

County of Kane
Office of County Board
Kane County Government Center

Karen McConnaughay
Chairman
630-232-5930



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DOCUMENT VET SHEET
for
Karen McConnaughay
Chairman, Kane County Board

Name of Document: PHP Grant Agreement
Contract #: 37180043A

Submitted by: Barbara Jeffers x 43021 and Chris Hoff x 43349

Date Submitted: 10 September 2012

Examined by: Joseph Lylves
(Print name)

[Signature]
(Signature)

9-12-12
(Date)

Post on Web: Yes No Atty. Initials JR

Comments:
Term: August 1, 2012 through June 30, 2013. Amount to to exceed a maximum of \$305,639.00

The Public Health Emergency Preparedness grant supports Kane County Health Department's maintenance and improvement of public health emergency response activities.

Chairman signed: Yes No SEPTEMBER 13, 2012
(Date)

Document returned to: Bev Lopez, 1240 N. Highland, Ste. 26, Aurora

↓
PRIORITY
Push!
Per Bev
Lopez
Needed
by
9/20/2012

(4 pages)
Chairman
Signed

Fiscal Year 2013

IL Contract # 37180043A
Appropriation 063-48270-1900-0200
CFDA # 93.069
Federal Grant # 1U90TP000520-01

STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH

PHP Grant Agreement

The Illinois Department of Public Health or its successor, hereinafter referred to as the "Department", and, Kane County Health Department, 1240 N. Highland Avenue, Suite 26, Aurora, IL 60506, hereinafter referred to as the "Grantee", hereby agree as follows:

1. Authority:

- 1.1 The Department is authorized to make this grant with funds from CDC grant # 1U90TP000520-01 pursuant to authority granted by *Sec 391(A) 317(K) of PHS 42 U.S.C. Sec 241A 247B.*
- 1.2 The sole purpose of this grant is to fund the Grantee's performance of the services described herein during the term of this grant. The Grantee represents and warrants that the grant application submitted by the Grantee is in all material aspects true and accurate; that it is authorized to undertake the obligations set forth in this Agreement and that it has obtained or will obtain all permits, licenses or other governmental approvals that may be necessary to perform the grant services.

2. Services:

- 2.1 The Grantee will provide the following services and agrees to act in compliance with all state and federal statutes and administrative rules applicable to the provision of services pursuant to this grant agreement. The grant application submitted by Grantee related to this grant agreement and on file with the Department is hereby incorporated and made a part of this agreement.
 - 2.1.1 **Goal** - Grantees shall prioritize and determine the resource elements, tasks, and functions of the 15 applicable PHEP Capabilities National Standards that it plans to build over the remaining years of the five-year project period as described below. The Grantee is expected to sustain those applicable resource elements, tasks, and functions that it has acquired prior to this grant.
 - 2.1.2 **Hazard Vulnerability Jurisdictional Risk Assessment** – The Grantee will conduct, update or participate in a hazard vulnerability risk assessment (HVA) for the Grantee's jurisdiction. The Grantee may utilize a current hazard vulnerability risk assessment that has already been completed if it is applicable to determining the grantee's needed PHEP capabilities and approved by the ERC. The HVA shall be submitted to the Department's ERC for review and approval **by December 31, 2012.**
 - 2.1.3 **Capability Assessment** – The Grantee will conduct an annual self-assessment of the status of its PHEP Capabilities and resource elements. The Grantee will utilize the Capabilities Plan Template provided by the Department to conduct the Capability Assessment. The Capability Assessment is due to the IDPH ERC for review and approval each year **by December 31.**
 - 2.1.4 **Project Period Plan - Logic Model** – Local Health Department (LHD) Grantees are to plan, sustain, build, and document the ability to conduct public health preparedness based on the Centers for Disease Control and Prevention (CDC) Public Health Preparedness (PHP) Capabilities: National Standards for

State and Local Planning (here forward named *PHP Capabilities National Standards*) over the five-year project period from July 1, 2012- June 30, 2016. Based on the Jurisdictional Risk Assessment and Capability Assessment, the Grantee will write, and annually update, a Project Period Plan – Logic Model to outline its proposed strategy to sustain or build specific resource elements and functions making up the PHEP Capabilities over the five-year project period using a Department-supplied format.

- 2.1.4.1 The Grantee will identify and use appropriate planning group(s), community sectors, and relevant partners (e.g. Local Emergency Planning Committee (LEPC), ESF#8 Workgroup, IPLAN, healthcare coalitions, or new partnerships, representing all relevant sector partners, businesses, community leadership, cultural and faith-based groups, education/childcare, emergency management, health care, hospitals, Emergency Medical Services (EMS) providers, sheltering groups (e.g. American Red Cross), media, behavioral health, social services, senior services, and disability service or advocacy agencies) to plan, implement, and assess local public health preparedness activities as described above.
 - 2.1.4.2 The Grantee will plan to build the resource elements and functions of capabilities based on its annual capability assessment and Hazard Vulnerability Assessment. Grantees shall give priority to work on sustaining IDPH-required deliverables. While the grantee is expected to give priority to Tier I capabilities (first priority then recommended resource elements); then Tier II capabilities (first priority then recommended resource elements) - the Grantee may prioritize differently based on the Grantee's risk assessment, capability assessment, and other local needs, subject to approval of the Department's ERC.
 - 2.1.4.3 The Project Period Plan – Logic Model shall be created and/or updated and submitted to the IDPH ERC for review and approval **by May 17, 2013**.
- 2.1.5 **Annual Workplan** –The Grantee will provide to their IDPH Emergency Response Coordinator (ERC) for review and approval a draft PHEP grant application workplan and estimated budget by **May 17, 2013** that cover proposed Grantee activities and expenses for the following project year. The annual workplan shall be a quarterly breakdown and explanation of the activities that will be conducted to develop the resource elements and functions need to perform the tasks of the CDC PHEP capabilities found in the Grantee's Project Period Plan – Logic Model. The annual workplan will contain quarterly benchmarks or completion dates to measure progress on each activity toward its long term goal. The ERC-approved Annual Workplan shall be used as "Section 7 – Scope of Work" of its application for PHEP grant funds. The grantee will also include an estimated budget including all the estimated % time of each on this grant's activities.
- 2.1.6 **Quarterly Progress Reports** – The Grantee will provide a quarterly update report on the status of their Annual Workplan activities and benchmarks, and other Department-required performance in the format requested by the Department by the end of the month following each quarter. The Department may withhold or suspend the distribution of Grant Funds until said reports are filed and approved by the Department. The due dates will be:

Quarter	Performance Period	Report Due Date
1	August 1, 2012 – October 31, 2012	November 30, 2012
2	November 1, 2012 – January 31, 2013	February 28, 2013
3	February 1, 2013 – April 30, 2013	May 31, 2013
4	May 1, 2013 – June 30, 2013 (short quarter)	July 31, 2013

- 2.1.7 **Fatality Management** - The Grantee will be able to demonstrate – with Department required performance metrics, work conducted to build this capability. As soon as possible, but no later than **May 31, 2013** (Quarter 3 report), in a format requested by the Department, the grantee will provide the Department meeting minutes, MOUs and/or plans, etc., in a format requested by the Department, describing activities working toward, or demonstrating that the Grantee has completed, defining its local fatality management roles and responsibilities (if any) in relation to those of key local partners (e.g.,

emergency management, coroners/medical examiners, healthcare organizations, and funeral directors).

- 2.1.8 **Community Preparedness** – The Grantee will be able to demonstrate – with Department required performance metrics and other approved grantee annual workplan benchmarks - its substantial progress from last year on building or sustaining this capability using existing jurisdictional planning activities (e.g. Local Emergency Planning Committee (LEPC), ESF-8 Workgroup, IPLAN, healthcare coalitions, or new partnerships, representing all relevant sector partners, businesses, community leadership, cultural and faith-based groups, education/childcare, emergency management, health care, hospitals, Emergency Medical Services (EMS) providers, sheltering groups (e.g. American Red Cross), media, behavioral health, social services, senior services, and disability service or advocacy agencies) as part of this requirement to prevent duplication of planning efforts and ensure PHEP planning becomes a routine practice. In a format and frequency requested by the Department, the Grantee will report information on the number of key organizations and community sectors in which the grantee identified key organizations to participate in public health, medical, and/or mental/behavior health-related emergency preparedness and recovery efforts – and engaged in using HVA data to determine local hazards and risks; and the number of key organizations
- 2.1.9 **Volunteer Management** – As soon as possible, but no later than **May 31, 2013** (Quarter 3 report), in a format requested by the Department, the grantee will provide the Department ERC for review and approval, its written plans, processes and procedures to manage volunteers supporting a public health or medical incident. Based on this plan, the Grantee will be able to demonstrate – with Department required performance metrics and other approved grantee annual workplan benchmarks - its progress on building or sustaining this capability; and have the ability for staff to adequately use the Illinois HELPS or other Department-designated volunteer registration and/or credentialing system. In its quarterly reports, in the format requested by the Department, the Grantee will report the number of volunteers registered (in Illinois HELPS or other system).
- 2.1.10 **Medical Countermeasure Dispensing and Medical Materiel Management and Distribution** – The Grantee will cooperate with the Department to comply with CDC medical countermeasure distribution and dispensing standards. Grantees without a CRI grant from the Department will only participate in the SNS Assessment - conducted and scored by the Department - once every two years. In the year that an LTAR is not completed, only the "Baseline Data" needs to be updated. The current version of the SNS Local Technical Assistance Tool (LTAR) provided by the Department will be utilized for the SNS Assessment.
- 2.1.11 **Public Health Surveillance and Epidemiological Investigation** – The Grantee will maintain its capability to respond appropriately and in a timely manner to potential disease outbreaks through collaboration and cooperation with the Department's Office of Health Protection. Grantees will submit final reports within 30 days of concluding outbreak investigations. After action reports for outbreaks will be written when requested and sent to the Department.
- 2.1.12 **Information Sharing/Emergency Operations Coordination**
- 2.1.12.1 **I-NEDSS** – The Grantee will maintain access and staff abilities to use I-NEDSS. The Grantee will utilize the I-NEDSS application for disease reporting and surveillance by entering Class 1(a) and Class 1(b) diseases within 3 and 24 hours, respectively and Class II diseases within 2 days of receipt of report; ensure that 100% of hospitals with bed sizes of 100 or more utilize I-NEDSS Provider Reporting; and share aggregate epidemiological and/or clinical data with relevant healthcare organizations.
- 2.1.12.2 **Comprehensive Emergency Management Program (CEMP)** – The Grantee will maintain an "instance" of IDPH's CEMP - and appropriate staff member's ability to use CEMP - by

participating in IDPH-sponsored CEMP training. By **December 31, 2012**, the Grantee will use CEMP for the development, maintenance, and sharing of the Grantee's SNS Strategic National Stockpile (SNS) Plan, emergency contact information, and their Multiyear Training and Exercise Plan. The Department also encourages the Grantee to utilize CEMP to the fullest extent possible for other plan development and sharing and may request other uses of CEMP that may become mandatory in future budget periods.

- 2.1.12.3 **IDPH Web Portal** – The Grantee will maintain access and staff abilities to use the IDPH SharePoint web portal (www.idphnet.illinois.gov) for important grant documents and other Department information and services.
- 2.1.12.4 **IDPH SIREN** – The Grantee will maintain access and staff abilities to use the State of Illinois Rapid Electronic Notification (SIREN) system (www.siren.illinois.gov) to receive emergency alerts from the Department or other SIREN partners. The Grantee will also assure that its key staff maintains their current contact information in the Department's SIREN system.
- 2.1.12.5 **IMAT** – The Grantee will maintain access to, and appropriate staff member's ability to use, CDC's Inventory Management and Tracking System (IMAT) and participate in appropriate level CDC or IDPH-sponsored IMAT training when available.
- 2.1.12.6 **Redundant Communication Systems** - The Grantee will have communications equipment that includes at least a primary and a backup system, which will allow interoperable and operable communications with IDPH, local healthcare partners, its jurisdiction's emergency operations center and other local and state partners. This shall include: 1) telephone and high-speed internet access; 2) the possession, maintenance, staff ability to use, and exercise radio equipment with a valid emergency and exercise use subscription to access the State of Illinois Starcom21 network without utility power; and 2) any one or more of the following: fax, dedicated telephone line, cellular telephones with chargers, television, high frequency (HAM) radios, Emergency Management Network (EMnet), or satellite communication.
 - 2.1.12.6.1 The Grantee will provide to the Department updated Primary, Secondary, and Tertiary 24/7 after-hours emergency contact information for key Grantee staff on a quarterly basis and/or as necessary using CEMP.
 - 2.1.12.6.2 The Grantee shall publish and maintain 24-hour emergency contact information, on appropriate web sites and elsewhere, where the general public, hospitals or other partners can contact and promptly reach a staff person to report a suspect or actual public health incident or event in accordance with 77 IAC 615.340 (b).
- 2.1.12.7 **Stakeholders** – The Grantee will identify inter- and intra-jurisdictional public health, medical, law enforcement, and stakeholders from other public and private disciplines and maintain up-to-date contact information for them. The Grantee will participate in regular multijurisdictional, multidisciplinary, local, regional, and state emergency preparedness planning groups (e.g. ESF-8), meetings, conferences, and other information sharing methods with appropriate jurisdictional private and public partners to provide a common operating picture and meet other PHEP Capabilities National Standards. The Grantee will cooperate with the Department in collecting information and reporting, in a format required by the Department, the number of partners that are able to report requested essential elements of information to the Grantee.
- 2.1.13 **Training Plan** – The Grantee will annually determine its staff and registered volunteers' public health emergency preparedness training needs, including the ability for appropriate staff to adequately use SIREN (receive and send alerts), Starcom21 radios, CEMP, the IDPH Web Portal, Illinois HELPS (or other Department-designated volunteer registration and/or credentialing system), and INEDSS, based on current Department guidance, and update and provide a training plan – as part of a multiyear training

and exercise plan - to their ERC for approval on CEMP by **December 31, 2012**. The Grantee will address their staff and volunteer training needs according to this plan. The Grantee will document completion of all staff trainings in the IDPH LMS training record system, or a similar system; and report in quarterly progress reports the status of meeting its training plan.

- 2.1.14 **Exercise Plan** – The Grantee will annually update a jurisdictional exercise plan – that is part of a multiyear training and exercise plan - and submit it their ERC for approval on CEMP by **December 31, 2012**. The Grantee will comply with the Department's HSEEP Training, Exercise, and Evaluation process and procedures. The Grantee is encouraged to take advantage of and coordinate all internal and external exercise opportunities to meet exercise requirements as economically as possible. The Grantee, with relevant partners, will write an After-Action Report/Improvement Plan (AAR/IP) for events or exercises in HSEEP-compliance, or a modified format, as specified by the Department, and use them to implement corrections to public health responses and update their emergency plans. All AAR/IPs connected to the grant deliverables, approved-exercises, real events, or other demonstration of capabilities will be submitted to the Grantee's ERC as soon as possible following the event (Goal is 60 days), but no later than 30 days following the termination of this grant.
- 2.1.15 **Annual Exercise** - The Grantee will conduct an annual exercise to test specific PHEP Capabilities.
 - 2.1.15.1 The capabilities, tasks and functions tested during the annual exercise will be determined by previous Grantee's AAR/IPs and current Department Exercise guidance.
 - 2.1.15.2 One of the annual exercises prior to **June, 30, 2017**, will exercise the all-hazards medical countermeasure dispensing and determine throughput, information sharing, and volunteer management.
 - 2.1.15.3 The level of the annual exercise will be determined by each Grantee's status of previous exercise levels and Department guidance that shows the Grantee's progression (according to HSEEP) towards a full-scale exercise.
 - 2.1.15.4 The Grantee may also demonstrate certain capabilities, functions and tasks utilizing other public health response events as determined by the Department Guidance and local AAR/IPs.
 - 2.1.15.5 The Grantee will participate in up to one local, regional, or statewide healthcare exercise if requested.
- 2.1.16 **Drills** – By **June 30, 2013**, The Grantee will conduct four quarterly staff alert notification drills - one of them outside of normal business hours. In addition, the Grantee will conduct one Illinois Public Health Mutual Aid System (IPHMAS) drill. The Grantee will document plans to maintain records of the drills (either stand-alone or as part of an annual exercise), and report Staff Notification and Assembly Time Performance Measure data to the Department ERC on the appropriate CDC Drill Data Collection Sheets or other format designated by the Department. Grantee will maintain documentation of participation in; and the use of, its Illinois Public Health Mutual Aid System (IPHMAS) agreement.
- 2.1.17 The Grantee will respond to CDC or Department-initiated, or other locally initiated regional notification/communication drills, including those conducted through telephone, SIREN, Starcom21, or other methods.
- 2.2 The Grantee will not use the services of a subcontractor or subgrantee to fulfill any obligations under this agreement without the prior written consent of the Department. All subgrantees shall have an application, including a budget and project deliverables, on file with the grantee and the Department prior to the issuance of any written consent. The Department reserves the right to review all subcontracts and subgrants.
- 2.3 In connection with the services described in Section 2.1 above, the Department will:
 - 2.3.1 Conduct site visit(s) to the grantee for technical assistance and grant compliance monitoring;

- 2.3.2 Conduct periodic communication exercise with SIREN or Starcom21 with local health departments;
- 2.3.3 The Department will provide specific guidance and formats for local health department exercises, training and performance measure and other types of reporting as described in this grant in a timely fashion.
- 2.3.4 The Department will provide technical support for its information technology systems required in this grant in a timely fashion.
- 2.3.5 Provide guidance to clarify these grant terms, or adapt to unforeseen emergencies and events;
- 2.3.6 Compensate Grantee as described in Section 4.3 of this grant agreement.

3. Term:

The period of this grant agreement is **August 1, 2012** through **June 30, 2013**; however, it may be terminated at any time during this period by either party upon written notice to the other party thirty (30) calendar days prior to the actual termination date. Upon termination, the Grantee shall be paid for work satisfactorily completed prior to the date of termination.

4. Compensation:

- 4.1 The grant funds shall be in amount not to exceed a maximum amount of \$ 305,639, except;
 - 4.1.1 The Department may amend this agreement no later than **December 31, 2012** to reduce the grantee's maximum funding based on the lack of previous performance. Grantee funding reduction is based on the Grantee's successful completion of last year's grant deliverables. Funding may be reduced by 1.5% of this year's maximum amount for each of last year's deliverables not completed. The Grantee's maximum funding reduction this year due to last year's performance will not exceed 10% of the maximum grant amount. Any funding cuts will be reallocated to other local health department PHP or CRI Grantees.
 - 4.1.2 The Department will review the Grantee's second quarterly report for this year to determine if the Grantee may be in jeopardy of reduced funding for next year due to its lack of progress on these grant deliverables. The Department will then provide the Grantee written technical assistance and guidance as needed to prevent this funding loss. After the Department's review of the Grantee's fourth quarter progress report and/or site visits, it is determined that the Grantee's funding will be reduced, a written report will be sent to the Grantee from the Department with a notice of a maximum funding adjustment for the following grant year. Funding may be reduced by 1.5% of next year's maximum amount for each deliverable not accomplished. The Grantee's maximum funding reduction next year due to this year's performance will not exceed 10% of next year's maximum grant amount. Any funding cuts will be reallocated to other local health department PHP or CRI Grantees.
- 4.2 This grant is federally funded.
- 4.3 Subject to 4.1 above, the Department will compensate the Grantee on the following basis:

Reimbursement

Payments to the Grantee are subject to the Grantee's submission and certification of eligible costs and any documentation as required by the Department. Payment shall be initiated upon the Department's approval of eligible costs and cash amount requested for reimbursement of those costs.

- 4.3.1 The Grantee is required to complete and submit a Reimbursement Certification for each month of the grant period regardless of whether or not expenditures are being claimed, using the Reimbursement

Certification Form provided by the Department. Reimbursement Certification Forms are to be submitted to the Department by the 15th of every month for the prior month's expenditures.

- 4.3.2 The Grantee shall document actual expenditures incurred for the purchase of goods and services necessary for conducting program activities. Expenditures shall be itemized on the Reimbursement Certification Form in such a manner as to establish an audit trail for future verification of appropriate use of grant funds. The Grantee will maintain documentation or tangible evidence on file to document expenditures and the activities conducted and related PHP capabilities developed. While this grant requires extensive integration with existing public health activities, the Grantee must only budget and request reimbursement for necessary, reasonable, and properly allocated activities and resources to augment current activities to address PHP Capabilities National Standards. IDPH will only approve budget items and reimbursement requests that sustain, integrate, and/or build PHP capabilities and resources and relationships to meet the PHP Capabilities National Standards in accordance with this agreement, that are not already being funded from other non-PHP sources to avoid violating the PHP federal funding restrictions and regulations. Allowable costs for reimbursement must comply with the requirements of 45 CFR 92 and 45 CFR 225 (OMB Circular A-87) and IDPH Office of Preparedness and Response guidance.
- 4.3.3 The Grantee shall submit a Budget Revision Form, provided by the Department, with any modifications to the approved Budget to be approved by the Department prior to the Grantee incurring the expense. Final Budget Revisions to the current Grant year must be submitted to the Department by **May 15, 2013**.
- 4.3.4 The Department will only reimburse for those services included in the Illinois Department of Public Health, Office of Preparedness and Response, Allowable Costs for Reimbursement.
- 4.3.5 The Grantee is required to provide a matching amount of 10% of the total grant. The Grantee shall document on the Reimbursement Certification form, the amount of matching funds or in-kind services conducted on grant deliverables or other public health emergency preparedness activities. The match must be from non-federal funds provided directly or through donations and may be cash or in-kind, fairly evaluated, including equipment, services performed, or administrative expenses to meet the requirements of the grant deliverables. Matching resources must comply with 45 CFR 92.24 and 2 CFR 225 (OMB Circular A-87).
- 4.3.6 The Grantee shall submit the Reimbursement Certification Form to the following address:

Illinois Department of Public Health
Office of Preparedness and response
422 South 5th Street
Springfield, IL 62701
Attention: Deborah Usherwood, CDC Fiscal Grants Manager

- 4.3.7. Reimbursement forms for final expenses incurred before **June 30, 2013** must be received by the Department no later than **July 31, 2013**.

- 4.4 The Grantee will provide its services in accordance with the budget submitted in the grant application and which is on file with the Department.
- 4.5 Grantee, through its agents, employees and contractors, will provide all equipment, supplies, services and other items of support which are necessary for the effective performance of the services, unless the agreement specifically set forth items of support to be provided by the Department.
- 4.6 Grantee and any subgrantees shall not, in accordance with P.A. 096-1456, expend any grant funds paid from the State of Illinois General Revenue Funds for the following promotional items: calendars, pens, buttons, pins, magnets, and any other similar promotional items. Promotional items also include but are not limited to: gift cards, posters, and stationery.

4.7 **Expenditure of Grant Funds; Right to Refund**

Payment of the grant amount specified in Section 4.1 shall be made to the Grantee as specified herein. Grant funds provided under this Agreement must be expended only to perform the tasks set forth in Section 2.1 of this agreement and the grant application on file with the Department. In addition to reasons set forth in other sections of this agreement, the Department will require a refund from Grantee if (i) the total grant expenditures are less than the amount vouchered to the Grantee from the Department pursuant to this agreement; or (ii) Grant funds have not been expended or legally obligated by a binding contractual obligation within the grant term. If the Department requires a refund under either of the above circumstances, the Grant funds must be returned to the Department within forty-five (45) days of the end of the grant term or the otherwise effective grant agreement termination date.

4.8 **Grants Fund Recovery Act (30 ILCS 705/1, et seq.)**

This Agreement is subject to all applicable provisions of the Illinois Grant Funds Recovery Act, including the requirement that any Grant Funds not expended or legally obligated at the expiration or termination of the Grant term must be returned to the Department within forty-five (45) days following said expiration or termination. Any interest earned on Grant Funds that is not expended or legally obligated during the Grant term must also be returned to the Department within forty-five (45) days following the expiration or termination of this Agreement. Grantee's failure to comply with any reporting requirements of the Department may result in the termination of this agreement or suspension of payments under this agreement.

5. **Notices:**

Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals at the following respective addresses or to such other address as either party may from time to time designate by notice to the other party. Each such notice shall be deemed to have been provided at the time it was actually received. By giving notice, either Party may change the contact information.

to the Department: Illinois Department of Public Health
Office of Preparedness and Response
422 South 5th Street
Springfield, IL 62701
Attention: Winfred Rawls,

to the Grantee: Barbara Jeffers, Interim Executive Director
Kane County Health Department
1240 N. Highland Ave., Suite 26
Aurora, IL 60506

6. **Public Information Requirements:**

For the duration of the Agreement, the Grantee will prominently acknowledge the participation of the Department in the Project in all press releases, publications and promotional materials presented to the media or otherwise dissemination published concerning the Project. The Grantee must provide the Department with copies of any proposed press releases, publications and promotional materials not less than fifteen (15) days before these materials are disseminated. Grantee will submit copies of any press releases, publications and promotional materials to the Department's Project Manager. The Grantee shall not publish, disseminate or otherwise release any promotional materials without the express written approval by the Department.

The Grantee will provide adequate advance notice pursuant to Section 5 of promotional events such as open houses, dedications, or other planned publicity events; and will also coordinate in the planning of said events. Any materials or

displays to be distributed in connection with the promotional event must be submitted to the Department in advance of publication or dissemination and must prominently acknowledge the Department's participation in the event.

7. Grant Fund Control Requirements:

7.1 Audits

- A. Standard Audit: If the Grantee is required to have a Standard Audit, the Grantee shall provide the Department with a copy of such audit reports, the management letter, and the SAS 114 letter within thirty (30) days of the Grantee's receipt of such audit report, but in no event later than nine (9) months following the end of the period for which the audit was performed. The Audit Report is required to be provided to IDPH any year an audit is performed over the life of the grant.
- B. Federal Requirements: If the Grantee is required to have an audit performed pursuant to the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") and by the Office of Management and Budget Circular A-133 ("OMB Circular A-133"), the Grantee shall provide the Department with a copy of the audit report, the data collection form, the management letter, and the SAS 114 letter, as provided for in the Single Audit Act and OMB Circular A-133, to the Department within thirty (30) days of the Grantee's receipt of such audit report, but in no event later than nine (9) months following the end of the period for which the audit was performed. The Audit Report is required to be provided to IDPH annually for the life of the grant. If no Single Audit is required of federally-funded Grantees, the Grantee is to provide IDPH with an annual letter stating a Single Audit was not required.
- C. Discretionary Audit: The Department may, at any time, and its discretion, request a Grant-Specific Audit or other audit, Management Letter and SAS 114 letter to be delivered within thirty (30) days of the Grantee's receipt of such audit report, but in no event later than nine (9) months following the end of the period for which the audit was performed.
- D. Audit Performance: All Audits shall be performed by an independent certified public accountant or accounting firm licensed by the appropriate licensing body in accordance with applicable auditing standards. The grantee will fully comply and cooperate with any and all audits.

7.2 Reporting Requirements

In addition to any other documents specified in this Agreement, the Grantee must submit the following reports and information in accordance with the provisions hereof.

A. At a minimum, the grantee shall file a quarterly report with the Department. The quarterly reports shall describe the progress of the program, project, or use and the expenditure of the grant funds provided to the grantee under this Agreement. The Department reserves the right to request revised quarterly reports or clarification to any statements made in such reports.

B. Expenditures and Project Activity Prior to Grant Execution. If the Agreement is executed more than ninety (90) days after the beginning date of the grant term provided in grant agreement, the Grantee must submit a Financial Status Report and a Project Status Report, in a format provided by the Department, accounting for expenditures and project activity incurred from the beginning of the grant term up to the end of the month preceding the date of the Department's execution. If these Reports are required, the Department will not disburse any Grant Funds until the report is submitted to and approved by the Department.

C. Final Financial Status Report The Final Financial Status Report is due within forty-five (45) days following the end date stated in the Notice of Grant Award. **The Grantee should refer to the Grant Instruction Package and the Reports Deliverable Schedule for the specific reporting requirements and due**

dates. Grantee must submit the report in the format provided by the Department. This report must summarize expenditure of the Grant Funds and activities completed during the grant term. The Grantee's failure to comply with this requirement will be considered a material breach of the performance required by this Agreement and may be the basis to initiate proceedings to recover all Grant Funds disbursed to the Grantee. Grantee's failure to comply with this Section shall be considered prima facie evidence of default, and may be admitted as such, without further proof, into evidence before the Department or in any other legal proceeding.

a. Additional Information: Upon request by the Department, the Grantee must, within the time directed by the Department, submit additional written reports regarding the Project, including, but not limited to materials sufficient to document information provided by the Grantee.

b. Submittal of Reports: Submittal of all reports and documentation required under this Agreement should be submitted to the individual as directed by the Department.

c. Failure to Submit Report: In the event Grantee fails to timely submit any reports required under this Agreement, the Department withhold or suspend the distribution of Grant Funds until said reports are filed and approved by the Department.

7.3 Grant Instructions

Upon execution of this Grant Agreement, the Grantee will receive a grant instruction package detailing reporting requirements and procedures relating to the Grant. The Grantee is obligated to comply with those requirements and any revisions thereto in accordance with Section 7.2(C) of this Grant Agreement.

7.4 Fiscal Recording Requirements

The Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results of the Project funded under this grant program. The Grantee is accountable for all Grant Funds received under this Grant, including those expended for subgrantees. The Grantee shall maintain effective control and accountability over all Grant Funds, equipment, property, and other assets under the grant as required by the Department. The Grantee shall keep records sufficient to permit the tracing of Grant Funds to a level of expenditure adequate to insure that Grant Funds have not been inappropriately expended, and must have internal controls consistent with generally accepted accounting practices adopted by the American Institute of Certified Public Accountants.

7.5 Due Diligence in Expenditure of Grant Funds

Grantee shall ensure that Grant Funds are expended in accordance with the following principles: (i) grant expenditures should be made in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations; (ii) grant expenditures should conform to the terms and conditions of this Agreement; (iii) grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs; and (iv) grant accounting should be consistent with generally accepted accounting principles.

7.6 Monitoring

The grant will be monitored for compliance in accordance with the terms and conditions of the Grant Agreement, together with appropriate programmatic rules, regulations, and/or guidelines that the Department promulgates or implements. The Grantee must permit any agent authorized by the Department, upon presentation of credentials, in accordance by all methods available by law, including full access to and the right to examine any documents, equipment, papers, or records either in hard copy or electronic, of the Grantee involving transactions relating to this grant.

8. **General Provisions:**

8.1 **Availability of Appropriation/Sufficiency of Funds**

This grant is contingent upon and subject to the availability of funds. The Department, at its sole option, may terminate or suspend this grant, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason, (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The Grantee will be notified in writing of the failure of appropriation or a reduction or decrease.

8.2 **Audit/Retention of Records (30 ILCS 500/20-65)**

Grantee and its subcontractors shall maintain books and records relating to the performance of the agreement or subcontract and necessary to support amounts charged to the State under the agreement or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Grantee for a period of three (3) years from the later of the date of final payment under the agreement or completion of the agreement, and by the subcontractor for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay agreement costs, the Grantee and its subcontractors must retain its records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the granting Agency, the Auditor General, the Attorney General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Grantee and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books and records are not available to support the purported disbursement. The Grantee or subcontractors shall not impose a charge for audit or examination of the Grantee's books and records.

If any of the services to be performed under this Agreement are subcontracted and/or if subgrants are issued/awarded for the expenditure of Grant Funds provided under this Agreement, the Grantee shall include in all such subcontractors and subgrants, a provision that the Department, the Attorney General, the Office of Inspector General, and the Auditor General of the State of Illinois, or any of their duly authorized representatives, will have full access to and the right to examine any pertinent books, documents, papers and records of any such subcontractor or subgrantee involving transactions related to this Agreement for a period of three (3) years following the Department's final approval of all required close-outs (financial and/or programmatic), and any such subcontractor shall be governed by the same requirements to which the Grantee is subject under this Agreement.

8.3 **Time is of the Essence**

Time is of the essence with respect to Grantee's performance of this agreement. Grantee shall continue to perform its obligations while any dispute concerning the agreement is being resolved unless otherwise directed by the State.

8.4 **No Waiver of Rights**

Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

8.5 **Force Majeure**

Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the agreement without penalty if performance does not resume within thirty (30) days of the declaration.

8.6 **Confidential Information**

Each Party, including its agents and subgrants, to this agreement may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this agreement. Grantee shall presume all information received from the State or to which it gains access pursuant to this agreement is confidential. Grantee information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the agreement shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the agreement or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the agreement, in whatever form it is maintained, promptly at the end of the agreement, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

8.7 **Use and Ownership**

A. **Intellectual Property Rights**

All work performed or supplies created by Grantee under this agreement, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Grantee hereby assigns to the State all rights, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Grantee may have to such work including any so-called "moral rights" in connection with the work. Grantee acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this agreement.

B. **Equipment and Supplies**

Equipment and supplies authorized to be purchased or financed with Grant Funds shall become the property of the Grantee so long as they are not diverted from the purposes for which the grant was made as described in Section 2.1 - Services.

For purposes of this Agreement, "Equipment" means tangible, nonexpendable, personal property and an acquisition cost of \$500 or more per unit.

For purposes of this Agreement, "Supplies" means all other tangible personal property other than equipment as defined above.

During the Grant term, the Grantee must: (1) use equipment and supplies acquired with Grant Funds only for the approved Project purposes set forth in Section 2.1; and (2) provide sufficient maintenance on the equipment and supplies to permit achievement of the approved Project purposes and maintain, at its own expense, insurance coverage on all equipment and supplies purchased with Grant Funds, for its full insurable value, against loss, damage and other risks ordinarily insured against by owners or users of similar equipment and supplies in similar businesses. The Grantee is prohibited from, and may not sell, transfer, encumber (other than original financing) or otherwise dispose of said equipment or supplies without prior written approval of the Department. The Grantee shall maintain an inventory or property control record for all equipment and supplies purchased with Grant Funds. The Grantee shall properly maintain, track, use, and/or store the equipment and supplies according to applicable manufacturer's guidelines, federal and state law or rules, and Department requirements stated herein.

C. Order to Surrender Equipment and/or Supplies

The Department may issue to the Grantee an "Order to Surrender" any or all of the equipment and/or supplies in any of the following situations:

- (1) the equipment and/or supplies are no longer being used for the purpose for which the grant was made;
- (2) the Grantee ceases to exist;
- (3) the equipment and/or supplies are improperly maintained, used, tracked or stored;
- (4) the purpose of the grant shall be carried out by another entity;
- (5) the suspension or termination of the grant agreement; or
- (6) the Grantee has failed to comply with any provision of the grant agreement.

In the event the Department issues an "Order the Surrender" ("Order") the Grantee shall, pursuant to the terms of the Order:

- (1) within 30 days of the Order's issuance, or sooner if specified by the Order, present to the Department or any other entity identified by the Department, all or any of the equipment and supplies purchased or financed with Grant funds as specified by the Order,
- (2) within 90 days of the Order's issuance, or sooner if specified by the Order, refund to the Department all or any part of the amount of the Grant Funds; and
- (3) take any other action as specified in the Order.

D. Authority to Inspect and Use

The Department reserves the right to inspect any equipment or supplies (as well as the inventory or property control records described above) authorized to be purchased, acquired, or used by the Grantee under this Agreement for verification of its physical condition, usage, management or intended disposal or liquidation at any time. Should the inspection be unsatisfactory to the Department or the Grantee refuse the authority for the Department to conduction an inspection, the Department may take ownership and title in said equipment by issuing an Order to Surrender.

E. Survival

All obligations regarding use and ownership of any equipment or supplies purchased or financed under the Agreement shall survive the termination of this Agreement.

8.8 Indemnification and Liability

The Grantee shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Grantee of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property

or any other damage or loss claimed to result in whole or in part from Grantee's negligent performance; or (c) any act, activity or omission of Grantee or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.

8.9 **Independent Contractor**

Grantee shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.

8.10 **Solicitation and Employment**

Grantee shall not employ any person employed by the State during the term of this agreement to perform any work under this agreement. Grantee shall give notice immediately to the Agency's director if Grantee solicits or intends to solicit State employees to perform any work under this agreement.

8.11 **Compliance with the Law**

The Grantee, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this agreement. Grantee shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Grantee shall obtain at its own expense, all licenses and permissions necessary for the performance of this agreement.

8.12 **Background Check**

Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Grantee's and subcontractors officers, employees or agents. Grantee or subagreementor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background checks.

8.13 **Applicable Law**

This agreement shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this agreement. The official text of cited statutes is incorporated by reference (An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>). In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules the State does not unlawfully discriminate in employment, agreements, or any other activity.

8.15 **Contractual Authority**

The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the agreement. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Grantee. When the Chief Procurement officer or authorized designee signs a master agreement on behalf of State agencies, only the Agency that places an order with the Grantee shall have any liability to Grantee for that order.

8.16 **Modifications and Survival**

Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this agreement officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Grantee's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.

8.17 **Performance Record/Suspension**

Upon request of the State, Grantee shall meet to discuss performance or provide agreement performance updates to help ensure proper performance of the agreement. The State may consider Grantee's performance under this agreement and compliance with law and rule to determine whether to continue the agreement, suspend Grantee from doing future business with the State for a specified period of time, or to assess whether Grantee can be considered responsible on specific future agreement opportunities. The Department may immediately suspend a grant agreement after due consideration of any issues affecting the Grantee's performance.

8.18 **Freedom of Information Act**

This agreement and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this agreement.

8.19 **Amendments**

This Agreement may not be amended without prior written approval of both the Grantee and the Department. Any amendments must be executed by both parties no later than 30 days prior to the end of the grant term.

8.20 **Assignment**

The Grantee understands and agrees that this Agreement may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer without the prior written approval of the Department shall render this Agreement null, void, and of no further effect.

8.21 **Termination for Cause**

The State may immediately terminate this agreement, in whole or in part, upon notice to the Grantee if: (a) the Grantee commits any illegal act; (b) the State determines that the actions or inactions of the Grantee, its agents, employees or subagreementors have caused, or reasonably could cause, jeopardy to health, safety, or property, (b) the Grantee has notified the State that it is unable or unwilling to perform the agreement or c) the State has reasonable cause to believe that the Grantee cannot lawfully perform the grant agreement

If Grantee breaches any material term, condition, or provision of this agreement, is in violation of a material provision of this agreement, or the State determines that the Grantee lacks the financial resources to perform the agreement, the State may, upon 15 days prior written notice to the Grantee, cancel this agreement. For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

8.22 **Termination for Convenience**

The State may, for its convenience and with thirty (30) days prior written notice to Grantee, terminate this agreement in whole or in part and without payment of any penalty or incurring any further obligation to the Grantee. The Grantee shall be entitled to compensation upon submission of invoices and proof of claim

for supplies and services provided in compliance with this agreement up to and including the date of termination.

8.23 **Health Insurance Portability and Accountability Act Compliance**

Grantee shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including, but not limited to statute, 42 USC 132d, and applicable regulations, 45 CFR 160, 162, and 164, as may be promulgated or amended over time.

8.24 **Entire Agreement**

The Department and the Grantee understand and agree that this Agreement constitutes the entire Agreement between them and that no promises, terms, or conditions not recited or incorporated within this Agreement, including prior Agreements or oral discussions not incorporated within this Agreement, shall be binding upon either the Grantee or the Department.

9. **Federally Funded General Grant Provisions:**

The Grantee must comply with the provisions of the Federal Funding Accountability and Transparency Act (FFATA) that apply to it. The Grantee will report to the Department the names and total compensation of each of the Grantee's five most highly compensated executives for the preceding fiscal year if the Grantee gets 80% of its annual gross revenue from federal sources and received \$25,000,000 or more in annual gross federal revenue as defined in the Act. The Grantee must report this information to the Department by the 15th of the month following the month in which this grant was awarded, or report that these FFATA provisions do not apply to the Grantee.

10. **Taxpayer Status:**

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
 - If you are an individual, enter your name and SSN as it appears on your Social Security Card.
 - If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
 - If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.
 - If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
 - For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: _____

Business Name: Kane County Health Department

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number 36-6006585

Legal Status (check one):

- Individual
- Sole Proprietor
- Partnership
- Legal Services Corporation
- Tax-exempt
- Governmental
- Nonresident alien
- Estate or trust
- Pharmacy (Non-Corp.)
- Pharmacy/Funeral Home/Cemetery (Corp.)
- Corporation providing or billing medical and/or health care services
- Corporation NOT providing or billing medical and/or health care services
- Limited Liability Company (select applicable tax classification)
 - D = disregarded entity
 - C = corporation
 - P = partnership

11. Attestation:

Grantee certifies under oath that Grantee has read, understands, and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief, that the funds awarded under this grant shall be used only for the purposes described in this Agreement and that the Grantee shall be bound by the same. Grantee acknowledges that the award of Grant Funds under this Agreement is conditioned upon this certification/attestation.

For the Grantee:

Grantee Signature

Karen McConaughay

Printed / Typed Name

Date

Chairman, Kane County Board

Title

94049-01

Illinois Department of Human Rights Number (if applicable)

For the Department:

Mark C. Vassmer
Recommended By

LaMar Hasbrouck, M.D., M.P.H.
Director of Public Health

Execution Date

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number 36-6006585

Legal Status (check one):

Individual

Sole Proprietor

Partnership

Legal Services Corporation

Tax-exempt

Governmental

Nonresident alien

Estate or trust

Pharmacy (Non-Corp.)

Pharmacy/Funeral Home/Cemetery (Corp.)

Corporation providing or billing
medical and/or health care services

Corporation NOT providing or billing
medical and/or health care services

Limited Liability Company (select applicable tax classification)

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For the Grantee:


Grantee Signature

Karen McConaughay

Printed / Typed Name

SEPTEMBER 13, 2012
Date

Chairman, Kane County Board

Title

94049-01

Illinois Department of Human Rights Number (if applicable)

For the Department:

Mark C. Vassmer

Recommended By

LaMar Hasbrouck, M.D., M.P.H.

Director of Public Health

Execution Date

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number 36-6006585

Legal Status (check one):

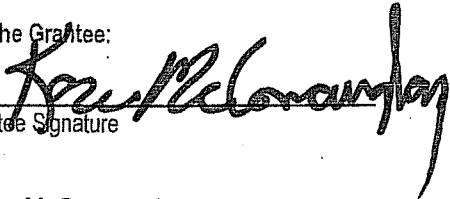
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For the Grantee:

Grantee Signature



Karen McConaughay

Printed / Typed Name

SEPTEMBER 13, 2012

Date

Chairman, Kane County Board

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Legal Status (check one):

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