

GRANT AGREEMENT AND CONDITIONS

This grant from the California HealthCare Foundation (Foundation), a California nonprofit public benefit corporation, is for the purposes described below and is subject to your acceptance of the conditions specified below. This Agreement will be effective when signed by a properly authorized representative of your organization and returned to the Foundation.

Grant Number: 03-1456

Grantee: San Mateo County Health Services Initiatives

Award Amount: \$60,000

Period of Grant: February 16, 2004 through September 15, 2004

Project: San Mateo County One-e-App Technical Assistance

Project Director: Mr. Toby Douglas

Phone: 650.573.2095

Fax: 650.573.2116

Purpose:

To allow San Mateo County to provide technical assistance for Step-by-Step One-e-App grantees and to participate in the functionality testing of additional One-e-App programs.

Foundation Staff Assigned to this Grant: Caroline Davis, Program Officer
Health & Technology Information

Report Schedule:

Date Due	Type of Report
March 15, 2004	Final agenda for Step-by-Step One-e-App site visit
August 15, 2004	(1) Final financial report; (2) one-page summary of issues encountered during functionality testing; and (3) write-up of questions received from other counties and answers provided.

Payment Schedule:

- \$40,000** Within 30 days of receipt of fully-executed grant agreement
- \$20,000** Within 30 days of receipt and approval of all project deliverables

Objectives/Scope of Work:

Under this grant agreement, San Mateo County will conduct the following activities:

- (1) convene one all-day site visit for the six Step-by-Step One-e-App grantees and for representatives of Los Angeles County;
- (2) provide technical assistance (e.g., answer written and verbal requests for information) to other counties considering adopting One-e-App; and
- (3) provide the user-acceptance testing of the functionality for the new programs added to One-e-App.

Evaluation:

Not Applicable.

Special Conditions:

None.

Type of Organization* (Check one)

- _____ **Private Foundation**
- _____ **501(c)3 organization**
- _____ **Other nonprofit organization** **TYPE: 501(c)** _____

**Documentation Required*

GRANT CONDITIONS

1. Political Activities

Grant funds may not be used for any of the following purposes: to carry out propaganda, or otherwise attempt to influence legislation; to influence the outcome of any specific public election or to carry on directly or indirectly any voter registration drive; to make any grants that do not comply with the rules for individual grants and organizational grants in Section 4945 of the Internal Revenue Code; or to undertake any activity for a non-charitable purpose.

2. IRS Determination

A copy of the determination letter from the Internal Revenue Service should be submitted to the Foundation as an attachment to this Agreement. *(Public agencies are exempt from this requirement.)*

3. Reporting

Progress Reports

Periodic reports may be required as a condition of this grant. Narrative reports should include project progress to date and any related project activities. Financial reports should include a summary of expenditures for the period covered by the report, consistent with the approved project budget.

Final Report

A final report is usually required as a condition of Foundation grants (see page 2 of this agreement for the specific requirements of this grant). If required, the final report should be comprehensive and include: 1) a summary of the project objectives; 2) accomplishments toward achieving those objectives and any changes made during the course of the project in the strategy for accomplishing them; 3) problems you may have encountered and how they were resolved; and 4) a complete financial statement showing all grant funds received and expended. In the case of multi-year grants, the final financial report need only report on expenditures from the last reporting period through the end of the grant period.

4. Expenditure of Funds

This grant is to be used in accordance with the Grantee's approved program and budget. Permission to make any major changes in program objectives, implementation strategy, key

personnel, timetable, or in the approved budget (line items added or deleted or transfers among line items, amounting to \$1,000 or 10 percent of the approved line item amount, whichever is larger), must be requested in writing, and the Foundation's approval obtained before such changes are implemented.

Grantees are encouraged to deposit grant funds in insured interest bearing accounts. Interest funds accrued during the course of the grant may be used to benefit project activities with prior approval of Foundation staff assigned to the project. Any funds (including interest accrued) not expended or committed for the purposes of the grant within the grant period (or any authorized extension of the grant period) must be returned to the Foundation within 60 days of the close of the grant.

5. Payments

All payments under this grant will be made in accordance with the specific requirements described under the "Payment Schedule". Payments contingent on progress reports listed under the "Report Schedule" will be issued within thirty (30) days of receipt and approval of the reports. Reference: page 2 of this agreement.

6. Financial Records

The Grantee is expected to maintain complete books and records of revenues and expenditures for the project, which should be made available for inspection at reasonable times if deemed necessary by the Foundation. The Foundation, at its expense, will periodically audit a selected number of its grants. If your grant is selected, you will be expected to provide all necessary assistance in connection with such audit. Records must be kept for at least three (3) years after completion of the grant.

7. Acknowledgement and Publicity

The Foundation may periodically issue a general press release announcing grant awards. If the Grantee wishes to issue a press release regarding this grant, the Foundation requires review and final sign-off of the text by the Communications Department.

Any publication produced by the grantee that refers or results from this grant should include an acknowledgment of the Foundation that reads: *Supported by a grant from the California HealthCare Foundation.*

8. Grant Termination

The Foundation, at its sole option, may terminate the grant at any time if, in the Foundation's judgement, the grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with any of the conditions of the grant award.

9. Limitation

It is expressly understood that the Foundation has no obligation to provide other or additional support for this or any other project or purposes.

Acceptance of Terms and Conditions. This document is to be signed by an official authorized to sign for your organization and by the project director,* signifying that your organization agrees to comply with all the terms and conditions of the grant specified above. If the project director is authorized to sign for the institution, the same person may sign in both capacities.

The above terms and conditions of the grant are hereby accepted and agreed to as of the date specified:

For: _____
Grantee Institution

By: _____	_____
Signature of Authorized Official	Signature of Project Director
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

*The project director is the individual directly responsible for developing the proposed activity, its implementation, and day-to-day direct supervision of the project.

Please return a signed copy of this document to:

**Caroline Davis
California HealthCare Foundation
476 Ninth Street
Oakland, CA 94607**