medical education. REGIONAL CENTER agrees to provide documentation, upon request by the AzAHEC Program Office, of this employment relationship.
     3. Community based experiential training must be conducted under the direction of a qualified preceptor in the same or higher discipline as the trainee to be considered a clinical field experience. Preceptors in related disciplines are acceptable if permitted by the institute and the course in which the trainee is enrolled. REGIONAL CENTER agrees to provide documentation, upon request by the AzAHEC Program Office, of the institution’s concurrence.
     4. Clinical field experiences must be a minimum of 75% of all reported experiences for each center.
     5. Community based experiential training under the direction of a preceptor not in the same discipline as the trainee is considered a nonclinical field experience.
     6. Information regarding each CBET (e.g., trainee name, demographics, site, preceptor name and credentials and number of hours completed.) as required in the AzAHEC SalesForce database must be entered by REGIONAL CENTER not later than the third day of the field experience. This assures the [evaluation survey as shown in Section IV](#SURVEYFIELD) is automatically generated to the trainee.
     7. REGIONAL CENTER agrees they will not charge any trainee or third party (e.g., educational institution) for any CBET activity, inclusive of but not limited to Housing, which is reported to AzAHEC. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of this reported activity.
     8. REGIONAL CENTER agrees they will not report any CBET activity to AzAHEC which they will also report to any other funding source or report any CBET activity occurring outside of the State of Arizona. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
     9. REGIONAL CENTER agrees that charging of any costs including but not limited to tuition, registration fees, software, uniforms, course fees or book fees to any health profession trainee or a third party also reported to AzAHEC, or reporting of any health profession trainee to AzAHEC and a third party may result in contract termination.
     10. Community immersion experiences, inclusive of AHEC Scholars Program (ASP) immersion experiences, are not a CBET field experience but should be reported in the AzAHEC SalesForce database as an “AHEC Scholars Event.” CBET experiences completed by AzAHEC Scholars are reportable by Centers within the guidelines and directions of the Scholar’s specific discipline as identified by their educational institution.

1.3 Clinical field experiences reported by each AzAHEC Regional Center must include medical students from the University of Arizona (UA) Colleges of Medicine (COM) in Tucson and/or Phoenix to help meet the 10% federally mandated AzAHEC Program medical education weeks for the UA Colleges of Medicine.

1.3.1 REGIONAL CENTER will provide and/or assist the UA Colleges of Medicine (Phoenix and Tucson) in the placement of TBD medical students in the RHPP in community-based experiential training. Rotations should be projected by the relevant RHPP within 3 days of the start date of the rotation; Regional Center agrees to enter a Field Experience Support (FES) record in the AzAHEC SalesForce database that reflects the specifics of the support within 30 days of the end date of the field experience to confirm the center as an “Associated Field Experience.” Projected rotations that do not occur, along with any associated activities, are automatically removed from the AzAHEC SalesForce database if cancelled. If a student is not projected in the database by an RHPP within three days of the start of the rotation, the Regional Center may enter the trainee and rotation into the database to promptly identify associated support provided.

1.3.2 HRSA guidelines require the reporting of unique students. For non-HRSA internal reporting purposes, a medical student in the Longitudinal Integrated Clerkship (LIC) matriculated in the College of Medicine-Phoenix or College of Medicine-Tucson will be calculated by the AzAHEC Program Office as one unique student for each rotation of four hundred hours or more per fiscal year, up to a maximum of 1600 hours. Student must be identified as an LIC by RHPP-COM-P or RHPP-COM-T, and type of support must be entered in the AzAHEC SalesForce database by REGIONAL CENTER as described in 1.3.1.

1.4 REGIONAL CENTER must provide and/or assist in the placement of TBD RHPP students from University of Arizona (Nursing, Pharmacy, Public Health), Arizona State University (Nursing) and Northern Arizona University (Physical Therapy, Nursing and Physician Assistant) in community-based experiential training. Rotations must be projected by the relevant RHPP within three days of the start date of the rotation; Regional Center agrees to enter a Field Experience Support (FES) record in the AzAHEC SalesForce database that reflects the specifics of the support within 30 days of the end date of the field experience to confirm the center as an “Associated Field Experience.” Projected rotations that do not occur, along with any associated activities, are automatically removed from the AzAHEC SalesForce database if cancelled. If a trainee is not projected in the database by an RHPP within three days of the start of the rotation, the Regional Center may enter trainee and rotation in database to promptly identify associated support provided.

1.5 REGIONAL CENTER may provide and/or assist UA-Banner University Medical Center South Campus in the placement of TBD family and community medicine, internal medicine, or emergency medicine physician residents with community based experiential training. Rotations should be projected by the South Campus prior to the start of the rotation; any provided support should be entered by the Regional Center as an “Associated Field Experience.” The Associated Field Experience must reflect the specifics of the support provided. Projected rotations that do not occur, along with any associated activities, are automatically removed from the AzAHEC SalesForce database if cancelled. If a trainee is not projected in the database by South Campus within three days of the start of the rotation, the Regional Center may enter trainee and rotation in database to promptly identify associated support provided.

1.6 REGIONAL CENTER may provide and/or assist in the placement of TBD health profession undergraduate or non-RHPP graduate students from University of Arizona (UA), Arizona State University (ASU), and Northern Arizona University, in community-based experiential training. At the time of the entry of rotations for these students, REGIONAL CENTER agrees to provide, upon request by the AzAHEC Program Office: 1. documentation of the student’s matriculation at the institution which reflects the course name and number in which the student is enrolled (e.g., transcript or student schedule); and 2. the syllabus or other institution information that reflects the reported hours of field experiences for that course.

* 1. REGIONAL CENTER may provide or assist in the placement of TBD health profession students from other U.S.-based health profession educational institutions, including but not limited to technical, allied health programs within the community, public and private colleges, or universities. REGIONAL CENTER agrees to provide documentation, upon request by the AzAHEC Program Office, of the student’s matriculation at the institution, the course name and number in which the student is enrolled, and a copy of the syllabus or other institution information that reflects the required hours of field experiences for that course.

1.8 REGIONAL CENTER may provide and/or assist in the placement of TBD resident trainees from other U.S. health care organizations. REGIONAL CENTER agrees to provide documentation, upon request by the AzAHEC Program Office, of the trainees’ employment relationship with the employer or other information necessary to validate the residency program.

1.9 REGIONAL CENTER agrees to support the AzAHEC Scholars Program (ASP) as follows:

1.9.1 In collaboration with the AzAHEC Program Office and UA, ASU and NAU RHPP Directors and Faculty Mentors, REGIONAL CENTER will host up to eighteen new graduate-level scholars per Regional Center per year for a total of up to thirty-six scholars at each regional center as described in the 2025-26 AHEC Scholars Manual (link will be provided) including:

* + 1. Development and implementation of locally meaningful ASP community-based experiential training.
    2. Participation in monthly Center/RHPP Director meetings to address the ASP.
    3. Participation in AzAHEC Scholar Planning meetings.
    4. Adherence to standardized concepts of the ASP as specified in the ASP Graduate Manual.

1.9.2 REGIONAL CENTER agrees to identify health professional(s) with an advanced health science degree (e.g., MD, DO, NP, DNP, MPH, PharmD, etc.), academic instructional experience and community based experiences as described in the 2025-26 AHEC Scholars Manual (link will be provided) (Appendix G) to serve as faculty mentor(s) at a regional center within the following guidelines:

1. BY 7/1/25: Identification of Faculty Mentor(s) for fiscal year 26 by Centers; approved by the AzAHEC Program Office. Any changes to Faculty Mentor throughout a fiscal year require prior approval by the AzAHEC Program Office.
2. BY 9/12/25: Identification of FY26 monthly seminar topics to be presented by Faculty Mentors; approved by the AzAHEC Program Office.
3. BY 11/15/25: Recording of FY26 monthly seminar topics prepared by Centers and submitted to the AzAHEC Program Office.
4. BY 7/1/26: Identification of Faculty Mentor(s) for FY27; approved by the AzAHEC Program Office.

1.10. REGIONAL CENTER will implement HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) BUREAU OF HEALTH WORKFORCE (BHW) Core Topics: Interprofessional Education (IPE), Behavioral Health Integration, Connecting Communities and Supporting Health Professionals, Social Determinants of Health (SDOH), Cultural Competency, Practice Transformation, Virtual Learning and Telehealth, and Current and Emerging Health Issues in the areas of CBET and the ASP. Current & emerging health issues require prior approval and must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.

**Objective 2**: Improve the health professions pipeline and pathways to practice toward the development of a well-trained diverse health workforce and through the recruitment, training, interactive and didactic pipeline activities for grade 9-12 high school students and pre-health professions undergraduates with emphasis on health careers, including public health.

2.1 As an aggregate, all centers must recruit a minimum of seven hundred twenty (720) 9-16th grade high school students and undergraduate pre-health professions students per project year to participate in structured pipeline programs (e.g., clubs) as described in this section.

2.2 REGIONAL CENTER will recruit a minimum of TBD 9-16th grade high school students and undergraduate pre-health professions students per year to participate in structured pipeline activities. Pipeline participants must be:

1. from rural, border, tribal or other Arizona high disparity populations; and
2. interested in health profession careers

2.2.1 REGIONAL CENTER will develop or collaborate on the development of TBD structured pipeline activities with a specific health-career focused curriculum, regular meetings, and on-going participants in Grades 9-16. These activities may be organized directly or through collaboration, or financially supported by a center. Structured *pipeline programs* must have all the following components:

1. four or more participants (exclusive of instructors or equivalent).
2. encompasses 20 or more hours during one academic year.
3. have a specified curriculum on the topic of health career education.
4. demographics are collected on program participants

Examples include but are not limited to: Health Occupational Students America (HOSA), Future Health Leaders (FHL), tribal high school programs. REGIONAL CENTER agrees to provide, upon request by the AzAHEC Program Office, a curriculum or workplan in the database for each structured activity and the name of the external sponsor (e.g., name of high school), if any. Club participants supported directly or indirectly by a non-AHEC federal funding source (e.g., HCOP) must not be included by a Regional Center in any federal reports submitted to or by the AzAHEC Program Office or entered in the AzAHEC SalesForce database. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity. REGIONAL CENTER agrees that it will identify in the curriculum or workplan submitted to SalesForce all pipeline activities that have been performed directly by a REGIONAL CENTER employee. The submitted curriculum will identify the name of the employee, the activity description, the date of the activity, and the time in hours of that activity.

* + 1. REGIONAL CENTER agrees to collect or arrange for the collection of evaluation surveys from structured program participants as shown in [Section IV](#SURVEYCLUB).

2.3 REGIONAL CENTER may offer Health Career Focused Events with presentations or short-term activities for ad-hoc participants in Grade K-16. These events are classified as *unstructured pipeline activities*. This includes any event with 1) activities of less than 20 hours during one academic year OR 2) with no specified curriculum OR 3) demographics are not collected OR 4) less than four participants. Examples include career and health fairs, job shadowing, visits to local health professions schools, health science days, health careers seminars and early college readiness programs. Programs must be entered in the AzAHEC Salesforce database not later than 10 days from the date of the activity or June 10, 2026, whichever may occur first. Collected information may, but is not required, to include the individual name and demographics of the participants. This data is reportable to the State of Arizona but is not reportable to HRSA and will not be considered in any overperformance calculations.

* + 1. REGIONAL CENTER may present regional information to other programs (i.e., University of Arizona Health Sciences) that are supported by AzAHEC. To avoid overreporting of participants, presentations made by the Regional Center should be identified in the center’s narrative reports and participants should not be reported by Centers in the AzAHEC SalesForce database.
    2. REGIONAL CENTER agrees they will not charge any fees to pipeline participants who are reported to AzAHEC in the AzAHEC SalesForce database. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
    3. REGIONAL CENTER agrees they will not report any pipeline activity to AzAHEC which they will also report to any other funding source. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
    4. REGIONAL CENTER agrees that charging of any costs, including but not limited to tuition, registration, uniform, software or course fees to pipeline participants reported to AzAHEC or to a third party, or reporting of pipeline participants to AzAHEC and a third party, may result in contract termination.

**Objective 3**: Provide continuing education for currently practicing health professionals emphasizing HRSA BHW Eight Core Areas as reflected in Objective 3.2.

* 1. As an aggregate, all centers must recruit a minimum of 1,800 health care providers per year from safety net health service sites (e.g., providers and health care settings that serve groups such as inner city and rural poor, the homeless, migrant workers, the uninsured and/or underinsured and Medicaid patients; Federally Qualified Health Centers, community hospitals, health departments, tribal facilities, private clinics) to participate in the following continuing education and professional development events:

1. CE/CME relevant to populations served.
2. Preceptor development programs.
3. IPE faculty development programs.
4. Access to online programs/training.
   1. Events must emphasize HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA) BUREAU OF HEALTH WORKFORCE (BHW) Core Topics: Interprofessional Education (IPE), Behavioral Health Integration, Connecting Communities and Supporting Health Professionals, Social Determinants of Health (SDOH), Cultural Competency, Virtual Learning and Telehealth and Practice Transformation. Current & emerging health issues require prior approval and must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
   2. REGIONAL CENTER must provide evidence of their center’s current authority to issue nationally or state recognized continuing education certificates to health professionals. Center must submit name(s) of accrediting entities from whom certificates will be issued with Center Work Plans. This evidence must be from a nationally or state recognized accrediting agency (e.g., American Medical Association; American Nurses Association; Accreditation Council for Pharmacy Education) and issued in the name of the center.
   3. Continuing Education participants must have completed a health profession field of study or otherwise be qualified for compensated work in a health profession field and must be reported in the AzAHEC SalesForce database by discipline.
   4. REGIONAL CENTER will recruit TBD health care providers to participate in continuing education events. This category of events must result in the issuance of Continuing Education credits by REGIONAL CENTER from a nationally or state recognized accrediting agency and are reported as “CONTINUING EDUCATION” in the AzAHEC SalesForce database. In each instance where formal Continuing Education Credits are issued, REGIONAL CENTER agrees to provide the name of the accrediting agency, documentation from the agency that credits have been approved, and the name and credentials of the presenter.
   5. Evaluations for Continuing Education events initiated by REGIONAL CENTER are reportable to HRSA. REGIONAL CENTER agrees to: 1. Collect a sign-in sheet or provide an attendance log that includes A) date and title of the event and B) the name, credential (or job title) that identifies the health profession discipline of attendee, and c) employment affiliation for health professional attendees at each CE event reported in the AzAHEC SalesForce database and 2. collect [evaluation surveys as shown in Section IV](#SURVEYCE) from health professional participants who will receive credit toward professional licensure as identified in Section 3.5.
   6. REGIONAL CENTER may partner with a third party to issue nationally recognized continuing education certificates which are provided in the name of a third party and/or issue locally recognized certificates of attendance/participation. This category of events is reported as “CONTINUING PROFESSIONAL DEVELOPMENT” in the AzAHEC SalesForce database inclusive of health profession disciplines of participants. Health professional participants of continuing professional development events are included toward the recruitment count of health professionals in objective 3.5. However, evaluations for this activity are not collected by AzAHEC and evaluation outcomes are not reported to HRSA.
   7. All continuing education and continuing professional development participants must be entered in the AzAHEC SalesForce database no later than 10 days from the start date of the training date and not later than June 10, 2026, whichever may occur first. Participation in either continuing education or continuing professional development activities which are continuously offered asynchronous webinars should be entered not more than once per month. Conferences or events that offer multiple lectures with individual credit opportunities for each session can be entered as individual events.
   8. REGIONAL CENTER agrees they will not charge any trainee for any continuing education or professional development activity that is directly arranged by that center and is reported to AzAHEC. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
   9. REGIONAL CENTER agrees they will not report any continuing education or professional development activity to AzAHEC which they will also report to any other funding source. Exceptions must be requested by the Regional Center and approved by the AzAHEC Program Office in advance of the activity.
   10. REGIONAL CENTER agrees that charging of any costs, including but not limited to tuition, registration, software or course fees to continuing educations participants reported to AzAHEC or to a third party, or reporting of continuing education participants to AzAHEC and a third party may result in contract termination.
   11. REGIONAL CENTER may recruit community members not employed or qualified for employment as a health professional to participate in health-related events under the category of “Community Education/Outreach Event.” If offered, information regarding this participation must be entered in the Data Base not later than 10 days from the start date of the activity or June 10, 2026, whichever occurs first. Collected information may include the names and demographics of the participants. This data is reported to the State of Arizona but is not reportable to HRSA.

**Objective 4**: REGIONAL CENTER agrees to collaborate with the AzAHEC Program Office and other regional centers to maintain, develop and enhance effective current and future strategic partnerships to implement, advance, and sustain the work of the AzAHEC program activities as follows:

4.1 Identify priorities and obtain strategic networks to achieve identified workplan objectives. REGIONAL CENTER will submit copies of formal clinical affiliation agreements as required by the UA, ASU and NAU. REGIONAL CENTER will create Memos of Understanding (MOUs) with strategic partners as identified on center work plan instructions.

4.2 Utilize the AzAHEC SalesForce database to report on activities that provide and coordinate field placements in rural and medically underserved areas in conjunction with community-based organizations, accredited primary care residency training programs, federally qualified health centers, rural health clinics, public health departments and other appropriate facilities.

4.3 Deliver career preparation programs to high school students on careers inclusive of public health.

4.4 Deliver and facilitate continuing education and information dissemination for health professions emphasizing providers caring for in rural and medically underserved areas.

4.5 Conduct and participate in interdisciplinary training that involves physicians, physician assistants, nurse practitioners, nurse-midwives, dentists, psychologists, pharmacists, community health workers and other allied health professionals.

4.6 Utilize the AzAHEC SalesForce database and/or quarterly narrative reports to identify activities leading to the development of Community Health Workers and other paraprofessionals.

4.7 Maintain and build strategic networks as an ongoing relational process throughout program implementation and evidenced by appropriate letters of agreements (LOAs), MOUs, and similar documentation.

4.8 Demonstrate through quarterly narrative reports effective collaboration with local and state workforce boards and health safety net sites that demonstrate successful recruitment, retention, and distribution of health professionals into medically underserved rural and urban areas.

4.9 Recruit individuals from underrepresented minority populations or from disadvantaged or rural backgrounds into health careers.

4.10 Provide education and training to diverse individuals to prepare the health workforce to deliver high quality care, especially primary care, in rural and medically underserved areas in collaboration with local, state, and federal health workforce development programs, state workforce agencies, local workforce boards, and health care safety net sites.

**Objective 5**: REGIONAL CENTER agrees to collaborate with the AzAHEC Program Office, Rural Health Profession Programs (RHPP), other regional centers and other funded AzAHEC programs to:

5.1 Participate in evaluation planning, design, and assessment meetings

5.2 Participate in development and update of evaluation plan

5.3 Collect or support endeavors to collect data consistent with the evaluation plan that may include some or all the following:

1. Timely data base entries as shown in [Section IV](#SURVEYFIELD) to assure distribution of surveys requests to health profession trainees identified in Objective 1 in this Scope of Work.
2. Timely distribution of survey requests as shown in [Section IV](#SURVEYCLUB) to structured program participants as identified in Objective 2 of this Scope of Work
3. Timely distribution of survey requests as shown in [Section IV](#SURVEYCE) to continuing education participants as identified in Objective 3 of this Scope of Work
4. Timely data base entries of preceptors to assure distribution of survey requests to assess preceptor satisfaction
5. Timely data base entries of IPE events and participants to assure distribution of survey requests to assess participant satisfaction
6. Site visits by AzAHEC Program Office Staff to assess activities for structured student pipeline programs.
   1. Participate in AzAHEC workforce studies to assess the diversity and distribution of the Arizona health workforce by region in workforce studies.

**SECTION II:**

**CENTER OVERPERFORMANCE SCHEDULE**

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| --- | --- | --- |
| **PERFORMANCE ABOVE BASE** | **RANGE MINIMUM** | **OVERPERFORMANCE** |
| CENTER EXCEEDS 100% OF RANGE OF CBET UNIQUE TRAINEES AND OVER 17,400 HRSA- REPORTABLE HOURS.  See Note [[1]](#endnote-2) on [Specifications Regarding Overperformance](#OVERPERFORMANCESPECIFICATIONS) for further details. | 200+ TRAINEES | $ 40,000 |
| 176-199 TRAINEES | $ 30,000 |
| 151-175 TRAINEES | $ 20,000 |
| 121-150 TRAINEES | $ 10,000 |
| 0-120 TRAINEES | IN BASE BUDGET |
| CENTER RETAINS ASSIGNED AZAHEC SCHOLARS THROUGH TWO YEAR PROGRAM COMPLETION  See Note[[2]](#endnote-3) on [Specifications Regarding Overperformance](#OVERPERFORMANCESPECIFICATIONS) for further details | 80% OF SCHOLARS | $ 7,500 |
| 70% OF SCHOLARS | $ 5,000 |
| CENTER EXCEEDS 100% OF STRUCTURED PIPELINE ACTIVITES (E.G., CLUBS) OF 20 OR MORE HOURS WITH A MINIMUM OF 12 PARTICIPANTS PER CLUB  See Note[[3]](#endnote-4) on [Specifications Regarding Overperformance](#OVERPERFORMANCESPECIFICATIONS) for further details | 8+ CLUBS | $ 12,500 |
| 6-7 CLUBS | $ 10,000 |
| 4-5 CLUBS | $ 7,500 |
| 0-3 CLUBS | IN BASE BUDGET |
| CENTER EXCEEDS 100% OF CONTINUING EDUCATION GOALS FOR CURRENTLY PRACTICING HEALTH PROFESSIONALS AND PROVIDES CONTINUING EDUCATION CREDITS DIRECTLY FROM NATIONALLY RECOGNIZED ENTITIES  See Note [[4]](#endnote-5) on [Specifications Regarding Overperformance](#OVERPERFORMANCESPECIFICATIONS) for further details | OVER 550 PARTICIPANTS AND OVER 30 EVENTS | $ 10,000 |
| OVER 450 PARTICIPANTS AND OVER 20 EVENTS | $ 7,500 |
| OVER 350 PARTICIPANTS AND OVER 10 EVENTS | $ 5,000 |
| 300 PARTICIPANTS | IN BASE BUDGET |

**SECTION II(A):**

**SPECIFICATIONS REGARDING OVERPERFORMANCE**

Activities that exceed the 100% level of performance metrics may qualify centers for overperformance funds. Overperformance funds are based on performance activity in one fiscal year (e.g., 7/1/25 – 6/30/26) and are paid in the subsequent fiscal year (e.g., 7/1/26 – 6/30/27) as part of that year’s contract. Centers who have ceased operations as a Regional AHEC become ineligible for receipt of any performance funds. Overperformance funds are generated based on an approved budget request from a current AzAHEC Regional Center. For centers to qualify for overperformance, the trainee (i.e., student or resident) or participant (e.g., club and continuing education) must be 1) reportable to HRSA under Model AHEC Grant # U77HP0304; 2) not reportable to any other funding source, including non-AHEC funding sources, and 3) entered in the AzAHEC SalesForce database during the fiscal year when the participation occurred. The following descriptions provide details of overperformance qualification for fiscal year 7/1/25 – 6/30/26:

|  |  |
| --- | --- |
| FOOT-NOTE | DESCRIPTION |
|  | To be eligible for overperformance, CBET Trainees (e.g., students and residents) must be entered in the AzAHEC SalesForce database in accordance with Objective 1 described in this Scope of Work Overview and elsewhere in the Center contract. CBET Trainees that are supported directly or indirectly by a non-AHEC funding source are excluded from overperformance calculations.  HRSA guidelines require the reporting of unique students. For purposes of contract achievement and overperformance, a medical student in the Longitudinal Integrated Clerkship (LIC) matriculated in the University of Arizona College of Medicine-Phoenix or College of Medicine-Tucson will be calculated as one unique student for each confirmed rotation of four hundred hours or more per fiscal year, up to a maximum of 1600 hours. Rotations must be confirmed by RHPP-COM-P or RHPP-COM-T, and association must be entered into the AzAHEC SalesForce database by REGIONAL CENTER to reflect preceptor support and/or housing in accordance with Objective 1 described in this Scope of Work Overview. This reporting exception includes only formalized LIC programs within the University of Arizona College of Medicine-Phoenix or College of Medicine-Tucson. |
| ii. | To be eligible for overperformance, AzAHEC Scholars must be 1) entered in the AzAHEC SalesForce database by the AzAHEC Program Office; 2) assigned to and remain with the same regional center for the duration of the program; 3) simultaneously enrolled in an RHPP; and 4) complete two consecutive years of the Scholars program. Overperformance will be calculated for each Scholar Group within a center completing the program in 2025. |
| iii. | To be eligible for overperformance, participants (e.g., students in grades 9-16) must be entered in the AzAHEC SalesForce database in accordance with Objective 2 described in this Scope of Work Overview and elsewhere in the Center contract. Center must enter a minimum of four structured pipeline activities with a minimum of twelve participants in each activity in the AzAHEC SalesForce database for the reporting center to qualify for overperformance in this category. Structured pipeline activities that are developed and co-hosted with other AzAHEC regional centers (e.g., Future Health Leaders Summer Club) or UAHS (i.e., Med-Start) which meet all other criteria will be calculated in overperformance on a per-center basis. Structured pipeline activities and participants that are supported by 1) another funding source (e.g., Health Careers Opportunity Program (HCOP), or 2) are not organized or directly supported by a regional center are excluded from overperformance considerations. |
| iv. | To be eligible for overperformance, participants (i.e., working health professionals or those qualified to work in the health professions) must be identified by discipline in the AzAHEC SalesForce database in accordance with Objective 3 described in this Scope of Work Overview and elsewhere in the Center Contract. Center must identify nationally recognized entities from whom Continuing Education credits will be issued as part of center’s initial budget request. Continuing education events or participants that are supported by a non-AHEC funding source are excluded from overperformance calculations. Continuing professional development events not resulting in CE certificates are not eligible for overperformance calculations. |

1. [↑](#endnote-ref-2)
2. [↑](#endnote-ref-3)
3. [↑](#endnote-ref-4)
4. **SECTION III: ADDITIONAL CONTRACT TERMS**

   (Note that due to UA Sponsored Projects procedures, these terms are only included in the State Lottery contracts. However, terms are applicable to all AzAHEC Center procedures.)

   1. REGIONAL CENTER agrees to:
   2. designate a Center Director to oversee the AzAHEC program who will work on AzAHEC activities not less than 75% FTE.
   3. notify the AzAHEC Program Office of changes to the Regional Center Director status within 10 days of that change, and submit an updated Center Director’s resume/CV, job description and verification of appointment as evidenced by Center Board Meeting Minutes.
   4. have a board of directors of not less than 10 members consisting of both health professionals and community members reflecting the composition of the region served. The roster of board members must be submitted to the AzAHEC Program Office in Quarter One of each year as part of that center’s quarterly report through the FY26 Center Report Repository (link will be provided). Any changes to the Regional Center’s Board President, who serves as Ex-Officio on the AzAHEC Commission, must be submitted within 30 days of that change.
   5. maintain board minutes that will be provided to the AzAHEC Program Office upon request. When applicable, the minutes should include documentation of compliance with Federal Model AHEC program terms including, “Community-based governing or advisory board responsible for the hiring and/or termination of the Center Director.” (See **Attachment 4** for HRSA-22-053 Funding Opportunity terms and **Attachment 5** for most recent Notice of Award.)
   6. submit a signed copy of their most recent Form 990 Return of Organization Exempt from Income Tax with the Quarter 2 narrative report. Centers not required to submit a Form 990 are required to propose an alternative financial report as part of their funding application. If budget contains a request for funding of annual audit, a copy of that annual audit must be submitted to AzAHEC with the Quarter 2 narrative report. If budget contains a request for funding of an annual audit, a copy of that annual audit must be submitted to AzAHEC with the Quarter 2 narrative report.
   7. implement all AzAHEC-wide systems as designated by the AzAHEC Program Office. Implementation may include additional training and staff time.
   8. ensure a contingency plan for remote work is in place so that work may continue as possible should state guidelines prevent staff from working in the same physical office space
   9. be solely responsible for compliance with any applicable laws and regulations; UArizona will not provide tax or legal advice. This includes any requirements directly resulting from carrying out the Scope of Work.
   10. Utilize the AHEC name only when they have a subcontract with ARIZONA to act as a subcontractor of the Federal Model AHEC award. REGIONAL CENTER agrees to discontinue use of the AHEC name and to change any reference to the name “AHEC” as part of their formal name (e.g., incorporated name) or informal name (e.g., website or social media) not later than 30 days following the end of a contract with ARIZONA.
   11. REGIONAL CENTER confirms their understanding that:
   12. If center’s metric achievements (as defined in Section 1.2., 2.2, and 3.5) do not equal at least 40% as of February 1, 2026, for fiscal year 2025-26, a corrective action plan may be requested of the authorized contract signer for REGIONAL CENTER.
   13. All invoices reflecting paid 2025-26 expenditures within approved budget line items must be submitted monthly and not later than 9/30/26. Monthly invoices must be received within forty-five (45) days following the end of the month.
   14. All changes to the scope of work must be pre-authorized by the AzAHEC Program Office.
   15. All budget changes exceeding 10% between line items must be pre-approved by the AzAHEC Program Office through a budget revision request.
   16. No-cost extensions (i.e., utilization of unexpended funds from an annual award are used to pay for expenditures in a subsequent period) are not approved.
   17. All changes to the Faculty Mentor appointment require prior approval by the AzAHEC Program Office.
   18. All 2025-26 REGIONAL CENTER data entries into the AzAHEC SalesForce database will close on June 10, 2026, to facilitate timely submittal of the 2025-26 HRSA Performance (Data) reported. Additional supporting guidance will be provided as needed.
   19. Each Regional Center Director must:
       1. maintain sufficient knowledge of HRSA reporting requirements to ensure development of appropriate internal processes resulting in accurate program oversight. This includes a broad understanding of the required information reportable to HRSA by AzAHEC with two primary reporting templates:
          1. annual narrative report as found at <https://bhw.hrsa.gov/sites/default/files/bureau-health-workforce/funding/final-report-for-grants.pdf>
          2. 2024 annual performance (data) reports as found at <https://grants4.hrsa.gov/WebBPMHExternal/Interface/ProgramManualhtmL.aspx?FormCode=1&IsPM=False&EHBActivityCode=U77>
       2. approve invoices submitted through the FY26 Center Report Repository (link will be provided). ARIZONA will consider invoices as received only when submitted to the AzAHEC online repository and a system-generated acknowledgement of receipt e-mail is issued. Center Director must sign all invoices to indicate approval of information submitted as being consistent with the contract objectives.
       3. submit quarterly narrative reports in accordance with the Required Reporting Schedule through the FY26 Center Report Repository (link will be provided). Report templates will be provided where applicable. Center Director must sign the quarterly reports to indicate approval of information submitted.
       4. submit an annual report in accordance with the Required Reporting Schedule through FY26 Center Report Repository (link will be provided).
       5. establish internal controls to ensure all data reflecting achievement of contract metrics are entered and monitored in a timely and accurate manner, including regular validation of entries and compliance with Scope of Work requirements and regular review of the AzAHEC SalesForce database Dashboard Summaries.
       6. comply with all applicable HRSA requirements, included allocating a minimum of 0.75 Full-Time Equivalents (FTEs) solely to conducting center duties and responsibilities, as required by HRSA-22-053 (see **Attachment 4**). If Center Director is not 100% funded by AzAHEC contracts, additional information may be requested regarding funding sources and additional duties.
       7. attend AzAHEC planning and coordination meetings. Regularly scheduled meetings will follow the schedule as much as possible; however, rescheduling may occur and will be communicated as soon as possible. Center Directors may also invite other center staff as needed and should ensure that at least one center representative attends all required meetings. The required meetings include but are not limited to:
   20. AzAHEC Commission (quarterly)
   21. AzAHEC Scholars (typically scheduled monthly)
   22. RHPP/Center (typically scheduled monthly)
       1. ensure that financial and data system, as relevant to this subcontract, reflect the following:
          1. REGIONAL CENTER agrees to comply with the [OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under 2 CFR, Part 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200) in all parts of the execution of this Scope of Work.
          2. Student stipends (e.g., mileage, housing, etc.) that utilize funds provided in the AzAHEC Center’s annual subcontract must be entered into the AzAHEC Salesforce Database as a field experience support record. All stipends must be associated with a supported community rotation. There must be evidence of collaboration between the center and the trainees’ college or residency program for reported community rotation experiences.
          3. Housing billed to AzAHEC must provide priority to students in ABOR schools. Housing occupancy information (i.e., address of housing and occupancy dates), institution, and discipline of trainee (i.e., student or resident) must be submitted to the AzAHEC Program Office annually with the fourth quarter narrative report each year.
          4. Regional Centers may not bill Rural Health Professions Programs (RHPPs), South Campus Residency Program or other ABOR schools or departments for housing or any services provided by or paid through the AzAHEC contract. Instead, expenses should be included in the annual budget and be reimbursed directly through the AzAHEC Program Office.
          5. If Regional Centers bill other institutions for housing paid for through this AzAHEC contract, the revenue is considered Program Income and must be tracked accordingly. See section vi below.
          6. Program income is tracked in accordance with federal uniform guidance. Program income resulting from activities within the contracted scope of work must be reported to the AzAHEC Program Office when the next monthly invoices are submitted following receipt of income. Program income includes income that is directly generated by the scope of work or earned in whole or in part because of the award, e.g., fees for services performed, the use or rental of real or personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, and conference fees. The following provides additional guidelines related to Program Income:
             1. If any expenses for a project that brings in revenue billed to the AzAHEC Program Office based on the AzAHEC contracts, that program income must be reported.
             2. If tickets are sold for an event that is reported in the AzAHEC SalesForce database, the program income must be reported.
             3. If employees who are paid 100% on AzAHEC contracts contribute efforts to any project that brings in revenue, that is considered program income and must be reported. Employees not paid 100% through AzAHEC contracts may work on activities that generate income for the center in the time outside of the portion paid for by AzAHEC, and this is not considered program income.
             4. Program income is typically used to offset program expenses. Regional Center Director agrees to provide information on how the program income will be used. If the program income will not be used to support the scope of work, program income may be deducted from invoices for reimbursement.
   23. Center agrees to provide a price list or other documentation (such as a documented methodology for allocation of costs) to ensure price charged to AzAHEC is equal to price charged to other internal users and the public. This includes center space rented from a parent organization. Documentation may be requested during the annual budget proposal or during review of monthly invoices.

   **SECTION IV:**

   **Statewide Evaluation Expectations from Centers**

   |  |  |  |
   | --- | --- | --- |
   | **Activity Reference** | **Data collection tool** | **Schedule of data collection** |
   | **Field Experience**  Objective 1.2.6 Objective 5.3.a | ***Pre-Rotation Survey and Post-Rotation Survey for Participants in Rotations for Health Profession Students and Medical Residents*** | REGIONAL CENTER agrees to document non-RHPP/South Campus rotation start and end date in the AzAHEC SalesForce database **within three days of the start date.**  NOTE: Automated email invitation for online survey will be sent by the AzAHEC SalesForce database at the end of the rotation to trainees in rotations of 1 week or more/40 hours or more. |
   | **Continuing Education**  Objective 3.6  Objective 5.3.c | ***Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education***  **Note:** Online survey data collection should match the paper version of the *Retrospective Pre-/Post-test Survey for Health Professional Participants in Continuing Education.*  The *Continuing Education Post Activity Evaluation Survey* can be found in the shared Box folder at: <https://arizona.box.com/s/y6g8rykky9fqsa2xva0pybdbsuete3s0> | **FOR IN-PERSON EVENTS:**  REGIONAL CENTER agrees to 1) collect the paper survey, “*Continuing Education Post Activity Evaluation Survey”* from healthcare professional attendees *who receive national or state continuing education credits from the center towards re-licensure* **at the event**, and 2) enter each paper survey into Qualtrics at: [https://uarizona.co1.qualtrics.com/jfe/form/SV\_72PSs8DzkKN2O7c](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuarizona.co1.qualtrics.com%2Fjfe%2Fform%2FSV_72PSs8DzkKN2O7c&data=05%7C02%7Crogelios%40arizona.edu%7C1560650844ab41e9c7ea08dcc8813550%7C5ee35505eb8e4929937d645df5013288%7C1%7C0%7C638605704481823982%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=SCw309SzllYjyHy8hSskzHHEg9Qv1UTbnRextIRV1vw%3D&reserved=0) **within 30 days of the event.**  **OR**  **FOR ONLINE OR IN-PERSON\* EVENTS**:  (\*In-person events using an online feature which requires survey completion before issuing credit.)  REGIONAL CENTER agrees to 1) collect the survey, “*Continuing Education Post Activity Evaluation Survey”* from healthcare professional attendees *who receive national or state continuing education credits from the center towards re-licensure* online **immediately after the event**; and 2) download data in Excel and provide to the AzAHEC Evaluation Specialist **within 30 days of the event**. Contact the Evaluation Specialist for more information. |
   | **Structured Programs for 9-12th grade: Clubs/Camps**  Objective 2.2.2  Objective 5.3.b | ***Retrospective Pre-/Post-test Survey for Participants in Structured Pipeline Programs***  The *9-16th Grade Health Career Preparation Program FY26 Retrospective Survey* can be found in the shared Box folder at: <https://arizona.box.com/s/y6g8rykky9fqsa2xva0pybdbsuete3s0> | **At the end of each structured club/camp**, REGIONAL CENTER agrees to 1) collect the paper survey “*Retrospective Pre-/Post-test Survey for Participants in Pipeline Programs”* or have them collected by the club/camp facilitator, and 2) enter contents of each survey into Qualtrics at the following link: <https://uarizona.co1.qualtrics.com/jfe/form/SV_5w4iQWRzlsJ6gSO> **within 30 days of the end date**.  **Note:** Centers should not collect surveys from Med Start students; other partners collect surveys from these pipeline participants. |

   [↑](#endnote-ref-5)