

A GRANT AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND LITTLE FRIENDS

WHEREAS, the County of DuPage ("County") is a body corporate and politic; and

WHEREAS, Little Friends ("Agency") is a 501(c)(3) organization created under the Internal Revenue Code, and

WHEREAS, the County has established the Member Initiative Program which permits members of the County Board to advance items which benefit their district and assigns certain amounts of public funds for those purposes; and

WHEREAS, the County's funding for each Agency is not a donation and must be used to perform certain services or functions within the County's statutory authority to perform; and

WHEREAS, the County and the Agency are hereafter sometimes referred to as the "Party" and collectively referred to herein as "the Parties"; and

WHEREAS, the Parties have prepared this Agreement to govern the distribution of the grant funds identified above.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **Purpose of the Agreement.** The Purpose of this Agreement is to define the project for which grant funds are to be used and provide funding for eligible expenses.
2. **Recitals.** The recitals to this Agreement are incorporated as though set forth fully herein.
3. **Term.** This Agreement shall remain in effect through November 30, 2025. Sections 5, 6, 7, 8, 9, 10, 11, and 12 of this Agreement shall remain in effect indefinitely and shall survive the termination of this Agreement. Funds shall be expended prior to November 30, 2025.
4. **Project Description.** Agency shall receive seven thousand dollars (\$7,000.00) from the County. Agency shall undertake the following project or activities described in the Proposal attached hereto as Exhibit A.
5. **Termination, Breach.** This Agreement may be terminated upon thirty (30) days' notice to the other Party with the written consent of the other Party. All terms of this Agreement shall be considered material terms and therefore all breaches shall be deemed material breaches. In the event of a breach of this Agreement by any Party, the non-breaching Party shall provide the breaching Party with written notice of the breach and shall provide a period of not less than thirty (30) days to cure said breach.
6. **Venue, Applicable Law.** The exclusive venue for disputes arising from this Agreement shall be the 18th Judicial Circuit Court, sitting in Wheaton, Illinois. This Agreement shall be governed by the laws of the State of Illinois.
7. **Payment.** The County agrees to pay the Agency seven thousand dollars (\$7,000.00). Payment is contingent upon: (1) compliance with County rules and regulations; (2) Accounts Payable review by Finance Staff and County Audit Staff including providing sufficient invoicing and proof of purchase; and (3) completion of a fully executed Agreement. Payments shall be made in the form of reimbursement and upon invoice from

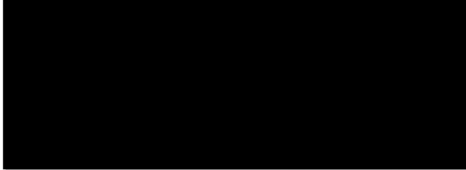
Agency. Payments for eligible expenses authorized under this Agreement shall be made within thirty (30) days of receipt of completed invoices and proof of purchase. All funds shall be expended not later than November 30, 2025.

8. **Assignment.** Neither Party shall assign performance under this Agreement, nor shall either Party transfer any right or obligation under this Agreement without the express written approval of the County.
9. **Amendment.** Any amendment to the terms of this Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who approved and executed the original Agreement or their successors in office.
10. **Waiver.** If the County fails to enforce any provision of this Agreement, that failure does not waive said provision or the County's right to enforce it.
11. **Sole Agreement.** This Agreement contains all negotiations between the County and Agency. No other understanding regarding this grant Agreement, whether written or oral, may be used to bind either Party.
12. **Liability.** The Agency agrees to indemnify, save, and hold the County, its officers, agents and employees, harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Agreement by the Agency, its officers, agents or employees. This clause will not be construed to bar any legal remedies the Agency may have for the County's failure to fulfill any of the County's obligations under this Agreement. Notwithstanding any provisions of this Agreement to the contrary, indemnification under Section 12 of this Agreement shall be limited to the Agency's allocation, less any amount unspent.

COUNTY OF DUPAGE

LITTLE FRIENDS,

Deborah Conroy
Chair, DuPage County



Mike Briggs,
President/CEO

ATTEST:

Jean Kaczmarek,
County Clerk



DuPage County
Office of the County Board
421 North County Farm Road
Wheaton, Illinois 60187-3978

MEMBER INITIATIVE PROGRAM APPLICATION - Please complete all sections for submission

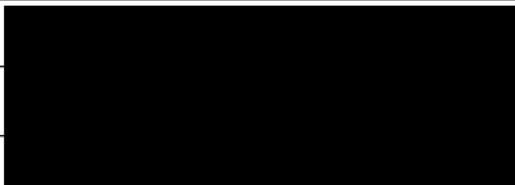
SECTION I Organization Information

Organization	Little Friends, Inc.
Contact Person	Matthew Downing, Director of Grants
Address	27555 Diehl Road, Suite E
City	Warrenville
Phone Number	630-281-1816
Email	mdowning@lilfriends.com

SECTION II Project Description

Project Title	Passenger Bus for Little Friends Employment Services
Cost of the Project	\$52,000 (\$7,000 grant)
Brief Description of the Scope of Initiative	<p>Little Friends requests \$7,000 to purchase a 14-passenger bus, which will provide transportation to DuPage County residents participating in Little Friends Employment Services. Identifying transportation as a major barrier to accessing employment, Little Friends will use this bus to provide adults with disabilities transportation to job skills training, experiential learning opportunities, on-site employer tours, and internships. Having secured partial funding to make this one-time capital purchase, critical funding from DuPage County would cover the remaining cost of this purchase and ensure this project is completed in FY 26.</p> <p>Little Friends Employment Services opens competitive integrated employment pathways for adults with disabilities in underrepresented employment sectors, including manufacturing, data analytics, and retail. In addition to one-on-one job coaching, Little Friends offers a 12-week "Connecting Adults with Communities" job skills training program, serving cohorts of 8-12 adults with disabilities. Little Friends has partnered with Ken's Krew, a national program that has secured employment for 900 individuals with disabilities at retail providers like Home Depot. Offering 72-100 hours of on-site job training, Ken's Krew has secured employment for 4 individuals at a local Home Depot since being introduced to DuPage County in February 2025.</p>
Desired Outcomes	<ol style="list-style-type: none">1. Purchase a 14-passenger van and begin providing transportation to Employment Services participants residing in DuPage County, so they can attend experiential learning opportunities like internships and tours of local manufacturing companies.2. Greater than 95% of Connecting Adults with Communities participants will graduate from the 12-week course. Post-graduation, 75% of participants will either secure employment or pursue additional training.3. As measured by pre- and post-service assessments, Connecting Adults with Communities participants will demonstrate increased self-advocacy and communication, as well as confidence in finding a job.4. The majority of Little Friends Employment Services participants will reside in DuPage County, including Warrenville, Aurora, and Naperville. Little Friends Employment Services annually supports over 50 adults with disabilities.

SECTION III Signature

Member Name	Sadia Covert	
District	5	
Signature		

SECTION IV Supplemental Documents

Please attach the following (if applicable)

- Letters of Engagement from all involved organizations
- Vendor Ethics Disclosures
- Bid Documents
- Proof of Good Standing with IL Secretary of State for all partner organizations
- Tax Documents (such as W-9 forms, where applicable)



1 Rockefeller Plaza
Suite 1506
New York, NY 10020-2054

Little Friends
27555 Diehl Road
Warrenville, IL 60555

Ken's Krew, Inc.
Mail to: PO Box 613 Lafayette Hill, PA 19444
Office: 212.290.8999
Fax: 212.290.8994
www.kenskrew.org

Championing Ability...Enabling Success.

January 7, 2025

Dear Little Friends,

This letter serves as a formal Letter of Intent (LOI) from Ken's Krew Inc. (KKI) to collaborate with Little Friends on launching an independent employment program for individuals with neurodevelopmental disabilities.

We are confident that our extensive experience in skills assessment, vocational training, and job placement services will be instrumental in achieving the program's goals. Through this collaboration, we aim to provide individuals with disabilities the opportunity to secure competitive employment and achieve greater independence.

Program Highlights

- **Comprehensive Support:** KKI will provide a comprehensive program encompassing staff onboarding and training, client recruitment, assessment, job placement, job coaching, and ongoing support.
- **Enhanced Employability:** The program leverages KKI's national partnerships and Little Friends' local connections to secure employment opportunities for program participants.
- **Mutually Beneficial Outcomes:** Little Friends will gain valuable expertise in independent employment services, while KKI expands its client base and strengthens its community impact.
- **Sustainable Program Development:** We will work collaboratively to secure funding for the program's long-term sustainability.

The attached agreement that outlines the roles, responsibilities, and budget for both parties.

We appreciate your time and consideration. We look forward to partnering with Little Friends to empower individuals with disabilities to achieve their full potential.

Sincerely,

Terri Neipert MEd.
Executive Director
Ken's Krew Inc.

Little Friends Authorized Signature/Date

1/10/25

Ken's Krew, Inc. is a registered 501(c)(3) tax-exempt organization. For tax purposes, please note that no goods or services were provided to you in exchange for this donation. The entire value of your gift is, therefore, tax deductible. Our tax identification number for your records is 23-2965789.



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	N/A - Member Initiative Program
COMPANY NAME:	Little Friends, Inc.
CONTACT PERSON:	Matthew Downing, Director of Grants
CONTACT EMAIL:	mdowning@lilfriends.com

Section II: Procurement Ordinance Requirements

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

- ☐ Yes
☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

Section III: Violations

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner;
- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text of the County's Ethics Ordinance is available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

The full text of the County's Procurement Ordinance is available at:

https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php

Section IV: Certification

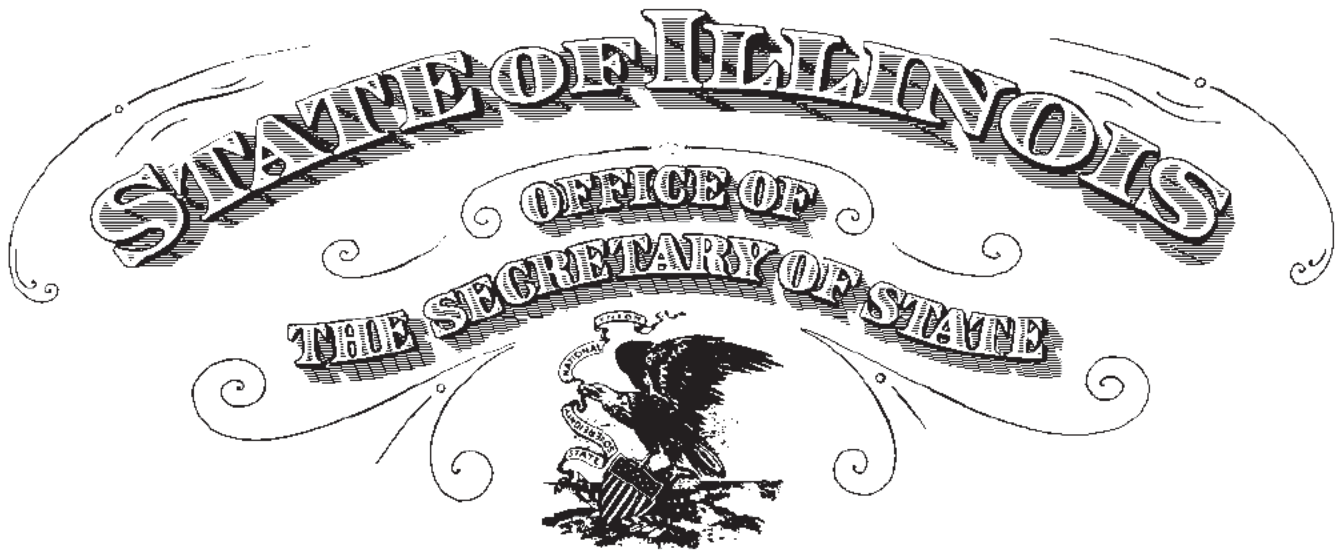
By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the

Printed Name: Mikel Briggs

Signature: 

Title: President & CEO

Date: 7/21/2025



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulis, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

LITTLE FRIENDS, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON JUNE 29, 1970, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 4TH
day of JANUARY A.D. 2024 .