



Memorandum of Agreement
State of Connecticut Office of Early Childhood and
University of Connecticut Health Center, Center for Excellence in Developmental Disabilities, Education,
Research and Services (UConn Health UCEDD)

OEC Identification Number: 20OECMSCM1UCH

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**Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD**

- MOA - Financial**
 MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial Agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Office of Early Childhood and the Contractor as listed below hereby enter into an Agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this Agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) OEC Identification No.	(4) Contracting Agency Identification	
CONTRACTING STATE AGENCY	(4) Contracting State Agency Name UCONN HEALTH, CENTER FOR EXCELLENCE IN DEVELOPMENTAL DISABILITIES		(5) Contracting State Agency State Number	(7) Contracting State Agency FEIN 1521725543A1
	(8) Contracting State Agency Address 263 Farmington Ave. Farmington, CT 06030		(9) Contracting State Agency Liaison & Phone No. Mary Beth Bruder, PhD – 860-679-1500 Paul Hudobenko – 860-679-4040	
ORIGINATING STATE AGENCY	(10) Originating State Agency OFFICE OF EARLY CHILDHOOD		(11) Originating State Agency Number OEC64500	(12) Originating State Agency FEIN OECM1
	(13) Originating State Agency Address 450 Columbus Boulevard, Hartford CT 06103		(14) Originating State Agency Liaison & Phone No. Nicole Cossette – 860-500-4410	
CONTRACT PERIOD	(15) Contract Period (From - To) January 2020 – October 2024		(16) Funding Period (From -To) January 2020 – October 2024	
CANCELLATION CLAUSE	This Agreement shall remain in full force and effect for the entire term of the contract period stated above unless terminated pursuant to the Termination provisions of Part 2 Section 2 herein.		(17) Required No. Of Days Written Notice. 30 Days	
COMPLETE DESCRIPTION OF SERVICE	(18) The Contracting State Agency shall provide services in accordance with the terms of this Memorandum of Agreement's Scope of Work in Part 1 herein.			
COST/SCHEDULE OF TRANSFER CERTIFICATES	(19) The Originating State Agency shall issue a transfer certificate under the terms and schedule described on the Payment Provisions in Part 1 herein.			

(20) Line	(21) Budget	(22) Fund	(23) Department	(24)		(25) Account	(26)	(27)	(28)	(29) Amount
				Program	SID					
	2020	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			9,031.00
	2020	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
	2021	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			18,062.00
	2021	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
	2022	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			18,062.00
	2022	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
	2023	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			18,062.00
	2023	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
	2024	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			18,062.00
	2024	12060	OEC64855	83004	22992	55050	OEC*7			85,714.30
		11000	OEC64850	83004	16158	55050	OEC*7			9,031.00

(30) ACCEPTANCE AND APPROVALS

**(31) STATUTORY AUTHORITY CGS §§4-8, 4-38d, 10-500 (OEC)
CGS § 10a-104 et seq (UCONN HEALTH)**

(32) OEC PROGRAM DIRECTOR Nicole Cossette		DATE
(33) OEC FISCAL OFFICIAL Gerald Mallison		DATE
(35) CONTRACTING AGENCY AUTHORIZED OFFICIAL Paul Hudobenko, Director, Sponsored Program Services		DATE
(36) OEC AUTHORIZED OFFICIAL Beth Bye, OEC Commissioner		DATE April 23, 2020

PART 1
Memorandum of Agreement
Standard Terms and Conditions

1. **Terms.** As used in this agreement, the term “Memorandum of Agreement” and “MOA” is consistent with the term “contract;” the term “OEC” is consistent with the Office of Early Childhood; and the term “UCEDD” is consistent with the UConn Health UCEDD.
2. **Contract Period.** This agreement shall be in effect from January 1, 2020 to October 31, 2024 and shall be reviewed within 90 days before the expiration with a written agreement of the terms of the extension to be completed within 30 days before the expiration date. The written confirmation shall be signed by the respective agency heads or his/her designee.
3. **Compliance with Laws and Regulations.** The parties acknowledge that both parties are state government agencies, and as such, are subject to all applicable contractual State and Federal laws and regulations.
4. **Contract Revision or Amendment**
 - a. Either party may request or suggest a revision or amendment to the Contract’s Scope of Work or Budget and Payment provisions.
 - b. No amendment or modification or other alteration of this Contract shall be valid or binding upon the parties unless made in writing, signed by the parties and, if applicable, approved by the State of Connecticut Office of the Attorney General.
 - c. No amendment or revision may be made to this Contract if the contract period has expired.
5. **Termination.** Either party may terminate this agreement upon 30 days’ advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least 30 days prior to said termination. The notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested, or by electronic mail with read receipt.
6. **Assignment.** Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 6.c.. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.
7. **Liaison and Notices**
 - a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems, which may arise during implementation and operation of the contract.
 - b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery, electronic mail sufficient. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.
 - c. Notices shall be addressed as follows:
In case of fiscal notice to OEC:
Gerald Mallison
Fiscal Administrative Supervisor
Office of Early Childhood

450 Columbus Boulevard
Hartford, CT 06103
Phone: (860) 500-4441
Email: Gerald.Mallison@ct.gov

In case of program notice to OEC:

Nicole Cossette
Office of Early Childhood
450 Columbus Boulevard
Hartford, CT 06103
Phone: (860) 500-4454
Email: nicole.cossette@ct.gov

In case of legal notice to OEC:

Michael Curley
Office of Early Childhood
450 Columbus Boulevard
Hartford, CT 06103
Phone: (860) 500-4522
Email: Michael.Curley@ct.gov

In case of program notice to UCEDD:

Mary Beth Bruder, PhD.
UConn Health
263 Farmington Avenue
MC 6222
Farmington, CT 0603
Phone: (860) 679-1500
Email: bruder@uchc.edu

In case of fiscal notice to UCEDD:

David Larkin, Director
Sponsored Program Services
263 Farmington Avenue
Farmington, CT 06030
Phone: (860) 679-8816
Email: grantaward@uchc.edu

In case of legal notice to UCEDD:

Paul Hudobenko, Director
Sponsored Program Services
263 Farmington Avenue
Farmington, CT 06030
Phone: (860) 679-4040
Email: grantaward@uchc.edu

8. Records

- a. **Maintenance of Separate Records.** The UConn Health UCEDD shall maintain accounting records in a manner that will enable OEC to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to OEC at its request, upon reasonable notice, and shall be clearly identifiable as pertaining to the contract.

- b. **Examination of Records.** OEC and its duly authorized representatives during the contract period and for a period of **three (3) years** after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.
9. **Dispute Settlement.** Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be decided by the Connecticut Attorney General. Pending final decision of a dispute, the UConn Health UCEDD shall proceed diligently with the performance of the Scope of Work of the contract.
10. **Payments.** The OEC and the State of Connecticut assume no liability for payment under the terms of this contract until the UConn Health UCEDD is notified, in writing, e-mail sufficient, that the OEC has accepted the contract.
11. **Force Majeure.** Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.
12. **Executive Orders.** This Contract is subject to Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency or the Connecticut Department of Administrative Services shall provide a copy of these orders to the Contractor.
13. **Non-discrimination.**
- (a) For purposes of this Section, the following terms are defined as follows:
 - (1) "Commission" means the Commission on Human Rights and Opportunities;
 - (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
 - (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
 - (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
 - (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with

- such requirements;
- (7) “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
 - (8) “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
 - (9) “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
 - (10.) “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

PART 2
Memorandum of Agreement
Scope of Work

A. PURPOSE

The purpose of this Agreement is for OEC and UCEDD to establish a leadership program to address Connecticut identified needs for leaders in early intervention (EI) and early childhood special education (ECSE). Individuals in this training program will receive high-quality leadership development training to work with infants and young children with disabilities and their families. This leadership program will increase the capacity of, and retain a network of, leaders at the state, regional, and local levels providing such support.

B. AUTHORITY.

Statutory Authority to enter into this Agreement is as follows:

OEC: Connecticut General Statutes §§ 4-8, 4-38d, and 10-500

UConn Health: § 10a-104 et seq

C. DESCRIPTION OF SERVICES.

The leadership program consists of one year of coursework (240 hours), practicum applications, program competency tasks and peer mentorship. A second year of follow-up will occur with leadership trainees attending a quarterly community of practice. The program will be aligned with the NEAG School of Education (UConn) administrative leadership program for educators. Course credit for this program will be offered. Leadership trainees are from a variety of groups including traditionally underrepresented populations to increase the cultural and linguistic diversity of EI/ECSE staff and administrators.

All training to be provided in this leadership program is designed to meet recommendations for high quality leadership preparation in ECI as delineated in Woods & Snyder (2009) from the CIPP analysis of doctoral program needs on Table 3. In addition, all learning opportunities will follow evidenced based principles of effective adult learning (Bransford, Brown, Cocking, Donovan, & Pellegrino, 2000; Dunst, Bruder, & Hamby, 2015; Dunst & Trivette, 2009).

D. RESPONSIBILITIES OF UCEDD

The UCEDD shall perform the following duties:

1. Review leadership framework developed by ECPC and competencies with the OEC;
2. Implement coursework and form groups;
3. Develop high quality leadership class modules and activities;
4. Formulate evaluation activities;
5. Implement a one year course on leadership competencies;
6. Supervise participants and program implementation via site visits;
7. Implement a peer mentorship program with current leaders in early intervention and special education;
8. Measure the implementation of program staff through self-assessments and data collection regarding views on leadership, may include data from surveys;
9. APR reporting in OSEP guidelines and
10. Implement external evaluation via Evergreen Consultants and share the report with the Office of Early Childhood.

E. RESPONSIBILITIES OF OEC. OEC shall perform the following duties:

1. Recruit practitioners to attend the classwork;
2. Review the leadership framework developed by ECPC and competencies with advisors;
3. Develop recruitment materials including but not limited to: reaching out to local programs and Local Education Agency’s, develop flyers and website materials to recruit participants and ultimately outreach to underserved and underrepresented populations;
4. Establish and meet with an advisory board;
5. Disseminate program description and results via reports with information shared from UConn Health; and
6. Implement internal evaluation using data analysis in the data collected through self-assessments and other various data collections.

F. JOINT RESPONSIBILITIES OF UCEDD AND OEC. OEC and UCEDD shall jointly perform the following duties:

1. Review framework and competencies with Part C and 619 local coordinators; and
2. Enroll Participants.

G. REPORTING REQUIREMENTS

- i UCEDD will submit Activity Reports via email, to OEC’s program representative no later than thirty (30) calendar days following the end of each reporting. Activity Reports shall include a list of completed deliverables as required pursuant to Provision D and F of this Agreement.
- ii UCEDD will submit invoices that shall serve as Fiscal Reports to the OEC via email, within thirty (30) calendar days following the end of each reporting period. The final Fiscal Report is due within sixty (60) calendar days following the end of the entire contract period.

Reporting Period	Reports Due on or before
January 1, 2020 – December 31, 2020	Quarterly (4/30/20, 7/31/20, 10/31/20, 1/31/21)
January 1, 2021 – December 31, 2021	Quarterly (4/30/21, 7/31/21, 10/31/21, 1/31/22)
January 1, 2022 – December 31, 2022	Quarterly (4/30/22, 7/31/22, 10/31/22, 1/31/23)
January 1, 2023 – December 31, 2023	Quarterly (4/30/23, 7/31/23, 10/31/23, 1/31/24)
January 1, 2024 – December 31, 2024	Quarterly (4/30/24, 7/31/24, 10/31/24, 2/28/25)

H. FEDERAL REQUIREMENTS.

This project is supported by the OSERS-OSEP: Leadership Development Programs: Increasing the Capacity of Leaders to Improve Systems Serving Children with Disabilities Grant Number ED-GRANTS-080919-001, from the OSERS/OSEP Services.

1. The Contractor’s DUNS number is **02-225-4226**
2. This contract receives Federal funding under the CT EI/ECSE Leadership Development administered through Administration for Children and Families as follows:

Grant Number: ED-GRANTS-080919-001
 CFDA (Catalog of Federal Domestic Assistance) Title: CT EI/ESCE Leadership Development
 CFDA Number: 84.325L

Award Years: 11/2019-10/2024
 Research and Design: No
 Name of Federal Agency Awarding: OSERS/OSEP

3. In addition to the Federal Funds provisions of Part 2 of this contract, the Contractor shall adhere to the Federal requirements specific to the funding allocated to this contract as provided by the OEC. Further guidance is available in the HHS Grants Policy Statement located at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>
4. Unless the Contractor submits to the OEC previous written authorization from the Federal awarding agency prior to contract execution, the Contractor shall not exceed the default 10% cap on administrative costs for Federal funding allocated under this contract. All administrative costs in excess of 10% of the total Federal funding amount will be disallowed.
5. The Contractor shall not seek reimbursement from the Federal Government for any of the services offered by the Program.
 - a. **Federal Office of Management and Budget Requirements.** This contract includes Federal Financial Assistance, and therefore such funds shall be subject to the Federal Office of Management and Budget Cost Principles codified in the OMB Super Circular as set forth in 2.CFR Part 200 and as updated from time to time.
 - b. Federal funding shall be released by OEC contingent upon receipt of federal monies by the Department in compliance with the Federal Cash Management Improvement Act (CMI), 31 U.S.C. § 6501 et. seq. of (1990).
6. **Federal Funding Accountability and Transparency Act (FFATA):**
 - a. The Contractor shall register with the Federal System for Award Management (SAM) at <https://www.sam.gov> to assist OEC with meeting its obligation to comply with the Federal Funding Accountability and Transparency Act (FFATA).
 - b. The Contractor shall ensure that it shall remain active in SAM by updating its SAM profile at least every 12 months. Upon notification by OEC that its SAM status is not active, the Contractor shall update its SAM profile within five business days of such notification. The Contractor's failure to comply may impact future issuance of payments by OEC.
7. **Trafficking Victims Protection Act of 2000.**
 - a. Pursuant to Section 106(g) of the Trafficking Victims Protection Act of 2000 as amended, the Agency shall terminate this contract immediately and report such termination to HRSA if it determines that the any of the employees or volunteers of the Contractor, or any of its subcontractors or vendors, has performed any of the following actions:
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect;
 - or
 - iii. Use forced labor in the performance of the services under this contract.
 - b. Guidance on this act is available at <http://www.hrsa.gov/grants/trafficking.htm>

PART 3
Memorandum of Agreement
Budget and Payment Provisions

A. CONTRACT VALUE: The maximum contract value shall be \$947,453.

B. PAYMENT PROVISIONS:

1. Payment Schedule. The OEC will make payments via a service transfer in CORE on the following schedule:

The initial first quarter payment shall be made upon execution of the contract by both parties and approval of the same by the Office of the Attorney General.

Subsequent payments shall be made on a calendar quarterly basis, upon OEC receipt and approval of program status and fiscal reports, In accordance with the terms of this contract, subject to the availability of funding.

2. In the event that funds allocated by this agreement are not fully expended, Contractor agrees to return all unused funds to OEC within sixty (60) days of the contract termination or cancellation.

C. BUDGET.

1. The Contractor shall adhere to the budget herein. Any revisions to this budget greater than 10 percent shall require written prior approval from OEC. Please find the budget on page 13 of this agreement.

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University of Connecticut Health Center
Sponsored Program Services

								1.03	1.03	1.03	1.03		
		Y1	Y2	Y3	Y4	Y5	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
		%	%	%	%	%	1/1/2020 - 10/31/2020	11/01/2020 - 10/31/2021	11/01/2021 - 10/31/2022	11/01/2022 - 10/31/2023	11/01/2023 - 10/31/2024		
A. Senior Personnel	Salary	Effort	% Effort	% Effort	% Effort	% Effort							
Mary Beth Bruder	\$249,305	5%	5%	5%	5%	5%	in-kind	in-kind	in-kind	in-kind	in-kind	in-kind	
TBH, Research Assc 1	\$76,294	50%	50%	50%	50%	45%	38,147	39,291	40,470	41,684	38,641	198,233	
Total Salaries							38,147	39,291	40,470	41,684	38,641	198,233	
		Enter Fringe Rates											
C. Fringe Benefits		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5							
Mary Beth Bruder		48.0%	48.0%	48.0%	48.0%	48.0%	in-kind	in-kind	in-kind	in-kind	in-kind	in-kind	
TBH, Research Assc 1		74.0%	74.0%	74.0%	74.0%	74.0%	28,229	29,075	29,948	30,846	28,594	146,692	
Total Fringe Benefits							28,229	29,075	29,948	30,846	28,594	146,692	
Total Salaries & Fringes							66,376	68,366	70,418	72,530	67,235	344,925	
D. Equipment													
E. Travel	<i>Domestic</i>												
	<i>Foreign</i>												
F. Participant Support Costs	<i>20 participants per year</i>												
Stipends (Cash contribution from OEC)	<i>* no F&A applied</i>						18,062	18,062	18,062	18,062	18,062	90,310	
Stipends							41,938	41,938	41,938	41,938	41,938	209,690	
Total Participant Costs							60,000	60,000	60,000	60,000	60,000	300,000	
G. Other Direct Costs													
Meeting Expenses							14,400	14,400	14,400	14,400	14,400	72,000	
NASDSE							21,000	21,000	21,000	21,000	21,000	105,000	
Deb Ziegler							8,000	8,000	8,000	8,000	8,000	40,000	
Evergreen							5,000	2,500	2,000	2,000	2,000	13,500	
Supplies							5,123	5,633	4,081	1,969	7,264	24,070	
Total Other Direct Costs							53,523	51,533	49,481	47,369	52,664	254,570	
H. Total Direct Costs		YR 1	YR 2	YR 3	YR 4	YR 5	179,899.00	179,899.00	179,899.00	179,899.00	179,899.00	899,495	
I. Indirect Costs (F&A) @		8.0%	8.0%	8.0%	8.0%	8.0%	9,591.60	9,591.60	9,591.60	9,591.60	9,591.60	47,958	
		Enter Indirect Cost Rates											
J. Total Costs							\$189,490.60	\$189,490.60	\$189,490.60	\$189,490.60	\$189,490.60	\$947,453.00	
Indirect Cost Base (MTDC)							\$ 119,899	\$ 119,899	\$ 119,899	\$ 119,899	\$ 119,899	\$ 599,495	