

**A GRANT AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND CAREER
NETWORKING CENTER**

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

WHEREAS, CAREER NETWORKING CENTER ("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 forty thousand dollars (\$40,000.00) 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 forty thousand dollars (\$40,000.00). 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

CAREER NETWORKING CENTER

Deborah Conroy
Chair, DuPage County



Kimberly White,
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	Career Networking Center
Contact Person	Kimberly White
Address	924 W 75th St #102-136
City	Naperville Illinois 60565
Phone Number	630-961-5665
Email	kimberly@careernetworkingcenter.org

SECTION II Project Description

Project Title	Empower the Job Seeker Program
Cost of the Project	\$40,000
Brief Description of the Scope of Initiative	See attachments
Desired Outcomes	See attachments

SECTION III Signature

Member Name	Dawn DeSart
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)



June 5, 2025

Letter of Intent to Request Funding for the Empower the Job Seeker Program

Expanding Access and Workforce Readiness for DuPage County Residents Through Community Partnerships

To Whom It May Concern:

On behalf of the Career & Networking Center (CNC), I am writing to express our intent to apply for funding in the amount of \$40,000 to support and expand our *Empower the Job Seeker* program, a workforce readiness initiative serving DuPage County residents who are unemployed, underemployed, or seeking career transition.

CNC has operated with a lean, mission-driven team since 1996, helping thousands of individuals rebuild their confidence, strengthen their job search skills, and successfully return to the workforce. The Empower the Job Seeker program offers personalized coaching, workshops, resume support, interview preparation, networking opportunities, and job search strategies, all tailored to meet the diverse needs of job seekers in our community.

We are seeking funding to remove financial barriers for individuals referred through nonprofit and agency partners, expand outreach and program visibility, strengthen administrative capacity, modernize our website and communications, and invest in technology and data infrastructure. These enhancements will enable CNC to scale our services while maintaining the quality and individual focus our clients rely on.

All requested funds will be expended by December 31, 2025. We believe this investment will directly improve employment outcomes for hundreds of local residents and contribute to a stronger, more resilient regional workforce.

Thank you for considering our request. We value your partnership and your commitment to supporting economic advancement in our community.

Sincerely,

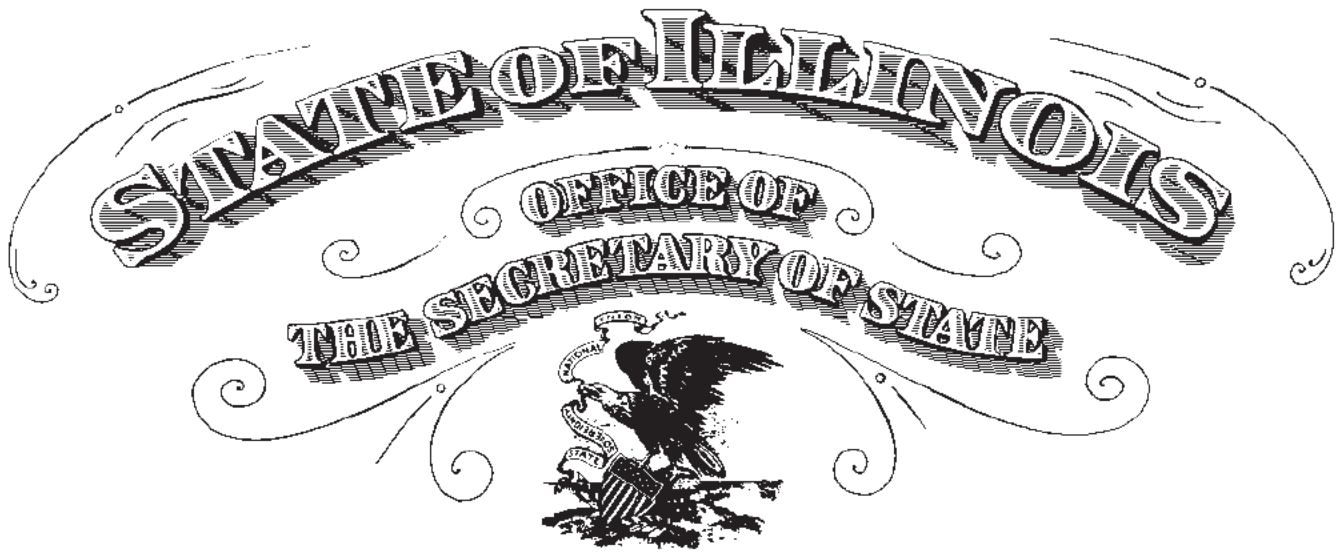
A solid black rectangular box used to redact the signature of Kimberly White.

Kimberly White, Executive Director
Career & Networking Center

MIP/CNC Estimated Budget Summary

Funding Request: \$40,000

Budget Category	Description	Estimated Cost
1. Removing Financial Barriers	Waive \$125 six-month membership fees for approximately 100 new clients referred by nonprofit/agency partners.	\$12,000
2. Outreach & Program Support	CNC will bring on additional support to drive outreach and program expansion, including engagement with nonprofit partners, schools, libraries, and community hubs.	\$18,000
3. Marketing & Website Modernization	Enhance CNC's visibility through improved website design, updated content, and ongoing communications via email and social media platforms.	\$8,000
4. Equipment & Data Infrastructure	<p>Upgraded technology (laptop, etc.) to support both virtual and in-person service delivery, ensuring staff remain connected and efficient.</p> <p>In addition, funds will strengthen CNC's data infrastructure, including:</p> <ul style="list-style-type: none"> - New tools and systems for tracking client outcomes and program metrics - Software upgrades and staff training for consistent and strategic data use - Improved reporting and evaluation capabilities to demonstrate impact 	\$2,,000
TOTAL		\$40,000



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulas, 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

CAREER & NETWORKING CENTER, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON JUNE 17, 1996, 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 28TH
day of MARCH A.D. 2025 .





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:	
COMPANY NAME:	Career + Networking Center
CONTACT PERSON:	Kimberly White
CONTACT EMAIL:	Kimberly@careernetworkingcenter.org

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

Printed Name:

Kimberly White

Signature:



Title:

Executive Director

Date:

6/5/25