



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

CONTRACT AMENDMENT

Contractor: International Institute of Connecticut, Inc.
Contractor Address: 670 Clinton Avenue, Bridgeport, CT 06605
Contract Number: 16DSS4801OB / 015-1OB-RAP-01
Amendment Number: A1
Amount as Amended: \$297,927.00
Contract Term as Amended: 10/1/2016 to 9/30/2019

The contract between International Institute of Connecticut, Inc. . (the Contractor) and the Department of Social Services (the Department), which was last executed by the parties and approved by the Office of the Attorney General on 1/9/2017 , is hereby further amended as follows:

1. Through this amendment the FFY2017 allocation is increased by \$16,048 from \$99,309 to \$115,357. This represents an increase to the allocation for the first year of this three year contract. This funding will be used by the Contractor to increase the level of services supported through this agreement.
2. The respective Composite and Refugee Social Services Formula budgets on pages 14 and 15 of the original contract are hereby deleted and replaced by the respective budgets on pages 2 and 3 of this amendment.

All terms and conditions of the original Contract, and any subsequent amendments thereto, which were not modified by this Amendment remain in full force and effect.

PART I

PROGRAM NAME:
PROGRAM NUMBER:

Connecticut Energy Assistance Program
Contract #16DSS4801OB-A1 (Composite Budget) FFY 2017

Contract Amount	Requested	Adjustments	Approved
<i>For Amendments Only</i>			
Previously Approved Contract Amount	\$ 99,309	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
Adjustments & New Contract Amount	XXXXXXXXXXXXXXXXXX	\$ 16,048	\$ 115,357

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	<u>UNIT RATE</u>				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	<u>CONTRACTUAL SERVICES</u>				
	2a. Accounting	1,560			1,560
	2b. Legal	-			-
	2c. Independent Audit	-			-
	2d. Other Contractual Services	300			300
	TOTAL CONTRACTUAL SERVICES		1,860	-	1,860
3	<u>ADMINISTRATION</u>				
	3a. Admin. Salaries	14,500		350	14,850
	3b. Admin. Fringe Benefits	2,994		73	3,067
	3c. Admin. Overhead	-			-
	TOTAL ADMINISTRATION		17,494	423	17,917
4	<u>DIRECT PROGRAM STAFF</u>				
	4a. Program Salaries	61,356		12,594	73,950
	4b. Program Fringe Benefits	12,670		2,600	15,270
	TOTAL DIRECT PROGRAM		74,026	15,194	89,220
5	<u>OTHER COSTS</u>				
	5a. Program Rent	-			-
	5b. Consumable Supplies	2,060			2,060
	5c. Travel & Transportation	909		11	920
	5d. Utilities	600			600
	5e. Repairs & Maintenance	300			300
	5f. Insurance	240		240	480
	5g. Food & Related Costs	420			420
	5h. Other Project Expenses	1,400		180	1,580
	TOTAL OTHER COSTS		5,929	431	6,360
6	<u>EQUIPMENT</u>		-		-
7	<u>PROGRAM INCOME</u>				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	<u>TOTAL NET PROGRAM COST</u>		\$ 99,309	\$ 16,048	\$ 115,357
	(Sum of 1 through 6, minus Line 7)				

PART I

PROGRAM NAME:
PROGRAM NUMBER:

Refugee Assistance Program
Contract Amendment #16DSS4801OB-A1 (RSS Formula) FFY 2017

Contract Amount	Requested	Adjustments	Approved
			\$ -
<i>For Amendments Only</i>			
Previously Approved Contract Amount	\$ 58,297	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
Adjustments & New Contract Amount	XXXXXXXXXXXXXXXXXX	\$ 16,048	\$ 74,345

Line #	Item	Subcategory (a)	Line Item Total (b)	Adjustments (c)	Revised Total (d)
1	UNIT RATE				
	1a. Bed Days				
	1b. Client Advocate				
	1c. Security Deposit				
	1d. Other Unit Rate Costs				
	TOTAL UNIT RATE				
2	CONTRACTUAL SERVICES				
	2a. Accounting	1,200			1,200
	2b. Legal	-			-
	2c. Independent Audit	-			-
	2d. Other Contractual Services	300			300
	TOTAL CONTRACTUAL SERVICES		1,500	-	1,500
3	ADMINISTRATION				
	3a. Admin. Salaries	8,500		350	8,850
	3b. Admin. Fringe Benefits	1,755		73	1,828
	3c. Admin. Overhead	-			-
	TOTAL ADMINISTRATION		10,255	423	10,678
4	DIRECT PROGRAM STAFF				
	4a. Program Salaries	35,842		12,594	48,436
	4b. Program Fringe Benefits	7,401		2,600	10,001
	TOTAL DIRECT PROGRAM		43,243	15,194	58,437
5	OTHER COSTS				
	5a. Program Rent	-			-
	5b. Consumable Supplies	1,200			1,200
	5c. Travel & Transportation	359		11	370
	5d. Utilities	600			600
	5e. Repairs & Maintenance	300			300
	5f. Insurance	240		240	480
	5g. Food & Related Costs	-			-
	5h. Other Project Expenses	600		180	780
	TOTAL OTHER COSTS		3,299	431	3,730
6	EQUIPMENT		-		-
7	PROGRAM INCOME				
	7a. Fees				
	7b. Other Income				
	TOTAL PROGRAM INCOME				
8	TOTAL NET PROGRAM COST		\$ 58,297	\$ 16,048	\$ 74,345
	(Sum of 1 through 6, minus Line 7)				

SIGNATURES AND APPROVALS

16DSS4801OB/015-1OB-RAP-01 A1

The Contractor is a Business Associate under the Health Insurance Portability and Accountability Act of 1996 as amended.

CONTRACTOR

International Institute of Connecticut, Inc.

[Redacted Signature]

Claudia Connor, President/CEO

5/5/2017
Date

DEPARTMENT OF SOCIAL SERVICES

[Redacted Signature]

RODERICK L. BREMBY, *Commissioner*

5/9/2017
Date

OFFICE OF THE ATTORNEY GENERAL

[Redacted Signature]

ASST. / ASSOC. ATTORNEY GENERAL (*Approved as to form*)

Joseph Rubin

5/30/17
Date

CT COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

CONTRACT COMPLIANCE REGULATIONS

Sec. 46a-68j-23. Obligations of Contractors

Every contractor awarded a contract subject to contract compliance requirements shall:

- 1) Comply fully with all federal and state antidiscrimination laws, and shall not discriminate or permit a discriminatory practice in such a form, in such a manner and at such a time as may be prescribed by the Commission;
- 2) Cooperate fully with the Commission;
- 3) Submit periodic reports of its employment and subcontracting practice in such a form, in such a manner and at such a time as may be prescribed by the Commission;
- 4) Provide reasonable technical assistance and training to minority business enterprises to promote the participation of such concerns in state contracts and subcontracts;
- 5) Make a good faith effort, based upon the availability of minority business enterprises in the labor market area, to award a reasonable proportion of all subcontracts to such enterprises;
- 6) Maintain full and accurate support data for a period of two (2) years from the date the record is made or the date the contract compliance form is submitted, whichever is later, provided that this provision shall not excuse compliance with any other applicable record retention statute, regulation or policy providing for a period of retention in excess of two (2) years;
- 7) Not discharge, discipline or otherwise discriminate against any person, who has filed a complaint, testified or assisted in any proceeding with the commission;
- 8) Make available for inspection and copying any support data requested by the commission, and make available for interview any agent, servant or employee having knowledge of any matter concerning the investigation of a discriminatory practice complaint or any matter related to a contract compliance review;
- 9) Include a provision in all subcontracts with minority business enterprise requiring that the minority business enterprise provide the commission with such information on the structure and operations as the commission finds necessary to make an informed determination as to whether the standards of Sec. 4a-60 of the Connecticut General Statutes as amended by Sec. 2 of Public Act 89-253 have been met; and
- 10) Undertake such other reasonable activities or efforts as the commission may prescribe to ensure the participation of minority business enterprises as state contractors and subcontractors.

Sec. 46a-68j-24. Utilization of minority business enterprises

Contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract compliance requirements

WORKFORCE ANALYSIS

Contractor **International
Institute of Connecticut,
Inc.**

Address **670 Clinton Avenue,
Bridgeport, CT .06605**

Number of Connecticut Employees	
Full-time: <input type="text" value="31"/>	Part-time: <input type="text" value="8"/>
Employment figures obtained from	
Visual Check <input type="checkbox"/>	Employment Records <input checked="" type="checkbox"/>
Other <input type="checkbox"/>	

JOB CATEGORIES	TOTALS	WHITE (Not of Hispanic Origin)		BLACK (Not of Hispanic Origin)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMER. INDIAN OR ALASKAN NATIVE		PERSON WITH DISABILITIES	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers	10	2	6	1			1						
Professionals	11	1	2		1		6		1				
Technicians	0												
Service Workers	12	2	4	2	2		2						
Office & Clerical	6		2			1	3						1
Craft Workers (Skilled)	0												
Operators (Semi-Skilled)	0												
Laborers (Unskilled)	0												
TOTALS	39	5	14	3	3	1	12	0	1	0	0	0	1
Totals One Year Ago	37	3	14	3	2	1	11	0	2	0	0	0	1

FORMAL ON-THE-JOB-TRAINEES

Apprentices													
Trainees													

1. Have you successfully implemented an Affirmative Action Plan?

Yes No If yes, date of implementation ; If no, explain
Do you promise to develop and implement a successful Affirmative Action Plan?

Yes No N/A Explain:

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-1 to 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive:

Yes No N/A Explain:

3. According to EEO-1 data, is the composition of your work force at or near parity when compared with the racial and sexual composition of the work force in the relevant labor market area?

Yes No Explain:

4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises?

Yes No Explain:

Authorized Signature:

Date:

1. Have you successfully implemented an Affirmative Action Plan?

Yes No If no, explain:

Do you promise to develop and implement a successful Affirmative Action Plan?

Yes No N/A

IICONN is currently revising the employee handbook that serves as the primary source of communicating policy to the staff. This revision will include updating the Equal Employment Opportunity and Employment Discrimination Policies and adding statements related to an Affirmative Action Plan. The plan will be implemented officially at the beginning of 2017 calendar year. As an organization that employs and serves a multicultural population, IICONN maintain a workplace free of discrimination on the basis of any Protected Characteristic.