

**ATTACHMENT B-2**  
**For Option 2 (Non-Monetary Assistance)**  
**MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (MOU) is by and between the Association of State and Territorial Health Officials ("ASTHO") and \_\_\_\_\_ (state agency name). ASTHO and State Agency are collectively referred to as "Parties").

**Purpose**

A. On \_\_\_\_\_ (date RFP released), ASTHO issued a Request for Proposals ("RFP") in connection with an undertaking or project titled, "*Building State Public Health Department Capacity to Support Breastfeeding,*" seeking proposals for \_\_\_\_\_ (purpose of MOU).

B. On \_\_\_\_\_ (date proposal submitted), \_\_\_\_\_ (state agency name) submitted a proposal ("Proposal") to ASTHO to perform the requested services. The RFP and Proposal are appended to, and made a part of, this MOU. Funding for this project is provided by Grant Number 5 NU38OT000290-03-00 from the U.S. Department of Health and Human Services. The CFDA number for this grant is 93.421.

C. ASTHO has accepted the Proposal subject to the parties entering into this MOU.

**Terms and Conditions**

1. \_\_\_\_\_ (state agency name here) will perform the services as described in the RFP and detailed in the scope of work (SOW) and Proposal. This MOU shall commence on February 22, 2021 and shall continue until July 31, 2021. The timelines set forth in the RFP, SOW and Proposal will be adhered to, with those items listed under Phase I to be completed by July 31, 2021; and *subject to project continuation and funding from CDC, those items listed under Phase II to completed December 31, 2021.*

2. It is understood that data acquired by \_\_\_\_\_ (state agency name) will be provided to CDC for its use as stated in the RFP.

3. ASTHO is authorized to reproduce, publish, and make such other uses of the reports and other materials submitted to ASTHO as ASTHO wishes.

4. \_\_\_\_\_ (state agency name) will comply with all applicable laws, and secure all necessary permissions, in acquiring and submitting information to ASTHO under this MOU.

5. \_\_\_\_\_ (state agency name) **is not being directly compensated** for its performance of the Services under this Agreement. \_\_\_\_\_ (state agency name) **will**

**instead receive non-monetary assistance**, such as expert consultative services (valued up to \$25,000).

6. This MOU sets forth the entire understanding of ASTHO and \_\_\_\_\_ (state agency name) on the subject matter addressed herein and may not be amended except by further written agreement. The Contractor/State Agency/Recipient must return an executed copy of this MOU to ASTHO within 10 business days of receipt or the MOU will be cancelled. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date set forth below by the following duly authorized officials.

**ASSOCIATION OF STATE AND  
TERRITORIAL HEALTH OFFICIALS**

**CONTRACTOR/STATE AGENCY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Zarnaaz Bashir

Name: \_\_\_\_\_

Title: Deputy Chief Executive Officer

Title: \_\_\_\_\_

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

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

**MEMORANDUM OF UNDERSTANDING CONTACT INFORMATION**

ASTHO Contacts	Agency Contacts
<p><i>For Programmatic Issues &amp; Invoice Submission</i></p> <p>Ify Mordi            Director, Maternal and Infant Health Improvement            Association of State and Territorial Health Officials  <b>National Headquarters:</b>            2231 Crystal Drive, Suite 450            Arlington VA 22202  <b>Regional Offices:</b>            600 Peachtree Street NE, Suite 1000            Atlanta, GA 30308            Email: <a href="mailto:IMordi@astho.org">IMordi@astho.org</a>            Phone: 571-527-3172</p>	<p><i>Programmatic Contact</i></p> <p>Name:            Title:            Organization:            Address:            City, State, Zip code:            Email:            Phone:</p>
<p><i>For Programmatic Issues &amp; Invoice Submission</i></p> <p>Evangeline Crawford            Director, Contracts            Association of State and Territorial Health Officials  <b>National Headquarters:</b>            2231 Crystal Drive, Suite 450            Arlington VA 22202  <b>Regional Offices:</b>            600 Peachtree Street NE, Suite 1000            Atlanta, GA 30308            Email: <a href="mailto:ECrawford@astho.org">ECrawford@astho.org</a>            Phone: 571-527-3178</p>	<p><i>Fiscal/Contractual Contact</i></p>

**Attachments incorporated as part of this MOU:**

- 1. State Innovations to Advance Breastfeeding and Health Equity RFP;**
- 2. Proposal/Application (Response to RFP)**

## SCOPE OF WORK

### **A. General Description of Engagement**

ASTHO will either 1) award innovation grants to up to three states of the remaining seven (CA, CT, KY, MN, NY, NC, and TX) not currently receiving innovations awards to implement projects that focus on one or more of the three priority areas and on decreasing or eliminating breastfeeding disparities or 2) award direct assistance to at least 50% of the 2020 innovation awardees to focus on sustainability, depending on state needs and interests. Selected innovation states may serve as mentors in their areas of expertise/strengths to other states in the learning community and will participate in ASTHO's pilot Policy Academy and Incubator program to inform the field and add to the practice-based evidence, including those around health equity and sustainability. States will develop and implement a work plan, submit progress reports at least quarterly, and participate in technical assistance site visits or conference calls with ASTHO staff, as needed.

### **B. Textual Description of Key Tasks**

States will:

1. Develop progress reports and updates on state activities describing innovation grant work plan (frequency to be determined by ASTHO and the CDC)
2. Participate in ASTHO's pilot Policy Academy and Incubator program and the associated technical assistance calls or site visits

### **C. Summary Table of Tasks, Deliverables, and Due Dates**

TASK	DELIVERABLE	DUE DATE
1	Progress Report 1 and updates	04/30/2021
2	Progress Report 2 and updates	06/30/2021
3	Interim Report; Participate in ASTHO CB/TA activities	07/31/2021

### **D. Reporting Requirements**

States or state designees are required to participate in learning virtual sessions and in associated capacity building and technical assistance (CB/TA) activities. Sub-recipients will report out on their progress at least quarterly during the learning sessions or in a final report.

### **E. Key Personnel**

The active participation of the following person(s) designated by the Contractor or Contractor's organization is a material condition of this agreement: