

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Promoting Middle School Financial Literacy
Statewide Grant 2020**

**Memorandum of Understanding Chapter 276a Uniform Securities Act
Section 36b-31(c)(5)
Connecticut State Department of Banking
Connecticut State Department of Education**



Due: August 14, 2020

RFP # 826

**Connecticut State Department of Education
Academic Office
450 Columbus Boulevard, Suite 603
Hartford, CT 06103-1841**

Miguel A. Cardona
Commissioner of Education

Under federal antidiscrimination laws, the CSDE, as a recipient of federal funds, must include a statement of nondiscrimination in all publications, posting, handbooks, announcements, bulletins, and application forms that it makes available to employees, students, parents, applicants, sources of referral of applicants, and all unions and professional organizations (see below). This must be done in order to ensure compliance with federal requirements. The Department's approved statement reads as follows:

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**PROMOTING MIDDLE SCHOOL FINANCIAL LITERACY GRANT 2020
TABLE OF CONTENTS**

GRANT BACKGROUND INFORMATION	Page
Cover Page	
Equal Opportunity/Affirmative Action Employer Statement	ii
Table of Contents	iii
Overview	iv
Purpose of the Promoting Middle School Financial Literacy Grant	iv
Promoting Middle School Financial Literacy Grant Eligible Recipients	iv
Available Funding	iv
Eligibility Requirements	iv
Management Control of the Program and Grant Consultation Role of the State	iv
Grant Awards	iv
Grant Period	v
Obligation of Grant Recipients	v
End-of-Year Reports	v
Application Submission Requirements	v
PROMOTING MIDDLE SCHOOL FINANCIAL LITERACY GRANT APPLICATION PACKET	1
Promoting Middle School Financial Literacy Grant 2020 Overview	2
Promoting Middle School Financial Literacy Grant Application Checklist	3
Grant Cover Page	5
Plan Summary	5
Local Plan Narrative	6
Promoting Middle School Financial Literacy Grant Sustainability Plan	7
Instructions for ED114 Budget Form	8
ED114 Budget Form	9
Budget Narrative Instructions	10
ED114 Budget Form Object Code Descriptions and Budget Narrative	11-17
Standard Statement of Assurances	18-21

Promoting Middle School Financial Literacy Grant 2020

I. Overview

The Connecticut State Department of Banking (DOB) and the Connecticut State Department of Education (CSDE) have entered into a Memorandum of Understanding that will be used to fund statewide initiatives that improve financial literacy in grades 6-8, including but not limited to knowledge of factors impacting personal income, credit management, investing, saving, and budgeting. The Promoting Middle School Financial Literacy Grant 2020 is not a competitive grant.

II. Purpose of the Promoting Middle School Financial Literacy Grant 2020

High-quality financial literacy education is critical for the success of all students. The Promoting Middle School Financial Literacy Grant 2020 seeks to expand financial literacy in grades 6-8 to prepare students to navigate the complex consumer economy of the 21st century as informed and civically engaged citizens.

Funds must be utilized to create new Financial Literacy programming or to enhance and improve current content offerings. Nationally-recognized Personal Finance Standards, e.g., JumpStart or National Business Educator Association (NBEA), must be utilized when designing curriculum. Educators are encouraged to design learning experiences that meet the needs of all learners using backward design principles such as Universal Design for Learning (UDL). Middle school programming should vertically align with local high school graduation requirements for Personal Finance and/or high school course offerings. Please note that middle school financial literacy courses cannot be used to award high school credit, fulfill local high school graduation requirements or replace math requirements.

III. Promoting Middle School Financial Literacy Grant Eligible Recipients

The grant is open to all public school districts in Connecticut.

IV. Available Funding

Although this grant is not competitive, districts must submit a grant application and sustainability plan to be approved by the CSDE. Funds will be awarded per district, not per middle school, with a maximum of \$15,000. Amounts awarded may be less based upon the number of applications received. The CSDE reserves the right not to award funding to applicants who do not file a proper grant. All funds from the grant must be encumbered by June 30, 2021, and liquidated by August 31, 2021.

Funding shall be utilized for students participating in courses which embed instruction in Financial Literacy in **Grades 6-8 only**.

V. Management Control of the Program and Grant Consultation Role of the State

The grantee has overall management control of the grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or sub-grantee.

VI. Grant Awards

The CSDE reserves the right to make grant and contract awards under this program without discussion with the applicants. Therefore, proposals should represent the applicant's best effort to ensure a quality proposal from both a technical and cost standpoint. All awards are subject to the availability of state funds. Grants are

not final until the award letter is executed. The manager will issue notification of the grant award. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

VII. Grant Period

Grants will be awarded on or after August 29, 2020. All funds must be obligated by June 30, 2021, and liquidated by August 31, 2021. There are no exceptions or waivers to this requirement.

VIII. Obligation of Grant Recipients

Recipients of this grant will be required to provide technical assistance and/or participate in statewide workshops or conferences for other local school districts requesting help in developing replicable programs.

IX. End-of-Year Reports

Grant recipients will be required to complete an end-of-year report. An evaluation of progress may include on-site reviews.

X. Application Submission Requirements

Proposals must be received electronically by email by 3:00 p.m. on Friday, August 14, 2020. The application is available on the CSDE Web site at:

<https://portal.ct.gov/SDE/RFP/Request-for-Proposals/2020-RFPs>

Submitted proposals become the property of the CSDE and a part of the public domain.

Email Address

Kyllie.Freeman@ct.gov

Promoting Middle School Financial Literacy Grant 2020

Grant Application Packet

Promoting Middle School Financial Literacy Grant 2020

Overview

Program Title:

Promoting Middle School Financial Literacy Grant 2020

Program Area:

Financial Literacy

Funding Available:

Grant awards up to a maximum of \$15,000. Amounts awarded may be less based upon the number of applications received.

Purpose:

High-quality financial literacy education is critical for the success of all students. The Promoting Middle School Financial Literacy Grant 2020 seeks to expand financial literacy in grades 6-8 to prepare students to navigate the complex consumer economy of the 21st century as informed and civically engaged citizens.

Funds must be utilized to create new Financial Literacy programming or to enhance and improve current content offerings. Nationally-recognized Personal Finance Standards, e.g., JumpStart or National Business Educator Association (NBEA), must be utilized when designing curriculum. Educators are encouraged to design learning experiences that meet the needs of all learners using backward design principles such as Universal Design for Learning (UDL). Middle school programming should vertically align with local high school graduation requirements for Personal Finance and/or high school course offerings.

Below are a few examples for funding: *This list is not meant to be exhaustive nor is it meant to limit funding options.*

Examples:

- Teacher stipends for curriculum writing;
- Professional learning for teachers;
- Student field trip travel and admission expenses;
- Instructional supplies and materials e.g., textbooks for a **new** course, software, site licenses and subscriptions; and
- Equipment that is appropriate to the delivery of financial literacy content and benefits all students in a program.

Examples of Non-allowable Expenditures:

- Food, lodging, awards, social assemblages, and recreation events;
- Any item which becomes the personal property of a student or teacher such as a uniform, briefcase, or pin; and
- Cost of a social activity or assemblage, such as a dance, banquet, or party.

Promoting Middle School Financial Literacy Grant 2020 Application Checklist

Town/Agency: _____

After completing the grant application, complete the checklist to ensure that all necessary information has been provided. Submit checklist with the application.

Place a check where information has been completed:

- All pages are sequentially numbered;
- Grant Application Cover Sheet (original or electronic signature) is completed and signed;
- Plan Summary;
- Local Plan Narrative (**use template on page 6**);
- Sustainability Plan;
- ED114 Budget Form; and
- Budget Narrative.

The following form is completed and signed by the superintendent:

- Statement of Assurances.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office



PROMOTING MIDDLE SCHOOL FINANCIAL LITERACY GRANT 2020 APPLICATION

GRANT PERIOD

September 8, 2020, to June 30, 2021

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<p><u>Applicant</u> (<i>Fiscal Agent</i>) (<i>Name, Address, Telephone, Fax, E-Mail</i>)</p>	<p><u>Program Funding Dates</u> September 8, 2020, to June 30, 2021</p> <p><u>Funding Amount Requested:</u> \$ _____</p>
<p><u>Contact Person</u> (<i>Name, Address, Telephone, Fax, E-Mail</i>)</p>	

I, _____, the undersigned authorized district chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals, and objectives as stated herein.

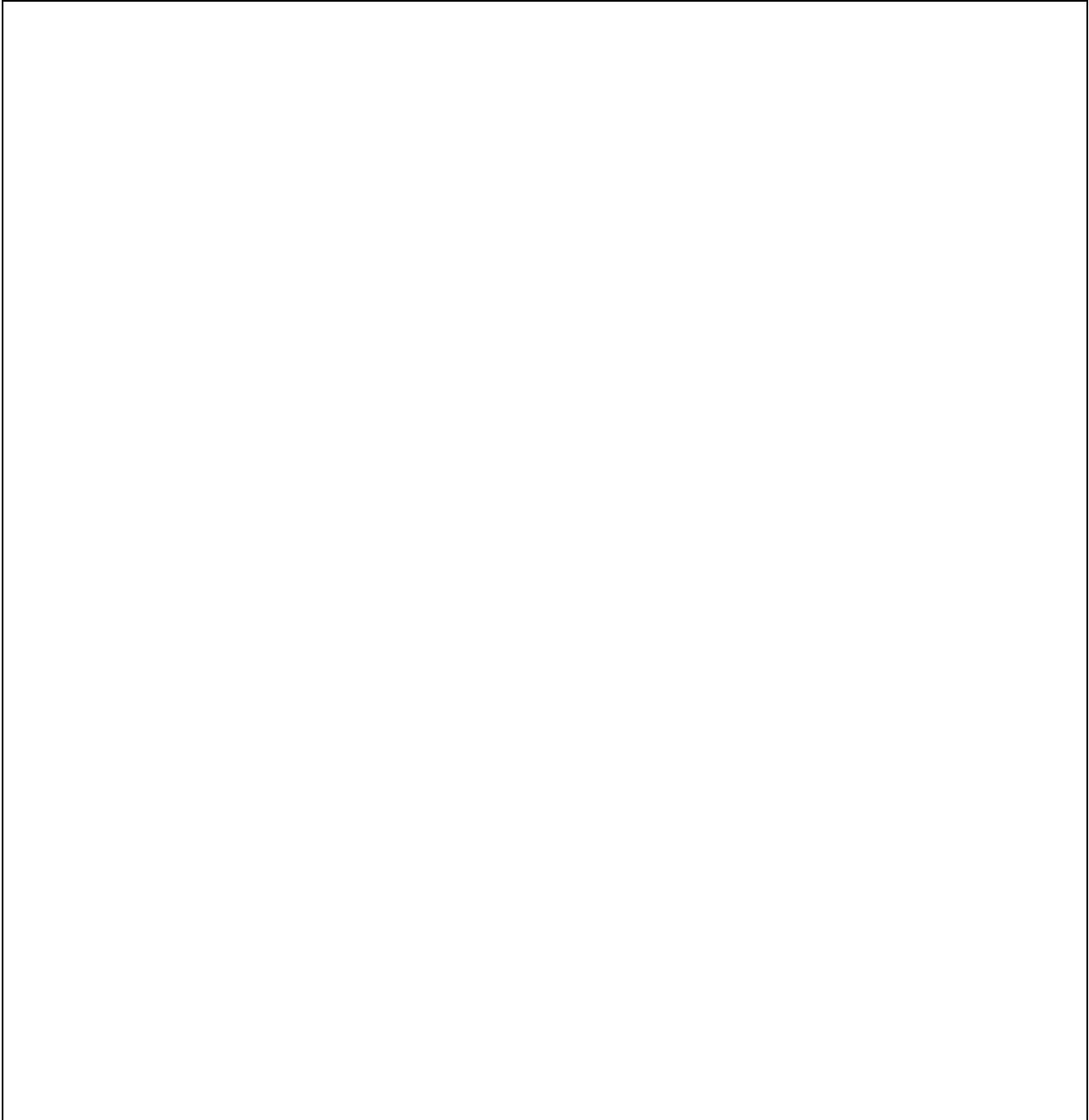
Signature of Authorized Chief Administrative Official _____

Print Name _____ **Date** _____

Agency _____

Plan Summary

Describe the proposed project goals, objectives, and strategies that will improve financial literacy in grades 6-8. How will this plan provide comprehensive educational opportunities for students to gain enduring understanding of the factors that impact personal income, credit management, investing, saving and budgeting? Please include outcomes which are clearly specified and measurable. Defined responsibilities, timelines, and milestones for accomplishing project tasks should also be listed.



Local Plan Narrative

Promoting Middle School Financial Literacy Grant 2020 Application

Describe how the Promoting Middle School Financial Literacy Grant will:
1. Improve and enhance middle school financial literacy programs.
2. Improve students' academic and technical skill development.
3. Provide opportunity for professional learning in this initiative.
4. Develop a process to be used to evaluate the effectiveness of the initiative.
5. Ensure that individuals who are members of special populations will not be discriminated against based on this status.
6. Promote preparation for nontraditional career awareness and exploration.

Promoting Middle School Financial Literacy Grant Sustainability Plan

In the space below, describe how the eligible recipient will demonstrate their commitment to continue the work of this project beyond the work of this grant.

Instructions for ED114 Budget Form

- GRANTEE NAME:** Enter grantee name.
- TOWN CODE:** Enter three-digit local education agency code assigned by the Connecticut State Department of Education.
- AUTHORIZED AMOUNT:** Enter total amount of grant allotment.
- BUDGET:** Enter amount of proposed expenditures on appropriate object code lines. Note: Round all amounts to the nearest whole dollar.
- TOTAL:** Enter the total of proposed expenditures. Note: This figure should equal the AUTHORIZED AMOUNT.
- EQUIPMENT NOTE:** Funds expended for Code 700. Single items under \$5,000 should not be charged to equipment unless they are an integral part of a larger piece of equipment. Items under \$5,000 should be listed as instructional supplies. **COMPUTERS AND PERIPHERALS REGARDLESS OF COST ARE CONSIDERED EQUIPMENT.**

GRANTEE NAME:		TOWN CODE:
GRANT TITLE: <i>Memorandum of Understanding Chapter 276a Uniform Securities Act Section 36b-31(c)(5) Connecticut State Department of Banking and Connecticut State Department of Education</i>		
PROJECT TITLE: PROMOTING MIDDLE SCHOOL FINANCIAL LITERACY GRANT 2020		
CORE-CT CLASSIFICATION: FUND: _____ SPID: _____ PROGRAM: _____		
BUDGET REFERENCE: 2021 CHARTFIELD1: _____ CHARTFIELD2: _____		
GRANT PERIOD: 9/8/2019-6/30/2021		REQUESTED AMOUNT: \$
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$
	DESCRIPTIONS	BUDGET AMOUNT
111B	INSTRUCTIONAL	
320	PROFESSIONAL EDUCATION SERVICES	
322	IN SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
	TOTAL	

_____ ORIGINAL REQUEST DATE

_____ REVISED REQUEST DATE

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

Budget Form Object Code Descriptions and Budget Narrative Instructions

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used and identify the program area and course(s) of the required use of funds to which the expenditure applies.

- 1) Each line item in the budget narrative must identify the school(s) that will receive funds.
- 2) Each line item in the budget narrative must give a detailed description of the item(s) that will be purchased, including quantity and unit cost. Personnel costs should be shown by the number of positions, time involved, and hourly rate.
- 3) Compute all expenditures to the nearest dollar by line item. Do not include cents.

ED114 Budget Form Object Code Descriptions and Budget Narrative

Code	Object			Amount of Code Line
111B	Instructional			
<p>Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals <u>while they are on the grantee payroll</u> including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Individuals whose services are acquired through a contract are <u>not included</u> in the category. A person for whom the grantee is paying employee benefits and who is on the grantee payroll is included in this budget code; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not included.</p>				
Position Name/Name of Individual	Description of Duties	Hourly Rate x Total Hours	How will this improve middle school financial literacy?	Total Cost
Position Name: Individual Name:				
Position Name: Individual Name:				
Position Name: Individual Name:				

Code	Object			Amount of Code Line
320	Professional Education Services			
<p>Service supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, contracted instructional services and substitute services.</p>				
Individual and/or Organization Providing Service	Description of Service	How will this improve middle school financial literacy?	Total Cost	
Individual/Organization Name:				
Individual/Organization Name:				
Individual/Organization Name:				

Code	Object			Amount of Code Line
322	In-service (Instructional Program Improvement Services)			
Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll. List each contractor separately.				
Individual/Organization Providing Service	Name of Staff Receiving In-Service	Title of Event, Location and Date	How will this improve middle school financial literacy?	Per Person x Cost=Total
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
330	Employee Training and Development Services			
<p>Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.</p>				
Individual/Organization Providing Service	Name of Staff Receiving In-Service	Title of Event, Location and Date	How will this improve middle school financial literacy?	Per Person x Cost=Total
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		
Individual/Organization Name:	Staff Name:	Title of Event: Location: Date:		

Code	Object			Amount of Code Line
510	Student Transportation Services			
Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.				
Name of Faculty Supervisor(s)	Estimated Number of Students	Title of Event, Date and Location	How will this improve middle school financial literacy?	Transportation Company Cost/per unit =Total
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		
Name:		Title of Event: Location: Date:		

Code	Object	Amount of Code Line	
580	<p align="center">Travel</p> <p>Expenditures for transportation, hotel, and other expenses associated with staff travel.</p> <ul style="list-style-type: none"> • Travel must be for instructional purposes, and • Meals, car rentals, and parking are not fundable expenses. 		
Staff Name Receiving Travel Funds	Title of Event, Date and Location	How will this improve middle school financial literacy?	Cost per unit (list hotel, transportation, shuttles, etc.) x pp = Total
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		
Name:	Title of Event: Location: Date:		

Code	Object	Amount of Code Line
600	Supplies	
Expenditures for items purchased for instructional use. <u>List each item separately.</u>		
List each item, including description of item and vendor	How will this improve middle school financial literacy?	Quantity x Cost per Unit = Total
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		

700 Property
 In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over \$5,000 and the useful life of more than one year. All computers and peripherals (regardless of unit cost) should be listed in this category.

List each item, including description of item and vendor	How will this improve middle school financial literacy?	Quantity x Cost per Unit = Total
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		
Item Name: Description: Vendor:		

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE APPLICANT:

HEREBY ASSURES THAT:

(Insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall

return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. NONDISCRIMINATION

- 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 Charter;
 3. "Contractor" and "contractor" include any successors or assigns of the Charter Board;
 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. 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 and 46a-68f; 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 the 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.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: _____

Name (typed): _____

Title (typed): _____

Date: _____