STATEMENT OF WORK (Contract #24PSX0086)
Enterprise Grants Management System Implementation Services

Issued to
Euna Solutions Inc.
363 W Erie St Floor 7
Chicago, IL 60654

Issued By
CT Department of Administrative Services
Bureau of Information Technology Solutions
450 Columbus Blvd.
Hartford, CT, 06103

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I. INTRODUCTION

The purpose of this Statement of Work ("SOW") is to authorize the Contractor to provide configuration and implementation services for the System, as described further below, and hereinafter referred to as the "Services", to the Client Agency throughout the term of this SOW.

This SOW is being issued pursuant to master agreement # 24PSX0086, last executed between the Contractor and CT DAS on June 30, 2025, and hereinafter referred to as the "MA". All Services provided by the Contractor to the Client Agency through this SOW shall be subject to the terms and conditions of the MA. In the event of any inconsistencies, the order of precedence shall be the MA, this SOW, and, lastly, any project plans or other project documentation that identify details of the services provided by the Contractor to the Client Agency through this SOW.

A. GOALS AND OBJECTIVES

Through the Contractor's configuration and implementation of the System, the Client Agency seeks to establish a single enterprise Grant Management Solution ("GMS") that can be adopted by multiple Agencies. The Client Agency and Agencies, hereinafter referred to as the "State", has limited staffing for the implementation and operationalization of the system, and assumes that the Contractor will reduce the burden on the State wherever possible. The Contractor's System functionality shall include the establishment of a statewide portal that shall be the primary environment used by the State to advertise grant opportunities, for vendors to establish a single vendor profile, for State Agencies to accept applications for funding and manage awards, and enable the State to:

1. Automate and standardize the administrative process of the full lifecycle of a grant, including pre-award, award, post award, and closeout for the State as a grantee, the State as a grantor, and external entities applying and/or receiving funding from State Agencies.
2. Improve customer relationship management of applicants and subrecipients by providing functionality that facilitates their ability to develop a universal profile, ability to apply and manage their grants over the lifecycle.
3. Increase the efficiency in managing programmatic and financial aspects of grants throughout the entire lifecycle.
4. Provide statewide visibility into grant performance to support planning, analysis, and decision making across government.
5. Comply with federal requirements including but not limited to uniform guidance.
6. Implement and leverage System research tool that facilitates the cultivation of grant opportunities for the State of Connecticut.

II. POINTS OF CONTACT

"Engagement Leads" serve as the primary point of contact with respect to the work performed under this SOW. The Engagement Leads may designate an "authorized representative" to assist in the facilitation of the work under this SOW. Such designation shall be made in writing and directed to the other Engagement Leads. The Engagement Leads for this SOW are:

1. DAS Bureau of Information Technology Solutions (“BITS”): Kripa Ananthalekshmi, Director of HHS & Technology Strategy, Kripa.Ananthalekshmi@ct.gov

2. Business Owner/Lead, Office of Policy and Management: Charlene Casamento, Undersecretary of Strategic Initiatives, Charlene.Casamento@ct.gov

3. Contractor: Brooke Wirth, Project Manager, bwirth@eunasolutions.com; Kyle Keberlein Manager, Professional Services kkeberlein@eunasolutions.com

The Engagement Leads may be changed with prior written notification and mutual agreement of the Parties without a formal amendment to this SOW.

III. SCOPE OF SERVICES

The Contractor shall provide the Client Agency with configuration and implementation services of the System (the “Services”), one-hundred-and-twenty-five (125) Contractor configured programs (“Implementation Programs”) across eleven (11) Agencies (“Implementation Agencies”), and training sufficient that the State can independently add additional programs and Agencies.

The programs shall be implemented in phases, by Agency, as prioritized by the Client Agency, and as further mutually agreed upon in the master project plan. The Contractor shall conduct the Contractor Responsibilities identified below for each implementation phase until all Implementation Programs have been Accepted by the respective Agency, after the conclusion of System training and warranty support for each Agency as they are onboarded into the System.

The System and Services provided by the Contractor shall meet all requirements defined in the MA, as well as all additional functionality identified below in this SOW, and its Attachments.

Grant Lifecycle Stage	State as Grantee Functions by End User (Receiving Funds)	State as Grantor Functions by End User (Awarding Funds)	External Entity Functions by End User (Applying and Receiving Funds from State)
Pre-Award	Grant Program Planning and Development, including but not limited to, creating a project/grant workspace and team, creating customized grant search agents, and evaluating funding opportunities.	Grant Program Planning and Development, including but not limited to, creating a project/grant workspace and team.	Not applicable
Pre-Award	Register in Portal	Develop and Announce	Register in Portal one time

		Funding Opportunity in Portal	to create a single profile for the entity.
Pre-Award	Develop and Submit Application	Receive, Review, Evaluate, and Score Evaluations	Develop and Submit Application
Pre-Award	Complete Risk Analysis	Conduct Risk Analysis	Complete Risk Analysis utilizing risk analysis template, if applicable
Pre-Award	Respond to Questions	Ask Questions	Respond to Questions
Award	Review Grant Award Terms and Conditions	Draft Subaward Terms and Conditions	Review Subaward Terms and Conditions
Award	Execute Grant Award	Execute Subaward	Execute Subaward
Post Award	Implement Requirements, Which Could Include Acting as a Grantor	Monitor Implementation	Implement Requirements
Post Award	Submit Progress Reports (Programmatic and Fiscal)	Develop, Receive and Review Progress Reports from Subrecipients (Programmatic and Fiscal)	Submit Progress Reports to State as Grantor (Programmatic and Fiscal)
Post Award	Tracking of grant budget, expenditure, and payment information	Tracking of award budget, expenditure, and payment information	Tracking of subrecipient budget, expenditure and payment information
Post Award	Submit/Receive Interim Drawdown Requests	Process Interim Cash Requests from Subrecipients	Submit/Receive Interim Cash Request from State as Grantor
Post Award	Submit Requests for Amendments	Process Amendments	Submit Requests for Amendments to State as Grantor
Closeout	Submit Final Progress Reports (Programmatic and Fiscal)	Receive and Review Final Reports from Subrecipients (Programmatic and Fiscal)	Submit Final Reports to State as Grantor (Programmatic and Fiscal)
Closeout	Submit/Receive Final Drawdown Request	Process Final Cash Request from Subrecipients	Submit/Receive Final Cash Request to State as Grantor
Closeout	Return Funds	Process Refunds from Subrecipients	Return Funds to State as Grantor
Closeout	Submit Audit Report(s)	Receive and Review Audit Reports from Subrecipients	Submit Audit Report(s) to State as Grantor
Closeout	Reconcile Reports to Accounting Records	Reconcile Reports to Accounting Records	

The following outlines the Contractor, Client Agency, and Agency responsibilities related to the configuration and implementation of the System and the Programs.

A. CONTRACTOR RESPONSIBILITIES

1. Project Initiation & Management

a. Identify and provide written description of roles, responsibilities, and detailed expectations of estimated work effort for Contractor, Client Agency, Agency, and external stakeholders.
b. Conduct a pre-kickoff presentation that shall provide a general understanding of the out-of-the-box system and portal functionality and the project. The presentation participants shall include the Client Agency, the Implementation Agencies, and other identified stakeholders identified by the Client Agency. The presentation shall include a demonstration of the System, a walkthrough of the master project timeline, high level details of the scope of work, an overview of Implementation Agency responsibilities, and recommendations on proactive actions Implementation Agencies can take to ensure a successful implementation.
c. Deliver master project timeline to the Client Agency for review, feedback, and approval. Timelines identified in project timeline shall provide enough time for multi-agency engagement, as well as a recommended approach for implementation of the Implementation Agencies that identify interdependencies that describe and distinguish, where applicable, between Client Agency, State Agency as Grantee, State Agency as Grantor, and External Users such as third party subrecipients.
d. Onboard/assemble Contractor team supporting the project.
e. Deliver Contractor resource names, roles, resumes, and contact information to the Client Agency.
f. Deliver to the Client Agency all Contractor forms for information request(s), to include , but not limited to, the Contractor's "Add User/Department" form, and "Data Migration" form(s), for the Client Agencies to complete by a date mutually agreed upon and documented in the master project timeline.
g. Deliver to the Client Agency a Communication Plan that identifies all stakeholders, and how the Contractor shall manage communication with all stakeholders throughout the implementation of the System, onboarding of the Implementation Agencies, and configuration of the Implementation Programs.
h. Deliver to the Client Agency a Change Management Plan that provides details on how Implementation Agency grant management business processes may be impacted, and the benefits of standardizing the grant process. The Change management plan shall include, but not limited to readiness assessments, risk analysis, resistance analysis, and development of tactics to mitigate resistance.
i. Coordinate with the Client Agency Engagement Leads or designees to conduct a project kick-off meeting with the Client Agency and Implementation Agency stakeholders that includes a detailed review of the master project timeline, scope of work, and risk identification, quantification and proposed mitigation strategies.
j. Collaborate with the Client Agency to establish project goals, objectives, and expectations including defining guidelines and standards for project documentation, communication and issue/risk tracking.

k. Develop and provide to the Client Agency a master project plan that identifies the project approach, implementation phases of functionality, agencies and integrations, configuration requirements, estimated Deliverable timelines, master project plan risks or contingencies, and high-level timeline for the Client Agency's review, feedback, and approval.
l. Coordinate and schedule all meetings related to the project with the Client Agency Engagement Leads, involving Implementation Agency stakeholders as needed.
m. Provide the Client Agency a weekly progress report that details and tracks the progress of the project, and all risks, assumptions, issues, proposed resolutions until resolution, decisions needed and dependencies against timelines.
n. Escalate all issues in a timely manner to the Client Agency Engagement Leads.
o. Develop dashboards, slide decks, and other materials to facilitate weekly and/or monthly updates to project sponsors, and Client Agency and Implementation Agency stakeholders related to the progress of the project.
p. Provide Deliverable Expectation Documents for each Deliverable submitted that highlight the Client Agency and/or Implementation Agency's acceptance criteria for the Deliverable, and reference where in the Deliverable the acceptance criteria can be validated.
q. Coordinate and manage Contractor resources to ensure the timely execution of Contractor activities and success of the project.
r. Conduct all other Project Management activities defined in the MA.

2. Discovery & Design

a. Integrate with existing program governance structures or create new governance structures with approval of the Client Agency, such as a steering committee or change control board, when implementing the System.
b. Identify, document, and provide to the Client Agency project risks, assumptions, issues, dependencies, and opportunities, and provide recommendations for resolving issues and mitigating risks.
c. Conduct workshops and working sessions that present the out-of-box functionality to facilitate discussions related to configuration at the State-wide level and Agency level to meet user and System needs. The Client Agency's goal is to minimize customization; therefore, these workshops must start with what the System can do, and how existing functionality can be configured to meet Agency needs.
d. In consultation with Client Agency, develop standard program design structures for State-wide full lifecycle grant programs including application templates, evaluation templates, budget templates, and contract templates. This includes, but is not limited to standard templates, and functionality that enables an agency or grant administrator to independently copy and modify such templates.
e. Escalate, provide recommendations, and receive approval from the Client Agency prior to making any modifications from the standard program designs as requested by Implementation Agencies.
f. Develop standard system design structure for Client Agency and Agency User assignments.
g. Identify and define business and technical architecture and workflows.
h. Deliver to the Client Agency for their review and approval a System Security Plan

that includes, but is not limited to how the Contractor's System shall be configured to ensure user access and data is segmented appropriately, and overall System security configurations.

i. Deliver to the Client Agency for their review and approval a System Implementation Plan that includes, but is not limited to all Client Agency requirements for the System at an enterprise level, the System implementation approach, and any potential risks, assumptions, issues, or dependencies.
j. Deliver to the Client Agency for their review and approval an enterprise requirements traceability matrix ("RTM") identifying all Client Agency requirements for the System, and to each Implementation Agency, an RTM identifying each Implementation Agency's requirements.
k. Deliver to the Client Agency for their review and approval a Master Test Plan that includes, but is not limited to testing documents covering overall technical and management approach, resources, and requirements for specific activities itemized within the Master Test Plan and outlined in the RTM, a narrative UAT test plan, and an end-to-end test plan for both the master project level and Implementation Agency specific testing.
l. Deliver to the Client Agency for their review and approval a Release Management Plan that includes, but is not limited to, how the Contractor shall manage System software releases, such as typical maintenance window schedules, post-release emergency contact information, and release notice.
m. Deliver to the Client Agency and to each Implementation Agency a Disaster Recovery and Business Continuity Plan that includes, but is not limited to how the Implementation Agency can recover functionality and/or data, and alternative means of continuing business processes in the event of a disaster.
n. Deliver to each Implementation Agency for their review and approval a Requirements Traceability Matrix that includes, but is not limited to the Implementation Agencies requirements for Implementation Program workflows, templates, and other configurations.

3. Configuration & Implementation

a. Provide the Client Agency and Implementation Agency's with a detailed understanding of the range of configurations for the System, and to what extent the configuration is universal/system-wide, agency specific, or program/grant specific.
b. Provide recommendations and corresponding rationale to the Client Agency on best practices for configuring the System to take advantage of configurations, and restrict hard to manage customization.
c. Track enterprise configuration decisions in a master Requirements Validation and Management Plan, and Implementation Agency in individual Requirements Traceability Matrix.
d. Provision the System to the Client Agency.
e. Integrate the System with the Client Agency's Microsoft Azure Active Directory ("AD") to enable user access and System controls managed by the Client Agency.
f. Configure and provision Client Agency administrative accounts and access control groups that will provide both grants within an Agency or hierarchical access, and role-based access for a variety of roles including grant administrators,

financial/business office employees, reviewers and approvers.

g. Deliver to the Client Agency a process for granting System access for Users based on defined User roles, and Implementation Agency and/or Implementation Program access controls.
h. Configure the System to provide a curated database of grant opportunities relevant to State grantors from federal and foundation websites such as grants.gov.
i. Configure the System to provide uniform resource locators ("URL") to the federal audit clearinghouse, USAspending, and the State's electronic audit reporting system are present on System portal(s), and located in a logical and easy to find location.
j. Configure the System to validate unique entity identifiers provided by External Users with sam.gov.
k. As further identified in the MA, onboard all Implementation Agencies into the System, implement both Client Agency and Implementation Agency configurations, as identified in the approved master and Implementation Agency Requirements Traceability Matrix, and configure and deploy all Implementation Programs for the Implementation Agencies.

4. Testing

a. Conduct System Integration Testing ("SIT") to ensure all configured system integrations are functioning as intended. This includes testing against configurations developed to support data exchange with Connecticut-specific systems, such as Core-CT, Azure AD, and other state-identified platforms relevant to grant management and reporting.
b. Conduct configuration tests that test pre-existing, out-of-the-box functionality used to execute routine tasks, such as create applications, add line items to the budget templates, and build workflows capturing business processes.
c. Provide training accounts in the production environment to the Client Agency and Implementation Agency to facilitate testing and demonstration of System configuration.
d. Deliver all necessary documentation, as identified by the Client Agency, to enable Client Agency and Implementation Agency to review, validate and provide approval that all implementation components are built, configured, migrated and imported during the build and configure stage were delivered and operational to conduct UAT.
e. Deliver a recommended consolidated testing plan including proposed test scripts and testing scenarios that will cover system functionality including but not limited to the State as Grantee, State as Grantor, and Third Party and the State's use of the Portal.
f. Provide as-requested support to the Client Agency and Implementation Agency's during UAT, to ensure the success of the testing.
g. Provide tools and technology to support Client Agency and Implementation Agency's in testing including but not limited to a tool that facilitates the collection of a prioritized tracking log of testing schedules, cases, scripts, issues and issue resolution.
h. Log all issues and defects identified by the State by priority.
i. Triage, resolve, test, and validate all implementation, configuration, or integration issues identified have been resolved to the State's satisfaction.
j. UAT meetings shall be held, at minimum, on a weekly basis after the start of the testing phase, and as further requested by the Client Agency or Implementation

Agency, to communicate and resolve issues.

5. Training

a. Provide Client Agency and the Implementation Agency Project Coordinator with details of the training topics listed in the MA and their intended audiences, and make recommendations on the End Users to receive the training for consideration.
b. Deliver to the Client Agency for their review and approval a Training Plan that includes, but is not limited to stakeholder names provided by the State and associated training requirements, training topics, training materials, a proposed training schedule, the methods employed to conduct training, and how training is validated.
c. The training schedule shall include, but are not limited to:

    i. Training provided during the implementation to the Client Agency's project team, Agency Implementation stakeholders and users, and System administrators
    ii. Training provided post implementation to address the needs of all learners.

d. At the conclusion of each Implementation Agency onboarding, conduct all training courses for the following training areas, as identified in the draft training plan located in Section IV.A.2. of the MA:

    i. General GMS Overview
    ii. Grant Maker: Pre-Award
    iii. Grant Maker: Award
    iv. Grant Maker: Post-Award
    v. Grant Maker: Applicant Portal
    vi. Grant Maker: Recipient Training 1-5

e. Provide Client Agency, Implementation Agencies, and External Users access to pre-built training materials through a central training portal.
f. Provide the Client Agency ad-hoc reports, as requested by the Client Agency, and quarterly reports identifying the Users who received training, what training they received on what date the training was conducted, lessons learned, and any post-training survey results.
g. Provide access to training resources for all External Users after onboarding the first Implementation Agency into the System.
h. If requested by the Client Agency, conduct train-the-trainer sessions for Client Agency or Implementation Agency users. All train-the-trainer sessions shall be coordinated with the Client Agency to ensure maximum participation per session and recorded to be made available to the State.
i. Record all instructor-led training sessions, and provide copies of recordings to the Client Agency.
j. In collaboration with the Client Agency, analyze feedback from all sources of the adequacy of the training provided, conduct gap-analysis based on feedback from the Client Agency, and implement any changes necessary to improve training.
k. Provide all other training activities, as defined in Section IV.A. of the MA.

6. **Deployment**

    a. For each Implementation Agency configuration deployed in the System, conduct and provide to the Client Agency and Implementation Agency an Operational Readiness plan, identifying any outstanding risks, assumptions, issues or dependencies related to the use of the System.
    b. Obtain approval from the Client Agency to push all configurations to the production account/environment.
    c. Roll out all Client Agency approved lower environment configurations to the production environment for go-live.

7. **Warranty**

    a. Conduct post go-live warranty support and address any issues identified with the System and its configuration by the Client Agency, Implementation Agency, or External Users for up to ninety (90) days after go-live for the last Implementation Program.

B. CLIENT AGENCY RESPONSIBILITIES

1. **Project Initiation and Management**

    a. Identify Client Agency and Implementation Agency stakeholders, to include subject matter experts (“SME”), Implementation Agency Project Coordinator(s), and decision makers to attend the pre-kickoff and kickoff meetings, provide input on Deliverables, and participate in Project Initiation activities.
    b. Review, ask questions, provide feedback, and approve all project Deliverables.

2. **Discovery & Design**

    a. Make SME’s and other relevant stakeholders available for information gathering.
    b. Provide the Contractor with any information or documentation requested to support the configuration and implementation of the System.

3. **Configuration & Implementation**

    a. Participate in any configuration and implementation planning sessions with the Contractor and Implementation Agencies.
    b. Review, provide feedback, and approve all configuration specifications.
    c. Participate in all other configuration and implementation activities as mutually agreed to in the master project plan including but not limited to, the following:

        i. Assign roles and permissions to System users.
        ii. Collect data for open and active grant awards to be migrated to the System utilizing the Contractor’s prescribed format and defined fields.

4. Testing

a. Review, provide feedback, and approve the Master Test Plan.
b. Review, provide feedback, and approve UAT test scripts and cases provided by the Contractor for testing global System functions and configurations.
c. Work with Implementation Agencies to review, provide feedback, and approve UAT test scripts and cases provided by the Contractor for testing Implementation Agency specific functionality.
d. Create additional UAT test cases, as needed, to support Client Agency and Implementation Agency UAT.
e. Execute UAT test scenario and test cases for global System functions and configurations
f. Work with Implementation Agencies to execute Agency specific UAT test scripts and cases for Implementation Agency specific functionality.
g. Coordinate UAT testing with additional parties, as necessary.
h. Provide the Contractor with the results from Client Agency and Implementation Agency UAT, and identify all defects found requiring Contractor resolution.

5. Training

a. Identify all Client Agency and Implementation Agency stakeholders requiring training, and what their role in the System will be.
b. Review and approve Contractor's Training Plan.

6. Deployment

a. Provide final approval(s) to move configuration settings to production environment for all Implementation Agency and Implementation Program configurations.

7. Warranty

a. Provide notice of all Warranty issues to the Contractor, for Contractor's resolution.

IV. DELIVERABLE ACCEPTANCE

All work products produced by the Contractor, or a subcontractor of theirs, in support of implementing the services procured through this SOW shall be in a format designated by the State, stored on a State-owned and identified repository, once established, and must be approved and accepted by the State Engagement Leads, or another individual designated by them in accordance with the terms of this SOW.

A. ACCEPTANCE OF DELIVERABLES

The Contractor shall provide to the State each Deliverable on the date identified by in the mutually agreed upon master project plan. The State may reject a deliverable if, in the State's commercially reasonable discretion, such deliverable does not materially and substantially conform to the written specifications and requirements set forth in the master project plan. In the event that a deliverable is not accepted due to such a material and substantial non-conformity, the State shall provide the Contractor with a written notice of such non-acceptance with sufficient detail to clearly identify the reason for non-acceptance.

The Deliverable review cycle shall follow the process identified in Section 11, Deliverable Evaluation, Acceptance and Ownership, of the MA, or as further agreed to by the State in the master project plan.

V. BUDGET AND PAYMENT

The Services shall be provided on a firm-fixed-price basis. The total not-to-exceed amount for the Services described in this SOW is $526,784.00. The Contractor shall submit invoices upon State Acceptance of the completion of each Milestone identified below.

A. MILESTONES

The project Milestones below represent major points within the project that shall trigger a payment to the Contractor. Milestone payments shall be contingent on the completion of the Contractors Responsibilities for the respective project phase for all one-hundred-and-twenty-five (125) Agency Programs. Prior to submitting an invoice for a Milestone payment, the Contractor shall provide written notice to the Client Agency of the completion of the Milestone and request the Client Agency's written acknowledgement that the Milestone has been completed to the Client Agency's satisfaction, and approval to invoice for the phase.

Estimated delivery dates for each Milestone shall be mutually agreed upon by the parties and identified in the master project plan.

ID	Milestone	Payment Percentage	Invoice Amount
1	Project Initiation & Management	10%	$52,678.40
2	Discovery	5%	$26,339.20
3	Configuration & Implementation	30%	$158,035.20
4	User Acceptance Testing	5%	$26,339.20
5	Training	20%	$105,356.80
6	Deployment	10%	$52,678.40
7	Warranty	20%	$105,356.80
		Total:	**$526,784.00**
	Total NTE System Implementation Cost		**$526,784.00**

B. INVOICES

Invoices shall be submitted within fifteen (15) business days of written receipt of Milestone Acceptance from the Client Agency. Payment terms shall be in accordance with those identified in the MA.

Finalized invoices shall be submitted to Client Agency Engagement Leads for payment, with the following subject line format:

[Purchase Order #]/[DAS MA #] – [Company Name] Invoice [Invoice Number] – [Billing Month/Year]

E.g.: PO #1234/24PSX0086 – Euna Grants Invoice 001 – State of CT Grant Management Milestone # – JUN2025

VI. PLACE OF PERFORMANCE

Unless otherwise requested by the Client Agency, all Services provided by the Contractor shall be delivered remotely.

The State's normal business hours are Monday through Friday, 8 AM to 5:00 PM Eastern Standard Time, excluding State holidays ("State's Normal Business Hours"). All Contractor resources provided through this SOW shall make themselves available during the State's Normal Business Hours when requested, or when required to provide the Services under this SOW. Core meeting hours will be held between 9AM and 4:30PM to accommodate the State's normal business hours.

With at least a five (5) business days' advance notice, the Contractor shall make available for on-site meetings Contractor Personnel, as mutually agreed, at the Client Agency's central office, or another mutually agreed upon location.

VII. RESOURCE REQUIREMENTS

The Contractor's staff (the "Resources") shall be composed of a core group of individuals with detailed grants management knowledge, experience implementing multi-agency state enterprise grants management systems, and experience to successfully deliver the Services identified under this SOW, and shall possess the necessary skills to execute the responsibilities outlined in the Scope of Services section of this SOW. The Contractor's lead Resources shall have experience implementing the GMS, preferably in multi-agency state enterprise implementation. The Contractor shall use reasonable efforts to facilitate the continuity of the Resources assigned to perform the Services pursuant to this SOW. These efforts include, but are not limited to, minimizing the turnover of staff. The State reserves the right to request replacement of any Resources, at any time, provided the request is not made in violation of any state or federal law.

A. CONTRACTOR RESOURCES

The following table provides the Contractor resource roles assigned to this project. Roles that are considered Key Contractor Personnel are indicated below with two (2) asterisk (**), and lead

Resources are indicated below with a single asterisk (*). Resources are assigned as an as needed basis.

Project Title	Responsibilities
Executive Sponsor**	Ensures the project's goals are aligned with the needs of the State.
Senior Customer Success Manager**	Ensures ongoing user support and adoption of the System.
Project Manager*	Responsible for planning, executing, monitoring, controlling, and closing the project with the approval of the Client Agency. Responsible for the day-to-day management, coordination, planning, problem solving, and implementation of requirements to achieve task completion as presented in the master project plan. Accountable for the project scope, project team, resources, and success of the project.
Implementation Team Lead*	Responsible for overseeing the team tasked with implementing the System, and ensuring the team activities are being performed timely and accurately.
Change Lead*	Responsible for working with stakeholders to identify and implement organizational changes related to grant management.
Grant Subject Matter Experts*	Provides subject matter expertise to Client Agency and Agency stakeholders related to grant management.
Technical Business Analyst	Provides technical and business expertise to help improve business processes and implement organizational change.
Configuration Analyst	Responsible for configuring the System and all integration points based on information gathered from each Agency during Discovery.
Testing Analyst	Responsible for conducting QA, Regression Testing, and SIT, and for providing support to the Client Agency and Agency during UAT.
Implementation Specialist	Responsible for ensuring the successful implementation of the System for the Client Agency and all Agencies.
Trainer	Responsible for training, coordinating the training schedule, providing training materials.

B. KEY PERSONNEL ATTRITION

The Contractor shall notify the Client Agency as soon as practicable, and no later than two (2) business days, after becoming aware of any Key Contractor Personnel being reassigned off of this SOW or leaving the Contractor’s employment If advance notice is given by the Key Contractor Personnel assigned to this SOW to the Contractor of their departure, the Contractor shall identify a replacement Key Contractor Personnel no later than five (5) business days prior to the departure of any Key Contractor Personnel, and if advance notice is not given by the Key Contractor Personnel to the Contractor of their departure, the Contractor shall identify a replacement Key Contractor Personnel no later than ten (10) business days after the departure of the Key Contractor Personnel. It is required, and the Contractor shall be responsible for ensuring, that a knowledge transfer is performed between incoming and outgoing Key Contractor Personnel.

C. NON-KEY PERSONNEL ATTRITION

The Contractor shall notify the Client Agency as soon as reasonably practicable, and no later than three (3) business days, after becoming aware of any Resources associated with the Services provided through this SOW leaving the Contractor’s employ, either voluntarily, through the Contractor’s elimination of the position/Resource, or through the reassignment of the Resource to another Contractor project.

D. NOTICE

For efficiency, all notices related to staffing under this section shall be sent via email to the Engagement Leads identified above in this SOW and followed up with a formal Notice pursuant to the terms of the MA.

VIII. ACCEPTANCE CRITERIA

Acceptance Criteria for all Deliverables shall be mutually agreed upon and defined in the master project plan.

IX. ASSUMPTIONS

The following assumptions relate to the Services provided through this SOW:

- System training, as identified in the MA, is included with the licensing fee. The Client Agency and Agency shall not be charged additional fees, or restricted in the use of the training identified in the MA.
- The Client Agency and their associated Engagement Leads identified in this SOW shall be the primary point of contact, escalation point, and decision maker related to all Services provided under this SOW.

X. SOW AMENDMENTS

All modifications to the Scope of Services that significantly alter Services provided or seek to add funding shall be mutually agreed upon by the Client Agency and the Contractor, and executed as amendments to this SOW utilizing the Client Agency’s amendment process in advance of the change being implemented.

XI. SIGNATURES

The parties are executing this SOW on the date below their respective signatures.

Euna Solutions Inc.		**Department of Administrative Services**	
	8/6/2025		8/11/2025
Signature	Date	Signature	Date
		Mark Raymond Chief Information Officer	

Attachment A: Additional System Requirements

A. Accounting

1. Align with Core-CT, including, but not limited to, chartfields, controls, obligations, and expenditures.
2. Account for the receipt of grant funds separately and distinctly from other sources of revenue or funding.
3. Identify expenditure of program funds separately for each grant award. A grant award may fund multiple Subawards, including administrative expenses incurred by an Agency such as personnel, fringe benefits, travel, equipment, supplies, procurement contracts, other costs, and indirect costs.
4. System shall support applicable Core-CT accounting strings or chart fields for the funding opportunity, grant awards and subawards in the System.
5. Align with the Federal/Private Award Identification Number for each grant award.

B. Budget

1. Track expenditures and outlays with budget cost categories for each grant award.
2. Include budgetary controls, hard stop and/or to preclude, incurring obligations that are more than:

    a. Total funds available for a grant award.
    b. Total funds available for a budget cost category.

3. Include budgetary controls, hard stop and/or to preclude, establishing obligations after the end date of the grant award, including amendments to the performance period.
4. Create, store, and update budgets that meet the level of detail required for federal grant submissions.
5. Accommodate changes to approved budgets during budget period and project period and maintain previous versions of budget using effective date logic.
6. Align with the Federal/Private Award Identification Number.

C. Cash Requests from Subrecipients

1. Prevent processing cash requests from Subrecipients that:

    a. include expenditures beyond the end date of the Subaward; and
    b. exceed the liquidation period of the grant award.

2. Route approved cash requests from Subrecipients to designated Agency grant and business office staff members for review and approval for final processing to initiate the transaction in Core-CT.

D. Closeout

1. Include link to the federal audit clearinghouse and the State's electronic audit reporting system to review Federal and State audit reports for internal audit purposes.
2. Conduct financial reconciliations with Core-CT throughout the lifecycle of a grant.

E. Communication

1. Send out ad hoc and scheduled State User defined notices to select users such as State Users, an Applicant, all Applicants, or one (1) or more Subrecipients. Examples of notices include reporting deadlines, new deadlines, change in program guidelines, revised information, grant expiration, and reminders. Automatic emails shall have the capability to be customized or turned off as needed.
2. Provide confirmation to Applicants and Subrecipients of the receipt of submissions, or an alert if the submission failed to go through.
3. Provide for use of e-signature capability pursuant to MA.
4. Allow internal and external collaboration including emails to individuals and or large groups with attachments.
5. Maintain email communications between Subrecipients and Grantor in the System for audit purposes.

F. Dashboard, Task List, and Schedule

1. Provide State Users and External Users with configurable dashboards and task lists.
2. Assign and manage tasks to State Users (i.e., the review and approval of applications, cash requests from Subrecipients, and reports from Subrecipients).
3. Allow State grant administrators to create schedules of important grant dates for Subrecipients and State Users for (a) Schedules used for information on dashboards and tasks list as well as to send reminders; and (b) request for proposal deadlines, reporting deadlines for both Subrecipients and Grantees, grant end dates for both Subrecipients and Grantees, and liquidation periods for both Subrecipients and Grantees.

G. Data

1. Archive all grant related documentation in an accessible document repository.
2. Develop solutions to upload and migrate data from existing grants management systems or spreadsheets for active grants.
3. Export or push data from the System to other platforms (e.g., the Connecticut Open Data Portal, a platform available to the public to provide free and open access to data provided by Agencies).

H. Documents

1. Create date and time stamp submissions and communications.
2. Provide a digital library and Agency-specific folders for template categorization and storage for use by State grant administrators for information including, but not limited to, budget, contract terms and conditions, risk analysis, and applicant scoring.

3. Provide Applicant and Subrecipient with accessible repository and library for (1) Agency grant program information, minimally including program guidelines and notices, and (2) common forms used by Agencies.
4. Generate documents leveraging applicable data fields stored in the System.
5. Generate subaward letters, denial or rejection letters, and subawards and amended subawards leveraging applicable data fields.
6. Create new and edit configurable documents that may be duplicated. Such documents shall minimally include applications for funding, program guidelines, reports, and cash requests from Subrecipients.

I. <u>Grants</u>

1. Manage different types of grants, including but not limited to, competitive, non-competitive, formula, legislatively directed, and subgrants, loans, subsidies, and tax credits.
2. Manage grants for multiple types of Applicants, including but not limited to, other state agencies, municipalities, non-profit organizations, businesses, and individuals.
3. Support grants from State, Federal, and private funding sources.
4. Maintain information for each Subaward, subsidy, loan, and tax credit, including, but not limited to, the amount of the Subaward, subsidy, loan, and tax credit, required match, when applicable, approved line-item budgets, begin and end dates of the Subaward, subsidy, loan, and tax credit, Core-CT contract number, Federal/Private Award Identification Number, Purchase Order number with encumbrance, payments to subgrantee and subgrantee expenditures of those payments, cash requests, cash on hand, and liquidation period. Each Subaward, subsidy, loan, and tax credit may have different begin and end dates. Information maintained for each Subaward funded by a Grant Award needs to be aggregated.
5. Provide Subrecipients with access to check on the balance of their subgrants, submit their requests for payment, and check on the status of payment requests.
6. Support varying award periods, single year spending and budget period, multi-year spending and multiple budget periods, multiple open budget periods within a project period, and multiple awards in the same grant program (i.e., with the same Assistance Listing Number) at the same time, and State and fiscal year reporting.
7. Identify, track, and report match for grant periods and determine if match requirements are met including the State's match and third-party match.
8. Allow Subrecipients to submit requests for changes in project scope, grant amount, and extensions to grant period.
9. Process amendments to awards received by the State, including but not limited to, changes to the amount of the award, changes to project budget(s), and changes in the performance period.
10. Process amendments to Subrecipient Subawards including, but not limited to, changes to the amount of the Subaward, changes to project budget(s), and changes in the Performance period.
11. Allow State grant administrators to create a grant in the GMS and also build an applicable grant application in the GMS. The system developed application shall have common fields that apply universally to all grants, as well as functionality to enable certain sections of the grant applications to be customized in the GMS to meet the unique

requirements of each grant and to post such applications to a public funding opportunities portal. The creation of applications shall support multiple types of fields such as narrative spaces, drop down lists, checkboxes, and text fields. Text fields may be marked as required, and the labels and field order shall be fully configurable. The solution shall also support the conditional display of questions and/or application branching. The solution shall support the ability to update and replicate applications that have been created for additional applications.

12. Ability for the State to publish/post amendments and/or addendums to the public funding opportunities portal after the initial release of a funding opportunity so that the materials associated with the Grant solicitation are maintained together as one solicitation.
13. Ability of applicants of solicitations to be able to amend and or cure their submittal with additional information as requested by the state or in response to required amendments or addendums.
14. The system shall have functionality to enable the state to determine versioning of documents, applications and other materials.
15. Process and record refunds for both Grantees and Subrecipients.

J. Intake

1. Support Applicant registration at the organizational level and individual level to facilitate the development of applications, submittal of applications, as well as manage the grant over its life cycle.
2. Assign Users as reviewers of a grant application.
3. A designated single point of contact for the state would receive questions from one or more prospective applicants during the application process, ideally these would be routed through the application portal, The single point of contact would coordinate responses to the questions and post the consolidated questions and responses or any other amendment and/or addendum to the solicitation to the original public funding opportunity published on the GMS opportunity portal for all potential Applicants to see.
4. Designate a grant as competitive, so that the release of applications shall be delayed until after the deadline and only to the official Agency contact.
5. Complete, review, approve and store applications in the System.
6. Delegate applications which have already completed the initial review process by one (1) Agency and are ready to be delegated to either different Agencies or different offices within the same Agency to administer.
7. Complete initial review of applications for funding to determine the eligibility of the Applicants.
8. Rate applications based on pre-defined criteria and weighting.
9. Auto-calculate weighted rating sheets and compile from each reviewer into a composite rating.

K. Internal Control: Flag transactions with a caution, warning, hard-stop, or stop with over-ride.

L. Integration: Integrate with:

1. Core-CT. Develop a process to push data to Core-CT and pull data from Core-CT at scheduled intervals, to be defined, that allows for the management, processing, tracking, reporting and reconciliation of grant activity including but not limited to the following:

- State as Grantee – Grant Award budgets, expenditures, and revenue data.
- State as Grantor – Subaward contracts/awards, expenditures, and subrecipient payment data.

The accounting string in Core-CT includes the following fields:

Title	Required	Field Length	Description
Fund	Yes	5	Statewide codes.
Department	Yes	8	Unique for every Agency.
State Identification Code ("SID")	Yes	5	The SID for appropriations and authorizations approved by the Connecticut General Assembly are usually statewide. Federal and private funds received by the State are unique.
Program	Yes	5	Statewide codes.
Account	Yes	5	Statewide used to specify the type of financial transaction; specifically, whether it is a balance sheet or operating account. Lists of accounts revenue accounts and expense accounts are available in the State accounting manual.
Chartfield 1	Optional	6	Unique as set up by an Agency.
Chartfield 2	Optional	8	Unique as set up by an Agency.
Chartfield 3	Optional	10	Statewide use for special case scenarios. Values determined by Central Agencies.
Budget Reference Year	Optional	4	The fiscal year in which the funding is received is usually used as the Budget Reference. Not used for Budgeted Funds. Optional for other funds as determined by an Agency.
Project	Yes	15	Track project and grant financial activity.

2. Oracle/PeopleSoft databases (CORE/STARS).
3. The automated budget system for the statutorily required notice of intent process requiring Agencies to seek approval from OPM of their intent to apply for federal or private grant funds.
4. Microsoft 365 integration, to include Power Business Intelligence ("BI").
5. SharePoint or Box, unless System provides unlimited storage.
6. Client Agency's preferred single sign-on and identity management solution.

M. Organization Setup

1. Define State User and External User roles, profiles, and permissions including viewing limitations between agencies.
2. Ability to limit access to a grant application at various stages of review to preserve confidentiality based on the permissions provided by administrators.
3. Applicants and Subrecipients should be limited to only view or transact for grants they are applying for or have been awarded.
4. Validate Unique Entity Identifiers ("UEI") provided by Applicants and Subrecipients.
5. When accessing a particular Subaward, minimally display the Subrecipient name, Core-CT contract number, Federal/Private Award Identification Number and or mechanism that is used to identify a grant, and Purchase Order number.

N. Portal Interface

1. Provide a portal for entities to view, sort, filter, identify which grants to apply for and to easily transition to making an application a state funding opportunities as well as supply additional information that is required due to addendums or agency follow up with a specific applicant.
2. Portal shall enable a potential applicant to sign up for alerts of new funding opportunities that are posted.
3. The portal shall include search criteria including but not limited to State funding agency, program name, eligibility, and keyword(s).
4. Enable an applicant to create a single profile with pertinent background information one time that can be leveraged to facilitate auto-population of applicable fields on multiple grant applications and other documents, such as Subawards. The GMS Portal shall have the functionality to support multiple team members in their development of an application and functionality shall be savable to facilitate completion at a later date.
5. A portal shall be available that enables a subrecipient to manage their Subawards throughout the entire grant lifecycle.
6. Support and upload common file types, including, Microsoft Word, Excel, and PowerPoint, portable document format, compressed (zip) files, image files including png, jpeg, tiff formats, and bmp, csv files, and msg email messages.
7. Provide accessibility standards in accordance with the principles of Web Content Accessibility Guidelines as required by the MA as well as enabling the applicant to format their response/application to enhance readability of applications including but not limited to font, bolding and paragraphs.
8. System portal user interface set to display Client Agency preferred branding.

O. Reports

1. Complete, review, and submit required reports in the System.
2. Review, approve, and store required reports in the System.

3. Manage and accurately report on different or the same grant programs during the same or multiple fiscal or calendar years, when grants span a period of more than one (1) fiscal or calendar year.
4. Offer flexible reporting functions that will allow the State User to query and organize report information as needed, to meet the following reporting requirements: (1) federal reporting requirements, (2) General Accepted Accounting Principles reporting, and (3) reports by grant program, by year, by State User defined dates, and by funding source.
5. Automatically update revisions to previously submitted financial reports from Subrecipients.
6. Roll-up reports from each Subrecipient in the same grant or different grant programs so that the aggregation of the Subrecipients is consolidated in a single report.
7. Set, track, measure, and report on program goals (i.e., processing times and outcomes).
8. Generate required federal financial reports, such as the Federal Financial Report ("SF 425"), based on State User defined start and end dates.
9. Generate required information to report Subaward and executive compensation data to be compliant with the Federal Funding Accountability and Transparency Act.
10. Maintain time distribution records for an Agency employee when their effort can be specifically identified to a particular grant award or cost objective.
11. Maintain records to be able to track the amount of time to complete a milestone or activity.
12. Report on applications that are pending, received, awarded, or denied.
13. Cumulative fiscal and program reports by Subrecipient for a grant program.
14. Track and report on grants with multiple funding sources for one (1) grant over one (1) or multiple years.
15. Calculate drawdowns from funding entities.
16. Allow State grant administrators to create and modify their own reports.
17. Includes fields that calculate.
18. Development of out of the box dashboards and reports for all users tailored based on security role at the agency and state-wide administrator level.
19. Support free text search through a reporting engine, which can be used to query all available data elements. Additionally, standard grids, dashboards, and reports also support free text search and filtering.

P. Security

1. Provide authentication and validation of Applicant and Subrecipient submissions.
2. Provide for tracking of user activity (i.e., digital footprint).

Q. Storage: Store all grant related documents, including but not limited to, applications, Subawards, reports, cash requests, desk reviews, and on-Site visits.

R. System

1. Has a development, testing, staging, and training environment that is distinct from the production environment to facilitate testing and training.
2. Capture notes, events, tasks, emails and log calls to establish an audit trail for any action taken.

3. Capture data from multiple sources, in multiple formats, associate information with a particular record, retain the records to comply with the longer of State or Federal record retention policies and create audit record,
4. Support and upload common file types, including, Microsoft Word, Excel, and PowerPoint, portable document format, compressed (zip) files, image files including png, jpeg, tiff formats, and bmp, csv files, and msg email messages.
5. Search for uploads and attachments.
6. Spell check on free text fields.
7. Find and replace capabilities.
8. Navigate in System by funding opportunity and then narrow down by action.
9. When allowable, view draft or unsubmitted Applicant and Subrecipient documents for training purposes, to answer questions, and provide guidance.

S. Templates

1. Allow the creation and use of configurable templates for budget, risk analysis, grant applications, terms and conditions, and scoring.

T. Validation

1. Prompt Applicants and Subrecipients to complete any missing global requirements.
2. Provide functionality that would enable the state to identify situations where the state could prevent the submission of selected incomplete documents and selected documents past a deadline.
3. Provide functionality that would enable the State to prevent next step in workflow if certain selected tasks are not completed.
4. Allow a State User with the applicable permissions, to override validation requirements.
5. Select a checkbox field when checklist items have been completed.

U. Workflow

1. Automate workflow for each funding opportunity with notice to State Users and External Users when an action is required.
2. Route and provide access to emails, documents, and files.
3. Provide flexible administrative workflow, including but not limited to, the review and approval of applications, cash requests from Subrecipients, reports from Subrecipients, and documents requiring electronic signatures.
4. Send email alerts to the appropriate parties when a document is awaiting review or approval from within the System.

V. Other features and capabilities:

1. Archive non-active historical grant documents in an environment, such as a data lake.
2. Leverage data imported into the System from Core-CT via existing Oracle/PeopleSoft databases and the State Analytical Reporting System data warehouse (hereinafter referred to as “STARS”) for data reporting.

3. Work with outside systems that may be utilized as part of the grant process. Export and import data at different junctures in the grant process.

24PSX0086_Euna_Grant_Management_Implementation_SOW_Final

Final Audit Report 2025-08-06

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