



Healthcare Foundation of Northern Lake County  
1200 University Center Drive, Grayslake, IL 60030  
847.377.0525 | hfnlc.org

November 23, 2020

Sheriff John Idleburg  
Lake County Sheriff's Office  
25 S. Martin Luther King Drive  
Waukegan, Illinois 60085

Dear Sheriff Idleburg,

We are pleased to provide formal notification that the Board of Directors of the Healthcare Foundation of Northern Lake County, meeting on Monday, November 23, 2020 approved a contingent 1:1 matching grant of \$50,000 to Lake County Sheriff's Office (the "Grantee") for Lake County Crisis/Wellness Police Drop-Off Center contingent on 1) receipt of matching funds; 2) opening a location in HFNLC's service area; and, 3) hiring of a nurse.

This grant is made in response to your proposal of August 1, 2020. Payment of the grant funds will be in accordance with the terms and conditions of this letter agreement (this "Agreement"). The Foundation encourages, whenever feasible, the deposit of grant funds in an interest-bearing account. The grant funds, and income earned thereon, may be used only for the purpose stated above. It is understood that no substantial variances to the program design will be made without the Foundation's prior approval in writing. The Grantee agrees to notify the Foundation immediately of (i) any change in the organizational leadership or key personnel (including, without limitation, directors and officers) of the Grantee, or (ii) any material change or adverse development relative to the Grantee's financial condition, operations, activities, or affairs.

Requests for an extension to the grant period should be made in writing and may be approved within the Foundation's sole discretion. It also should be understood that there is no commitment for any subsequent grant to this project. The Grantee acknowledges and agrees that the Foundation has made no actual or implied promise of future funding except in the amount and under the terms and conditions stated herein.

Foundation grant funds may not be used by your organization to carry on propaganda, or otherwise to attempt to influence any legislation, within the meaning of section 4945 of the Internal Revenue code of 1986 and the Treasury Regulations thereunder. The Grantee agrees to comply with all applicable United States' laws.

The Foundation's grant funds may not be used for any religious purpose, including proselytizing, education, or worship. The activities supported by this grant may not require participants to engage in religious activities, such as prayer, study of sacred texts, or worship, may not express a preference for or bias against participants of any or no faith tradition, and may not limit participation to only those participants who are affiliated with your organization's faith traditions.

The Foundation requires interim and final reports on activities and expenditures covered by this grant (see enclosure). An interim progress report is due May 23, 2021, six months after the grant is awarded. At the end of the grant period or after the grant funds have been expended in full, whichever is sooner, the Foundation requires a full report.

By countersigning this Agreement, the Grantee confirms (i) that it has been determined by the Internal Revenue Service to be an organization described in section 501(c)(3), 170(c)(1), or 511(a)(2)(B) of the Internal Revenue Code of 1986, (ii) that it is not a private foundation as described in section 509(a) of the Code, and (iii) these determinations have not been revoked or modified and continue in full force and effect.

By countersigning this Agreement, the Grantee also confirms that it is not a non-functionally integrated Type III supporting organization described in sections 509(a)(3) and 4942(g)(4)(A)(i) of the Code. If any of these determinations are revoked or modified, please notify the Foundation immediately. No payment hereunder shall be required to be made at any time after your organization ceases to be an organization described in section 501(c)(3), 170(c)(1), or 511(a)(2)(B) that is not a private foundation, or any time your organization is a non-functionally integrated Type III supporting organization described in sections 509(a)(3) and 4942(g)(4)(A)(i) of the Code.

The Foundation may include basic information about the grant in its public reports, on its website, or in any other publicly disseminated materials. Conversely, please see the enclosure for publicity guidelines for the Grantee.

Failure to comply with any term of this Agreement, including, but not limited to, the reporting requirements set forth herein (see enclosure), may result in termination of the grant and require the return of all grant funds to the Foundation, each within the sole discretion of the Foundation. The Foundation reserves the right to terminate this Agreement if, in its sole discretion, the Foundation determines that the Grantee has made any misrepresentations, has in any way misappropriated funds, or has failed to comply with the terms and conditions of this Agreement. The Foundation shall be entitled to a return of any misappropriated funds up to and including the full amount of the grant.

Grant payments will be sent after we receive a copy of this duly countersigned letter. We anticipate paying this grant in four installments in the months of December 2020, and March, June and September 2021. Please note that the third and fourth installments will be sent after we receive and approve the interim progress reports for this grant.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your agreement to such terms by having a copy of this letter countersigned by an appropriate officer of your organization and returned to the Foundation.

We are very pleased to participate in this project and extend best wishes for its success.

Best regards,

*Ernest Vasseur*

Ernest Vasseur  
Executive Director

*Mary J. Dominiak*

Mary Dominiak  
Board Chair

Enclosure: Grant Reporting Requirements  
Publicity Guidelines

Accepted and Agreed on behalf of the Grantee by:

Signature:

Printed Name:

Title:

*John D. Iulenburg*

*John D. Iulenburg*

*SHERIFF*

Date:

*Nov 30, 2020*



**Healthcare Foundation of Northern Lake County**

114 S. Genesee St., Suite 505, Waukegan, Illinois 60085

847.377.0525 | [hfnlc.org](http://hfnlc.org)

November 23, 2020

Dear Grantee,

The grant agreement letter you received can be returned to the Healthcare Foundation of Northern Lake County through our online grants application and management system. In order to do this, you must first sign and scan your letter. Then log on and access the application status page, click edit to the left of Grant Agreement Form and follow the instructions to upload your signed letter.

Grant agreements can also be mailed to the Foundation. If you have any questions, please contact me at [angela.baran@hfnlc.org](mailto:angela.baran@hfnlc.org).

Sincerely,

A handwritten signature in dark ink, appearing to read 'A. Baran'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Angela Baran, MS

Program Officer

Healthcare Foundation of Northern Lake County

## **Healthcare Foundation of Northern Lake County Grant Reporting Requirements**

The Healthcare Foundation of Northern Lake County requires interim progress reports and final reports on all of its grants. Interim progress reports are due six months after a grant is awarded to your organization and must be received and approved by the Foundation before the future payments are made on a grant award. The final reports must be received and approved by the Foundation before any subsequent proposals will be reviewed. Both interim and final reports are submitted through the online grants management system accessible through the Foundation's website. All reports include narrative and financial reports and updates to the outcomes and indicators included in your application.

### **Narrative Report**

The online grants application system provides designated space to enter your narrative report. Narrative reports should describe specifically the progress made toward reaching the goals of the project. General activity reports or summaries contained in annual reports do not fulfill this requirement. Narrative reports should include, but not be limited to, a description of the project, how staff was involved in carrying out the project activities, and the impact it had on project participants. Any changes in the project's implementation as described in the original proposal should be fully discussed, offering insight as to why and how the project was adapted.

### **Outcomes and Indicators**

The online grants application system provides designated space for updates to the outcomes and indicators submitted with your original proposal. Please provide data that demonstrates the results to date for all of the questions.

### **Financial Reports**

The online grants application system provides space to upload a financial report. Financial reports should follow a standard, three-column format. The first column should outline the project budget as it was presented with the proposal. It should contain specific line items for relevant expenses.

The second column should outline the actual project expenditures and should maintain the same format and line item breakdowns as original budget. Together, these columns provide a point of comparison between estimated and actual costs, as well as a context for project activities as described in the narrative reports.

The third column should provide details on how the Healthcare Foundation of Northern Lake County's grant was allocated. Line item breakdowns should be provided. The chart below offers an example of this format. Financial reports should include, when necessary, a fourth column describing how and when the remaining funds will be

## **Healthcare Foundation of Northern Lake County Publicity Guidelines**

Healthcare Foundation of Northern Lake County is committed to improving access to health services for underserved northern Lake County, Illinois, residents.

To increase public understanding of both the issues that prevent access to healthcare and the ways that we can work together to resolve these issues, we encourage our grantees to publicize their work. Public communication strengthens and improves our community; it may also help build additional support for your program and others like it.

### **Referring to the foundation**

We ask that you recognize the foundation's financial support of sponsored programs, as appropriate, in your media relations and general communications work.

1. Please consider issuing a press release about the work our grant will support. The grant is an excellent opportunity to use media relations to tell the public about the work that you are doing in the community.
2. Please include news of the grant in any communications to internal or external audiences, such as newsletters, brochures, annual reports, board minutes, websites, and social media.
3. Please link to the foundation through social media networks such as Facebook.
4. You may include the foundation's logo on brochures, digital media, signs, or plaques that recognize funders at events or on facilities. Please contact us for a copy of the logo.
5. When recognizing the foundation's financial support, whether in promotional or marketing materials or in press releases, reports, or journal articles, please observe the following guidelines:
  - Use the full name of the foundation, i.e. "Healthcare Foundation of Northern Lake County," on first reference.
  - Allow the foundation to review, prior to submission for publication, any copy about the foundation and its work.
  - Forward a copy of your communications and any resulting media coverage to the foundation.

Thank you!

expended. The sample financial report below uses an example of this optional fourth column.

### Sample Financial Report

Agency X				
Project Name—Budget & Financial Report				
Date				
<u>Expense Description</u>	<u>Estimated Project Budget</u>	<u>Actual Project Expenditures</u>	<u>Foundation Grant Expended</u>	<u>Remaining Grant to be expended by xx/xx/xx</u>
Salaries	\$35,000	\$35,000	\$10,000	\$5,000
Transportation	7,500	8,100	4,000	0
<u>Supplies</u>	<u>1,500</u>	<u>1,375</u>	<u>1,000</u>	<u>0</u>
Total:	\$44,000	\$44,475	\$15,000	\$5,000

### **Reporting Deadlines and Renewed Requests**

Interim progress report for grants awarded on November 23, 2020 are due May 23, 2021: six months after a grant is awarded to your organization. Final report must be received and approved by the Foundation before any subsequent proposals will be reviewed. For organizations submitting proposals to be reviewed one year from their last grant, the final report is due September 23, 2021 and will cover a ten-month period (November 23, 2020 – September 23, 2021) rather than a full twelve months in order to meet the proposal and materials deadline. In such cases, the narrative report should discuss all activities that have occurred in the grant period to date, with a description of the projected activities for the remaining months covered by the grant.

Inquiries should be directed to:

Ms Angela Baran, M.S.  
 Program Officer  
 Healthcare Foundation of Northern Lake County  
 1200 University Center Drive  
 Grayslake, IL 60030  
 Email: [angela.baran@hfnlc.org](mailto:angela.baran@hfnlc.org)  
 Office: 847-377-0525, Ext. 26

November 23, 2020

The Healthcare Foundation of Northern Lake County has transitioned disbursements made by paper checks to electronic payments in order to streamline and expedite payments.

Please complete the attached Automatic Clearing House (ACH) Authorization Form and return it to us by December 11, 2020. You may scan and email it to Meredith Polirer, Office Administrator, at [meredith.polirer@hfnlc.org](mailto:meredith.polirer@hfnlc.org), or mail it to:

Meredith Polirer, Office Administrator  
Healthcare Foundation of Northern Lake County  
1200 University Center Drive  
Grayslake, IL 60030

We encourage you to participate. ACH payments provide both the sender and receiver the advantages of improved controls, reduce chances for check fraud and lost checks, improves cash management, and reduces bank charges.

When a payment is made via ACH, you will receive remittance information at the email address you provide on the ACH Form, including the details of the payment at the time payments are made to your account. Payment funds will be available in your designated bank account on the date listed on your email remittance. To ensure delivery of remittance emails from the Healthcare Foundation of Northern Lake County, be sure to add [meredith.polirer@hfnlc.org](mailto:meredith.polirer@hfnlc.org) to your email's "safe" list.

If you choose not to receive our payments via ACH, you would receive payments by paper checks. ***If you have already filled one of these forms out and your bank information has not changed, you do not need to send a new form back.***

Please contact me if you have any questions.

Thank you,



Meredith Polirer  
Office Administrator  
Healthcare Foundation of Northern Lake County