



# Commonwealth of Kentucky

## CONTRACT MODIFICATION

OK AS TO FORM  
K.C.B. 9.25.19

**DOC ID NUMBER:**

PON2 540 1900004120

Version: 2

Record Date:

Document Description: Pers MOA-Edu Recovery Specialist-Christina Punches-Guntsch

Cited Authority: FAP111-44-00  
Memorandum of Agreement

Reason for Modification: This modification is to reduce the amount of the contract due to Ms. Punches-Guntsch resignation. Effective resignation date was August 9, 2019. The contract days are being reduced from 220 days to 20 days.

Original Contract: \$126,483  
Decrease: \$115,614  
Current Contract: \$10,869**Issuer Contact:**Name: Nicole Crosthwaite  
Phone: 502-564-1980  
E-mail: nicole.crosthwaite@education.ky.gov**Vendor Name:**  
JEFFERSON COUNTY BOARD OF EDUCATION**Vendor No.** KY0035849**Vendor Contact**Name: CORDELIA HARDIN  
Phone: 502-485-3353  
Email: CORDELIA.HARDIN@JEFFERSON.KYSCHOOLS.US

3332 NEWBURG RD

LOUISVILLE KY 40218

**Effective From:** 2019-07-01**Effective To:** 2019-09-26

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		Pers MOA-Edu Recovery Specialist-Christina Punches-Guntsch	\$0.000000	\$10,869.00	\$10,869.00

**Extended Description:**

Effective Date: July 1, 2019 - June 30, 2020

Accounting Template E86228 100% Federal Funds CFDA # 84.010 MUNIS # 320FE

The vendor will furnish the services of its employee in the following capacity:

Name: Christina Punches-Guntsch  
Title: Educational Recovery Specialist  
Location: Office of Continuous Improvement and Support

The Educational Recovery Specialist (ERS) will provide support to schools designated as Comprehensive Support and Improvement (CSI) through serving on audit teams, assistance with school turnaround plans and with implementation of turnaround plans and other activities required in 703 KAR 5:280. The ERS will be under the authority of the Office of Continuous Improvement and Support, the Kentucky Department of Education.

The Kentucky Department of Education reserves the right to redirect the scope of work for this Personnel Memorandum of Agreement in order to focus on

Senate Bill 1, 2009 and other related activities as appropriate.

The contract amount for the district employees services includes contract salary (KDE contract 220 days reduced to 20 days), district level stipend, ERS stipend, fringe benefits and school district indirect costs. The total contract amount includes a 3% adjustment allowance.

This contract authorizes funding for the contract period based upon the availability of funds.

Method of Payment: Quarterly payments will be made by October 15, January 15, April 15, and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

Shipping Information:		Billing Information:	
		KDE - Division of Financial Managment	
		300 Sower Blvd, 5th Floor, CSW	
		Frankfort	KY 40601
		TOTAL CONTRACT AMOUNT:	\$10,869.00

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**Memorandum of Agreement Terms and Conditions**

Revised April 25, 2018

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, KENTUCKY DEPARTMENT OF EDUCATION ("the Commonwealth") and Jefferson County ("the Contractor") to establish an agreement for an Educational Recovery Specialist position. The initial MOA is effective from July 1, 2019 through June 30, 2020.

**Scope of Services:**

The Educational Recovery Specialist (ERS) will assist and support staff in the following areas:

Curriculum (ensures curriculum is aligned with state and local standards and implemented through a systematic process)

Assessment (work with staff to ensure rigorous and authentic assessments; inform and improve instruction to meet the needs of all students)

Instruction (assist teachers in developing and implementing effective and varied, research-based instructional strategies to be used in all classrooms)

Culture (help provide resources and activities that will make the school function as an effective learning community to support and promote a safe and orderly environment that encourages learning)

Support Services and Resources (assist staff in working with families and community groups to remove barriers to learning)

Professional Development (seek and provide appropriate, relative professional development opportunities for teachers and administrators and work with teachers to identify areas of growth that will enhance their teaching skills)

School Leadership (help identify ways to focus instructional decisions of the school council and school leadership teams around support for teaching and learning and developing leadership skills)

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Organization (work to assist in organizing the school around all available resources to ensure maximum effectiveness)

Planning (development, implementation, monitoring, communication, and evaluation of the comprehensive school improvement plan)

Compliance Issues (help carry out activities identified in the School Improvement Grant)

Attend multiple week-long training sessions during each summer

Attend periodic cadre meetings and trainings

Attend area team meetings

Share professional expertise with cadre members

Serve as a team member for Diagnostic Reviews

The Kentucky Department of Education reserves the right to redirect the scope of work for this Personnel Memorandum of Agreement in order to focus on Senate Bill 1, 2009 and other related activities as appropriate.

**BASIC FUNCTION:** The Educational Recovery Specialist (ERS) will be responsible for working with staff in a persistently low achieving school as identified through the criteria set forth in Every Student Succeeds Act, KRS 160.346 and the Kentucky Department of Education regulations with any and all functions relating to instruction and school improvement with an emphasis on reading and math.

**DISTINGUISHING CHARACTERISTICS:** The Educational Recovery Specialist (ERS) will be under the authority of and the leadership of Office of Continuous Improvement and Support, the Kentucky Department of Education. An Educational Recovery Specialist must hold appropriate certification and have successful teaching and/or administrative experience. Contracts with the Kentucky Department of Education will be in the form of a Memorandum of Agreement between the Kentucky Department of Education and the contractor's home district.

**EVALUATION AND ACCOUNTABILITY:** The Educational Recovery Specialist (ERS) will be evaluated by the Office of Continuous Improvement and Support, the Kentucky Department of Education, and will be held accountable for providing assistance to

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school leadership and staff that leads to improvement in student achievement as measured by state and national assessments and identified goals.

**SALARY:** District Salary per day multiplied by 220 reduced to 20 (number of contract days) and any district level stipend plus 15% ERS stipend equals total salary not to exceed \$95,000.

The contract cost for the district employee's services includes FY 2019 district salary, district level stipend, fringe benefits and school district indirect costs.

Since FY 2020 costs are not available for an effective date of July 1, 2019, an additional 3% of the contract cost is being added to the total amount of the original contract.

When FY 2020 costs have been established, the district will be asked to recalculate the final cost for their employee for whose services we are contracting.

If the final cost is less than the original contract, KDE will pay the lesser amount. If the final cost is more than the original contract, KDE will generate a contract modification for the increase and will pay the contract in full.

#### **Pricing:**

Contract contact: Nicole Crosthwaite, Division of Budgets, Kentucky Department of Education, 300 Sower Blvd – 5<sup>th</sup> Floor, Frankfort, KY 40601.

Method of Payment: Quarterly payments will be made on October 15, January 15, April 15, and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

This modification is to reduce the amount of the contract due to Ms. PUNCHES-Guntsch resignation. Effective resignation date was August 9, 2019. The contract days are being reduced from 220 days to 20 days.

Original Contract: \$126,483  
Decrease: \$115,614  
Current Contract: \$10,869

#### **Current Budget**

Salary: \$8,540  
Fringe Benefits: \$1,960  
Indirect Cost: \$369

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Total Contract Amount: \$10,869

Original Budget

Salary: \$95,000

Fringe Benefits: \$23,635

Indirect Cost: \$4,164

Total Current Cost: \$122,799

3% Adjustment Allowance: \$3,684

Total Contract Amount: \$126,483

**Applicable for federal funds:**

**Section 75.563 of EDGAR states indirect cost is limited to 8% for grants programs that has a statutory requirement contain supplement-not-supplant provisions or the grantee shall use a restricted indirect cost rate computed under 34 CFR 76.564 through 76.569.**

### **KENTUCKY DEPARTMENT OF EDUCATION TERMS AND CONDITIONS**

#### **Choice of Law and Forum**

**The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.**

**Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.**

#### **Requirements for Reporting to Kentucky Teachers Retirement System:**

Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

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Furthermore, as a condition of any successful contract award, any information on such retirees (as defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, the contractor shall be responsible for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

#### **Federal Funding Accountability and Transparency Act Compliance (applicable for federal)**

For agreements that include Federal funds, the Second Party shall comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252), including registration of a Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. Details on how to register and acquire a DUNS number are available at <http://fedgov.dnb.com/webform>, and are free for all entities required to register for grant awards under these provisions. The Second Party must disclose to KDE the names of the top five executives and total compensation to each, if:

\*More than 80% of the Second Party's annual gross revenues originate from the federal government (directly or indirectly through the state), and those revenues are greater than \$25,000,000 annually, and

\*Compensation information is not already available to the public.

This contract authorizes funding for the contract period based upon the availability of funds.

**The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.**



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## Memorandum of Agreement Standard Terms and Conditions

### **1.00 Cancellation clause:**

The state agency shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor by registered or certified mail.

### **2.00 Funding Out Provision:**

The state agency may terminate this agreement if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the agreement. The state agency shall provide the Contractor thirty (30) calendar days written notice of termination of the agreement due to lack of available funding.

### **3.00 Reduction in Contract Worker Hours:**

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document. If the contract funding is reduced, then the scope of work related to the contract may also be reduced commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

### **4.00 Access to Records:**

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).



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#### **5.00 Effective Date:**

All Memorandum of Agreements are not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$50,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

#### **6.00 Violation of tax and employment laws:**

KRS 45A.485 requires the Contractor and all subcontractors performing work under the agreement to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the agreement shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the agreement shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the agreement shall be grounds for the Commonwealth's cancellation of the agreement and their disqualification from eligibility for future state contracts for a period of two (2) years.

#### **7.00 Discrimination:**

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This section applies only to agreements disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this agreement, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

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The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of the said rules, regulations or orders, this agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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## Approvals

**This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.**

### 1st Party:

\_\_\_\_\_  
**Signature** **for Commissioner**  
**Title**

\_\_\_\_\_  
**Printed Name** **Date**

### 2nd Party:

\_\_\_\_\_  
**Signature** **Title**

\_\_\_\_\_  
**Printed Name** **Date**

### Approved as to form and legality:

Approved in eMARS

\_\_\_\_\_  
**Kentucky Department of Education Attorney**

### Applicable for federal funds:

DUNS# \_\_\_\_\_

*Include Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. (See Federal Funding Accountability and Transparency Act Compliance section)*

**2019-2020 SCHOOL YEAR DISTRICT MOA  
CONTRACT CALCULATION WORKSHEET**

Individual Name: Christina Punches-Guntsch (Marshall)

KDE Position Title: Educational Recovery Specialist (ERS)

Vendor/School District: Jefferson Co

Total Amount of Contract: \$10,869

**District Salary Information**

(Includes step & 1%)

\$78,099	<u>/</u>	195	=	\$400.51
Total District Salary		Total District Days		District Daily Rate

Purpose of District Stipend:

Total District Salary \$78,099

District Stipend \$0

Total District Salary and District Stipend \$78,099

**KDE Contract Salary Information**

\$400.51	x	20	\$8,010
KDE Contract Daily Rate		KDE Contract Days	KDE Salary Subtotal

KDE Salary Subtotal + District Stipend \$8,010

KDE Contract Subtotal \$8,010 X 115% \$8,540

**ERS Stipend** \$530

**KTRS contributions should not be reported on this stipend.**

\$95,000

ERS CAP

Final KDE Contract Subtotal \$8,540

**Fringe Benefit Information**

	23	Detailed: Workers Comp
		Detailed: Unemployment Insurance
	104	Medicare (1.45%) excluding ERS stipend
	125	Detailed: Misc. Insurance
Federal Funds	1,708	Detailed: Fringe Benefit Pool & KTRS
CFDA # 84.010		
MUNIS # 320FE		
		Total District Fringe Benefits <u>\$1,960</u>

**Indirect Cost Calculation & KDE Contract Total Information**

3.51%	X	\$10,500	Indirect Cost Total	\$369
Indirect Cost Rate		Final KDE Contract Subtotal and Total District Fringes		

**KDE Contract Total** \$10,869

Signature of Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

For KDE use only:

Contract # PON2

Accounting Template

E86224/E156

## 2019-2020 SCHOOL YEAR DISTRICT ERS MOA CONTRACT CALCULATION WORKSHEET INSTRUCTIONS

Please populate all fields (except the For KDE use only: box)

It is the responsibility of the district to notify our agency of any needed modification to the contract. Please email Nicole Crosthwaite (nicole.crosthwaite@education.ky.gov) a revised Contract Calculation Worksheet to reflect any needed changes to the 2019-2020 contract.

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### District Salary Information

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**Total District Salary** - including all salary paid to employee except stipend.

**Total District Days** - total number of days that the employee is employed by the district (including Extended days).

**District Daily Rate** - Total District Salary divided by Total District Days.

**Stipend** - any stipend paid the last year before KDE contracted for the employee services. If your employee received the \$2,000 National Board Certification Salary Supplement from your district during the year prior to KDE contracting with you for their services, then enter the amount as a stipend. Do not request reimbursement from the Office of District Support Services at KDE for the years that they are on a MOA.

**Purpose of Stipend** - what duties were performed for the stipend. Always note if part of the stipend is for the National Board Certification Salary Supplement.

**Total District Salary and Stipend** - the total amount the employee receives at the district.

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### KDE Contract Salary Information for ERS

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**KDE Contract Daily Rate** - same as District Daily Rate above.

**KDE Contract Days** - will be a 235 day contract with KDE.

**KDE Salary Subtotal** - KDE Contract Daily Rate multiplied by KDE Contract Days

**KDE Contract Subtotal** - the District Stipend + KDE Salary Subtotal x 1.15(115%)

**Final KDE Contract Subtotal** - is the same as the KDE Contract Subtotal unless that amount is more than \$95,000 then the Final KDE Contract Subtotal will be capped at \$95,000.

**ERS Stipend** - Final KDE Contract Subtotal less the KDE Salary Subtotal + District Stipend

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### Fringe Benefit Information

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**Fringes Benefits** - All fringe benefits paid by the district for the employee for whose services KDE is contracting.

**Workers Comp** - Paid at the district policy rate.

**Unemployment Insurance** - Paid on 10% of the first \$6,000 of salary; or recommended amount by KSBIT.

**Medicare** - Paid at the rate of 1.45%.

**Insurance** - Any insurance paid by the district for the employee for whose services KDE is contracting.

If the MOA is paid from Federal funds, KDE will pay your district for the total amount of the Medical Insurance for your employee.

If the MOA is paid from General funds, KDE will pay your district for the contribution paid to the KTRS Medical Insurance Fund at the rate of at the rate of 3%.

If the MOA is paid from Federal Funds, KDE will pay your district for the contribution paid to the KTRS Medical Insurance Fund 16.105%. This federal rate include the 3% for KTRS Medical Insurance Fund.

When an employee is funded by Federal funds, the district should also be reimbursed for State Administrative Fees.

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### Indirect Cost Calculation & KDE Contract Total Information

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**Indirect Cost Rate** - the current District Restricted Indirect Cost Rate.

**KDE Contract Subtotal & Total District Fringe Benefits** - total of above amounts.

**Indirect Cost Total**- Indirect Cost Rate multiplied by the KDE Contract Subtotal.

**CCW Total-** Total of the KDE Contract Subtotal, Total District Fringe Benefits, and Indirect Cost Total.

**3% adjustment allowance-** When the CCW is revised, if the increase is more than the KDE Contract Total the contract will be modified. If not, the district will be paid the amount of the revised CCW Total.

**KDE Contract Total** - Total of the CCW Total, and 3% adjustment allowance.

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