



Instructions for Completing the Summary of Contracts and Agreements

Use this document as a reference only when creating your Summary of Contracts and Agreements. Upload a brief summary that describes all current and proposed formal written contracts and agreements related to new/expanded school-based services. The sample below does not provide a complete Summary of Contracts and Agreements. Upload your Summary of Contracts and Agreements in Attachment 2 in EHBs.

NOTE: Document applicable changes in the salary table of your Budget Narrative and other Attachments.

Sample Summary of Contracts and Agreements Attachment

Name of Contract Organization	Type of Contract/ Agreement	Purpose and Scope	Timeframe
Contracts, Inc.	Contract	Data analytics service to evaluate T/TA strategy. Key deliverable is an annual data report and strategy outlining most effective T/TA methods.	Ongoing
State of Health	MOA	Sharing diabetes T/TA needs with the state. State is responsible for sharing state diabetes task force data with the award recipient.	September 2021-September 2022