

GRANT AGREEMENT

Contract #000000000000000000069723

This Grant Agreement ("Grant Agreement"), entered into by and between Indiana Department of Health (the "State") and **GOODWILL INDUSTRIES OF CENTRAL AND SOUTHERN INDIANA** (the "Grantee"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement; Funding Source. The purpose of this Grant Agreement is to enable the State to award a Grant of **\$5,113,400.00** (the "Grant") to the Grantee for eligible costs of the services or project (the "Project") described in **Attachments A and B** of this Grant Agreement, which are incorporated fully herein. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with **Indiana Code § 16-19-3-1** establishing the authority to make this Grant, as well as any rules adopted thereunder. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

FUNDING SOURCE:

If Federal Funds: Program Name per Catalog of Federal Domestic Assistance (CFDA):

CFDA # _____

If State Funds: Program Title Maternal and Child Health Home Visiting

2. Representations and Warranties of the Grantee.

A. The Grantee expressly represents and warrants to the State that it is statutorily eligible to receive these Grant funds and that the information set forth in its Grant Application is true, complete and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its grant application.

B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

A. The Grantee shall implement and complete the Project in accordance with **Attachment A** and with the plans and specifications contained in its Grant Application, which is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State.

B. The Grantee shall submit to the State written progress reports until the completion of the Project. These reports shall be submitted **as set out in Attachment A** and shall contain such detail of progress or performance on the Project as is requested by the State.

4. Term. This Grant Agreement commences on **December 01, 2022** and shall remain in effect through **June 30, 2024**. Unless otherwise provided herein, it may be extended upon the written agreement of the parties and as permitted by state or federal laws governing this Grant.

5. Grant Funding.

A. The State shall fund this Grant in the amount of **\$5,113,400.00**. The approved Project Budget is set forth as **Attachment B** of this Grant Agreement, attached hereto and incorporated herein. The Grantee shall not spend more than the amount for each line item in the Project Budget without the prior written consent of the State, nor shall the Project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of the State.

B. The disbursement of Grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by the State and this Grant Agreement has been fully approved by the State.

6. Payment of Claims.

A. If advance payment of all or a portion of the Grant funds is permitted by statute or regulation, and the State agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide State with a reconciliation of those expenditures. Otherwise, all payments shall be made thirty five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by the direct deposit by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

B. Requests for payment will be processed only upon presentation of a Claim Voucher in the form designated by the State. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.

C. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.

D. Claims shall be submitted to the State within twenty (20) calendar days following the end of the month in which work on or for the Project was performed. The State has the discretion, and reserves the right, to NOT pay any claims submitted later than thirty (30) calendar days following the end of the month in which the services were provided. All final claims and reports must be submitted to the State within sixty (60) calendar days after the expiration or termination of this agreement. Payment for claims submitted after that time may, at the discretion of the State, be denied. Claims may be submitted on a monthly basis only, unless otherwise specified in **Attachment A** or **B**. If Grant funds have been advanced and are unexpended at the time that the final claim is submitted, all such unexpended Grant funds must be returned to the State.

E. Claims must be submitted with accompanying supportive documentation as designated by the State. Claims submitted without supportive documentation will be returned to the Grantee and not processed for payment. Failure to comply with the provisions of this Grant Agreement may result in the denial of a claim for payment.

7. Project Monitoring by the State. The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full

access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in **Attachment A**, the Grant Application, and the terms and conditions of the Grant Agreement;
- B. the actual expenditure of state, local and/or private funds expended to date on the Project is in conformity with the amounts for each Budget line item as set forth in **Attachment B** and that unpaid costs have been properly accrued;
- C. that Grantee is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to the State.

8. Compliance with Audit and Reporting Requirements; Maintenance of Records.

A. The Grantee shall submit to an audit of funds paid through this Grant Agreement and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and for a period of three (3) years after final payment for inspection by the State or its authorized designee. Copies shall be furnished to the State at no cost

B. If the Grantee is a "subrecipient" of federal grant funds under 2 C.F.R. 200.331, Grantee shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.* if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements).

C. If the Grantee is a non-governmental unit, the Grantee shall file the Form E-1 annual financial report required by IC § 5-11-1-4. The E-1 entity annual financial report will be used to determine audit requirements applicable to non-governmental units under IC § 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*, <https://www.in.gov/sboa/files/guidelines-examination-entities-receiving-financial-assistance-government-sources.pdf>. Guidelines for filing the annual report are included in **Attachment C** (Guidelines for Non-governmental Entities).

9. Compliance with Laws.

A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.

B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, *et seq.*, IC § 4-2-7, *et seq.* and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Grant, the Grantee shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate

this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.

D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Grantee, the Grantee may submit, in writing, a request for review to the Indiana Department of Administration (IDOA). A determination by IDOA shall be binding on the parties. Any disbursements that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest.

E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with the State.

F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

G. As required by IC § 5-22-3-7:

(1)The Grantee and any principals of the Grantee certify that:

(A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:

(i) IC § 24-4.7 [Telephone Solicitation Of Consumers];

(ii) IC § 24-5-12 [Telephone Solicitations]; or

(iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and

(B) the Grantee will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.

(2)The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,

(A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and

(B) will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement even if IC § 24-4.7 is preempted by federal law.

10. Debarment and Suspension.

A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recouments or penalties that might arise from non-compliance. The Grantee shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

11. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

12. Employment Eligibility Verification. As required by IC § 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program;
- B. The Grantee has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

13. Funding Cancellation. As required by Financial Management Circular 3.3 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

14. Governing Law. This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

15. Information Technology Accessibility Standards. Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended.

16. Insurance. The Grantee shall maintain insurance with coverages and in such amount as may be required by the State or as provided in its Grant Application.

17. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee and any subcontractors shall comply with requisite affirmative action

requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

18. Notice to Parties. Whenever any notice, statement or other communication is required under this Grant, it will be sent by E-mail or first class U.S. mail service to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Indiana Department of Health
ATTN: Contract and Audit Section
2 North Meridian Street, Section 2-C
Indianapolis, IN 46204
E-mail: isdhcontracts@isdh.in.gov

B. Notices to the Grantee shall be sent to:

Regional Director
Goodwill Industries of Central and Southern Indiana
1635 West Michigan Street
Indianapolis, Indiana 46222
E-mail: lbaldwin@goodwillindy.org

As required by IC § 4-13-2-14.8, payments to the Grantee shall be made via electronic funds transfer in accordance with instructions filed by the Grantee with the Indiana Auditor of State.

19. Order of Precedence; Incorporation by Reference. Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law, including those identified in paragraph 24, below, (2) this Grant Agreement, (3) Attachments prepared by the State, (4) Invitation to Apply for Grant; (5) the Grant Application; and (6) Attachments prepared by Grantee. All of the foregoing are incorporated fully herein by reference.

20. Public Record. The Grantee acknowledges that the State will not treat this Grant as containing confidential information, and the State will post this Grant on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Grant shall not be considered an act of the State.

21. Termination for Breach.

A. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to suspend grant payments, and to suspend the Grantee's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction.

B. The expenditure of State or federal funds other than in conformance with the Project or the Budget may be deemed a breach. The Grantee explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.

22. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award of the Grant, this Grant Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.

23. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Grant.

24. Federal and State Third-Party Contract Provisions. Deleted as not applicable.

25. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. The State acknowledges and agrees that because of the unique nature of State Educational Institutions, the duties and responsibilities of the State Educational Institution in these Standard Conditions for Grants are specific to the department or unit of the State Educational Institution. The existence or status of any one contract or grant between the State and the State Educational Institution shall have no impact on the execution or performance of any other contract or grant and shall not form the basis for termination of any other contract or grant by either party.

26. HIPAA Compliance. If this Grant Agreement involves services, activities, or products subject to the Health Insurance Portability Act of 1996 (HIPAA), the Grantee covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.

27. Amendments. No alteration or variation of the terms of this Grant shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. Any alterations or amendments, except a change between budget categories, which requires the prior written consent of a duly authorized representative of the State, shall be subject to the contract approval procedure of the State.

28. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's standard contract clauses (as contained in the *2022 SCM Template*) in any way except as follows:

Amendments -added

Grant Funding-modified

HIPAA Compliance-added

Federal and State Third-Party Contract Provisions-deleted

Non-Collusion, Acceptance

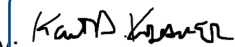
The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant, the Grantee attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: <https://secure.in.gov/apps/idoa/contractsearch/>

In Witness Whereof, the Grantee and the State have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.


GOODWILL INDUSTRIES OF CENTRAL AND SOUTHERN INDIANA

DocuSigned by:
By: 
7E67C632D9BE4E4...

Title: President and CEO

Date: 1/25/2023 | 06:31 PST

Indiana Department of Health

DocuSigned by:
By: 
FD195E4E7AF9428...

Title: IDOH Chief of Staff

Date: 1/25/2023 | 18:18 EST

Electronically Approved by: Department of Administration By: _____ (for) Rebecca Holw erda, Commissioner	
Electronically Approved by: State Budget Agency By: _____ (for) Zachary Q. Jackson, Director	Electronically Approved as to Form and Legality by: Office of the Attorney General By: _____ (for) Theodore E Rokita, Attorney General

ATTACHMENT A
Scope of Work
Goodwill of Central and Southern Indiana
Nurse Family Partnership (NFP)
December 1, 2022 through June 30, 2024

Project Description

The purpose of this program is to support the delivery of coordinated and comprehensive high-quality voluntary home visiting services to eligible families through implementation of the evidence-based community health program, Nurse Family Partnership (NFP). This project strives to meet the health, education, guidance, and support needs of under-resourced first-time mothers as they navigate pregnancy, child birth, and parenting. This is accomplished through regular nurse home visits, beginning within the first two trimesters and continuing through the child's 2nd birthday.

Goals, Objectives

The overall goal of Indiana's NFP program is to improve health and development outcomes for Indiana's children and families who are at risk for adverse maternal and child health outcomes. This goal can be reached by the attainment of the following objectives:

- 1) Provide home visiting services to approximately 925 birthing people residing in the listed counties in Indiana who are low-income and high-risk for adverse maternal and child health outcomes, as well as their infants and families.
 - Provide home visiting services to approximately 100 birthing people residing in Marion county, in addition to current funded capacity.
 - Provide home visiting services to approximately 75 birthing people residing in new Southeastern counties: Dearborn, Franklin, Ohio, Ripley, Switzerland, Union
 - Provide home visiting services to approximately 150 birthing people residing in new Western counties: Benton, Clay, Fountain, Parke, Putnam, Sullivan, Vermillion, Vigo, Warren
 - Provide home visiting services to approximately 200 birthing people residing in new Southwestern counties: Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
 - Provide home visiting services to approximately 200 birthing people residing in Southern counties: Bartholomew, Clark, Crawford, Floyd, Harrison, Jackson, Jefferson, Jennings, Scott, Washington
 - Provide home visiting services to approximately 200 multiparous clients in Indiana
- 2) Develop a system of coordinated services statewide of existing and newly developed home visiting programs in order to provide targeted, and unduplicated services and referrals to all children, mothers, and families who are high-risk for adverse maternal and child health outcomes throughout Indiana.
- 3) Coordinate necessary services outside of home visiting programs to address needs of participants, which may include: mental health, primary care, dental health, children with special needs, substance use, childhood injury prevention, child abuse/neglect, maltreatment, school readiness,

language interpretation ,employment training and adult education programs.

Project Activities and Expectations

Priority for Serving Populations with higher risk for adverse health outcomes

Counties in the region that have been identified as high priority by IDOH will be given priority in implementation of the expansion. High priority counties in this region are:

- Southeastern Region: Franklin and Ripley Counties
- Western Region: Benton, Clay, Fountain, Putnam, Sullivan, Vermillion, Vigo, Warren
- Southwestern Region: Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick

Contractor must give priority in providing services to the following:

- Eligible families who reside in communities in need of such services, as identified in the statewide needs assessment, taking into account the staffing, community resource, and other requirements to operate at least one approved model of home visiting and demonstrate improvements for eligible families;
- Low-income eligible families;
- Eligible families with pregnant women who have not attained age 21;
- Eligible families that have a history of substance abuse or need substance abuse treatment;
- Eligible families that have users of tobacco products in the home;
- Eligible families that represent disparate racial and ethnic populations with the highest infant mortality rates

Use of Grant Funds

Grant funding will:

- Pay salary and fringe for the staff listed in Attachment B. This includes Nurse Home Visitors, Supervisory Staff, and Support Staff.
- Pay Nurse-Family Partnership (NFP) licensure fees, nurse consulting, and data collection system data support.
- Pay for office supplies, includes, but is not limited to chart files, scales, file folders, newsletter/communications printing, blood pressure cuffs, thermometers, binders, pens, pencils, markers, stationary, etc.

- Pay mileage for nurses and support staff to do home visits, provide supportive services and resources, attend community meetings and conferences, and conduct outreach activities per the Indiana State Travel Policy.
- Pay for airfare and lodging for staff to attend the NFP Symposium, if this training is not available locally when staff are on-boarded.
- Pay for client support services and training for clients for educational materials supporting pregnancy and parenting skills, which includes Partners in Parenting Education (PIPE), and Ages and Stages Questionnaire (ASQ) material such as handouts, books, assessments, etc. ASQ is a parent-completed child monitoring system questionnaire.
- Pay for estimated model and technical skills training for Nurse Home Visitors which covers nurse skill building for lactation certification, NFP's required DANCE (Dyadic Assessment of Naturalistic Caregiver-child Experiences) assessment, CPR/first aid, NFP model fidelity elements associated with prenatal, birth and child development outcomes, motivational interviewing, cultural competency training etc. The DANCE tool is used by NFP nurses to objectively observe interactions between a child and caregiver-usually the mother-during a home visit, and to use this information to support the unique strengths and challenges of the caregiver.
- Pay for Nurse Supervisor training to improve the nursing skills, plus supervisory skills such as process improvement, reflective supervisory skills (model element), team leadership, cultural competency skills/training, etc.
- Pay for Data Coordinator's training to enhance data quality, reporting and analysis. Pay for data support and training opportunities for nurse home visitors and other staff.
- Pay for translation and interpretative services for outreach and support of clients and additional supports need for hiring and retaining bilingual/bicultural staff.

Reporting Requirements

Contractor shall submit the following reports broken down by county via email:

Monthly Reports to be submitted 5 business days after the end of each month

1. Service Capacity

Quarterly Reports to be submitted the 15th of every 4th month-January (Report Period October 1-December 31), April (Report Period January 1-March 31), July (Report Period April 1-June 30) and October (Report Period July 1-September 30).

1. Quarterly Programmatic & Data Reports

Annual Reports to be submitted by October 15

1. Site Specific Self-Evaluation

All reports are subject for request on an as-needed basis.

Additional Conditions

- 1) Contract award will be contingent upon the availability of funding.
- 2) Contractor shall take appropriate measures to maintain at least 85% capacity.
- 3) Contractor shall comply with their obligations to implement the NFP Program with Fidelity to the Model and in accordance with respective their contract with NFP NSO.
- 4) Contractor will participate in monthly subrecipient monitor meetings with IDOH to discuss topics relating to model implementation including model fidelity, capacity, staffing, CQI, enrollment, retention, attrition, data, DEI (Diversity, Equity, and Inclusion), and early childhood/systems collaboration.
- 5) Prior to enrolling clients, Contractor shall develop a comprehensive plan for implementing within identified service area which covers a period of at least three years and follows the Implementation Plan Template provided by NFP NSO. Contractor will submit the Implementation Plan to IDOH and any additional requested information regarding expansion plans.
- 6) Services funded under this agreement are to be provided to families residing within the county(ies) specified. Contractor shall not provide services outside of the following counties: Marion, Dearborn, Franklin, Ohio, Ripley, Switzerland, Union, Benton, Clay, Fountain, Parke, Putnam, Sullivan, Vermillion, Vigo, Warren, Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick, Bartholomew, Clark, Crawford, Floyd, Harrison, Jackson, Jefferson, Jennings, Scott, and Washington
 - a) Special Considerations: Contractor shall provide a transition plan for clients relocating outside the funded service areas by connecting to additional services and resources in outside areas when identified and followed by a termination of services within a reasonable amount of time not to exceed 60 calendar days from the date the contractor is notified of the change in residence.
- 7) Contractor shall take appropriate measures to maintain client confidentiality and protect personal health information in accordance with applicable federal and state laws.
- 8) Contractor shall implement the NFP Program by:
 - a) Engaging with NFP in the home visitor and home visitor supervisor selection process, drawing upon NFP application review services and NFP experience to ensure that with an adequate pool of nurses the start-up and implementation are targeted to implement the Program;
 - b) Complying with the NFP development process and the formal NFP review and approval process;
 - c) Ensuring prospective Nurse Home Visitors meet NFP standards and undergo feasibility and nursing assessments before beginning the NFP review and approval process;
 - d) Informing NFP and Indiana Department of Health (IDOH) of processes that could or will impact the Program implementation.
- 9) Dual enrollment refers to home visiting participant enrollment and receipt of services through more than one home visiting model concurrently. Toward responsible fiscal stewardship and to maintain model fidelity, Contractor should develop and implement policies and procedures to avoid dual enrollment. Avoiding dual enrollment maximizes the availability of limited resources for home visiting services for eligible families and prevents duplicative collection and reporting of benchmark data.
- 10) Implementation of NFP will entail the hiring of Nurse Home Visitors and a Nurse Supervisor.

- a) Nurse Supervisor will have a minimum education level of a Bachelor of Science in Nursing, or its equivalent as approved by NFP, and a license to practice in Indiana. A Master of Science in Nursing is preferred.
 - b) Nurse Home Visitors will have a minimum education level of Bachelor of Science in Nursing, or its equivalent as approved by NFP, and a license to practice in Indiana.
 - c) Nurses will be provided competitive compensation.
- 11) Contractor will follow the following guidelines about Program quality support:
- a) With regards to information systems:
 - i) Contractor shall provide appropriate, fully functioning computer systems and software to staff to allow access and use of DATA COLLECTION SYSTEM; and
 - ii) To facilitate communication with NFP and IDOH by email and telephone.
 - b) Contractor shall utilize DATA COLLECTION SYSTEM and associated reports to ensure all staff are implementing the Program with fidelity to the model and adhering to NFP's quality standards. Contractor shall:
 - i) Participate in DATA COLLECTION SYSTEM set-up by:
 - (1) Designating personnel for NFP approval for DATA COLLECTION SYSTEM access;
 - (2) Requiring appropriate staff to participate in and satisfactorily complete DATA COLLECTION SYSTEM training; and
 - ii) Use the DATA COLLECTION SYSTEM Users' Manual and Forms Manual as designed;
 - iii) Use DATA COLLECTION SYSTEM to:
 - (1) Analyze data and reports; and
 - (2) Request technical assistance via telephone or email when needed;
 - iv) Comply with all NFP and DATA COLLECTION SYSTEM security procedures and policies.
 - c) Contractor shall utilize reports provided by NFP and DATA COLLECTION SYSTEM to inform and support Program performance improvement.
 - d) Contractor shall develop, in collaboration with the NFP Nurse Consultant, continuous quality improvement targets.
 - e) Contractor shall review performance reports on a timely basis and support efforts to achieve superior performance.
 - f) Contractor shall ensure agencies engage in quality improvement activities as required by NFP's mandatory Periodic Implementation Plan.
- 12) Contractor will support the development of comprehensive early childhood systems by supplying clients with materials that have been developed and approved by Indiana's Early Childhood Comprehensive Systems (ECCS) initiative.
- 13) Participation in statewide NFP committees (such as data, workforce, or outreach) as determined by IDOH.
- 14) Contractor shall ensure that appropriate parties receive the proper education:
- a) Contractor shall ensure that administrators and other personnel managing or supporting Program implementation:
 - i) Attend and satisfactorily complete Initial and Ongoing NFP Education required by NFP prior to supporting Program implementation.
 - b) Contractor shall ensure all employed Nurse Home Visitors and NFP Supervisors:
 - i) Attend and satisfactorily complete Initial and Ongoing NFP Education required by NFP every three years, or as required by NFP; and
 - ii) Attend and satisfactorily complete Supervisor and Nurse Consultant Annual NFP Education.
- 15) Contractor's local community advisory board will support the sustainability of local NFP program by identifying and securing diverse funding. Participate in regional home visiting advisory boards which can supplement, or replace local community advisory boards, based on need of contractor. as determined by IDOH.
- 16) Contractor is required to implement Continuous Quality Improvement (CQI) activities, of at least one project per year. Contractor must provide CQI updates to IDOH and Indiana's CQI provider and participate in regular CQI meetings.

- 17) Contractor will perform gap and segmentation analysis of participant utilization of services, demographics, referral sources and other needs.
- 18) Contractor's administration is responsible for invoicing IDOH through the contract management system, which will be confirmed and reimbursed through IDOH's Finance Department.
- 19) Contractor will allow IDOH staff to interview program staff as needed.
- 20) Supervisors will report qualitative data to IDOH via a secured electronic transfer of charts and data.
- 21) Contractor will complete evaluation requirements and participate in rigorous evaluation steps established via an outside evaluator, as required.
- 22) Contractor must collect data in accordance with the NFP model. Recipient will utilize the electronic medical record system, Disease Management Coordination Network (DMCN), to improve the quality of service offered to NFP clients. Contractor must give permission to the IDOH epidemiologist for DMCN data extraction and analysis, including analyses to promote health of clients through MCH programs and funding. Contractor must also ensure their client consent forms address data sharing with IDOH.
- 23) That professional personnel, hospitals, and other individuals, agencies, or groups providing services authorized in the approved application and paid for by contract funds or by third parties shall agree not to make any charge to or except any payment from the patient (client) or his family for the same service.
- 24) The contract funds will be the last source of payment for in-center and out-of-center services.
- 25) That contract funds and program income shall not be expended for:
 - a) Construction of buildings, building renovations;
 - b) Depreciation of existing buildings or equipment;
 - c) Contributions, gifts, donations;
 - d) Entertainment; food;
 - e) Automobile purchase;
 - f) Interest and other financial costs;
 - g) Costs for in-hospital patient care;
 - h) Fines and penalties;
 - i) Fees for health services;
 - j) Bad debts
 - k) Contingency funds;
 - l) Executive expenses (e.g., car rental, car phone, entertainment);
 - m) Accounting expenses for government agencies;
 - n) Fund raising expenses;
 - o) Legal fees; and
 - p) Legislative lobbying.
 - q) Equipment
 - r) Out-of-state travel, unless specified above
 - s) Dues to societies, organizations, or federations
 - t) Incentives.
- 26) Contractor shall notify the state in writing any changes to staff, location, and services as stipulated in original grant application/proposal.
- 27) That any proposed changes in the target population served under this Contract Agreement or that any proposed changes in geographic location of service sites must be requested in writing, and that any approved changes be documented in a written response from the state.
- 28) The contractor agrees to keep Personnel Time and Activity Reports on all staff being paid partially or totally with contract funds and/or program income.

- 29) That any changes in the budget shall be requested in writing to and approved by a duly authorized representative of the State, prior to implementation. Contractor will adhere to stipulated budget (attached).
- 30) That all income generated by contract funds shall be subject to the same requirements as the basic contract monies.
- 31) To adopt and enforce a no smoking policy in project facilities at all time.

Attachment B

Indiana Department of Health
Division of Maternal and Child Health
New Agreement - Budget Summary
Budget Period: 12/1/2022-6/30/2024
Organization Name: Goodwill of Central and Southern Indiana
Program Name: Nurse-Family Partnership Expansion 2022 - 2024

State Fiscal Year 2023	
December 1, 2022 - June 30, 2023	
Budget Categories	\$ Amount Requested
Personnel Salaries	\$ 758,286.00
Fringe	\$ 181,989.00
Consultants	\$ -
Equipment	\$ 24,600.00
Supplies	\$ 17,385.00
Contracted Services	\$ 39,818.00
Other	\$ 85,800.00
Travel	\$ 118,242.00
SFY 23 TOTAL	\$ 1,226,120.00

State Fiscal Year 2024	
July 1, 2023 - June 30, 2024	
Budget Categories	\$ Amount Requested
Personnel Salaries	\$ 2,651,607.00
Fringe	\$ 636,386.00
Consultants	\$ -
Equipment	\$ 46,800.00
Supplies	\$ 43,716.00
Contracted Services	\$ 158,728.00
Other	\$ 115,920.00
Travel	\$ 234,123.00
SFY 24 TOTAL	\$ 3,887,280.00

Total Contract	\$ 5,113,400.00
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Attachment C

Annual Financial Report for Non-governmental Entities

Guidelines for filing the annual financial report:

1. Filing an annual financial report called an Entity Annual Report (E-1) is required by IC 5-11-1-4. This is done through Gateway which is an on-line electronic submission process.
 - a. There is no filing fee to do this.
 - b. This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
 - c. The E-1 electronic submission site is found at <https://gateway.ifionline.org/login.aspx>
 - d. The Gateway User Guide is found at <https://gateway.ifionline.org/userguides/E1guide>
 - e. The State Board of Accounts may request documentation to support the information presented on the E-1.
 - f. Login credentials for filing the E-1 and additional information can be obtained using the notforprofit@sboa.in.gov email address.
2. A tutorial on completing Form E-1 online is available at https://www.youtube.com/watch?time_continue=87&v=nPpgtPcdUcs
3. Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.