

GRANT AGREEMENT BETWEEN
PUBLIC HEALTH INSTITUTE
AND
SAN MATEO COUNTY HEALTH SERVICES AGENCY

ORIGINAL

Grant Agreement Number 1000051
Amendment No. 2

I. Section 2 is amended in its entirety to read as follows:

"2. Grant requirements: Grantee agrees to use the funds provided by this grant during Grant Year One (September 1, 2000-August 31, 2001) exclusively for the purposes set forth in Exhibit A (Local Partnership Development and Capacity-Building Grant Requirements), and during Grant Year Two (September 1, 2001-August 31, 2002) exclusively for the purposes set forth in Exhibit B: Scope of Work for Grant Year Two (September 1, 2001-August 31, 2002)."

II. Section 3 is amended in its entirety to read as follows:

"3. Period of performance: The period of performance of this grant shall be September 1, 2000 to ~~August 31, 2001~~ August 31, 2002."

III. Section 4 is amended in its entirety to read as follows:

"4. Payment Terms:

~~A.~~ A.1 For Grant Year One (September 1, 2000 to August 31, 2001) PHI/PPH agrees to provide funds to Grantee in the amount of \$150,000. Payment shall be made in advance according to the following payment schedule:

-25% upon receipt by PHI/PPH of a fully-executed original copy of this grant agreement.

-25% upon receipt and approval by PHI/PPH of Grantee's detailed work plan and a line-item budget for the period of this Development and Capacity-Building Grant.

-50% at the end of the sixth month of the period of performance of this grant agreement.

A.2 For Grant Year Two, PHI/PPH agrees to provide funds to Grantee in the amount of \$180,000 for activities from September 1, 2001 to August 31, 2002 as outlined in Exhibit B: Scope of Work for Grant Year Two (September 1, 2001 – August 31, 2002):

- \$105,000 to be paid on receipt of a fully executed original copy of this Grant Agreement Amendment No. 2.
- \$75,000 to be paid on receipt of the Semi-Annual Progress and Financial Report for Grant Year Two due on March 30, 2002.

B. Grantee shall use the funds awarded under this grant solely and exclusively for allowable costs incurred in the performance of this grant agreement. "Allowable costs" means costs that are reasonable, allocable to the grant, conform with any restrictions in this agreement, and are consistent with Grantee's established practices. Allowable costs may include expenses for personnel, child care, stipends, food, and travel. "Reasonable costs" means costs that are generally recognized as ordinary and necessary, do not exceed that which would be incurred by a prudent person, and are consistent with applicable laws and regulations. "Allocable costs" means costs that are incurred specifically for the grant or are necessary to Grantee's overall operation.

C. After Grantee's budget is approved by PHI/PPH, Grantee shall incur costs only in accordance with the approved budget. Grantee may modify the approved budget from time to time, but only with the prior written approval of PHI/PPH.

D. No later than 90 days after the date of final expiration of the term or termination of this agreement, grantee shall submit a final financial report to PHI/PPH, with supporting documentation as PHI/PPH may require. The final financial report shall be in a format acceptable to PHI/PPH and shall contain the following information: name and address of grantee, grant agreement number, time period covered by the final financial report, cumulative expenditures and remaining balance for each line item in the approved budget, and a signed verification by an authorized representative of grantee. In addition, unless instructed otherwise by PHI/PPH, Grantee shall return any unexpended balance of funds advanced under the agreement, including any interest earned thereon, to PHI/PPH."

IV. Section 5 is amended in its entirety to read as follows:

"5. Incremental Funding: This award is intended to provide funding for ~~the first year of a four-year project~~ the period of performance set forth herein. However, ~~Future awards and funding levels are contingent upon successful completion of year one designated grant activities,~~ availability of future funds, and other factors within the sole discretion of PHI/PPH, and neither PHI/PPH nor The California Endowment has any obligation to provide future funding to Grantee."

V. Section 10 is amended in its entirety to read as follows:

"10. Progress Reports: **For Grant Year One (September 1, 2000 to August 31, 2001)** Grantee shall provide narrative progress reports 30 days after the end of the second and fourth quarters of this agreement. Reports shall be in a format designated by PHI/PPH. **Reporting requirements for subsequent periods shall be designated as deliverables in the current Grant Year Scope of Work."**

VI. Exhibit B: Scope of Work for Grant Year Two (September 1, 2001-August 31, 2002), a copy of which is attached to this amendment, is incorporated into the grant agreement.

VII. All other terms and conditions of the Grant Agreement remain in effect.

For the Public Health Institute:

Patricia W. Spear
Patricia W. Spear
Director, Grants and Contracts

8/21/01
Date

For San Mateo County Health Services Agency:

Scott Morrow, MD, MPH
Health Officer

Date

For San Mateo County Health Services Agency:

Margaret Taylor
Margaret Taylor, Director

4/15/02
Date

Jerry Hill, President
San Mateo County Board of Supervisors

Date

**Exhibit B: Scope of Work for Grant Year Two
(September 1, 2001 – August 31, 2002)**

Deliverables:

1. Submit the following Progress and Financial Reports in a format designated by PHI/PPH:
 - a. Semi-Annual Progress Report and Financial Report for Grant Year Two **Due: March 30, 2002**
 - b. Annual Progress Report and Financial Report for Grant Year Two **Due: September 30, 2002**
2. Develop an Implementation Plan for Grant Year Three and a Budget and Budget Justification for Grant Year Three (2002 – 2003) in the format required by PHI/PPH.
Due: June 30, 2002
3. Review and update, if necessary, the Action Plan submitted at the end of Grant Year One (2000 – 2001). The Action Plan should continue to be developed and modified in partnership with the local public health department and community residents. The focus of the updated Action Plan should continue to build community capacity to work effectively with the local public health department to address community health concerns and to improve the ability of the local public health department to act as a significant resource to the community. The updated Action Plan should: integrate new and emergent findings from community assessments (data collection, asset mapping, etc.), experience and work conducted by the local partnership; define new strategies to collaborate across the community and to increase resident participation; and define new strategies to identify and address barriers and/or take advantage of opportunities of community/public health department partnerships.
Due: June 30, 2002

Programmatic Requirements:

1. Achieve the outcomes for Grant Year Two (2001-2002) as described in the Local Partnership Action Plan.
2. Participate in Technical Assistance opportunities offered by PHI/PPH (i.e. Statewide Conference, regional meetings, etc.)
3. Participate in site visits as requested by PPH staff.
4. Continue to assure capacity to communicate electronically (email and web access).
5. Work with the Local Evaluator to develop and implement a Local Evaluation Plan (to be written by the Local Evaluator), including integrating evaluation results into future activities. Participate in key informant interviews, as necessary.