

## STEANS FAMILY FOUNDATION GRANT AGREEMENT

The grant to your organization from the Steans Family Foundation is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. To acknowledge this agreement, to accept the grant and to be eligible to receive the funds, *please return a signed copy of this grant agreement to Anjali Alva.*

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**Program Area:** North Chicago

**Grantee:** Lake County Health Department and Community Health Center

**Grant Number:** 19-2413

**Amount of Grant:** \$40,000

**Date Authorized:** May 13, 2019

**Grant Purpose:** Coordinated Intake – Year 1

**Grant Period: Begins:** July 1, 2019

**Ends:** June 30, 2020

### **Grant Payment Schedule**

1. Payment of \$40,000, upon return of signed agreement and the scheduling of the four meetings in Grant Condition 1.

### **CONDITIONS SPECIFIC TO THIS GRANT**

1. Lake County Health Department (LCHD) shall schedule four meetings with SFF during the grant period. The purpose of these meetings shall be to discuss the status of the Coordinated Intake work.
2. LCHD shall share with SFF certain information prior to each meeting (to the extent available). The information to be provided is listed on Attachment 1. The information will be provided at least three days prior to the scheduled meeting.
3. At each of the scheduled meetings, LCHD shall share with SFF 2-3 photographs showcasing the Coordinated Intake work, along with documentation that releases were obtained for each photograph and the parameters within which these images can be used by SFF.
4. By July 31, 2020, LCHD shall share with SFF a report that includes (i) a short, narrative reflection on the Coordinated Intake work during the grant period; and (ii) the plan, going forward, for evaluating the impact of the Coordinated Intake work on health outcomes in North Chicago and Lake County.
5. By July 31, 2020, LCHD shall share with SFF a financial statement showing actual spending by category compared to the original proposed budget. See Attachment 2.

## OTHER GRANT CONDITIONS

### I. ANNOUNCING GRANTS

Announcements of the grant award are to be made by the grantee, unless otherwise indicated by the Steans Family Foundation. Grantees are expected to review the text of any announcements and plans for publicity with the Steans Family Foundation's manager for this grant. All subsequent public announcements, news features, publications or information concerning the grant program will indicate the Steans Family Foundation's participation in the program funding. Please send a copy of any published accounts mentioning the project or the Steans Family Foundation in any reports.

### II. EXPENDING OF FUNDS

This grant is to be used *only* for the purpose described in the grant proposal and in accordance with the approved budget. The program is subject to modification only with the Steans Family Foundation's prior written approval.

A. The grantee shall return to the Steans Family Foundation any unexpended funds.

1. At the end of the grant period, or
2. If the Steans Family Foundation determines that the grantee has not performed in accordance with this agreement and approved program budget, or
3. If the grantee loses its exemption from Federal Income taxes as a state, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, made exclusively for public purposes described under section 170(c)(1) of the Internal Revenue Code.

B. No funds provided by the Steans Family Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.

C. Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purpose and activities of the approved program.

D. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records.

E. Equipment or property purchased with grant funds shall be the property of the grantee organization, so long as it is not diverted for the purposes for which the grant was made. If the purposes of the organization or the use of grant funds is changed, the equipment or property reverts to the Steans Family Foundation at its option.

F. Reports, materials, books and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the grantee organization toward the goal of obtaining the widest dissemination of such reports, materials, books and articles. The Steans Family Foundation reserves the royalty-free license to use such publications.

**III. REPORTS TO THE STEANS FAMILY FOUNDATION**

All reporting shall conform to the Grant Conditions as set forth above.

**IV. LIMIT OF COMMITMENT**

As stated in the Foundation's letter to Mr. Pfister dated May 23, 2019, while the Foundation makes no guarantee of future funding, this grant may be renewable for up to three years (totaling \$120,000), subject to annual review of progress.

**FOR THE STEANS FAMILY FOUNDATION:**

8/19/19  
Date

  
Signature of SFJ Program Officer

**FOR THE GRANTEE:**

8/2/2019  
Date

  
Signature of Officer, Director or Trustee  
Mark A. Pfister, Executive Director  
Print Name

### **Attachment 1**

#### **Information to be Provided to SFF Prior to Each Scheduled Meeting**

1. A short summary (no more 250 words) of the progress toward completing the activities identified on the Year 1 Implementation Timeline.
2. Number of families (by city) identified for screening by Coordinated Intake through the referral phone line.
3. Number of families (by city) identified for screening by Coordinated Intake through other sources.
4. Number of families (by city) screened by Coordinated Intake for home visiting services.
5. Number of referrals made to home visiting agencies.
6. Number of referrals declined by home visiting agencies.
7. Number of referrals (by agency) with communication loop closure.

**Attachment 2**  
Budget for Coordinated Intake During the Grant Period

<b>Cost Item</b>	<b>Budget</b>	<b>Actual</b>
Coordinated Intake Specialist (salary, benefits, travel)	\$73,258	
Health Equity Coordinator (salary, benefits)	\$10,836	
Program, office and evaluation expenses	\$19,816	
<b>Total</b>	<b>\$103,910</b>	