



Applicant Work Plan Checklist

RFP Applicant Work Plan Checklist	Check to Confirm this information is Completed/Attached
In addition to the project narrative and this checklist, the following tabs of the workplan are required to be completed and submitted:	
1. CBET SCHEDULE	☒
a. List the ABOR and non-ABOR institutions for whom trainees will be placed.	☒
2. PERFORMANCE SCHEDULE	☒
3. ACTIVITIES SCHEDULE	☒
a. List the types of activities planned for each objective	☒
b. Identify the quarters (Q1, Q2, Q3, Q4) when activities are expected to be occur	☒
c. List the staff member(s) responsible for implementing activities. Ensure these staff members are identified on the budget justification tab.	☒
d. List the community collaborators.	☒
e. List the academic collaborators.	☒
f. List any other collaborators	☒
4. Budget	☒
5. Budget Justification	☒
REQUIRED SUPPLEMENTAL ATTACHMENTS	
a. A copy of applicant's Form 990. If Form 990 is not required to be filed by Applicant, submit a comparable document.	☒
b. Documentation from nationally recognized accrediting agencies for which CE authority is granted. Ensure documentation has dates consistent with this Proposal.	☒
c. A copy of the applicant's most recent audit or statement of exemption	☒
d. Letters of Commitment (e.g., formal agreements with specific metrics and timeline)	
e. A copy of the director's Resume/CV	☒
f. A list of the applicants's board of directors (not less than ten members), including relevant affiliations and terms of service	☒
SUPPLEMENTAL ATTACHMENTS	
a. Letters of Support (e.g., agreements to collaborate on activities with no specific outcomes/timeline.)	☒



CBET SCHEDULE

1.1: Recruit a minimum of 3000 health professions students for community-based experiential training (CBET) in rural and MUCs for health professions students outside the AHEC Scholars program



PERFORMANCE SCHEDULE

Objectives and Arizona AHEC-wide Goals	ANNUALIZED GOALS ALL CENTERS	RANGE	NUMBER OF TRAINEES (MINIMUM)/COHORTS	NUMBER OF CLINICAL TRAINING HOURS (MINIMUM)	NUMBER OF INDIVIDUALS IN CLUBS (Pipeline Activities with a structured curriculum of over 20 hours in an academic year)	NUMBER OF CLUBS	NUMBER OF CONTINUING EDUCATION PARTICIPANTS	NUMBER OF CONTINUING EDUCATION/CONTINUING PROFESSIONAL DEVELOPMENT EVENTS	Number of assigned AHEC Scholar cohorts, each with up to 18 students	CENTER SELECTED GOAL: NUMBER OF TRAINEES (range minimum)
1.1: Recruit a minimum of 3000 health professions students for community-based experiential training (CBET) in rural and MUCs for health professions students outside the AHEC Scholars program NOTE: Beginning in 2024-25, the annual total for all centers is 720 unique health professionals, which is 120 per center annually to achieve maximum budget.	1.1: Recruit a minimum of 720 health professions students for community-based experiential training (CBET) in rural and MUCs for health professions students exclusive of community immersion in the AHEC Scholars Program. If allocated equally between all Centers, each Center would recruit 120 trainees per year to achieve maximum budget.	100%	120	17400						100
		90%	108	15660						
		80%	96	13920						
		70%	84	12180						
		60%	72	10440						
		50%	60	8700						
1.2. AzAHEC recruits minimum of 375 AHEC Scholars per Center over the five-year project. NOTE: Beginning in 2024-25, the annual total for all centers is 90 AHEC Scholars, which is 15 per center per cohort to achieve maximum budget.		150%	45/3						2	
		100%	30/2							
		50%	15/1							
		0%	0/0							
2.1. AzAHEC recruits min. of 3,000 9-12 high school + undergrad pre-health prof students to participate in structured activities (20 hrs) for the 5-year project. NOTE: Beginning in 2024-25, the annual total for all centers is 720, which is 120 per center annually to achieve maximum budget.	2.1. A minimum of 720 9-12 th grade high school students and undergrad pre-health professions students will be recruited per yr. to participate in pipeline activities; If allocated equally between all Centers, each Center would recruit 120 trainees per year to achieve maximum budget. Projections should NOT include K-8 events.	100%	120		100	4				100
		90%	108							
		80%	96							
		70%	84							
		60%	72							
		50%	60							
3.1. AzAHEC recruits min. 7,500 health care providers from safety net health sites for prof. development emphasizing HRSA core topics over 5-year project. NOTE: Beginning in 2024-25, the annual total for all centers is 1800, which is 300 trainees per center annually to achieve maximum budget.	3.1 A minimum of 1,800 health care providers from safety net health service sites recruited to participate in professional development training with emphasis on HRSA's core topics. If allocated equally between all Centers, each Center would recruit 300 trainees per year to achieve maximum budget. A portion of these events must result in the issuance of Continuing Education credits by a nationally or state recognized accrediting agency from center directly. Projections should NOT include community events.	100%	300				250	28		250
		90%	270							
		80%	240							
		70%	210							
		60%	180							
		50%	150							

TABLE 11 WORK PLAN. Goal 1: Providing education and training activities inclusive of community-based experiential training (CBET) by providing field placements and by clinical rotations for health professions students and by implementing the AHEC Scholars Program						
Objectives and Arizona AHEC-wide Goals	Methodology	Center-Specific Award Year Progress Goals (Narrative)	Planned Timing by Quarter (Q1, Q2, etc.)	Name of Responsible Center Staff as Identified on Budget Template	Community, Academic and Other Collaborators	
1.1. AzaAHEC recruits minimum of 3,000 unique health professions trainees (students and residents) for CBET in rural and MUCs over the five-year project <i>NOTE: Based on addition of sixth center beginning in 2024-25, the annual total for all centers is 720 unique health professionals, which is 120 per center annually.</i>	RHPP student clinical rotations; Allied Health/community college clinical rotations; Private college/university clinical rotations; Entry-Level Program clinical rotations and/or curriculum/program offerings by regional centers	APPLICANT will recruit a minimum of 100 health professions trainees.....	Must identify activities specifically by quarter			
1.2. AzaAHEC recruits minimum of 375 AHEC Scholars per Center over the five-year project. <i>NOTE: Based on addition of sixth center beginning in 2024-25, the annual total for all centers is 90 AHEC Scholars, which is 15 per center per cohort.</i>	RHPP Directors will meet at least monthly to complete final ASP program design; RHPP Directors will consult with the AzaAHEC Dir. & Ctr. Directors for design input.	APPLICANT will support two cohorts of AHEC Scholars, starting with the first immersion in person in September/October 2025, followed by the second immersion in January/February 2026.				
1.3. AzaAHEC implements HRSA Core Topics: IPE, behavioral hith integration, SDOH, practice transformation, cultural competence in clinical education, ASP & CE; connect communities, support health professionals, virtual learning, telehealth, current, emerging health issues when significant	Offer seminars & programs relevant to populations served and within a HRSA core topic framework; Provide CBET placements that expose students to conditions of core topics including IPE, SDOH, behavior health integration, cultural competency, practice transformation, and current/emerging issues	APPLICANT will provide HRSA BHW core topic seminars and programs				
Goal 2: To improve the health professions pipeline including diversity of the health workforce the AzaAHEC system will provide recruitment, training,						

Objectives and Arizona AHEC-wide Goals	Methodology	Center-Specific Award Year Progress Goals (Narrative)	Planned Timing by Quarter (Q1, Q2, etc.)	Responsible Center Staff	Community, Academic and Other Collaorators	
2.1. AzaHEC recruits min. of 3,000 9-12 high school + undergrad pre-health prof students to participate in structured activities (20 hrs) for the 5-year project. Improve underrepresented minority recruitment. If allocated equally between all Centers, each Center would recruit 120 trainees per year. NOTE: Based on addition of sixth center beginning in 2024-25, the annual total for all centers is 720, which is 120 per center annually.	HOSA; tribal high school programs; career and health fairs, job shadowing, visits to local health professions schools, health science days, health careers seminars, early college readiness programs; summer camps	APPLICANT will recruit a minimum of 100 9-12th grade high school students and undergraduate pre-health professions students to participate in pipeline activities which include: APPLICANT TO DESCRIBE WHICH GOALS HERE, SUCH AS HOSA clubs, summer camps, implementation in-person/virtually through panels, tours, seminars.	APPLICANT will recruit and support high school students and undergraduate preprofessional students on the following quarterly schedule:			
Goal 3: The AzaHEC system will provide continuing education for currently practicing health professionals with emphasis on BHW's core areas.						
Objectives and Arizona AHEC-wide Goals	Methodology	Center-Specific Award Year Progress Goals (Narrative)	Planned Timing by Quarter (Q1, Q2, etc.)	Responsible Center Staff	Community, Academic and Other Collaorators	CE Granting Authority
3.1. AzaHEC recruits min. 7,500 health care providers from safety net health sites for prof. development emphasizing HRSA core topics over 5-year project. If allocated equally between all Centers, each Center would recruit 300 trainees per year. NOTE: Based on addition of sixth center beginning in 2024-25, the annual total for all centers is 1800, which is 300 trainees per center annually.	Offer CE/CME and professional development programs relevant to populations served and within a HRSA core topic framework. A portion of these events must result in the issuance of Continuing Education credits by a nationally or state recognized accrediting agency from center directly.	APPLICANT will recruit a minimum of 250 health professional to participate in continuing education events.				Enter name of CE granting authority here and attach verification with current dates. If authority is pending, provide names of anticipated authority.
Goal 4: AzaHEC will maintain, develop and enhance effective current and future strategic partnerships to implement, advance, and sustain the work						
Objectives and Arizona AHEC-wide Goals	Methodology	Center-Specific Award Year Progress Goals (Narrative)	Planned Timing by Quarter (Q1, Q2, etc.)	Responsible Center Staff	Collaborators	
4.1. Anticipate future AzaHEC priorities and obtain strategic networks to achieve the priorities;	Formal clinical affiliation agreements by UA and participating partners such as ASU and NAU; Affiliation agreements and MOUs by Regional Centers with strategic partners					
Goal 5: Goal 5: AzaHEC will implement a Statewide Outcome-Focused Evaluation Plan.						
Objectives and Arizona AHEC-wide Goals	Methodology	Center-Specific Award Year Progress Goals (Narrative)	Planned Timing by Quarter (Q1, Q2, etc.)	Responsible Center Staff	Collaborators	

5.1. Use longitudinal tracking database; develop, implement data collection, monitor outcomes for CBET, ASP Scholars, CE, Pipeline Participants	Analyze trainee, participant tracking data for CBET, ASP Scholars, CE, pipeline program from Salesforce database, analyze data collection strategies for trainees, participants. Review HRSA measures by each reporting year				
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Budget Template

Arizona AHEC Regional Center Budget				Arizona AHEC Regional Center Budget								
Name of CENTER:												
Project Dates:				September 1, 2025- August 31, 2026 (12 months)				SAMPLE BUDGET ONLY; BASED ON ALL METRICS AT 80%				
(Note that not all line items may be needed and additional line items may be added, depending on scope of work details.)												
Personnel				Federal: Model AHEC				State Account: Lottery				
Name	Position Title	Annualized Salary	ERE Rate	Project FTE	Project Salary	Project ERE	Project Total	Project FTE	Project Salary	Project ERE	Project Total	COMBINED TOTAL
Isabel Marquez	Program Director	\$ 94,050	28%	0.25	\$ 23,513	\$ 6,584	\$ 30,096	0.75	\$ 70,538	\$ 19,751	\$ 90,288	\$ 120,384
Gabriel Allende	Clinical Affairs Manager/Asst Dir	\$ 84,300	28%	0.25	\$ 21,075	\$ 5,901	\$ 26,976	0.75	\$ 63,225	\$ 17,703	\$ 80,928	\$ 107,904
Scott Larsen	Continuing Education Coordinator	\$ 52,000	28%	-	\$ -	\$ -	\$ -	0.75	\$ 39,000	\$ 10,920	\$ 49,920	\$ 49,920
Erica Turow	Pipeline Coordinator	\$ 52,000	28%	-	\$ -	\$ -	\$ -	0.75	\$ 39,000	\$ 10,920	\$ 49,920	\$ 49,920
Carlos Fuentes	Data Manager	\$ 59,000	28%	0.16	\$ 9,440	\$ 2,643	\$ 12,083	0.54	\$ 31,860	\$ 8,921	\$ 40,781	\$ 52,864
Spencer Oscarson	Program Coordinator	\$ 48,000	28%	0.20	\$ 9,600	\$ 2,688	\$ 12,288	0.55	\$ 26,400	\$ 7,392	\$ 33,792	\$ 46,080
Total Personnel		\$ 389,350		0.86	\$ 63,628	\$ 17,816	\$ 81,443	4.09	\$ 270,023	\$ 75,606	\$ 345,629	\$ 427,072
Travel												
In State												\$ 7,000 \$ 7,000
Out of State												\$ 3,500 \$ 3,500
Total Travel												\$ 10,500 \$ 10,500
Space Left Intentionally Blank for Future Allocations												
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
Total Equipment												\$ - \$ -
AHEC Scholars Program												
AHEC Scholars Stipends	18	new students x \$1,000 YR1 stipend each										\$ 3,000 \$ 18,000
AHEC Scholars Stipends	18	continuing students x \$1,000 YR2 stipend each										\$ 3,000 \$ 18,000
Community Immersions												\$ 2,000 \$ 2,000
(copy this line and insert above as needed)												\$ - \$ -
Total AHEC Scholars Program												\$ 8,000 \$ 38,000
Consultant Services												
Sub-Contracts												\$ 4,500 \$ 4,500
Service Contracts												\$ 2,500 \$ 2,500
AHEC Scholar Faculty Mentor												\$ 15,000 \$ 15,000
AHEC Scholar Faculty Mentor												\$ 15,000 \$ 15,000
(copy this line and insert above as needed)												
Total Consultant Services												\$ 37,000 \$ 37,000
Other Direct Costs - Operations												
Computers/Software												\$ 5,000 \$ 5,000
Office Supplies												\$ 2,250 \$ 2,250
Telecommunications												\$ 5,000 \$ 5,000
Facility Rental/User Fees												\$ 5,000 \$ 5,000
Postage & Reproduction Costs												\$ 3,000 \$ 3,000
Educational Supplies												\$ 1,000 \$ 1,000
ADP/Computer Services												\$ 3,000 \$ 3,000
Membership & Dues												\$ 3,000 \$ 3,000
Liability Insurance												\$ 2,000 \$ 2,000
(copy this line and insert above as needed)												
Total Other Direct Costs - Operations												\$ 29,250 \$ 29,250
Other Direct Costs - Programming												
Student Housing												\$ 46,000 \$ 46,000
Non-Housing CBET Student Support												\$ 7,000 \$ 7,000
Pipeline Activities Structured Programs (Clubs) Grades 9-16												\$ 5,000 \$ 5,000
Other Pipeline Activities Unstructured Programs Grades K-12												\$ 2,000 \$ 2,000
Continuing Education for Practicing Health Professionals												\$ 3,000 \$ 3,000
Community Education												\$ 475 \$ 475
(copy this line and insert above as needed)												\$ - \$ -
Total Other Direct Costs - Programming												\$ 63,475 \$ 63,475
Total Direct Costs												\$ 493,854 \$ 605,297
Modified Total Direct Costs												\$ 111,443 \$ 111,443
Indirect Cost @ 8% MTDC												\$ 8,915 \$ 8,915
TOTAL COST												\$ 493,854 \$ 614,212
Maximum Budget Based on Goals												\$ 493,855 \$ 614,434
Unallocated Funding												\$ (220) \$ (1)

Note on Indirect Cost:

Indirect costs apply to the Federal contract only and are calculated based on MTDC- Modified Total Direct Costs. MTDC excludes budget for Equipment and AHEC Scholar Stipends.



Description

Budget Justification

When NAME is entered, name of incumbent should be entered. If no incumbent exists, enter "TBD"

NAME	TITLE	TOTAL COSTS/SALARY THIS AWARD	TOTAL FTE THIS AWARD	ADDITIONAL FTE WITHIN ORGANIZATION	Describe specific activities EACH position will engage in toward meeting performance activities. Personnel for whom 10% or more support is requested must be reflected on "Activities Schedule".
Isabel Marquez	Program Director	\$ 94,050	1	NONE	Director is responsible for.....
Gabriel Allende	Clinical Affairs Manager/Asst Dir	\$ 84,300	1	NONE	
Scott Larsen	Continuing Education Coordinator	\$ 39,000	0.75	NONE	
Erica Turow	Pipeline Coordinator	\$ 39,000	0.75	0.25	
Carlos Fuentes	Data Manager	\$ 41,300	0.7	0.25	
Spencer Oscarson	Program Coordinator	\$ 36,000	0.75	0.25	
	Personnel Subtotal	\$ 333,650			
	ERE	\$ 93,422			
	TOTAL		FEDERAL	STATE	Describe what costs are projected within EACH expense category.
	Travel				
	In State	\$ 7,000		\$ 7,000	Center staff will travel to the Rural Health Conference in June....
	Out of State	\$ 3,500		\$ 3,500	
	AHEC Scholars Program				
	AHEC Scholars Stipends First Cohort	\$ 18,000	\$ 15,000	3,000	
	AHEC Scholars Stipends Second Cohort	\$ 18,000	\$ 15,000	3,000	
	Community Immersions	\$ 2,000		2,000	
	Consultant Services				
	Sub-Contracts	\$ 4,500		\$ 4,500	
	Service Contracts	\$ 2,500		\$ 2,500	
	AHEC Scholar Faculty Mentor First Cohort	\$ 15,000		\$ 15,000	
	AHEC Scholar Faculty Mentor Second Cohort	\$ 15,000		\$ 15,000	
	Other Direct Costs - Operations				
	Computers/Software	\$ 5,000		\$ 5,000	
	Office Supplies	\$ 2,250		\$ 2,250	
	Telecommunications	\$ 5,000		\$ 5,000	
	Facility Rental/User Fees	\$ 5,000		\$ 5,000	
	Postage & Reproduction Costs	\$ 3,000		\$ 3,000	
	Educational Supplies	\$ 1,000		\$ 1,000	
	ADP/Computer Services	\$ 3,000		\$ 3,000	
	Membership & Dues	\$ 3,000		\$ 3,000	
	Liability Insurance	\$ 2,000		\$ 2,000	
	Other Direct Costs - Programming				
	Student Housing	\$ 46,000		\$ 46,000	
	Non-Housing CBET Student Support	\$ 7,000		\$ 7,000	
	Pipeline Activities Structured Programs (Clubs) Grades 9-16	\$ 5,000		\$ 5,000	
	Other Pipeline Activities Unstructured Programs Grades K-12	\$ 2,000		\$ 2,000	
	Continuing Education for Practicing Health Professionals	\$ 3,000		\$ 3,000	
	Community Education	\$ 475		\$ 475	
	TOTAL	\$ 605,297			
	Indirect costs @ 8%	\$ 8,915			
	TOTAL REQUEST	\$ 614,212			