



Date: May 3, 2017

Dr. Tim Glasspool, Superintendent
Plum Borough School District
900 Elicker Road
Plum, PA 15239

Dear Dr. Glasspool:

Women for a Healthy Environment (the "Grantor") has approved a grant up to \$5,000 to Plum Borough School District (hereinafter called Grantee) to support "Lead in Drinking Water" for the grant period ending December 31, 2017.

Specifically, funding is being provided to test and remediate for lead in drinking water. The Grantor's grant funds are to be used as described in the proposal submitted to the Grantor on April 11, 2017.

This letter must be countersigned by an authorized individual within 5 business days of the date of this letter agreement. Payment of the grant funds awarded will be made according to the following:

1. Payment made directly to consultant or contractor upon receipt by Grantor of invoice detailing services provided or work performed in accordance with grant project; or
2. Reimbursement of consulting or contracting services as evidenced by invoice submitted to Grantor detailing services provided or work performed for Grantee.

If reimbursement, please indicate on the countersigned copy of this letter the name of the person in your organization to whom the check should be sent.

These terms apply to your organization's use of the Grantor's grant:

1. Use of Grant Funds. This grant is made only for the purposes stated in the first paragraph of this letter. Modifications to the use of funds shall be made only with the prior written approval of Grantor.
2. Use of Income and Return of Unused Funds. The Grantee shall expend the funds by December 31, 2017. At the end of this period, any unexpended grant funds shall be returned to the Grantor, or a written request for an extension of time shall be submitted to the Grantor. Grantee may not grant any portion of the award to a secondary grantee unless the Grantee obtains express prior, written permission of Grantor. The Grantee will not, in any case, distribute the grant to or use it to benefit any individual or grantee engaged in or supportive of terrorism.

3. No Lobbying. No part of the grant will be used to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive nor shall any part of the grant be used to carry on propaganda or otherwise attempt to influence legislation of any government body.

4. Required Reports. The Grantee will maintain accounting records sufficient to identify grant funds and show expenditures charged against the grant. Grantee is to deliver a written report, certified by an appropriate signer of your organization, to the attention of Michelle Naccarati-Chapkis, Executive Director, within six months of receiving grant funding.

The report must contain the following:

- a) an expenditure spreadsheet reflecting all expenditures of grant funds;
- b) a detailed narrative account of what was accomplished by the grant, including a description of progress made toward achieving the goals of the grant;
- c) pre- and post-testing results that were conducted (in accordance with recommended guidelines including EPA's 3T's for Reducing Lead in Drinking Water; EPA's Lead Renovation, Repair and Painting Program for Schools and Child Cares; and EPA's Radon Management in Schools, which can be found in the Tools for Schools Program);
- d) remediation plan and documentation of remediation activity completed;
- e) any materials such as copies of publications produced with grant funds.

5. Evaluation and Monitoring. The Grantor may monitor and conduct an evaluation of operations under this grant, which may include a visit from the Grantor's staff or other personnel to observe your organization's program, discuss the program with your organization's personnel, and review financial and other records and materials connected with the activities financed by this grant.

6. Publicity. The Grantor may include basic information about this grant in its public records, excluding pre and post testing results. If you would like to coordinate a public announcement of your grant, contact Michelle Naccarati-Chapkis.

7. Reliance of Information. Grantee acknowledges that the Grantor is making the grant in reliance on the accuracy and completeness of the documents and information provided to the Grantor by the Grantee as part of the grant review process. The Grantee certifies that all such documents and information are true and correct.

8. Compliance with U.S. Law. It is also understood that, by countersigning this letter, Grantee agrees that it will comply with all applicable United States laws.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your agreement to such terms by having the enclosed copy of this letter countersigned by an appropriate authorized signer of your organization and returned to the Grantor to the attention of Michelle Naccarati-Chapkis.

We look forward to working with you. Please do not hesitate to contact us with any questions regarding the 1000 Hours A Year lead and radon program.

Sincerely,

Women for a Healthy Environment

By: Michelle Naccarati-Chapki
Michelle Naccarati-Chapki

Date: May 3, 2017

ACCEPTED AND AGREED:

Grantee: (GRANTEE NAME)

By: _____

Date: _____

Grant check should be sent to:

Name: _____

Title: _____

Address: _____
