

A GRANT AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND PARENTS
ALLIANCE EMPLOYMENT PROJECT

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

WHEREAS, PARENTS ALLIANCE EMPLOYMENT PROJECT (“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.
4. **Project Description.** Agency shall receive ten thousand five hundred dollars (\$10,500) 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 ten thousand five hundred dollars (\$10,500). Payment is contingent upon: (1) compliance with County rules and regulations; (2) Accounts Payable review by Finance Staff and County Audit Staff

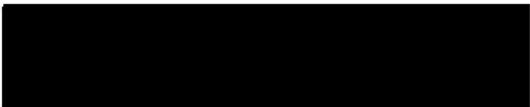
including providing sufficient invoicing and proof of purchase; and (3) completion of a fully executed Agreement. Payments shall be made in the form of reimbursement and upon invoice from Agency. Payments for eligible expenses authorized under this Agreement shall be made within thirty (30) days of receipt of completed invoices and proof of purchase.

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

PARENTS ALLIANCE EMPLOYMENT
PROJECT

Deborah Conroy
Chair, DuPage County



Kristen Sheffield
Executive Director

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	Parents Alliance Employment Project
Contact Person	Kristen Sheffield
Address	2525 Cabot Drive Suite 205
City	Lisle
Phone Number	630-697-8199
Email	ksheffield@parents-alliance.org

SECTION II Project Description

Project Title	Technology for Job Prep & Skills Training for Individuals with Disabilities
Cost of the Project	\$10,500
Brief Description of the Scope of Initiative	PAEP will purchase and implement the use of individual laptops for participants enrolled in our job training programs. PAEP will purchase laptops for PAEP staff to provide adequate job search and online case management. Providing laptops will significantly help individuals with disabilities in their job search by giving them access to on-line job portals, resume-building tools, and access to virtual interviews.
Desired Outcomes	To increase efficiency and enable individuals with disabilities gain independence within their job search process.

SECTION III Signature

Member Name	Grant Eckhoff	
District	4	
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)



**2525 Cabot Drive, Suite 205
Lisle, Illinois 60532
TEL: 630.697.8199
www.parents-alliance.org**

PARENTS ALLIANCE EMPLOYMENT PROJECT

March 27, 2025

Honorable District 6 DuPage County Board Members: Greg Schwarze, Sheila Rutledge, James Zay
Honorable District 4 DuPage County Board Members: Grant Eckhoff, Lynn LaPlante, Mary Ozog
421 County Farm Road
Wheaton, Illinois 60137

Letter of Proposal for Board Member Initiative: Technology Funding to Support Parents Alliance Employment Project

Dear County Board Members,

I am writing on behalf of Parents Alliance Employment Project (PAEP), a non-profit organization located in DuPage County that is devoted to improving the life of people with disabilities through individualized employment services. We are seeking funding through the Board Member Initiative to support the acquisition of laptops for use by participants within our job preparation and skills training program, Project SEARCH located at Northwestern Medicine Central DuPage Hospital in Winfield and Inspired by ABILITY located in Lisle and throughout DuPage County. Providing laptops to our participants will significantly help individuals with disabilities in their job search by giving them access to online job portals, resume-building tools, and virtual interviews. This funding will play a crucial role in increasing efficiency and enabling individuals with disabilities in our communities gain independence within their job search process.

Parents Alliance Employment Project is dedicated to improving the life of people with disabilities through individualized employment services and has existed since 1982. It is unique in that it was parent initiated and operated for many years staffed solely by parent volunteers. This network of parents became proactive when the only employment option for their developmentally disabled young adults was a sheltered workshop. Services are based on the philosophy that all individuals have the right to work in the communities in which they live.

With the work of twenty (20) full-time Employment Program Managers and Specialists, PAEP provides a variety of programs and services annually to over 150 individuals with developmental disabilities including career counseling, job skill training and preparation, job development, job placement, and job coaching and follow-up. A tailored program specific to building job skills is our nationally accredited, Project SEARCH model. The Project SEARCH program implemented at Northwestern Medicine Central DuPage Hospital in Winfield is a business led, one-year work program that takes place entirely at the workplace. The majority of the participants come from the surrounding Dupage county area high schools including Wheaton/Warrenville, Carol Stream, West Chicago, Naperville, and Glenbard school districts and attend the program located at Northwestern Medicine Central DuPage Hospital Monday through Friday from 7:30am-2:15pm. The morning

portion, 7:45-8:45am includes classroom instruction, while the remainder of the day, 9am-2pm participant's complete internships in departments throughout the hospital. Participants are exposed to 3, 10 week long internships to build skills. The goal for each participant is competitive employment. The program prioritizes real-life, hands-on work experience combined with classroom training in employability, work readiness and independent living skills to help youth with disabilities make successful transitions to productive adult life.

In addition to the Project SEARCH program, PAEP is successfully implementing Inspired by ABILITY (IBA), an individualized, year-long program that provides preparation of employment skills training and mentoring through job-readiness curriculum classroom instruction at our Lisle location one day per week for 3 hours. During the remaining days of the week, participants engage in work based learning internships at community businesses throughout DuPage County to build transferable work skills. Some notable employment training sites include: Monarch Landing (Food and Nutrition Department, Environmental Services Department, and Maintenance Department), Wyndemere (Food and Nutrition departments), Anytime Fitness (multiple locations), UFC Gym (multiple locations), Aperion Care (laundry Department, Food and Nutrition Department, and Housekeeping Department), Chartwell's at Elmhurst College, WESCO, GMC Dealership, PetPeople, TJ Maxx, Chick-Fil-A, Northwestern Medicine, Aramark, Marianjoy, Hyatt, UPS, Cinemark, Tabor Hills, Main Event, Fresh Thyme, Jiffy Lube, WeatherTech, Buffalo Wild Wings. Following on the job training, participants are placed into unsubsidized, competitive employment with supports provided by PAEP to ensure independent success.

As our agency and individualized job skill training programs continue to grow and expand, we have greatly recognized the need to implement technology within the classroom portion of these programs. Implementing the use of individual laptops for each participant would allow them to increase their technology skills as well as their independence in the job search process by: 1) allowing each participant to have access to a professional email account specific for the job searching process, 2) providing easy access to online job portals like Indeed, Glassdoor, 3) create, edit and customize resumes and cover letters, 4) research job companies and roles within each company identifying the skills they are looking for in an employee, 5) prepare for interviews, and 6) conduct and participate in virtual interviews.

With the funding provided by the DuPage County Board Member Initiative through Districts 6 and 4, PAEP plans to purchase twelve (12) laptops for the Project SEARCH program for participants and eleven (11) laptops for PAEP staff and all necessary software. The laptops will be used for daily use in the classroom and one on one with each participant for job readiness activities and to allow staff to provide on-line case management and virtual meetings with parents and employers. Utilizing the laptops within the classroom will increase independence and problem solving skills and empower each program participant to lead more independent, inclusive and fulfilling lives in the world of work and social engagement. The participants of the program will:

- 1) Gain access to an array of information and job resources
- 2) Create resumes
- 3) Practice video interviewing
- 4) Enhance communication through email and video to bridge gaps and access to employers

The total cost for this project is estimated at \$21,300 which includes a total of \$400 per classroom laptop acquired for each student of each program (12) and a total of \$1500 per staff (11) laptop acquired for each PAEP staff.

- \$4,800: Student Laptop and Software Purchase/Adapters and Accessories/Installation and Setup: \$400 (12)
- \$16,500: Staff Laptop and Software Purchase/Adapters and Accessories/Installation and Setup: \$1500 (11)

The request from each district breakdown would be as follows:

District 6: Project SEARCH Central DuPage Hospital for 12 participants and 4 staff: \$10,800

District 4: Project SEARCH Central DuPage Hospital for 7 additional PAEP Staff: \$10,500

PAEP is committed to maintaining the technology to ensure that each participant of the program can access and learn to navigate their job search process independently with the use of the laptops. A portion of the classroom curriculum will cover the training and use of the laptop for each participant.

In conclusion, the support from the DuPage County Board Member Initiative will have a lasting impact on our ability to increase efficiency and enable individuals with disabilities gain independence within their job search.

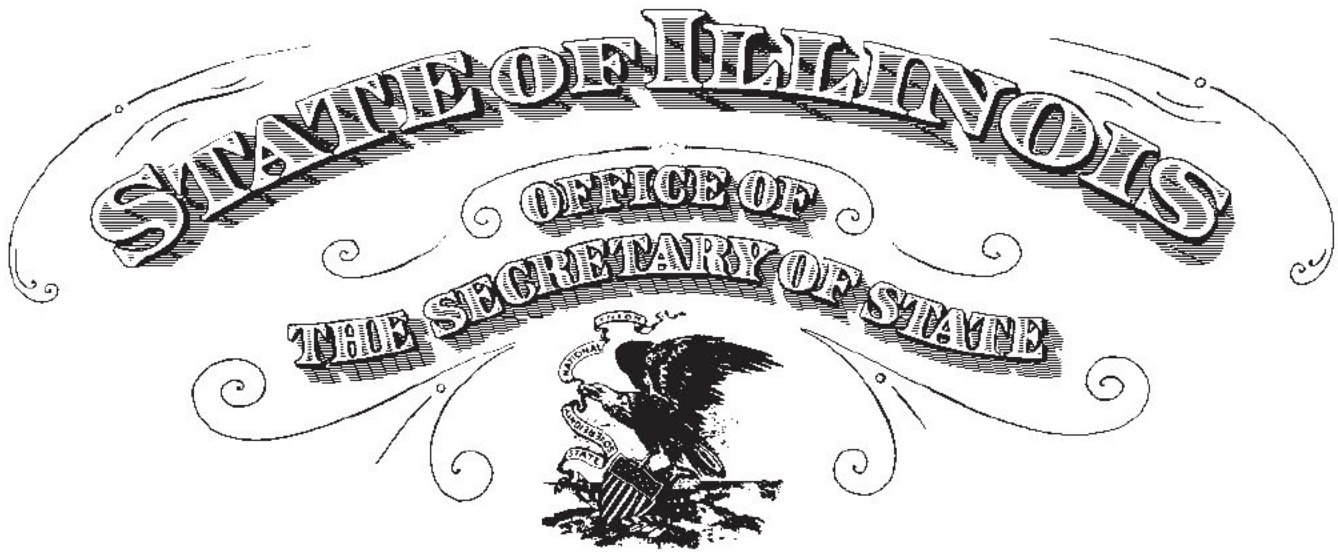
I would like to extend an invitation to you all and any DuPage County Board Member to visit Parents Alliance Employment Project and the Project SEARCH program at Northwestern Medicine Central DuPage Hospital to see and learn more about our program.

If you should need any additional information to supplement this request or have any questions, please feel free to contact me at (630) 697-8199 or. We appreciate the work you do in our community, your support and thank you for your consideration.

Sincerely,

Kristen A. Sheffield

Kristen A. Sheffield
Executive Director



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

PARENTS ALLIANCE EMPLOYMENT PROJECT, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON JUNE 13, 1979, 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 7TH
day of FEBRUARY A.D. 2025 .





Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Feb 7, 2025

Bid/Contract/PO #: _____

Company Name: Parents Alliance Employment Project	Company Contact: Kristen Sheffield
Contact Phone: 630-697-8199	Contact Email: ksheffield@parents-alliance.org

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. 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 resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. 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.

☒ **NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. 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.

☒ **NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

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 disclosure is required, and I agree 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 for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature _____
Printed Name Kristen A. Sheffield
Title Executive Director
Date Feb 7, 2025

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)