

UCEDD Grants Management Series:

Negotiating UCEDD-University Agreements

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4:00-5:00 pm ET



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- Federal requirements
- Findings from a study and subsequent report on UCEDD-University Agreements, 2008
 - Overview on types of UCEDD-University Agreements
 - Content Themes
- Results of UCEDD network survey, released on December 30, 2016
- Discussion on practical implications, Q&A

45 CFR 1388.6 Governance & Administration

- b) The UCEDD must have a written agreement or charter with the university, or affiliated university that specifies the UCEDD designation as an official university component, the relationships between the UCEDD and other university components, the university commitment to the UCEDD, and the UCEDD commitment to the university.

- c) Within the university, the UCEDD must maintain the autonomy and organizational structure required to carry out the UCEDD mission and provide for the mandated activities
- d) The UCEDD Director must report directly to, or be, a University Administrator who will represent the interests of the UCEDD within the University

- e) The University must demonstrate its support for the UCEDD through the commitment of financial and other resources.
- f) UCEDD senior professional staff...must hold faculty appointments...consistent with university policy. UCEDD senior professional staff must contribute to the university by participation on university committees, collaboration with other university departments, and other university community activities.

- m) The university must demonstrate that the UCEDD have adequate space to carry out the mandated activities.
- n) The UCEDD physical facility and all program initiatives conducted by the UCEDD must be accessible to individuals with disabilities as provided for by section 504 of the Rehabilitation Act and Titles II and III of the Americans with Disabilities Act.

[2017 UCEDD FOA](#), page 27:

Documentation is provided that the UCEDD has a written agreement (MOU) or charter with the University which specifies the:

1. UCEDD designation as an official, independent university component;
2. The relationships between the UCEDD and other university components;
3. The University's commitment (including financial and other resources) to the UCEDD and the UCEDD's commitment to the university; and
4. That the UCEDD Director reports directly to a University administrator who will represent the interests of the UCEDD within the University (3 points)

Overview on 2008 Study on UCEDD-University Agreements

- 28 UCEDDs responded to survey; 23 submitted agreements
- A significant majority (65%) of reviewed UCEDD-university agreements were in the form of Agreements, Memorandums of Agreement (MOA) or Memorandums of Understanding (MOU)
- Other agreement formats included Charters, Letters of Support, and Statements of Relationship
- A small number reported that they had no documentation of their relationship with their host universities

Agreement Content Themes

1. Agreement should directly address federal regulatory requirements
 - Note: Federal regs were updated in 2015
2. Agreement should support the UCEDDs' ability to implement core functions
3. Agreement should delineate the relationship between the UCEDDs and their host university
4. A number of unique content areas exist, as well

- 1. Topics should directly address federal regulatory requirements and evaluative tools, including:**
 - a. University commitment of financial and other resources
 - b. Reporting relationship between the UCEDD director and university administrator
 - c. Involvement of the Consumer Advisory Committee (CAC)
 - d. Autonomy of the UCEDD to carry out core functions
 - e. Table 2 in Report on UCEDD-University Agreements has full list

2. Support the UCEDDs' ability to implement core functions

- a. Mission of the UCEDD
- b. Specific goals of the UCEDD
- c. Detail of the return or reduction of indirect costs to the UCEDD by the university, and/or other university support
- d. Identify cooperating programs within the university and community
- e. Table 3 in Report on UCEDD-University Agreements has full list

- 3. Delineate the relationship between the UCEDDs and their host university**
 - a. Assure that UCEDD faculty and staff are covered under university personnel, fiscal and other policies and procedures
 - b. UCEDD assistance to university in areas of disability and accessibility
 - c. UCEDD Director selection process
 - d. Table 4 in Report on UCEDD-University Agreements has full list

4. Unique content areas

- a. UCEDD must offer diagnostic and treatment services to individuals with developmental disabilities across the lifespan
 - From UCEDD in medical/pediatrics setting
- b. Office of administrative home to facilitate cooperation and collaboration between UCEDD and university units
- c. UCEDD activities to be consistent with DD Council State Plan
- d. Dean to offer UCEDD courses under general college prefix when UCEDD courses do not match departmental goals
- e. Table 7 in Report on UCEDD-University Agreements has full list

Question 1: With whom do you negotiate the UCEDD-university agreement or MOU and how does that negotiation take place?

- Iterative drafts are reviewed with the UCEDD Director's direct supervisor at the University
 - Supervisor may also need to negotiate with upper admin.
- Some also have parallel fiscal negotiation with finance directors of health science center and larger university
 - Bring documentation of University support of UCEDD over past years

Question 2: Aside from the AIDD-required components of the MOU, what other components have you negotiated in the MOU with your university?

- Indirect costs and return on indirect
- University fiscal commitment in terms of \$ and % salary
- UCEDD faculty/staff opportunities to participate in University committees and councils
- Tenured status for Executive and Associate Director
- UCEDD alignment with University mission and current procedural existing agreements that go along with being part of the University

Question 3: What suggestions do you have for new UCEDD directors as they undertake MOU negotiations with their universities?

- Follow the AIDD guidelines, and show those to the university as non-negotiable
- Connect UCEDD work to priorities of University/division
- Discuss \$ and indirects generated from leveraged funds, and affiliated relationships and mutual benefits derived
- UCEDDs key role as conduit to community and policy
- Conflicting recommendations:
 - Encourage more contribution from the university
 - Assuming agreement is in place, don't ask for much more

Questions and Contacts



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