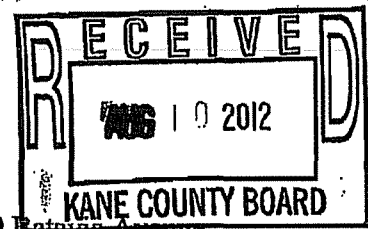
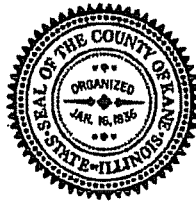


County of Kane  
Office of County Board  
Kane County Government Center



Karen McConnaughay  
Chairman  
630-232-5930



719 Batavia Avenue  
Geneva, Illinois 60134  
Fax 630-232-9188

**DOCUMENT VET SHEET**

for

~~Karen McConnaughay~~ Barbara Jeffers  
~~Chairman, Kane County Board~~ Interim Executive Director

Name of Document: 2040 Plan Implementation Grants: Creating Healthier  
Communities Grant Agreement - Terms and Conditions

Submitted by: Theresa Heaton, Director-Division of Health Promotion

Date Submitted: August 9, 2012

Examined by: Joseph Lyles  
(Print name)

[Signature]  
(Signature)

8-28-12  
(Date)

Post on Web: Yes  No  Atty. Initials VR

Comments:  
This is a template we plan to use to contract with awardees of a Creating Healthier  
Communities mini-grant. (Applications for these mini-grants were disseminated widely  
in the county. The contract template is based on the current Riverboat Grantee boiler  
plate template. Since the max award for a mini-grant is \$5,00.00, the Interim Director of  
the Kane County health Department is the signatory.

Chairman signed: Yes  No  \_\_\_\_\_  
(Date)

Document returned to: Barbara Jeffers for signature via Bev Lopez KCHD, Ste. 26

## 2040 Plan Implementation Grants: Creating Healthier Communities Grant Agreement – Terms and Conditions

Grantee:  Grant Number:  Grant Amount:

Project Description

Project Completion Date:  Final Report Due Date:

Creating Healthier Communities Grants are subject to the following terms and conditions:

- 1) The grant is to be used exclusively for the purposes specified in this agreement and in the grant application.
- 2) No part of this grant maybe used for purposes other than the implementation one or more of the Kane County 2040 Plan's six high priority health, land use and transportation policy recommendations as specified in the grant application packet.
- 3) No part of this grant may be used for a project/program outside of Kane County.
- 4) Funds will be disbursed to grantee via electronic funds transfer upon receipt by Kane County of paid invoices. Funds will only be disbursed to Grantee named above, and Grantee must enroll in the Kane County Department of Finance ACH Payment Program and execute the Vendor Agreement (ACH Credits).
- 5) No part of this grant may be used to attempt to influence legislation, to influence the outcome of any specific public election, or to carry out, directly or indirectly, any voter registration drive or other political activity.
- 6) No part of this grant may be used for personal expenses.
- 7) No part of this grant may be used for a grant to another organization.
- 8) Modifications to the project may be made only upon written request by Grantee to Kane County, and Kane County must agree in writing to any modifications. No funds will be paid, advanced, or reimbursed unless this provision is met.
- 9) All projects must be completed by December 31, 2012. No funds will be paid, advanced, or reimbursed unless this provision is met. Kane County further reserves the right to review and terminate the grant if no substantial progress has been made in implementing the grant project or program or if the required report is not submitted in a timely fashion.
- 10) Final report must be submitted before final reimbursement of funds. All reports shall be signed by the head of any government agency or the chief executive or chief operating officer of any not-for-profit organization.

- 11) Final report will include:
  - a. Narrative (2 pages) description of the Grant Project, highlighting individual stories.
  - b. Data generated through funding.
  - c. Pictures of the events and participants. Signed photography waivers from participants will be included. (See Attached)
  - d. Budget with line item expenditures detailed.
- 12) Participation in program evaluation activities of the APHA Power of Policy: Innovation to Improve Health grant conducted by Kane County and/or Northern Illinois University.
- 13) By signing this agreement, Grantee, if applicable, confirms that it is currently a 501(c)(3) organization as determined by the Internal Revenue Service and that said determination has not been revoked or modified, and that, if applicable, Grantee has filed all applicable federal, State, and local tax documents. Grantee further confirms that all corporate annual reports and other federal, state, and local reporting requirements have been filed. If, for any reason, there is any change to any status of the organization as a result of any Internal Revenue Service determination or any other change to the status of the corporation or if the organization is delinquent in the payment of any federal, state, or local taxes or obligations, Grantee must notify Kane County within thirty (30) days of such change or delinquency. No funds shall be paid, advanced, or reimbursed to any organization until Kane County receives proof that said change or delinquency has been rectified. Kane County reserves the right to review and terminate the grant if such requirement has not been met in a reasonable time.
- 14) Grantee agrees to maintain specific records for this grant on Grantee's books of account showing any expenditures and deposits made in furtherance of the purposes of this grant and hereby agrees to make said records readily available to Kane County upon request. Said records shall be maintained for a minimum of seven (7) years.
- 15) Grantee understands and agrees that Kane County intends to monitor and evaluate the activities funded by this grant, and that Kane County may discontinue, modify, or withhold part or all of the grant funds when, in its judgment, such action is necessary to comply with any laws or regulations.
- 16) Breach of the terms of this agreement shall entitle Kane County to repayment of all prior funds paid to Grantee under this agreement including reasonable attorney's fees and costs of collection.
- 17) Disbursement of funds shall be in accordance to individual grant requirements and may be disbursed based upon the needs of the project. Ongoing and periodic reimbursements are subject to compliance with all documentation and reporting requirements. Additional terms and conditions may be added from time to time as specified by the County.
- 18) Kane County may prescribe specific forms and agreements incorporating these terms and conditions and any additional terms and conditions including disbursements and reporting requirements.
- 19) Acceptance of this agreement is conditional upon receipt by the County of a resolution of any governing authority of the recipient stating that the person whose signature appears on the grant application is authorized to make such application, provide required reports, and receive reimbursements under this grant.
- 20) Acceptance of this agreement is also conditional upon receipt by the County of a project budget indicating proof of matching funds for this specific project as well as a list of project budgeted expenditures.

21) Documentation submitted to Kane County under this Agreement shall be sent to: Kane County Planning Cooperative, 719 S. Batavia Avenue, Geneva, IL 60134.

Signed on behalf of Kane County:

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Barbara Jeffers, MPH

Interim Executive Director, Kane County Health Department

Signed on behalf of Grantee:

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Print Name:

Title:

Date of Agreement:

