



The **Illinois Public Health Institute ("IPHI")** as part of its Data Across Sectors for Health (DASH) program hereby awards a grant to **Town of Richmond ("MENTEE")**, subject to the following terms and conditions:

**TERMS AND CONDITIONS:**

The DASH Mentor Program is a co-production between the DASH Program Office (PO) and the DASH Mentors, a set of high-capacity collaborative organizations and leaders selected for their experience, knowledge, and interest in developing collaborative capacity and new leaders and the field of collaborative multi-sector data sharing. DASH Mentors are highly recognized regionally and nationally for their areas of expertise, have experience sharing their learnings with others, and bring enthusiasm to help grow and expand the All In network. The DASH Mentor Program is designed to support the development and deepening of multi-sector collaborations by supporting Mentees to:

- connect and collaborate with knowledgeable, well-connected national leaders in the data-sharing space.
  - access real time peer learning community tackling similar issues and experimenting with new approaches collectively.
  - participate in travel for in-person meetings to share knowledge and experience.
  - explore, experiment, and plan a data sharing strategy.
  - enable and encourage opportunities for peer learning in the All In learning collaborative.
2. This grant is effective February 1, 2020 through December 31, 2020.
  3. Upon receipt of the fully executed grant agreement, IPHI will submit an initial payment totaling 80% of the program budget. Funds may be used as outlined in Attachment A only. MENTEE will not use funds for political support or to carry out lobbying efforts of propaganda, or to otherwise attempt to influence any legislation, within the meaning of IRC Section 4945 and the Treasury; or to engage in, support or promote violence, terrorist activity or related training of any kind.
  4. MENTEE will maintain a separate accounting of the use of grant funds to enable confirmation of expenditures incurred pursuant to this grant.
  5. No substantial variances, including the use of budgeted funds and project scope and deliverables, will be made from the grant application or the schedule outlined in Attachment A without IPHI's prior written approval.
  6. MENTEE will inform IPHI immediately of (a) any change in its organizational leadership or key personnel or (b) any material changes or adverse development relative to its financial condition, operations, activities or affairs. No payment hereunder shall be required to be made at any time after MENTEE ceases to be a legal corporate entity.
  7. MENTEE will have full control of the disposition of the grant and accepts responsibility for complying with this grant agreement's terms and conditions.
  8. The MENTEE shall not assign or otherwise transfer any of its rights or duties except as may be specified in Attachment A.



9. MENTEE agrees to promptly respond to interim inquiries and requests for information from IPHI regarding uses of the grant funds, compliance with the terms of the grant and progress made towards achieving the goals of the grant, pursuant to the list of expectations in Attachment A.
10. MENTEE acknowledges that IPHI and its representatives have made no actual or implied promise of funding or renewal of funding in addition to amounts provided under this agreement.
11. It is understood that by signing this grant agreement, MENTEE agrees that it will conduct all activities to be funded by this grant in compliance with all applicable federal, state and local laws, regulations and ordinances including, without limitation: a) all laws relating to applicable anti-terrorist financing and asset-control laws, statutes and executive orders, and b) privacy and confidentiality of patient health information including, without limitation, the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Standards of Privacy of Individually Identifiable Health Information 45 C.F.R. parts 160 and 164 ("the HIPAA Privacy Regulations").
12. MENTEE agrees to ensure that all potential recipients and participants of MENTEE's programs and services have access to programs and receive equitable services without regard to race, sex, education, ethnicity, socio-economic status, religion, ability/disability, sexual orientation, gender self-identification, age, country of origin, first language, marital status, citizenship or immigration status.
13. For publication, MENTEE must contact the IPHI at least two weeks before the desired date of publicity for review and approval by IPHI. MENTEE shall not issue press releases or make any public statements referring to this grant or use IPHI's name or logo without the prior written consent from IPHI. Press releases, public announcements, statements, campaign reports, or materials that mention the grant must receive advance written approval from IPHI. MENTEE shall provide IPHI with copies of all final press releases, public announcements and/or publications related to this grant. IPHI may make information about this grant public at any time via their websites, presentations or as part of their public reports, and documents.
14. MENTEE hereby agrees to the fullest extent permitted by law to defend, indemnify and hold harmless IPHI, their officers, employees and agents from and against all claims, liabilities, losses and expenses (including reasonable attorney's fees), directly or indirectly, wholly or partially arising from or in connection with any act or omission of MENTEE, its directors, employees or agents in obtaining or accepting the grant from the IPHI, in expending or applying the proceeds of the grant from the IPHI, or in carrying out the project or program.
15. If IPHI terminates this grant for cause, or if MENTEE ceases to be a legal corporate entity, MENTEE shall immediately return to IPHI any funds in MENTEE's possession that MENTEE has not earned or is not entitled to keep as of the date of the termination or date of corporate status changes. In addition to the circumstances cited above, IPHI shall have cause to terminate the grant if MENTEE becomes unable to carry out the purposes of the grant, MENTEE uses funds for a purpose other than those set forth in this grant without written approval, or MENTEE is in breach of any term of the grant. IPHI reserves the right to request immediate reimbursement of any funds used for purposes other than those for which the grant was made or to which IPHI has consented.



For the Illinois Public Health Institute

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	Elissa J. Bassler, CEO	
Signature	Name/Title	Date

On behalf of Town of Richmond, I understand and agree to the foregoing terms and conditions of the IPHI's grant and hereby certify my authority to execute this agreement.

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Signature	Name/Title	Date
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## ATTACHMENT A

### **SCOPE OF WORK, GRANT FUNDS, AND PAYMENT SCHEDULE**

#### **Project Summary**

Town of Richmond will participate in a Mentorship group led by the University Center for Social and Urban Research (UCSUR). The University Center for Social and Urban Research (UCSUR) is a hub for interdisciplinary research and collaboration focused on social, economic, and health issues most relevant to our society. UCSUR hosts the Western Pennsylvania Regional Data Center which provides the technological and legal infrastructure for sharing data through an open data portal from public sector agencies, academic institutions, and nonprofit organizations. As a DASH Mentor, UCSUR will draw on both local experience and participation in national networks of practice to support mentees in establishing or improving their own local data sharing infrastructure, enhancing collaborative data sharing partnerships, and/or establishing community indicator data systems.

As part of this cohort, Town of will be supported both individually and as a group in making progress towards their individual learning goals, implementation of a high level work plan, and increasing their organizational capacity for sharing data in a multi-sector collaboration to improve community health. As a DASH Mentee, Town of Richmond will share their experiences and lessons learned with peers in their cohort, as well as with the larger *All In* network.

#### **Project Activities and Expectations**

Each Mentor-Mentee relationship will be unique and based on the needs, personalities and desired outcomes of the group members. Mentees will designate a primary and secondary contact for participation in the program and are encouraged to invite other team members such as colleagues and/or partners to participate in the Mentorship activities. At minimum, it is expected that Mentees will share their learnings from the Mentorship or facilitate conversations that move efforts forward locally with their colleagues and/or collaborative partners during the 'Action Periods' or the time between check-in calls and cohort webinars.

Relationship to DASH NPO: The DASH staff will communicate with Mentees to execute the contract, issue the first and final payments, host the All In 101 kickoff and closing webinars, manage the baseline, mid-point and final evaluation, and administer the data collection for the All In National Inventory survey. The NPO will work with the Mentors to collect on-going feedback about the program, assess Mentee progress and provide guidance on process improvements throughout the program duration.

Relationship to DASH MENTOR, The University Center for Social and Urban Research: Through the course of the program, Mentees will communicate primarily with their assigned Mentor and peer cohort rather than the DASH NPO.

Mentees will be expected to participate in a set of activities that include:

- Joining the [All In online community](#) and creating a member profile. Using the online community to share materials with other Mentees, including those in other cohorts.
- Attending an *All In* Introductory Webinar (hosted by the DASH NPO).
- Participating in the DASH NPO's closeout webinar.
- Identifying and working towards a team/site goal and developing a high level work plan to reflect the goals and activities the team plans to accomplish during the program (as outlined in the Mentee application).
- Participating in bi-monthly to quarterly Mentor cohort group webinars.



- Completing individual check-ins with Mentors and/or completing activities during “Action Periods” (designated time for Mentees to move forward between group/cohort webinars)
- Completing three short evaluations (baseline, midpoint, and end of project) to assess capacity and share feedback with the NPO about the Mentor Program; some Mentees may be asked to participate in interviews or focus groups at the end of the program.
- Completing the *All In* National Inventory (a link will be sent to the survey when it is posted).
- Contributing to the development of resources/products/artifacts (e.g., recorded webinar series, white paper, toolkit, tip sheets, etc.) that document lessons for dissemination to the *All In* network.

The DASH Mentor Program is an important element of the overall *All In* Learning Collaborative. Lessons and learnings from the Mentor-Mentee cohorts will be captured and shared for broader dissemination. To that end, we have designated the online group as the space to share/post resources, continue discussions, and make connections between *All In* members and the cohorts. In addition, any public documents shared in the group or with individual Mentees must be posted in the *All In* Resource Library. When hosting a webinar to present on a topic that is relevant to *All In* at-large, that webinar will be co-hosted by *All In* and available to the wider network (not just Mentees).

#### **Use of Funds and Payment Schedule**

The funds contracted to Mentees are intended to support staff participation in the Mentor program activities (check-in calls, webinars, etc.) and, in some instances, support travel to in-person meetings that may include attendance at national conferences, such as those hosted by Mentor organizations (for example, the CIE Summit hosted by San Diego 2-1-1) or others as directed by the Mentor. Opportunities to travel will be discussed with the DASH NPO and the Mentor.

Total payments from IPHI to MENTEE will not exceed FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00).

Payments will be made per the following schedule:

- 80% of the requested funds, or up to \$4,000, will be distributed within 30 business days of IPHI’s receipt of the fully signed grant agreement.
- The remaining 20%, or up to \$1,000, will be paid within 30 business days after receipt of the Mentorship report and MENTEE responses to the final evaluation and the *All In* National Inventory survey.