



DU PAGE COUNTY

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Human Services Final Summary

Tuesday, February 3, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:30 AM.

2. ROLL CALL

Other Board members present: Member Saba Haider

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Paul Bruckner, Lisa Smith, and Renee Zerante (State's Attorney Office), Mark Thomas, Rob Quigley, and Catherine Figlewski through 9:45 AM (Facilities Management), Steve Travia through 9:45 AM (Transportation), Keith Jorstad (Finance), Valerie Calvente (Procurement), Natasha Belli, Julie Hamlin, and Gina Strafford-Ahmed (Community Services), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center), remote.

PRESENT Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

3. PUBLIC COMMENT

Jeni Fabian, the Chief Executive Officer at the People's Resource Center (PRC), spoke regarding the County's plans to address food insecurity and how the food pantries may be involved.

4. CHAIR REMARKS - CHAIR SCHWARZE

The DuPage Care Center Valentine Balloon fundraiser to benefit Care Center residents is happening now and ongoing. Balloon donations will be accepted until February 11 by going online at the Care Center Foundation's website to donate. Balloon delivery will be on February 13. Everyone is welcome to attend and hand out balloons.

Member Galassi commented on Jeni Fabian's comments, noting she has relayed all phone conversations with Jeni to Chair Schwarze and hopes Jeni is confident that she is advocating for the PRC. She added conversations with other pantries in District 3 echo Jeni's message. Member LaPlante stated she met with PRC and listened to their concerns and feels the message needs to be addressed. The County needs to move in a spirit of full transparency when making budget decisions and decisions are voted on by the County Board before announcements are made. She would like to see more open communication and a more formalized process that people can go through in terms of securing funding to address food insecurity.

5. APPROVAL OF MINUTES

5.A. [26-0550](#)

Human Services Committee - Regular Meeting - Tuesday, January 20, 2026

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING

6.A. [HS-P-0005-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with Catholic Charities, to provide shelter, case management, and financial assistance to situationally homeless residents and at-risk of homelessness residents of DuPage County, for the period of January 1, 2026 through March 31, 2027, in the amount of \$58,000; under the Community Services Block Grant. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Cynthia Cronin Cahill

6.B. [HS-P-0006-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with The GardenWorks Project, to plan, build, promote, and sustain community gardens in DuPage County, for Community Services, for the period of January 1, 2026 through December 31, 2026, in the amount of \$55,000; under the Community Services Block Grant. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

6.C. [HS-P-0007-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with H.O.M.E. DuPage, Inc., to provide financial literacy counseling, budget and credit counseling, credit repair and financial literacy workshops to low income residents in DuPage County, for Community Services, for the period of January 1, 2026 through March 31, 2027, for a contract total not to exceed \$84,728; under the Community Services Block Grant. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Lynn LaPlante

6.D. [HS-P-0008-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with Outreach Community Services, Inc., to provide case management, counseling, job training/readiness, work experience, transportation, and GED assistance to low income youth residing in DuPage County, for Community Services, for the period of January 1, 2026 through March 31, 2027, for a contract total not to exceed \$115,000, under the Community Services Block Grant. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Dawn DeSart

6.E. [HS-P-0009-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with Teen Parent Connection, to provide car seats, booster seats, diapers, formula, wipes, and car seat safety training to low income residents of DuPage County, for Community Services, for the period of January 1, 2026 through March 31, 2027, for a contract total not to exceed \$40,000; under the Community Services Block Grant. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Cynthia Cronin Cahill

6.F. [HS-P-0010-26](#)

Recommendation for the approval of a contract purchase order to enter into a sub-grantee agreement with 360 Youth Services, to provide case management, housing, job coaching/preparedness, transportation, educational services, and GED coaching to homeless youth and young adults in DuPage County, for Community Services, for the period of January 1, 2026 through March 31, 2027, for a contract total not to exceed \$55,242; under the Community Services Block Grant. Grant funded.(Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

6.G. [HS-P-0011-26](#)

Recommendation for a the approval of a contract purchase order issued to C4 Innovations, LLC, to provide Continuum of Care Coordinate Entry System Evaluation, for Community Services, for the period of March 1, 2026 through March 1, 2027, in the amount of \$53,800; per RFP #25-112-CS. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

6.H. [26-0551](#)

Recommendation for the approval of a contract purchase order to enter into an agreement with Environmental Consulting Group, Inc., to provide asbestos testing for single family homes for the Weatherization Program and Single Family Rehab grants in DuPage County, for Community Services, for the period of March 11, 2026 through March 10, 2027, for a contract total not to exceed \$22,925; per bid 25-021-WEX, first of three optional renewals. Grant funded. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

6.I. [FI-R-0033-26](#)

Additional appropriation for the Illinois Home Weatherization Assistance Program, Department of Energy (DOE) Grant PY26, Inter-Governmental Agreement No. 25-401028, Company 5000 - Accounting Unit 1400, from \$638,116 to \$900,819 (an increase of \$262,703). (Community Services)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Paula Garcia
SECONDER: Dawn DeSart

6.J. [FI-R-0034-26](#)

Additional appropriation for the Illinois Home Weatherization Assistance Program HHS Grant PY26, Inter-Governmental Agreement No. 25-221028, Company 5000 - Accounting Unit 1430, from \$974,465 to \$1,232,976 (an increase of \$258,511). (Community Services)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Paula Garcia
SECONDER: Lynn LaPlante

7. **DUPAGE CARE CENTER - JANELLE CHADWICK**

7.A. [HS-P-0012-26](#)

Recommendation for the approval of a contract purchase order to Excel Electric, for upgrades to the North generator at the DuPage Care Center, for the period of February 11, 2026 through June 30, 2027, for a contract total not to exceed \$681,835; per bid #26-001-DCC.

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Dawn DeSart
SECONDER: Cynthia Cronin Cahill

7.B. [HS-P-0013-26](#)

Recommendation for the approval of a contract purchase order to Performance Foodservice Chicago, for secondary food and supplies, for the DuPage Care Center and cafes on County Campus, for the period of March 1, 2026 through February 28, 2027, for a contract total not to exceed \$59,000; under bid renewal #23-020-DCC, third and final optional renewal.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

7.C. [HS-P-0014-26](#)

Recommendation for the approval of a contract purchase order to Shift4 Payments, LLC, for Point of Sale System subscription and fees for credit card payments for DuPage Care Center and cafes on County Campus cafe sales, for the period March 1, 2026 through February 28, 2027, for a total contract not to exceed \$42,890.50, under renewal of RFP #23-002-DCC, final option to renew.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

7.D. [26-0552](#)

Recommendation for the approval of a contract purchase order to Equipment International, Ltd., for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period of March 1, 2026 through February 28, 2027, for a contract total amount not to exceed \$23,750; per renewal of bid #24-014-DCC, second of three one-year optional renewals.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

8. BUDGET TRANSFERS

Motion to Combine Items

Member Cahill moved and Member Galassi seconded the motion to combine items 8.A. through 8.C and then items 8.D. through 8.N. for two separate votes. The motions were approved on voice votes, all "ayes".

8.A. [26-0553](#)

Transfer of funds from account no. 5000-1650-50000 (regular salaries) to account no. 5000-1650-50010 (overtime) in the amount of \$994 to cover the shortage in the overtime budget with the Community Services Block Grant (CSBG) budget for FY25. (Community Services)

8.B. [26-0554](#)

Transfer of funds from account no. 5000-1480-50000 (regular salaries) to account no. 5000-1480-51000 (benefit payments) in the amount of \$3,500 for the Homeless Management Information System Grant (HMIS), to account for compensated absences recorded in FY25, unforeseen at the time of the original budget. (Community Services)

8.C. [26-0555](#)

Transfer of funds from account no. 5000-1760-50000 (regular salaries) to account no. 5000-1760-51000 (benefit payments) in the amount of \$1,331 for the Illinois Department of Human Services (IDHS) Supportive Housing Grant, to cover the shortage for benefit payments for FY25, not originally set up in the original grant budget. (Community Services)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

8.D. [26-0556](#)

Transfer of funds from account nos. 1200-2000-50080 (salary and wage adjustments) and 1200-2000-53828 (contingencies) to account nos. 1200-2000-50000 (regular salaries), 1200-2000-50040 (part-time help), 1200-2000-51000 (benefit payments), 1200-2000-51040 (employee medical and hospital insurance), 1200-2000-50010 (overtime), and 1200-2000-51030 (employer share social security) in the amount of \$89,700 to balance the Administration Payroll in FY25. (DuPage Care Center)

- 8.E. [26-0557](#)
Transfer of funds from account nos. 1200-2100-50080 (salary and wage adjustments), 1200-2100-50000 (regular salaries), and 1200-2100-50040 (part-time help) to account nos., 1200-2100-51000 (benefit payments), 1200-2100-51040 (employee medical and hospital insurance), and 1200-2100-51070 (tuition reimbursement) in the amount of \$34,500 to balance the payroll budgets for the 421 building cafeteria in FY25. (DuPage Care Center)
- 8.F. [26-0558](#)
Transfer of funds from account nos. 1200-2025-50040 (part-time help), 1200-2025-50080 (salary and wage adjustments), and 1200-2000-53828 (contingencies) to account nos. 1200-2025-50000 (regular salaries), 1200-2025-50010 (overtime), 1200-2025-51000 (benefit payments), and 1200-2025-51040 (employee medical and hospital insurance), in the amount of \$206,500 to balance the budget lines in Dining Services in FY25. (DuPage Care Center)
- 8.G. [26-0559](#)
Transfer of funds from account nos. 1200-2010-50080 (salary and wage adjustments) and 1200-2010-53818 (refunds and forfeitures) to account nos. 1200-2010-50000 (regular salaries), 1200-2010-51000 (benefit payments), 1200-2010-51010 (employer share I.M.R.F.), and 1200-2010-51030 (employer share social security) in the amount of \$52,100 to balance the budget lines in Financial Services in FY25. (DuPage Care Center)
- 8.H. [26-0560](#)
Transfer of funds from account no. 1200-2085-50080 (salary and wage adjustments) to account nos. 1200-2085-50010 (overtime), 1200-2085-50040 (part-time help), and 1200-2085-51040 (employee medical and hospital insurance), in the amount of \$7,500 to balance the budget lines in the Inpatient Pharmacy in FY25. (DuPage Care Center)
- 8.I. [26-0561](#)
Transfer of funds from account nos. 1200-2030-50080 (salary and wage adjustments), 1200-2030-50010 (overtime), and 1200-2000-53818 (contingencies) to account nos. 1200-2030-50000 (regular salaries), and 1200-2030-51040 (employee medical and hospital insurance) in the amount of \$61,500 to balance the budget lines in Laundry Services in FY25. (DuPage Care Center)
- 8.J. [26-0562](#)
Transfer of funds from account nos. 1200-2050-50080 (salary and wage adjustments), 1200-2050-50000 (regular salaries), 1200-2050-50040 (part-time help), and 1200-2050-50050 (temporary salaries) to account nos. 1200-2050-50010 (overtime), 1200-2050-50020 (holiday pay), 1200-2050-51000 (benefit payments), 1200-2050-51040 (employee medical and hospital insurance), and 1200-2050-51070 (tuition reimbursement) in the amount of \$939,500 to balance the budget lines in Nursing Services in FY25. (DuPage Care Center)

8.K. [26-0563](#)

Transfer of funds from account no. 1200-2065-50000 (regular salaries) to account nos. 1200-2065-50010 (overtime) and 1200-2065-51040 (employee medical and hospital insurance), in the amount of \$40,400 to balance the budget lines in Recreation Activities in FY25. (DuPage Care Center)

8.L. [26-0564](#)

Transfer of funds from account nos. 1200-2060-50080 (salary and wage adjustments) and 1200-2060-50000 (regular salaries) to account nos. 1200-2060-51000 (benefit payments), 1200-2060-51040 (employee medical and hospital insurance) and 1200-2060-50010 (overtime) in the amount of \$43,000 to balance the budget lines in Rehabilitation and Therapy Services in FY25. (DuPage Care Center)

8.M. [26-0565](#)

Transfer of funds from account no. 1200-2070-50080 (salary and wage adjustments) to account nos. 1200-2070-50000 (regular salaries), 1200-2070-51000 (benefit payments), and 1200-2070-51010 (employer share I.M.R.F.), in the amount of \$15,400 to balance the budget lines in Social Services in FY25. (DuPage Care Center)

8.N. [26-0566](#)

Transfer of funds from account nos. 1200-2080-50080 (salary and wage adjustments), 1200-2080-50010 (overtime), and 1200-2000-53828 (contingencies) to account nos. 1200-2080-50000 (regular salaries), 1200-2080-51000 (benefit payments), and 1200-2080-51040 (employee medical and hospital insurance), in the amount of \$25,500 to balance the budget lines in Volunteer Services in FY25. (DuPage Care Center)

Janelle Chadwick, Administrator of the DuPage Care Center, explained that the volume of budget transfers for the Care Center is the result of the Care Center budgeting their Cost of Living Adjustment (COLA) on a separate line item. They have 13 departments that have labor, requiring that the COLA budget line needs to be moved to all the different categories at the end of the year. Also attributing more of a shift of funds is that they allocated 2% to the COLA line and had to adjust to the COLA being at 3%.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

9. TRAVEL

9.A. [26-0567](#)

Community Services Manager to attend the National Human Services Data Consortium in Albuquerque, New Mexico, from April 12, 2026 through April 16, 2026. Expenses to include registration, lodging, transportation, and per diems for approximate cost of \$2,893. Grant funded. (Community Services)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

10. CONSENT ITEMS

Motion to Combine Items

Member Garcia moved and Member Galassi seconded a motion to combine items 10. A. through 10.D. The motion was approved on voice vote, all "ayes".

10.A. [26-0568](#)

Benevate Inc. DBA Neighborly Software, Contract 6495-0001-SERV - This Purchase Order is decreasing in the amount of \$33,000 and closing due to Purchase Order has expired. (Community Services)

10.B. [26-0569](#)

Healthy Air Heating and Air, Inc., Contract 6727-0001-SERV - This Purchase Order is decreasing in the amount of \$123,359.11 and closing due to Purchase Order has expired. (Community Services)

10.C. [26-0570](#)

Healthy Air Heating and Air, Inc., Contract 6791-0001-SERV - This Purchase Order is decreasing in the amount of \$38,150.39 and closing due to Purchase Order has expired. (Community Services)

10.D. [26-0571](#)

Healthy Air Heating and Air, Inc., Contract 6792-0001-SERV - This Purchase Order is decreasing in the amount of \$24,037.59 and closing due to Purchase Order has expired. (Community Services)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

11. INFORMATIONAL

Motion to Combine Items

Member Galassi moved and Member Garcia seconded a motion to combine items 11.A. through 11.C. The motion was approved on voice vote, all "ayes".

11.A. [26-0572](#)

GPN 004-26 Community Development Block Grant (CDBG) PY26, United States Department of Housing and Urban Development (HUD), Community Development, in the amount of \$3,703,858. (Community Services)

11.B. [26-0573](#)

GPN 005-26 HOME Investment Partnerships Program PY26, United States Department of Housing and Urban Development (HUD), Community Development, in the amount of \$1,570,831. (Community Services)

11.C. [26-0574](#)

GPN 006-26 Emergency Solutions Grant (ESG) PY26, United States Department of Housing and Urban Development (HUD), Community Development, in the amount of \$286,929. (Community Services)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

12. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

The Care Center currently has one unit on isolation due to influenza A, down from two units since the January 20th Human Services Committee meeting.

The Care Center had their architecture survey for 2 North, 2 South, and 2 Center. There was a different architecture surveyor than with the prior units. This surveyor seems to be holding the Care Center to a standard that is above the skilled nursing facilities. For example, red outlets in the rooms are being referred to as critical care outlets. The Care Center has outlets that connect to the generator in the hallways but the surveyor required that the critical care outlets must be in the residents' rooms also.

Additionally, the surveyor wanted the cabinetry in the residents' rooms to be flush with the ceiling which required staff to add two inches to the top of the cabinetry. This contradicted

previous surveys. They are complying but disputing the requests. The surveyors are consulting with their supervisor who is out until February 5th. Ms. Chadwick is concerned that the next Life Safety Code Survey will have a different surveyor and different requests. Another concern is if there is a federal government shutdown, the whole process will stop. The Facilities Management team and Wight Construction worked very hard to complete the additions to the cabinetry in 48 hours. Asked about additional cost, Janelle replied she did not have the numbers but the Care Center allocates additional funds in the contingency lines for construction funding.

14. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated they are anxiously awaiting the house votes on the separated budget and that an answer comes soon. Joan Olson, the Chief Communications Officer, stated the House cleared a procedural hurdle on Monday night which is a good sign for re-opening. They are scheduled to start a vote Tuesday morning at 10:15 am CST.

Ms. Keating followed up on the January 20th Human Services Committee's outreach presentation by Brett Kuras, the Outreach Specialist.

She shared additional statistics for 2025 with the committee:

The Community Services main line:

630-407-6500, received just under 48,000 calls.

The 211-line received just under 7000 calls.

Senior Services Unit:

Adult Protective Services (APS) - 1041 calls

Ombudsman Program staff (advocates for long-term nursing facilities) - 369 intakes

Choices for Care (staff in hospital with individuals being released to long term care) - 12,007 screenings

Community Care Program (CCP) provides in-home services - 1800 new intakes

Family Center:

Mediators (divorced or parents never married) - 465 mediations

Supervised Parenting (court ordered) - 538 sessions

Neutral exchange (facilitates transfer of child from one parent to another) - 2504 exchanges

Ms. Keating stated she reached out to the Northern Illinois Food Bank (NIFB). She displayed a graph representing the number of visits per month across all DuPage agencies. The county continues to remain above the 2023 levels. The fall of 2025, particularly November spiked because of the suspension of SNAP benefits and the effects of ICE activity, with people not leaving their homes. December drops annually because a lot of pantries close between the Christmas holidays.

New registrants represent those who use Links to Feed software program.

Ms. Keating will continue to get updated information. From the NIFB.

15. OLD BUSINESS

Chair Schwarze stated he is proud of the Human Services Committee members for their fight against food insecurity for the last four years. He noted the ‘fight’ has taken many different forms, from the largest to the smallest food pantries. The county has allocated \$10-15M for food insecurity, completed a capital project, and worked with the DuPage Transformational Partnership Grant, which included food insecurity. Chair Conroy’s 2026 budget includes \$3M for food insecurity which does not include any potential capital.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURNMENT

With no further business, the meeting was adjourned at 10:15 AM.



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0550

Agenda Date: 2/3/2026

Agenda #: 5.A.



DU PAGE COUNTY

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
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Human Services Final Summary

Tuesday, January 20, 2026

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:30 AM.

2. ROLL CALL

Other Board members present:

Member Yeena Yoo and Member Brian Krajewski

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Mark Winistorfer (State's Attorney's Office), Keith Jorstad (Finance), Donna Weidman (Procurement), Natasha Belli and Gina Strafford-Ahmed (Community Services Administrators), Katherine Kosloski and Brett Kuras (Intake & Referral), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center).

PRESENT Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze commented on the DuPage County Transformation Partnership Grant that DuPage County has been administering with the DuPage Foundation, allocating \$10M over the last four years with ARPA funds. One grant was given to Metropolitan Family Services (MFS) as a three-year grant for \$550,000. MFS was significantly behind in their spending for the first year mainly due to the delay in hiring a behavioral therapist. In the second budget year, they project they will not spend \$87,000 of the \$550,000. Since the ARPA rules specify all funds must be used by December of 2026, we are not going to extend the grant into the third year. As part of the grant committee, members of the DuPage Foundation, Mary Keating, Vice Chair Garcia, and I discussed and agreed any unspent funds would be re-allocated for the purchase of food. In addition to supporting a need we know that food can be purchased quickly and documentation can be provided by the end of the year as needed. A revised grant agreement was approved by our board and signed by MFS. A \$100,000 grant is going to the Northern Illinois Food Bank (NIFB), \$87,000 is from our DuPage County Transformation Partnership grant (DCTP) re-allocation. The NIFB will advise all DuPage County food pantries of the grant and will offer specific food products at no cost. Pantries can order food up to \$5000 in product until all funds are used up. It is anticipated that Some of the smaller pantries may not place an order but that is up to them.

Member LaPlante noted she requested monthly updates be sent to the board from the NIFB on the status of food banks and they have not been receiving them. Mary Keating replied that she would follow up with Member LaPlante’s request.

Chair Schwarze stated that the committee members should have received an invitation to the DuPage Care Center (DPCC) Legacy Gala being held on February 21st. He will attend and hopes to see everyone there. Janelle Chadwick commented that one of the Dreyer medical directors donated his table to Care Center staff, which they are very excited about. This is the first event of this type being hosted by the DuPage Care Center, replacing the Fall Fest. The previous gala was hosted by the family members.

5. MINUTES

5.A. [26-0365](#)

Human Services Committee - Regular Meeting - Tuesday, January 6, 2026

RESULT: APPROVED
MOVER: Cynthia Cronin Cahill
SECONDER: Kari Galassi

6. LENGTH OF SERVICE AWARD

6.A. Length of Service Award - ShaTonya Herring - 20 Years - Community Services

7. COMMUNITY SERVICES - MARY KEATING

7.A. [FI-R-0024-26](#)

Acceptance and appropriation of the ILDCEO Community Services Block Grant (CSBG) PY26 Inter-Governmental Agreement No. 26-231028, Company 5000 - Accounting Unit 1650, in the amount of \$1,371,680. (Community Services)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Dawn DeSart
SECONDER: Paula Garcia

7.B. [FI-R-0025-26](#)

Additional appropriation for the Aging Case Coordination Unit Fund PY26, Adult Protective Services Technology Modernization Grant, Company 5000 - Accounting Unit 1660, in the amount of \$11,160. (Community Services)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Dawn DeSart
SECONDER: Paula Garcia

7.C. [26-0350](#)

HS-P-0007A-25 - Amendment to Resolution HS-P-0007-25, County Contract 7521-0001 SERV, issued to Teen Parent Connection, to provide car seats, diapers formula, wipes, and car seat safety training, to increase contract by \$25,000 and to extend the contract through March 31, 2026. CSBG grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Lynn LaPlante
SECONDER:	Paula Garcia

8. **COMMUNITY DEVELOPMENT - MARY KEATING**

8.A. [HS-R-0003-26](#)

2026 Annual Action Plan element of the Consolidated Plan, DuPage County Consortium – FIRST READING - Acceptance of the 2026 Annual Action Plan element of the 2025-2029 Consolidated Plan (Public Comment Period) for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs to qualify and receive the Department of Housing and Urban Development (HUD) grant funds.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante

9. **DUPAGE CARE CENTER - JANELLE CHADWICK**

9.A. [HS-P-0004-26](#)

Recommendation for the approval of a contract purchase order to Henry Schein, Inc., for Alco classic expandable deck beds, for the DuPage Care Center, for the period of January 28, 2026 through November 30, 2026, for a contract total amount not to exceed \$223,904. Contract pursuant to the Intergovernmental Cooperation Act (Omnia Contract #2021002973).

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

9.B. [HS-CO-0003-26](#)

Amendment to purchase order 7938-0001 SERV, issued to United Staffing Network, Inc., to extend the contract through April 30, 2026 and to increase the contract in the amount of \$25,000, to continue to provide supplemental pharmacy staffing for the DuPage Care Center.

Ms. Chadwick answered questions regarding staffing at the Care Center, explaining this particular agenda item pertains to the pharmacy staffing only due to an employee being out on parental leave.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

10. BUDGET TRANSFERS

10.A. [26-0351](#)

Transfer of funds from account no. 5000-1420-50000 (regular salaries) to account no. 5000-1420-51000 (benefit payments) for the LIHEAP Program, HHS Grant, to cover the cost of benefit payments that exceeded the original budget during FY25 in the amount of \$3,500. (Community Services)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi

10.B. [26-0352](#)

Transfer of funds from account no. 5000-1770-50000 (regular salaries) to account no. 5000-1770-51070 (tuition reimbursement) to cover the shortage that exceeded the original budget during the year of 2025 in the Emergency Rent Assistance Fund in the amount of \$1,672. (Community Services)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi

10.C. [26-0353](#)

Transfer of funds from account no. 5000-1430-50000 (regular salaries) to account no. 5000-1430-51000 (benefit payments) for the Weatherization Program, IHWAP HHS Grant PY26, to cover the cost of benefit payments that exceeded the original budget during the year of 2025 in the amount of \$328. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante

10.D. [26-0354](#)

Transfer of funds from account no. 5000-1490-50000 (regular salaries) to account no. 5000-1490-51000 (benefit payments) for the Weatherization Program, IHWAP State Grant PY25, to cover the cost of benefit payments that exceeded the original budget during the year of 2025 in the amount of \$1,015.(Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

10.E. [26-0355](#)

Transfer of funds from account no. 1000-1750-50000 (regular salaries) to account no. 1000-1750-50010 (overtime) in the amount of \$440 to cover the overtime, overage not foreseen at the time of original budget for FY25. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante

10.F. [26-0356](#)

Transfer of funds from account no. 1400-5920-50000 (regular salaries) to account no. 1400-5920-50040 (part time help), 1400-5920-51000 (benefit payments), 1400-5920-51010 (employer share I.M.R.F.), and 1400-5920-51030 (employer share social security), in the amount of \$3,733. to cover the negative balances for FY25. (Family Center)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Kari Galassi

11. CONSENT ITEMS

Motion to Combine Items

Member Cahill moved and Member LaPlante seconded a motion to combine items 11.A. through 11.E. The motion was approved on voice vote, all "ayes".

11.A. [26-0357](#)

PointClickCare Technologies, Inc., Contract 5045-0001 SERV - This Purchase Order is decreasing in the amount of \$50,444.85 and closing due to Purchase Order has expired.

11.B. [26-0358](#)

Professional Medical & Surgical Supply, Contract 7116-0001 SERV - This Purchase Order is decreasing in the amount of \$13,119.55 and closing due to Purchase Order has expired.

11.C. [26-0359](#)

Prairie Farms Dairy, Inc., Contract 7265-0001 SERV - This Purchase Order is decreasing in the amount of \$17,517.34 and closing due to Purchase Order has expired.

11.D. [26-0361](#)

Cardinal Health, Contract 6603-0001 SERV - This Purchase Order is decreasing in the amount of \$2,207,652.24 and closing due to Purchase Order has expired.

11.E. [26-0362](#)

The Home Depot, Contract 7041-0001 SERV - This Purchase Order is decreasing in the amount of \$31,397.37 and closing due to Purchase Order has expired.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Greg Schwarze
SECONDER:	Dawn DeSart
AYES:	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

12. INFORMATIONAL

12.A. [26-0363](#)

GPN 003-26 Community Services Block Grant PY26, Illinois Department of Commerce and Economic Opportunity, US Department of Health and Human Services - \$1,371,680. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

13. RESIDENCY WAIVERS - JANELLE CHADWICK

Janelle Chadwick stated there are five male beds and eleven female beds available. Four beds have been offered to DuPage County residents; thus no DuPage County residents will be displaced with the acceptance of this candidate.

Member Cahill expressed her lack of support for out of county residency waivers, stating she prefers that the open beds be reserved for DuPage County residents. Discussion ensued. Ms. Chadwick added the County Board prepared the criteria for allowing the waiver process and stated we could take another look at it. She added that if the out of county requests were denied, it would be detrimental to their volume. Their Medicaid rate by volume is very important. The committee discussed the residency numbers and the temporary effect of occupancy from the construction.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

14. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Ms. Chadwick stated they have been informed that their architectural inspection will be completed on January 27, 2026, in 2 North, 2 Center, and 2 South. Next will be the nursing inspection. They were just informed they are on the last hurdle for the whole east building pending the architectural review.

The Care Center has one new case of Influenza A today, no other communicable diseases are present.

15. COMMUNITY SERVICES UPDATE - MARY KEATING

Brett Kuras, the Outreach Specialist in the Intake & Referral unit, spoke regarding the outreach events completed in 2025 and how they compared with 2024. His handout with the numbers is attached hereto and made part of the minutes packet. He answered questions from the committee and took suggestions from them regarding new outreach efforts.

Mary announced the Community Services block Grant (CSBG) Advisory Committee is meeting at 11:30 a.m. in 3500B. The Legislative Committee overlaps in the time frame. The CSBG advisory committee generally lasts about 90 minutes so if there is time, she recommends the members attend CSBG after Legislative.

[26-0476](#)

Handout - Outreach Year in Review 2025

16. OLD BUSINESS

Member Galassi referred to the large expansion at Loaves & Fishes in Naperville and questioned how this will benefit all the food pantries. Several food pantries have noted to a few committee members that logistics is a problem due to the location of Loaves & Fishes.

Nick Kottmeyer stated Loaves and Fishes provided details of every community and the numbers of residents that have utilized them when Joan Olson, Greg Schwarze and him met with them last week. They will break it down by the food pantries regarding what assistance has been given and will forward the results to the members within this week.

17. NEW BUSINESS

No new business was discussed.

18. ADJOURNMENT

With no further business, the meeting was adjourned at 10:23 AM.



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0005-26

Agenda Date: 2/3/2026

Agenda #: 14.B.

AWARDING RESOLUTION
ISSUED TO CATHOLIC CHARITIES TO PROVIDE
SHELTER, CASE MANAGEMENT, AND FINANCIAL
ASSISTANCE TO SITUATIONALLY HOMELESS RESIDENTS AND AT RISK OF
HOMELESSNESS RESIDENTS OF DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$58,000.00)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee agreement to Catholic Charities to provide shelter, case management, and financial assistance to the situationally homeless residents and at risk of homelessness residents of DuPage County and financial support for the Back to School Fair, for the period January 1, 2026 through March 31, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee agreement covering said, to provide shelter, case management, and financial assistance to the situationally homeless residents and at risk of homelessness residents of DuPage County for the period January 1, 2026 through March 31, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee agreement by the Procurement Division to Catholic Charities, 3040 Finley Road Suite 200, Downers Grove, IL 60515, for a total amount not to exceed \$58,000.00. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded.)

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK



SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$58,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$58,000.00
	CURRENT TERM TOTAL COST: \$58,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:

<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Catholic Charities	VENDOR #: 28463	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Jennifer Arellano	VENDOR CONTACT PHONE: (815) 725-3405	DEPT CONTACT PHONE #: 6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: jarellano@cc-doj.org	VENDOR WEBSITE: www.catholiccharitiesjoliet.org	DEPT REQ #:	

Overview
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Catholic Charities provides shelter, case management and financial assistance to the situationally homeless residents and at risk of homelessness residents of DuPage County; \$58,000 in CSBG grant funds supports this initiative.
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$58,000 in CSBG funds will assist approximately 75 homeless residents or at risk of homelessness residents with counseling, case management, financial assistance, budgeting assistance, job search assistance, transportation assistance, job skills/training, and will be linked to various other resources in the County.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. They will provide direct services for the County's CSBG program and will maintain all records and financial documents. Catholic Charities is an established not for profit in DuPage County and has received Human Services Grant Funds and CDBG funding as well. See attached request for funding. In conducting the 2024, DuPage County Department of Community Services' Needs Assessment, a top unmet need in our community is housing. 88.9% of the Stakeholders who responded to the Needs Assessment Survey identified finding affordable housing as being the biggest barrier for residents in DuPage County. Catholic Charities (Sub-grantee) will provide housing case management services to individuals residing in the Kathy Paulsen Hope House Emergency Shelter moving these individuals to permanent stable housing.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$58,000. 1) Issue a sub grantee agreement with Catholic Charities for \$58,000. This will allow homeless families to have a safe place to stay and receive other services to establish permanent housing. Will also assist families in obtaining needed supplies for their children to start school. 2) Do not fund the program and run the risk that families will be forced to live without shelter in their cars or on our streets and children will not have the appropriate supplies for school.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Catholic Charities	Vendor#: 28463	Dept: Community Services	Division: Intake and Referral
Attn: Jennifer Arellano	Email: jarellano@cc-doj.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 16555 Weber Road	City: Crest Hill	Address: 421 N. County Farm Rd	City: Wheaton
State: Illinois	Zip: 60403	State: Illinois	Zip: 60187
Phone: (815) 725-3405	Fax:	Phone: 6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): March 31, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Contract Services		5000	1650	53820	26-231028	58,000.00	58,000.00

FY is required, ensure the correct FY is selected.

Requisition Total \$ 58,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Invoices must be received by April 1, 2027.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND CATHOLIC CHARITIES FOR
COMMUNITY SERVICE BLOCK GRANT FUNDS

This AGREEMENT is entered into as of this ___ day of _____ by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and CATHOLIC CHARITIES ("SUBGRANTEE"), a not-for-profit corporation, with offices at 16555 Weber Road, Crest Hill, IL 60403, UEI TK79EJPCX1C6.

SECTION I

STATEMENT OF PURPOSE

The COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to provide GRANTEE funding in the amount and under the conditions hereafter provided.

SECTION II

REQUIREMENTS OF SUBGRANTEE

In consideration of receiving CSBG funds from the COUNTY, the SUBGRANTEE shall perform the following activities for the benefit of the COUNTY in a timely fashion:

1. SUBGRANTEE will conduct outreach to notify community of program;
2. SUBGRANTEE will maintain 24 hours, 7-day crisis line to serve as a central clearinghouse for all emergency shelter needs in DuPage County. Screen, assess and refer clients in need of shelter;
3. SUBGRANTEE Complete intake, determine eligibility and maintain files for 70 individual clients. Files will contain: 30-day income, self-sufficiency scale documentation of household members and proof of homelessness or DuPage County residency;
4. SUBGRANTEE will provide case management services to CSBG eligible individuals who are homeless in the Kathy Paulsen Hope House Emergency Shelter;
5. SUBGRANTEE will create and monitor an individualized Service Plan detailing individuals' goals and objectives. Case Manager will revisit plan with client every 30 days;
6. SUBGRANTEE will provide employment and vocational counseling support through one-on-one counseling or group classes;
7. SUBGRANTEE will provide housing navigation support to individuals seeking safe, permanent housing;
8. SUBGRANTEE will monitor interventions and connect clients with mainstream benefits or services, advocate when necessary;

9. SUBGRANTEE will provide direct housing support in the form of basic needs, security deposit, rental assistance, moving expense, basic household furnishings and car repairs to 25 households exiting Kathy Paulsen Hope House Emergency Shelter to permanent housing;
10. SUBGRANTEE will partner with HOME DuPage to provide financial literacy to clients in CSBG Program;
11. SUBGRANTEE will provide up to 6 months aftercare services, if needed, including follow up case management, advocacy, referrals, and supportive services to households exiting Kathy Paulsen Hope House Emergency Shelter;
12. SUBGRANTEE will provide school supplies for up to 70 case managed households;
13. SUBGRANTEE will invoice COUNTY, at least quarterly for services, invoice must provide details of costs;
14. SUBGRANTEE will provide DuPage County Department of Community Services with the Agency's Annual audit and provide proof of Unique Entity ID generated by SAMS.gov;
15. SUBGRANTEE will participate in the DuPage County Department of Community Services Needs Assessment via client surveys, focus groups, client data and agency/board surveys;
16. SUBGRANTEE will update 211dupage.gov annually with agency referral information by 9/1/2026;
17. SUBGRANTEE will provide COUNTY CSBG applications within 30 days of completion;
18. SUBGRANTEE will bill COUNTY at least quarterly for re-housing (rent, security deposit, moving expenses, food, etc.);
19. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

SECTION III

AMOUNT OF THE GRANT

The COUNTY shall grant to SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$58,000.00 for Kathy Paulsen Hope House activities and back to school supplies for case management households. Kathy Paulsen Hope House invoices must be submitted at least quarterly, by April 15th, July 15th, October 15th, January 15th and must include supporting documentation for expenses billed. Final invoice must be received by April 1st, 2027.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. **Appropriation:** The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. **Non-appropriation/Insufficient Appropriation:** Payments pursuant to this Grant are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this, Grant. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this Grant is in effect.

C. **Reduced Funding Sources/Revenues:** DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the Grant:

1. Receipts from revenues which provide the funding for this Grant either fall significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this Grant are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the SUBGRANTEE. If DCEO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT; SUBGRANTEE shall complete all activities described herein between January 1, 2026 and March 31, 2027, unless terminated pursuant to this agreement.

SECTION VI

CONDITIONS OF GRANT

A. **Assurances:** The SUBGRANTEE assures the COUNTY that it will comply with the all applicable laws, regulations and orders identified in Exhibit "B," attached hereto and made a part of this AGREEMENT. (January 1, 2026- March 31, 2027.)

- B. Equal Opportunity: The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including Equal Opportunity Certification (See Exhibit "B").
- C. Non-Discrimination: The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discriminatory clause.
- D. Appearance of Impropriety: SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business or other ties.
- E. Political Activities Restricted: SUBGRANTEE agrees that neither the program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. Retention of Records: The SUBGRANTEE shall maintain records to show actual time devoted and costs incurred and shall prepare and submit monthly progress reports that describe the work already performed and anticipated during the coming time period. Upon fifteen (15) days notice from the COUNTY, all time sheets, billings, and other documentation, used in the preparation of said progress reports shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North County Farm Road, Wheaton, Illinois.
- G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the Department of Commerce and Economic Opportunity or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its contracts under this GRANT a provision that the Department or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such contractor involving transactions related to the Grant for five (5) years from the final payment under the Grant. The term "contract:" as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subcontractors whose contract amount equals or exceeds \$25,000.00 annually and who are subject to the provisions of Whitehouse Office of Management and Budget Circular A-

133 ("OMB Circular A-133") shall provide a copy of their most recent audit report or financial statements to the DuPage County Department of Community Services.

H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B11LCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by DCEO for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of claims.

The SUBGRANTEE shall provide all disbursement of grant funds on a quarterly basis. Said reports shall include the SUBGRANTEE'S certification that work under third party contracts was performed in a satisfactory manner and in conformance with said third party contracts.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively, cash advances to the SUBGRANTEE shall be limited to the minimum amount needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX

REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY a monthly progress report and or billing no later than the fifth (5th) day of the following month. In addition, SUBGRANTEE shall submit to the COUNTY an annual performance report and or annual report within thirty (30) days of the end of the SUBGRANTEE's fiscal year.

SECTION X

AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI

FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII

INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII

TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE

agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the stated purposes of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A;" failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party contract reports.

SECTION XIV ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the written approval of the COUNTY having been first obtained.

SECTION XV UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII APPLICABLE LAW & VENUE

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX
NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as sent forth below and shall be mailed by first class, registered or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served or sent.

TO: Catholic Charities
16555 Weber Rd
Crest Hill, IL 60403
Attention: Jennifer Arellano

TO: DuPage County Community Services
421 N. COUNTY Farm Road
Wheaton, IL 60187
Attention: Gina Strafford-Ahmed

SECTION XX
HEADINGS

The Section headings of this AGREEMENT are for convenience and reference only and in no way define, limit or describe the scope or intent of this AGREEMENT.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the dates hereafter indicated to be effective on the date first written above:

COUNTY OF DUPAGE
("COUNTY")

BY: _____ DATE: _____
MARY A. KEATING, DIRECTOR
DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES

CATHOLIC CHARITIES
("SUBGRANTEE")

Signature on File

BY: _____

Jennifer Arellano

DATE: _____

1/15/2020

TITLE: _____

Director of Finance & Administration

Signature on File

ATTEST: _____

Executive Assistant
Lorena Garza

DATE: _____

01/15/2020

EXHIBIT A

ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1, *et. seq.*), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (775 ILCS 5/1-101 *et. seq.*).

EXHIBIT B

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY
SERVICES BLOCK GRANT PROGRAM, COUNTY OF DUPAGE

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal antidiscrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.

2026 Community Services Block Grant Proposal
Catholic Charities, Diocese of Joliet
Kathy Paulsen Hope House Shelter &
Back to School Fair

Catholic Charities, Diocese of Joliet desires to participate as a sub-grantee of the County's Community Services Block Grant. Catholic Charities is requesting a total of \$58,000 which includes \$55,000 for Kathy Paulsen Hope House Shelter and \$3,000 for the Back to School Fair.

Located in DuPage County, Kathy Paulsen Hope House is a 24 hour, 18-bed shelter serving individuals and families made homeless by a crisis (e.g. job loss, divorce, depleted savings, eviction or home foreclosure). It provides short-term shelter, case management and support services to assist and empower clients to find employment and permanent, stable housing leading to self-sufficiency. Kathy Paulsen Hope House also operates a 24 hour crisis hotline, which serves as a primary access point for all those in DuPage County seeking homeless services.

In FY 2025, Kathy Paulsen Hope House served 100 individuals (22 children ages 1-17; 73 adults ages 18-61 and 5 seniors 65+). Of the total served, 33 were Caucasian; 46 African American; 4 Asian; 8 Hispanic; and 9 identified as multi-racial. During the past fiscal year, 56% of the adults who entered the shelter program, exited with full-time or equivalent employment earning enough income to obtain and maintain housing in the community, allowing 64% of Hope House clients to exit into permanent, stable housing.

The Back to School Fair (BTSF) is a long-standing program through which Catholic Charities partners with local agencies to provide school supplies and essential basic needs support to children in grades K–12, helping them prepare for a successful return to school. The families served through this initiative include individuals from the working low-income community, as well as those currently residing in homeless shelters, transitional housing programs, rapid rehousing programs, and permanent supportive housing. These families often have limited or no resources available to adequately prepare their children for the upcoming school year. Eligible participants must reside in DuPage County, provide self-certification of income, proof of Medicaid eligibility, and their children must qualify for the federally-sponsored free school lunch program.

Through the distribution of backpacks, school supplies, and access to critical resources and services, the BTSF helps reduce barriers to academic success for extremely low-income children and their families. The 2025 BTSF, held on July 30, served approximately 500 families. For 2026, Catholic Charities is intentionally scaling the event to serve a reduced number of 75 families and an estimated 100 children under the age of 18. This more focused approach will allow the agency to prioritize families actively enrolled in Catholic Charities programs, ensuring deeper engagement and more personalized support for those with ongoing service needs.

The funding requested through the County's Community Services Block Grant will be used to perform the following activities for the benefit of the County in a timely fashion:

1. Maintain a 24 hour, 7 day crisis line to serve as a central clearinghouse for all shelter needs in DuPage, having on call 24 hours per day, a staff member with a Masters of Social Work or equivalent degree and experience.
2. Screen, assess and refer clients in need of shelter.
3. Provide case management services to 75 CSBG eligible individuals who are homeless (200% of Federal Poverty Level or Below). Additional Services provide as needed will be:
 - a. Provide emergency shelter
 - b. Provide employment and vocational counseling support through one-on-one counseling and group classes.
 - c. Provide housing navigation support to households as they seek safe, permanent stable housing that is subsidized or unsubsidized.
 - d. Create and monitor an Individualized Service Plan detailing individuals' goals and objectives to obtain permanent stable housing; revising this plan every 30 days.
 - e. Provide direct housing support in the form of basic needs, security deposit, rental payment, moving expenses, basic household furnishings and car repairs for 30 households (35 individuals) at or below 200% poverty level exiting Hope House to safe, permanent housing.
 - f. Partner with HOME DuPage to provide financial Literacy.
 - g. Provide up to 6 months of aftercare services including follow up, case management, advocacy, referrals and resources to 100% of households who exit Hope House shelter.
4. Obtain proof of 30 day income, household members, and proof of residency or homelessness maintain in client file
5. Plan and organize the DuPage Back to School Fair
6. Comply with all assurances as further detailed in Exhibit "A" attached hereto and incorporated as part of the 2026 Community Service Block Grant Agreement

Catholic Charities Diocese of Joliet agrees that the requested CSBG funds will be expended between the dates of 01/01/2026 to 12/31/2026 with a final budget due by January 15, 2027. Invoicing for the Back to School Fair will be submitted by September 30, 2026. Final invoice for Kathy Paulsen Hope House activities will be submitted by January 22, 2027.



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:	Catholic Charities, of the Diocese of Joliet
CONTACT PERSON:	Christine Madsen
CONTACT EMAIL:	cmadsen@cc-doj.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: Jennifer Arellano

Signature: _____

Title: Director of Finance & Administration

Date: 11/15/20



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0006-26

Agenda Date: 2/3/2026

Agenda #: 6.B.

AWARDING RESOLUTION ISSUED TO
GARDENWORKS PROJECT TO PLAN, BUILD, PROMOTE, AND SUSTAIN
COMMUNITY GARDENS IN DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$55,000.00)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee agreement to The GardenWorks Project, to plan, build, promote and sustain community gardens in DuPage County, for the period January 1, 2026 through January 29, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee agreement covering said, plan, build, promote and sustain community gardens in DuPage County, for the period January 1, 2026 through January 29, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee agreement by the Procurement Division to The GardenWorks Project, 2100 Manchester Road, #970, Wheaton, Illinois, 60187, for a total amount of \$55,000.00. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded)

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,000.00
	CURRENT TERM TOTAL COST: \$55,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: The GardenWorks Project	VENDOR #: 42556	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Teri Wood	VENDOR CONTACT PHONE: 630-791-3033	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: teri@gardenworksproject.org	VENDOR WEBSITE: www.gardenworksproject.org	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The GardenWorks Project plans, builds, promotes, and sustains community gardens within DuPage County with the goal of improving the supply, access, and equity of fresh produce throughout DuPage County. \$55,000 of CSBG funding will dedicated to this community based project.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$55,000 in CSBG funding will identify food deserts and under-resourced emergency food assistance sites, determine potential garden sites, and develop community partnerships to assist with the development of the community garden projects. This will be Year 3 and activities to be conducted will include: establishing and maintaining 2 additional garden sites, create plan for food distribution, create and promote community awareness program and establish outreach efforts.			

SECTION 2: DECISION MEMO REQUIREMENTS
DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. The DuPage County Department of Community Services' 2024 Community Needs Assessment showed that food and nutrition is a top need in our community. 24.2% of the Community Members, 36.6% of Service User and 82.9% of Stakeholders surveyed indicated families struggling to obtain food, especially fresh produce. While emergency food assistance can increase access to food, often choices on fresher items is very limited. The GardenWorks Project (Sub-grantee) in partnership with DuPage County Department of Community Services will plan, build, promote, and sustain community gardens within DuPage County with the goal of improving the supply, access, and equity of fresh produce throughout DuPage County. This will be a 5-year community initiative project with the goal of producing change during this time. This will be Year 3 and activities to be conducted will include: installation of additional food growing gardens in target locations, maintain gardens installed in Year 2 and conduct education events. This program is a component in our community's response to the Whole Family Approach.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$55,000. 1) Issue sub grantee agreement with the GardenWorks Project. This will project will plan, build, promote and sustain community gardens with in DuPage County to address the need for more fresh produce options. 2) Do not fund the program and access to fresh produce will continue to be limited for residents who need it.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: The GardenWorks Project	Vendor#: 42556	Dept: Community Services	Division: Intake and Referral
Attn: Teri Wood	Email: teri@gardenworksproject.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 2100 Manchester Road #970	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: 630-791-3033	Fax:	Phone: 630-407-6444	Fax: 630-407-6501
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): December 31, 2026

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Contract Services		5000	1650	53820	26-231028	55,000.00	55,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 55,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Invoices must be received before January 29, 2027.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

**AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE GARDENWORKS PROJECT
FOR COMMUNITY SERVICE BLOCK GRANT FUNDS**

This AGREEMENT is entered into as of this ___ day of _____ by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and THE GARDENWORKS PROJECT ("SUBGRANTEE"), a not-for-profit corporation, with offices at 2100 Manchester Road, #970, Wheaton, Illinois, 60187, UEI QU3MVVJLQZ68.

**SECTION I
STATEMENT OF PURPOSE**

The COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to distribute to SUBGRANTEE funding in the amount and under the conditions hereafter provided.

**SECTION II
REQUIREMENTS OF SUBGRANTEE**

In consideration of receiving CSBG funds from the COUNTY, the SUBGRANTEE shall perform the following activities for the benefit of the COUNTY in a timely fashion:

1. SUBGRANTEE will conduct outreach to notify community of program.
2. SUBGRANTEE will identify locations and partners for 2 gardens this fiscal year.
3. SUBGRANTEE will purchase supplies and materials needed to install 2 additional Community Gardens and maintain gardens from Year 2 & Year 3.
4. SUBGRANTEE will install 2 Community Gardens in identified Communities and maintain gardens installed in Year 2 & Year 3.
5. SUBGRANTEE will oversee management of the gardens with the aim for self-sufficiency by year 5 through leadership and volunteer development.
6. SUBGRANTEE will create a plan for distribution of food from the 2 Community Gardens.
7. SUBGRANTEE continue to market "Grow a Giving Garden" program and recruitment of home gardeners within region.
8. SUBGRANTEE will promote awareness of Fresh Food Connect App connecting local gardeners to hunger relief organizations.
9. SUBGRANTEE will ensure partners continue to meet quarterly to plan for the next 2 Community Gardens for year 5.
10. SUBGRANTEE will submit quarterly progress reports to COUNTY on progress of the program.
11. SUBGRANTEE will invoice COUNTY quarterly for services, invoice must provide details of costs incurred.
12. SUBGRANTEE will provide COUNTY SUBGRANTEE's annual audit and proof of enrollment with SAM.gov/Unique Entity ID.

13. SUBGRANTEE will participate in the DuPage County Department of Community Service's CSBG Needs Assessment via client surveys, focus groups, client data and agency/board surveys.
14. SUBGRANTEE will update 211dupage.gov annually with agency referral information by 12/31/2026.
15. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

SECTION III AMOUNT OF THE GRANT

The COUNTY shall grant to SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$55,000.00 for program support. Invoices must be submitted at least quarterly, by April 15th, July 15th, October 15th, and must include supporting documentation for expenses billed. Final invoice must be submitted by January 31st, 2027.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. Appropriation: The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. Non-appropriation/Insufficient Appropriation: Payments pursuant to this Contract are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this Contract. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this Contract is in effect.

C. Reduced Funding Sources/Revenues: DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the Contract:

1. Receipts from revenues which provide the funding for this Contract either fall significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this Contract are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the SUBGRANTEE. If DCEO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant

modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT; SUBGRANTEE shall complete all activities described herein between January 1, 2026 and December 31, 2026, unless terminated pursuant to the agreement.

SECTION VI

CONDITIONS OF GRANT

- A. Assurances: The SUBGRANTEE assures the COUNTY that it will comply with all applicable laws, regulations and orders identified in Exhibit "B," attached hereto and made a part of this AGREEMENT. (January 1, 2026- December 31, 2026.)
- B. Equal Opportunity: The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including Equal Opportunity Certification (See Exhibit "B").
- C. Non-Discrimination: The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age, or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age, or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discriminatory clause.
- D. Appearance of Impropriety: SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business, or other ties.
- E. Political Activities Restricted: SUBGRANTEE agrees that neither the program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. Retention of Records: The SUBGRANTEE shall maintain records to show actual time devoted and costs incurred that describe the work already performed and anticipated during the coming time period. Upon fifteen (15) day notice from the COUNTY, all time sheets, billings, and other documentation, shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North County Farm Road, Wheaton, Illinois. The SUBGRANTEE shall maintain client files and supporting documentation for five (5) years after the final audit of the grant is completed.

G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the Department of Commerce and Community Affairs or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its contracts under this GRANT a provision that the Department or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such contractor involving transactions related to the contract for five (5) years from the final payment under the contract. The term "contract:" as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subcontractors whose contract amount equals or exceeds \$25,000.00 annually and who are subject to the provisions of Whitehouse Office of Management and Budget Circular A-133 ("OMB Circular A-133") shall provide a copy of their most recent audit report or financial statements to the DuPage County Department of Human Resources.

H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B1ILCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by DCEO for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of claims.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively, cash advances to the SUBGRANTEE shall be limited to the minimum amount needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY a quarterly progress report no later than the fifteen (15th) day of April, July, and October and January. In addition, SUBGRANTEE shall submit to the COUNTY an annual performance report, annual report or letter detailing their overall performance within thirty (30) days of the end of the SUBGRANTEE's fiscal year.

SECTION X AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the stated purposes of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A;" failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party contract reports.

SECTION XIV

ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the written approval of the COUNTY having been first obtained.

SECTION XV

UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI

SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII

APPLICABLE LAW & VENUE

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee, or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX

NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as sent forth below and shall be mailed by first class, registered, or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served, or sent.

TO: The GardenWorks Project
2100 Manchester Road, #970
Wheaton, IL 60187
Attention: Teri Wood, Executive Director

TO: DuPage County Community Services
421 N. COUNTY Farm Road
Wheaton, IL 60187
Attention: Gina Strafford-Ahmed

SECTION XX
HEADINGS

The Section headings of this AGREEMENT are for convenience and reference only and in no way define, limit, or describe the scope or intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties have executed this AGREEMENT on the dates hereafter indicated to be effective on the date first written above:

COUNTY OF DUPAGE
("COUNTY")

BY: _____ DATE: _____
MARY A. KEATING, DIRECTOR
DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES

The GardenWorks Project
("SUBGRANTEE")

Signature on File

BY: _____ DATE: 1/13/2024

TITLE: Executive Director

ATTEST: _____ DATE: _____

EXHIBIT A
ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1, *et. seq.*), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (775 ILCS 5/1-101 *et. seq.*).

EXHIBIT B

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY SERVICES BLOCK GRANT PROGRAM, COUNTY OF DUPAGE

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal anti-discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.

EXHIBIT C

THE GARDENWORKS PROJECT

Community Services Block Grant 2026 Funding Proposal DuPage County, Illinois

Description of Need

Food insecurity remains a critical and growing threat to the health and stability of DuPage County, Illinois residents. Defined as a lack of consistent access to enough nutritious food for every person in a household to live an active, healthy life (*USDA*), food insecurity affects more than 83,000 residents or 1 in 10 in our community (*USDA; Northern Illinois Food Bank, 2021*). This gap is even more pronounced in areas that received a 5 on the Food Insecurity Index* where rising housing costs, stagnant wages, and recent reductions in federal nutrition programs (SNAP) have intensified reliance on emergency food systems.

When individuals lack access to nutritious food, the impact extends beyond hunger contributing to poor health outcomes, academic challenges, and economic instability. Addressing food insecurity is both a matter of compassion and a strategic investment for building a stronger, healthier community for all.

The emergency food system functions as a safety net to promote food security. In FY2021, Northern Illinois Food Bank distributed more than 18.6 million meals in DuPage County serving an estimated 72,580 residents facing food insecurity. Additionally, the 2024 Endeavor Health Community Needs Assessment found an average food insecurity rate of 11% across their service area confirming that 1 in 10 households within the area face limited or uncertain access to food.

Organization Description

The mission of **The GardenWorks Project** is to address food insecurity by creating and nurturing connections between food growers, local food pantries, and individuals in need.

Founded in 2012 with the installation of four home gardens for food pantry clients, The GardenWorks Project became a 501(c)(3) nonprofit in 2014. Since then, we have:

- Installed 2,600 home gardens for families facing food insecurity.
- Established 26 community gardens across western Chicagoland.
- Distributed thousands of pounds of fresh produce annually to local food pantries and directly to income-eligible residents.

In 2024, The GardenWorks Project refined its community garden model to include:

1. **Household Gardens:** 4 x 8 garden plots at income-eligible housing communities.
 2. **Food Pantry Gardens:** On-site gardens where food is harvested for direct pantry distribution.
 3. **Market Gardens:** Gardens dedicated to growing produce for delivery to partner pantries.
 4. **Group Home Gardens:** Gardens installed for residential facilities serving individuals with ongoing care needs.
-

Program Overview

The **Produce for People and Pantries (PFPP)** initiative is a five-year program designed to address food insecurity by installing and supporting community gardens that connect directly to local food pantries and income eligible households. Now entering its fourth year, PFPP continues to expand access to fresh, locally grown produce through partnerships with food pantries, schools, housing communities, and local organizations.

By continuing this program in 2026, The GardenWorks Project will strengthen food resilience and provide sustainable, community-driven solutions to hunger.

Funding Proposal

The GardenWorks Project respectfully requests **\$70,000** in continued CSBG funding for **Year 4 of 5** for PFPP in 2026.

Funds will:

1. Support six existing community garden sites with soil, compost, seedlings, and staff and volunteer coordination.
 2. Provide support for 182 garden beds across 24 locations in DuPage County.
 3. Install and support two new community garden sites in high-need areas.
 4. Develop partnerships for future expansion in 2027.
 5. Provide educational workshops, culturally relevant food resources, and support for the Fresh Food Connect app to connect home gardeners with food pantries.
-

Key Data Points

The 2024 Food Insecurity Index (Conduent Healthy Communities Institute) * is a measure of socioeconomic and household hardship correlated with poor food access. The index is part of

Conduent's SocioNeeds Index® Suite, which provides analytics around social determinants of health to advance equitable outcomes for a range of topics.

All zip codes, counties, and county equivalents in the United States are given an index value from 0 (low need) to 100 (high need). To help you find the areas of highest need in your community, the selected locations are ranked from 1 (low need) to 5 (high need) based on their index value relative to similar locations within the region.

Based on the 2024 Food Insecurity Index (Conduent Healthy Communities Institute) and the County Health Assessment by IMPACT DuPage, the following DuPage County cities will be the focus for new partnerships in 2026:

Hanover Park	60133	5	69.0
Bensenville	60106	5	66.6
Addison	60101	5	61.0
Glendale Heights	60139	5	59.6

These areas represent priority locations for future garden sites and partnerships.

Program Results to Date (2023 – 2025)

In 2023 (Year 1 planning year), 2024 (Year 2 five gardens*), and 2025 (Year 3 two gardens), CSBG funding supported the installation of seven community gardens, serving three food pantries and three income-eligible apartment complexes and one preschool.

Garden Site	Partners	Produce Distribution
Timber Lake Community Garden (est. 2024)	WeGo Together for Kids, Apartment Site Manager	Produce remains on site
Colony Park Garden (est. 2024)	Mercy Housing	Produce remains on site
New Hope Community Garden (est. 2024)	Healthy West Chicago, Church staff and volunteers, Lehman School Pantry, Wayne Township Food Pantry	Produce is delivered to Lehman School Pantry and Wayne Township Food Pantry
Burhani Park Garden (est. 2024)	Project Rise Volunteers	Produce is delivered to Ann M Jeans Food Pantry
Hope's House (New 2025)	Catholic Charities	Produce remains on site
Villa Park Early Childhood Center (New 2025)	Villa Park ECC Staff & volunteers	Produce remains on site

Please note that in 2025, the Green Trails Garden site was eliminated from the program due to the site taking a new direction.

Program Objectives (2026)

1. Support and sustain six community garden sites with soil, compost, seedlings, and staff/volunteer support.
2. Install two new garden sites in high-need areas.
3. Build leadership and sustainability plans for community-led garden management by 2027.
4. Expand the *Fresh Food Connect* program to increase homegrown food donations.
5. Improve culturally relevant food distribution in partnership with local pantries.

2026 Project Timeline

MONTH	WORK
January 2026	Taskforce meetings to review and assess sites 1 – 6; Host workshop for seed starting
February 2026	Taskforce meetings to confirm and prepare plans for new sites; prepare supply orders
March 2026	Spring garden prep workshop; confirm food pantry delivery schedule
April 2026	Volunteer kickoff; garden site spring clean-up
May 2026	Bed prep; soil/compost deliveries/seedling installation
June 2026	Pantry deliveries begin, Work & Learn events (4x per week)
July 2026	Pantry deliveries, Work & Learn events (4 x per week; taskforce meetings to identify sites for 2027)
August 2026	Pantry deliveries, Work & Learn events (4 x per week); prep for fall
September 2026	Pantry deliveries, Work & Learn event (4 x per week)
October 2026	Final pantry deliveries; fall garden clean-up
November	Volunteer appreciation; client surveys
December 2026	Prepare for 2027

2026 Budget – \$70,000

CATEGORY	AMOUNT
Program Support	\$57,500
Educational Events / Outreach	\$2,500
Administrative Costs	\$10,000
TOTAL:	\$70,000

Measurable Outcomes (2026)

The GardenWorks Project will track and report on the following outcomes for Year 4 of the **Produce for People and Pantries Program (PFPP)**:

Outcome Category	2026 Target	Measurement Method
Pounds of Produce Donated	7,500 pounds	Fresh Food Connect App
Households Served	100	Program Records
Pantries Supported	4	Partner Agreements
New Garden Sites Added	2	Installation Records
Volunteers Engaged	100	Sign-in Sheets
Workshops Conducted	4	Attendance Records
Task Force Meetings	4	Agendas & Attendance

Long-Term Impact (through 2027)

- Establish ten total sustainable garden sites.
- Build a self-sustaining community leadership model at each site, reducing the need for ongoing grant funding.
- Strengthen food security infrastructure in partnership with food pantries and social service agencies.

The GardenWorks Project
 2100 Manchester Road, #970
 Wheaton, IL 60187
 EIN: 46-3697674



2026 Revised Budget

\$55,000

Expenses	Amount	Notes
Program Support Garden Installation Costs	\$15,000	Construction of two new garden sites, support for six existing sites, support for overall community garden program.
Program Support Marketing Materials	\$2,500	Garden site signage, program brochures, educational guides, garden maps, event t-shirts
Program Support Program Management Staff	\$25,000	Salaries for Program Manager and Program Assistant. Up to 15 hours per week at \$25 15 hours per week at \$20 Hours will vary depending on seasonal work schedule.
Educational events, training resources, membership costs	\$2,000	Educational events, speaker fees, participant trainings
Administrative Costs	\$10,500	Executive Director Salary, FFC Fees, Volunteer Management App, memberships
Total	\$55,000	



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	The GardenWorks Project
CONTACT PERSON:	Teri Wood
CONTACT EMAIL:	teri@gardenworksproject.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:

[Ethics | DuPage Co, IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge

Signature on File

Printed Name: Teri Wood Signature: _____

Title: Executive Director Date: 1/12/26



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0007-26

Agenda Date: 2/3/2026

Agenda #: 6.C.

AWARDING RESOLUTION ISSUED TO
H.O.M.E. DUPAGE, INC. TO PROVIDE
FINANCIAL LITERACY COUNSELING AND WORKSHOPS, BUDGET AND CREDIT
COUNSELING TO LOW INCOME RESIDENTS IN DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$84,728.00)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy;

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee contract to H.O.M.E. DuPage, Inc., to provide financial literacy counseling and workshops, budget and credit counseling to low income residents in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee contract covering said, to provide financial literacy counseling and workshops, budget and credit counseling to low income residents in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee contract by the Procurement Division to H.O.M.E. DuPage, Inc., 1600 E. Roosevelt Road, Wheaton, IL 60187, for a total amount of \$84,728.00. Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022 (a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded)

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$84,728.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$84,728.00
	CURRENT TERM TOTAL COST: \$84,728.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: H.O.M.E. DuPage Inc.	VENDOR #: 32752	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Anne O'Dell	VENDOR CONTACT PHONE: (630) 260-2506	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: anne@homedupage.org	VENDOR WEBSITE: www.homedupage.org	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Provide financial literacy counseling, budget counseling, credit counseling, credit repair and financial literacy workshops to low income residents of DuPage County. Grant funded cost of \$84,728.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$84,728 in CSBG funds will assist DuPage County residents with budgeting and financial literacy skills. 30 clients will be served through the financial literacy workshops, 30 clients will develop and maintain a budget for 90 days, 20 clients will increase their savings, 10 clients will open a savings account and 10 clients will grow their savings to make an asset purchase, and 24 clients will participate in the credit repair program.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. DuPage County Department of Community Services' 2024 Needs Assessment highlighted our community's growing need for financial literacy. In surveying Service Users, 24.5 % indicated having problems paying their bills and managing their money, 19.4% sought help meeting their basic needs (food, clothing, shelter) and 11.4% report problems with payday/title loan, credit cards, or loan companies. H.O.M.E. DuPage, Inc (Sub-grantee) will provide financial literacy workshops, budgeting seminars, financial counseling, and income management skills to CSBG eligible clients. This program is a component in our community's response to the Whole Family Approach.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$84,728 1) Issue grant to H.O.M.E. DuPage for \$84,728. This will allow low income residents to attain financial skill to attain self-sufficiency. 2) Do not fund the program and run the risk that individuals and families will not have access to training and skill development to become self-sufficient thus remaining reliant on government assistance programs.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: H.O.M.E. DuPage, Inc.	Vendor#: 32752	Dept: Community Services	Division: Intake and Referral
Attn: Anne O'Dell	Email: anne@homedupage.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 1600 E. Roosevelt Road	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: (630) 260-2506	Fax:	Phone: 630-407-6444	Fax: 630-407-6501
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): March 31, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Contract Services		5000	1650	53820	26-231028	84,728.00	84,728.00
										Requisition Total	\$ 84,728.00

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Final invoice must be received by April 1, 2027
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND H.O.M.E. DUPAGE, INC. FOR
COMMUNITY SERVICE BLOCK GRANT FUNDS

This AGREEMENT is entered into as of this ___ day of _____ by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and H.O.M.E. DuPage, Inc. ("SUBGRANTEE"), a not-for-profit corporation, with offices at 1600 E. Roosevelt Road, Wheaton, Illinois, 60187, UEI ZNAHRCX2ANK7.

SECTION I

STATEMENT OF PURPOSE

The COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to distribute to SUBGRANTEE funding in the amount and under the conditions hereafter provided.

SECTION II

REQUIREMENTS OF SUBGRANTEE

In consideration of receiving CSBG funds from the COUNTY, the SUBGRANTEE shall perform the following activities for the benefit of the COUNTY in a timely fashion:

1. SUBGRANTEE will conduct outreach to notify community of program.
2. SUBGRANTEE will accept referred clients from COUNTY, CSBG Subgrantees and community agencies to financial fitness workshops, budgeting seminars, and credit repair services to DuPage County residents.
3. SUBGRANTEE will develop goals, prescribe workshops to attend, establish a budget and develop an action plan with clients.
4. SUBGRANTEE will meet with clients regularly to monitor progress and provide guidance.
5. SUBGRANTEE will provide workshops and/or training on financial literacy, credit repair and income management.
6. SUBGRANTEE will provide individual financial counseling and income management counseling to referred clients.
7. SUBGRANTEE will provide new credit repair program: obtain credit reports, create credit action plan, assist with disputing inaccuracies, and negotiate with creditors.
8. SUBGRANTEE will serve 30 clients through the financial literacy workshops, 30 clients will develop and maintain a budget for 90 days, 20 clients will increase their savings, 10 clients will open a savings account, 10 clients will grow their savings to make an asset purchase, and 24 clients will be served in the new credit repair program.
9. SUBGRANTEE will maintain files with 30-day income, proof of household members, self-sufficiency scale and proof of DuPage County residency.
10. SUBGRANTEE will provide COUNTY with intake sheets within 30 days of enrollment and recertify clients at 1-year anniversary date of enrollment if still active in program.

11. SUBGRANTEE will provide COUNTY quarterly updates on client milestones and outcomes.
12. SUBGRANTEE will provide the COUNTY SUBGRANTEE's Annual audit and proof of Unique Entity Identity generated by Sams.gov.
13. SUBGRANTEE will participate in the DuPage County Department of Community Service's CSBG Needs Assessment via client surveys, focus groups, client data and agency/board surveys.
14. SUBGRANTEE will invoice COUNTY, at least, quarterly for services, invoice must provide details of costs.
15. SUBGRANTEE will update 211dupage.gov annually with agency referral information by 4/1/2026.
16. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

SECTION III AMOUNT OF THE GRANT

The COUNTY shall grant to SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$84,728.00 for program support and direct client assistance. Invoices must be submitted at least quarterly, by April 15th, July 15th, October 15th, January 15th and must include supporting documentation for expenses billed. Final invoice must be received by April 1st, 2027.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. Appropriation: The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. Non-appropriation/Insufficient Appropriation: Payments pursuant to this Contract are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this Contract. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this Contract is in effect.

C. Reduced Funding Sources/Revenues: DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the Contract:

1. Receipts from revenues which provide the funding for this Contract either fall

- significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this Contract are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the SUBGRANTEE. If DECO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT; SUBGRANTEE shall complete all activities described herein between January 1, 2026 and March 31, 2027, unless terminated pursuant to the agreement.

SECTION VI

CONDITIONS OF GRANT

- A. Assurances: The SUBGRANTEE assures the COUNTY that it will comply with all applicable laws, regulations and orders identified in Exhibit "B," attached hereto and made a part of this AGREEMENT. (January 1, 2026- March 31, 2027.)
- B. Equal Opportunity: The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including Equal Opportunity Certification (See Exhibit "B").
- C. Non-Discrimination: The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discriminatory clause.
- D. Appearance of Impropriety: SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business or other ties.
- E. Political Activities Restricted: SUBGRANTEE agrees that neither the program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. Retention of Records: The SUBGRANTEE shall maintain records to show actual time devoted and costs incurred that describe the work already performed and anticipated during

the coming time period. Upon fifteen (15) day notice from the COUNTY, all time sheets, billings, and other documentation, shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North County Farm Road, Wheaton, Illinois. The SUBGRANTEE shall maintain client files and supporting documentation for five (5) years after the final audit of the grant is completed.

- G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the Department of Commerce and Community Affairs or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its contracts under this GRANT a provision that the Department or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such contractor involving transactions related to the contract for five (5) years from the final payment under the contract. The term "contract:" as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subcontractors whose contract amount equals or exceeds \$25,000.00 annually and who are subject to the provisions of Whitehouse Office of Management and Budget Circular A-133 ("OMB Circular A-133") shall provide a copy of their most recent audit report or financial statements to the DuPage County Department of Human Resources.

- H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

- I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B1ILCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by DCEO for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of claims.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively, cash advances to the SUBGRANTEE shall be limited to the minimum amount needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner, as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY a monthly progress report and or client intake sheets no later than the fifth (5th) day of the following month the intake was completed. In addition, SUBGRANTEE shall submit to the COUNTY an annual performance report, annual report or letter detailing their overall performance within thirty (30) days of the end of the SUBGRANTEE's fiscal year.

SECTION X AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII

TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the stated purposes of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A;" failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party contract reports.

SECTION XIV

ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the written approval of the COUNTY having been first obtained.

SECTION XV

UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI

SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII

APPLICABLE LAW & VENUE

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX

NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as sent forth below and shall be mailed by first class, registered or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served or sent.

SECTION XX
HEADINGS

The Section headings of this AGREEMENT are for convenience and reference only and in no way, define, limit or describe the scope or intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties have executed this AGREEMENT on the dates hereafter indicated to be effective on the date first written above:

COUNTY OF DUPAGE
("COUNTY")

BY: _____ DATE: _____

MARY A. KEATING, DIRECTOR
DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES

H.O.M.E. DuPage Inc.
("SUBGRANTEE")
Signature on File

BY: _____ DATE: 1/21/26

TITLE: Executive Director
Signature on File

ATTEST: _____ DATE: 1/21/26
Director of Strategic Partnership

EXHIBIT A

ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1, *et. seq.*), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (775 ILCS 5/1-101 *et. seq.*).

EXHIBIT B

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY
SERVICES BLOCK GRANT PROGRAM, COUNTY OF DUPAGE

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal anti-discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.

EXHIBIT C
SEE ATTACHED



**H.O.M.E. DuPage, Inc.
Financial Literacy Training Proposal FY26**

Geographic Coverage

H.O.M.E. DuPage serves all of DuPage County. Our offices are located in Wheaton.

Capacity and Experience

H.O.M.E. DuPage, Inc. (HOME) is a HUD-approved housing counseling agency that provides financial literacy education and one-on-one financial coaching to assist clients with budgeting and credit repair. This program has helped renters remain stably housed and prepared first-time home buyers for homeownership since 1991 and continues to do so today. HOME's own Financial Fitness Program (FFIT) provides financial literacy workshops and one-on-one financial coaching - as a stand-alone program or providing services to clients of our collaborations with twenty-six DuPage County non-profit agencies, including DuPage County Self Sufficiency Program, People's Resource Center, Loaves and Fishes, Catholic Charities, Serenity House, 360 Youth Services, Teen Parent Connection, and Outreach Community. We currently have two housing counselors and two Financial Fitness coaches, all HUD -Certified, hold certifications in financial capabilities, and have years of experience in housing and financial literacy education and coaching.

Counselor	Title	Relevant Certifications/Training
Maria Luengas	Associate Executive Director/Housing Counselor, H.O.M.E. – 13 years	HUD Certified Counselor - Homeownership Counseling Certification, Pre-purchase Homeownership Education Certification, Foreclosure Prevention Counseling Certification
Monica Flores	Housing Counselor, H.O.M.E. – 2 years	HUD Certified Counselor -Homeownership Counseling Certifications, and Post-Purchase Certification
Jill Kimak	Financial Fitness Coach – 6 years	HUD Certified Counselor -Financial Literacy Train the Trainer, Path Financial Capabilities/Coaching, Pre-Purchase Counseling Certification, Foreclosure Prevention Counseling Certification, National Association for Certified Credit Counselors
Nereida Ortega	Financial Fitness Coach, H.O.M.E. – 6 years	HUD Certified Counselor -Financial Literacy Train the Trainer, Financial Capabilities Coaching, Foreclosure Prevention Counseling Certification, Pre-Purchase Counseling Certification

Program Description Overview

H.O.M.E. DuPage, Inc's (HOME) Financial Fitness (FFIT) program strives to empower individuals and families throughout DuPage County with Financial Education and one-on-one coaching. Education provides clients with the necessary tools that lead to self-sufficiency, financial stability, and achievement of personal life goals. The Financial Fitness Program offers six different workshops and one-on-one financial coaching, tailored to the needs of DuPage County's low-income families. The education and coaching provided contribute to successful financial management and stable living over the long-term, for all residents of DuPage County regardless of their housing status.

To enter this program, case managers from referring agencies will identify clients at or below 200% of the Federal poverty level who need income management, budgeting and/or credit repair skills and will refer them to HOME. Clients may enter the program through educational workshops or coaching. HOME will offer/provide the following services:

Financial Fitness (Financial Literacy) Workshops

Group workshops are available through this program (6 different workshops available in 90 - minute modules) and held multiple times each month at HOME., or other external locations in DuPage County including DuPage County Complex, or via zoom as agreed upon with current collaborators. Currently, an example of meeting clients where they are at, HOME has designated one day every two weeks to meet at 360 Youth Services to provide financial coaching, as well as financial education workshops to their clients who have transportation challenges. HOME will work with other partner organizations to assist their clients in a similar situation.

Group workshop education modules offered by HOME FFIT to all collaborators include - understanding banking and bank products; developing and sticking to a budget/spending plan; digging out of debt; using credit wisely and how to repair damaged credit; building savings; avoiding scams and financial pitfalls, managing student debt; tips to be a wise consumer, and more. Small group, hands-on activities practice real-life scenarios relevant to clients' individual situations and keep them engaged in learning. Pre- and post-tests are given at each workshop to ensure principles are fully grasped, and to indicate areas that need more work in coaching sessions. Currently, workshops offer in-person or virtual options.

Clients participating in the CSBG program can enter the FFIT program through workshops. Additionally, clients may be referred to FFIT as a requirement for CSBG grant recipients. The focus will be on budgeting, creating an action plan, and establishing savings, all aimed at achieving financial stability. Clients interested in joining any other FFIT programs or additional programs offered by HOME DuPage will be permitted to do so

Financial Coaching (Individual Income Management and Credit Score Repair)

Individualized, one-on-one Financial Coaching provides a dedicated coach to help clients review their finances and credit if so desired, determine goals, develop a budget and personalized Action Plan, and eventually achieve their financial goals. During coaching sessions, coaches reinforce workshop lessons, guide through challenges, monitor progress, assist with addressing credit/debt issues, and help build lasting positive financial habits.

All clients attending one or more workshops are encouraged to attend individual Financial Coaching at HOME's office, or a partnering agency. Currently, one-on-one coaching is offered both virtually and in person.

Clients who desire to work on their credit will be offered coaching with a HOME FFIT coach. During this process, HOME financial coach will obtain a copy of the client's credit report, discuss the information provided, and obtain guidance on addressing problem areas and improving credit scores. Clients at a relatively high level of self-sufficiency may have enough information from the workshops and the individual coaching sessions to move forward to repair their credit on their own. A follow-up coaching session will be scheduled to confirm success with credit repair and income management.

The Financial Fitness Program intention is to educate clients about banking services and encourage them to develop a banking relationship to better manage their finances. The goals of HOME's FFIT program for clients are as follows:

1. Introduce a banking relationship for 10 clients whose goal is to become "banked." 2. Provide coaching to 20 clients to increase their savings in an existing savings account. 3. Assist 10 clients in opening a new savings account. Clients who are banked are eligible to match CSBG funds. For every \$50.00 a client saves, they will receive \$50.00 in matching funds, up to a total of \$300.00. To qualify, clients must agree to leave the savings untouched for 90 days. This practice is designed to help clients develop saving habits, ultimately leading to increased savings.

For clients that the HOME FFIT coach, or referring agency case managers identify as having multiple, relatively complex issues contributing to housing risk and income management issues, HOME will provide continued income management and credit repair coaching services. The clients will continue to meet with a HOME FFIT coach for a baseline assessment of their financial situation and development of a Financial Management Action Plan. Specific services will include:

- Pulling the client's credit report and reviewing it with the client
- Reviewing the client's bank statements for the past three months (if the client has a mainstream banking relationship)
- Reviewing additional client documentation, such as pay stubs, public benefits received, utility bills, other financial obligations and debts, etc, and discussing the client's goals and money management practices.
- Developing a customized Action Plan and assist clients in identifying specific goals to work towards:
 - Formulating a budget and maintaining it for a specific time frame
 - Improving credit scores
 - Developing a savings plan
 - Addressing collections or judgments
 - Accessing mainstream banking services and eliminating vulnerability to fringe lending institutions such as title and payday loans
 - Improving cash flow management to eliminate bank NSF fees

The FFIT coach and the client will establish a mutually agreed-upon schedule for follow-up meetings to monitor the client's progress and provide guidance and encouragement in achieving the specified goals. Additionally, the FFIT coach will obtain the client's permission to share the Action Plan with the case manager from the referring agency, ensuring that the Action Plan is incorporated into the client's overall case management plan. Additionally, the FFIT coach will keep the referring agency's case manager informed about the client's progress in meeting goals during scheduled check-ins.

Direct Client Assistance

Many clients struggle to meet their basic needs. To encourage success in this program, HOME will provide clients who meet income eligibility criteria with direct client assistance for costs related to financial stability in the form of a savings match. This program will start at a minimum of \$50 and a maximum of \$300 for the program year – per household. Clients must attend successive coaching sessions to be eligible for this match, continue to demonstrate savings, and savings must be untouched for 90 days. The client must remain within the income eligibility criteria and demonstrate evidence of working toward stated goals.

Services, Activities, Outputs – Workshops and Financial Coaching

We plan to provide the following outputs:

- Income Management Coaching/Education for 60 families.
- Financial Coaching for the development of a Spending Plan and maintaining a budget for at minimum 90 Days for 30 families
- Money Management coaching for 20 families who have increased their savings
- Money Management coaching for 10 families who have developed a banking relationship and opened a savings account or IDA
- Financial Coaching to individuals working to grow their savings for asset purchase for 10 families.

Our actual volume depends on the number of referrals we receive from outside agencies.

Outcomes

The desired outcome is that clients develop sustainable financial management skills to remain housed and achieve self-sufficiency. A poor credit record and unsustainable income management can impede a client's ability to achieve self-sufficiency in multiple ways: lenders, employers, landlords and insurance companies all use credit scores as evaluation tools; failure to stick with a budget often leads to overdrafts (and fees), reliance on payday loans, and loss of housing/utilities.

HOME FFIT coaches and the agency case managers will use the following measures as indicators that clients are improving their financial management and credit profiles:

1. Maintaining a budget for 90 days
2. Paying housing costs on time
3. Avoiding NSF/overdraft fees
4. Not using payday loans/connecting with mainstream banking services
5. Improving credit scores or housing credit evaluation

Overall, we anticipate that at least 60% of the clients receiving credit report services (increasing credit score) will meet one or more of the outcome measures listed.

Credit Repair Program Program Overview

In 2025, HOME's financial coaches created the credit repair program. Initial steps included obtaining certification in credit repair and developing a comprehensive program outline.

Recognizing the unique circumstances of each individual, the coaches use the program outline as a framework that was originally created while customizing strategies to meet the specific needs of each client to set them up for success with the program.

In grant year 2026 HOME expects to welcome 24 new clients, for the entire year, while continuing work with clients that started the program in second half of year 2025. Additionally, HOME will request reviews with the county after six months to discuss the program's status and any necessary adjustments to ensure its continued viability.

Credit Repair Program –Credit Counseling Outline Flow

- CLIENT PROFILES
 - Client with no collection accounts
 - Client with collection account
 - Client with a credit score in need of repair.
- STEPS
 - **Initial Appointment** – HOME Coaches and client conduct a thorough financial assessment, which includes a tri-merge credit report review, followed by the formulation of a strategic action plan and financial assessment.
 - **Credit Report Overview** – HOME coaches obtain and analyze the client's consumer credit report (with the client) from annualcreditreport.com and together develop a personalized action plan based on the analysis.
 - **Identify and Dispute Inconsistencies** – HOME coaches systematically identify inaccuracies within the report that warrant dispute and construct an actionable plan.
 - **Dispute Process** – HOME coaches prepare necessary dispute letters, diligently monitor individual client progress utilizing spreadsheets, and send correspondence via certified mail.
 - **Debt Paydown Strategies:** HOME coaches design and execute effective debt paydown strategies, ensuring the creation of a concrete action plan for optimal results.

Program Details

This hands-on program is structured to promote proactive engagement among all participants, emphasizing that an immediate solution is not feasible. The duration of the program will be determined by the specific goals identified and may extend for a period of up to one year. HOME will conduct follow-up assessments at intervals of 30 to 45 days, tailored to individual needs. Furthermore, a follow-up credit report will be generated after 60 days to evaluate the client's progress and to adjust objectives as necessary.

Outcomes

The anticipated outcome is that clients will achieve a clean credit report with at least a score of 600, all negative comments on the credit profile have been addressed, and payments have been made consistently on time thereby facilitating access to improved financial opportunities and reduced interest rates. Additionally, this process will enhance clients' understanding of their credit, empowering them to make confident financial decisions that can further enhance their credit standing. HOME FFIT coaches and the agency case managers will use the following measures as indicators that clients are improving their financial management and credit profiles:

1. Clients will have a clear understanding of credit pre, and post-tests will be given
2. Credit Score of at least 600
3. All negative comments on credit report will be addressed
4. All payments to creditors will be made consistently for 90 days

Overall, we anticipate that at least 75% of the clients receiving credit counseling services will meet one or more of the outcome measures listed.

Coordination with Other Agencies/Meeting Requirements for Clients of other CSBG Grant Recipients

HOME will receive referrals of clients already enrolled in services at a collaborative agency and clients referred to HOME by other CSBG grant recipients (within DuPage County) to fulfill the budgeting requirement. HOME and the referring agency will receive the client's written permission to share information so that the FFIT coach and the referring agency case manager can communicate to coordinate services as part of the client's Action Plan.

Staffing and Provision of Services

Service	Staff	Annual
<p>Financial Fitness Program Management Working with agency partners to develop/monitor/modify necessary documentation and processes, monitor/modify program content as needed, communicate on client progress</p>	Executive Director Financial Coaches Administrative Assistant	250 hours
<p>Credit Repair Program and Management Collaboration with agency partners and community stakeholders promoting the Credit Repair Program to potential clients. The program commences with assisting the completion of the client's required documentation for participation. Once documentation is processed and clients have officially entered the program, we will implement continuous monitoring of each client's credit report, develop personalized action plans, and prepare necessary correspondence to credit agencies. These activities are fundamental to the effective management of the program.</p>	Executive Director Financial Coaches Administrative Assistant	300 Hours
<p>Individual Coaching (average ten hours total per client, including follow-up support and communication with client and case manager as needed)</p>	Financial Fitness Coaches	30 clients 300 total hours
<p>Individual Credit Counseling The time commitment required from each client participating in this program will differ based on individual needs. Nevertheless, In the new grant year 2026, HOME expects to meet with 24 additional clients, with each client receiving an average of 15 hours of counseling.</p>		24 clients total hours
<p>Financial Fitness Program Support Support services for coaching, including booking and confirming appointments, scheduling classes and preparing materials, prep and intake of clients, data entry, and financial analysis and reporting.</p>	Executive Assistant	10 hours per month 120 total hours annually
<p>Credit Repair Program Support The program's support services include the scheduling and confirmation of appointments, the preparation and intake of clients, and the accurate entry of data.</p>	Executive Assistant	10 hours per month 120 total hours annually

Financial Literacy Training Program and Credit Repair Proposal Budget

Budget Narrative	Cost
One-on-one coaching services, follow-up support by FFIT coach, Program Management, and collaboration with area agencies \$39,088	\$70,928
Credit Repair Program and Management and individual credit counseling for entire year of program, includes collaboration of other agencies \$31,840	
Support staff – FFIT booking and confirming appointments, preparing materials, data entry, and handling logistics \$3,800	\$7,800
Support staff – Credit Repair Program booking and confirming appointments, preparing intakes and, data entry. \$4,000	
Direct Client Assistance Funds	\$2000
Administration for FFIT and Credit Repair Program	\$4000
TOTAL	\$84,728

*FY2026 DuPage County CSBG Grant Fund Application
Proposed Budget for January 1, 2026-December 31, 2026*

**A Final Budget, not exceeding the approved amount, will be submitted no later than January 15, 2027, in Accordance with Title IV of the Service Block Grant. No categories may be added or subtracted from those proposed.*



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:	DuPage Homeownership Center dba Home! DuPage
CONTACT PERSON:	Anne O'Dell
CONTACT EMAIL:	anne@homeduPage.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: ANNE E. O'DELL Signature: _____

Title: Director of Strategic Partnership Date: 1/21/26



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0008-26

Agenda Date: 2/3/2026

Agenda #: 14.E.

AWARDING RESOLUTION ISSUED TO
OUTREACH COMMUNITY SERVICES, INC. TO PROVIDE CASE MANAGEMENT,
COUNSELING, JOB TRAINING/READINESS, WORK EXPERIENCE,
TRANSPORTATION, AND GED ASSISTANCE TO LOW INCOME YOUTH
RESIDING IN DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$115,000.00)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee agreement to Outreach Community Services, to provide case management, counseling, job training/readiness, work experience, transportation, and GED assistance to low-income youth residing in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee agreement covering said, to provide case management, counseling, job training/readiness, work experience, transportation, and GED assistance to low-income youth residing in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee agreement by the Procurement Division to Outreach Community Services 373 S. Schmale, Carol Stream, Illinois, 60188, for a total amount of \$115,000.00. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded)

Enacted and approved this 10th day of February at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$115,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$115,000.00
	CURRENT TERM TOTAL COST: \$115,000	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Outreach	VENDOR #: 10244	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Vanessa Roth	VENDOR CONTACT PHONE: (630) 682-1910	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: vroth@outreachcommin.org	VENDOR WEBSITE: outreachcommunityministries.org	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Outreach Community Services will provide case management, job training/readiness, work experience, counseling, transportation and GED assistance via \$115,000 CSBG grant funds.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$115,000 in CSBG funds will assist 20 eligible youth with case management, job training/readiness, work experience, counseling, transportation and GED assistance.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. DuPage County Department of Community Services' 2024 Community Needs Assessment, 23.2% of the Community Members surveyed indicated needing help finding full-time employment to achieve self-sufficiency. Outreach (Sub-grantee) will operate an Employment Opportunity Case Management Program for economically disadvantaged young and vulnerable adults who lack necessary job skills to successfully enter the job market or those looking to develop a higher skill level to advance in the workforce. This program is a component in our community's response to the Whole Family Approach.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$115,000 1) Issue sub grantee agreement with Outreach Community Services for \$115,000. This will allow youth an opportunity to gain job training, GED assistance, on the job work experience and other supportive services to help attain employment. 2) Do not fund the program and risk youth not obtaining job skills and becoming homeless and needing public assistance.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Outreach	Vendor#: 10244	Dept: Community Services	Division: Intake and Referral
Attn: Vanessa Roth	Email: vroth@outreachcommin.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 373 S. Schmale	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: (630) 682-1910	Fax: (630) 682-3094	Phone: 630-407-6444	Fax: 630-407-6501
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): / March 31, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Contract Services	FY25	5000	1650	53820	25-231028	100,000.00	100,000.00
										Requisition Total	\$ 100,000.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Final invoice must be received by April 1, 2027.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND OUTREACH COMMUNITY SERVICES FOR COMMUNITY SERVICE BLOCK GRANT FUNDS

This AGREEMENT is entered into as of this ____ day of _____, by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and OUTREACH COMMUNITY SERVICES ("SUBGRANTEE"), a not-for-profit corporation, with offices at 373 S. Schmale Road, Carol Stream, IL 60188, UEI XLSUJ5G5CES5.

SECTION I

STATEMENT OF PURPOSE

COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to distribute to SUBGRANTEE funding in the amount and under the conditions hereafter provided.

SECTION II

REQUIREMENTS OF SUBGRANTEE

In consideration of receiving CSBG funds from the COUNTY, the SUBGRANTEE shall perform the following activities for the benefit of the COUNTY in a timely fashion:

1. SUBGRANTEE will conduct outreach to notify community of program.
2. SUBGRANTEE determines eligibility and enroll 20 participants in program.
3. SUBGRANTEE will provide supportive services, counseling, job skill training, work readiness training, work experience and other referrals as needed.
4. SUBGRANTEE will follow progress of participant for up to 48 months.
5. SUBGRANTEE will maintain client file which will contain 30-day income, proof of DuPage County residency, proof of household members, documentation of trainings, self-sufficiency scale, and outcomes.
6. SUBGRANTEE will provide COUNTY with intake sheets as clients are enrolled and recertify clients at 1-year anniversary date of enrollment, if still in program.
7. SUBGRANTEE will provide financial literacy education to clients enrolled in program and/or partner with H.O.M.E DuPage to provide these services.
8. SUBGRANTEE will provide COUNTY quarterly updates on client milestones and outcomes.
9. SUBGRANTEE will invoice COUNTY, at least, quarterly for services, invoice must provide details of costs.
10. SUBGRANTEE will participate in the COUNTY CSBG Community Needs Assessment via client surveys, focus groups, client data and agency/board surveys.
11. SUBGRANTEE will complete annual 211dupage.gov update by 10/1/2026.
12. SUBGRANTEE will provide DuPage County Department of Community Services with the Agency's Annual audit and provide proof of Unique Entity ID generated by SAMS.gov.

13. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

SECTION III AMOUNT OF THE GRANT

The COUNTY shall grant SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$115,000.00. by April 15th, July 15th, October 15th, January 15th and must include supporting documentation for expenses billed. All 22 20 clients must be documented to be paid in full. The final invoice must be submitted no later than April 1st, 2027.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. Appropriation: The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. Non-appropriation/Insufficient Appropriation: Payments pursuant to this agreement are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this agreement. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this Agreement is in effect.

C. Reduced Funding Sources/Revenues: DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the Agreement:

1. Receipts from revenues which provide the funding for this Agreement either fall significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this Agreement are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the SUBGRANTEE. If DCEO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT; SUBGRANTEE shall complete all activities described herein between January 1, 2026 and March 31, 2027, unless terminated pursuant to this agreement.

SECTION VI

CONDITIONS OF GRANT

- A. Assurances: The SUBGRANTEE assures the COUNTY that it will comply with all applicable laws, regulations and orders identified in Exhibit "B," attached hereto and made a part of this AGREEMENT. (January 1, 2026- March 31, 2027.)
- B. Equal Opportunity: The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including Equal Opportunity Certification (See Exhibit "B").
- C. Non-Discrimination: The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discriminatory clause.
- D. Appearance of Impropriety: SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business or other ties.
- E. Political Activities Restricted: SUBGRANTEE agrees that neither the program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. Retention of Records: The SUBGRANTEE shall maintain records to show actual time devoted and costs incurred that describe the work already performed and anticipated during the coming time period. Upon fifteen (15) day notice from the COUNTY, all time sheets, billings, and other documentation, shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North County Farm Road, Wheaton, Illinois. The SUBGRANTEE shall maintain client files and supporting documentation for five (5) years after the final audit of the grant is completed.
- G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the Department of Commerce and Economic Opportunity or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books,

documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its subgrantee agreements under this GRANT a provision that the Department or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such agreement or involving transactions related to the agreement for five (5) years from the final payment under the subgrantee agreement. The term subgrantee agreement as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subgrantees whose agreements amount equals or exceeds \$25,000.00 annually and who are subject to the provisions of Whitehouse Office of Management and Budget Circular A-133 ("OMB Circular A-133") shall provide a copy of their most recent audit report or financial statements to the DuPage County Department of Community Services.

H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B1ILCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by DCEO for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of claims.

The SUBGRANTEE shall provide all disbursement of grant funds on at least a quarterly basis. Said reports shall include the SUBGRANTEE'S certification that work under third party agreements was performed in a satisfactory manner and in conformance with said third party agreements.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively, cash advances to the SUBGRANTEE shall be limited to the minimum amount

needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX

REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY a quarterly progress report and or billing with client demographics no later than the fifth (5th) day of the following month. In addition, SUBGRANTEE shall submit to the COUNTY an annual report, if one is available, within ninety (90) days of the end of the SUBGRANTEE's fiscal year.

SECTION X

AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI

FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII

INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII

TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the stated purposes of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A;" failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party agreement reports.

SECTION XIV

ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the written approval of the COUNTY having been first obtained.

SECTION XV

UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI

SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII

APPLICABLE LAW & VENUE

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee, or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX

NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as set forth below and shall be mailed by first class, registered, or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served, or sent.

TO: Outreach Community Services
373 S. Schmale Road
Carol Stream, IL 60188
Attention: Vanessa Roth, Chief Operating Officer

TO: DuPage County Community Services
421 N. COUNTY Farm Road
Wheaton, IL 60187
Attention: Gina Strafford-Ahmed

SECTION XX
HEADINGS

The Section headings of this AGREEMENT are for convenience and reference only and in no way define, limit, or describe the scope or intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties have executed this AGREEMENT on the dates hereafter indicated to be effective on the date first written above:

COUNTY OF DUPAGE
("COUNTY")

BY: _____ DATE: _____
MARY A. KEATING, DIRECTOR
DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES

OUTREACH COMMUNITY SERVICES
("SUBGRANTEE")

Signature on File

BY: _____ DATE: 01/20/2026

TITLE: Vanessa Roth, Chief Operating Officer

Signature on File

ATTEST: _____ DATE: 1-20-26

EXHIBIT A

ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1, *et. seq.*), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (775 ILCS 5/1-101 *et. seq.*).

EXHIBIT B

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY
SERVICES BLOCK GRANT PROGRAM, COUNTY OF DUPAGE**

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal anti-discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.



DuPage County CSBG PY2026

Submitted: August 1, 2025 **REVISED: January, 21 2026**

Expense	Grant Request	OCS Covers	CSBG Program Total
Salaries			
Staff Salaries for work with CSBG clients	0	102,000	102,000
Participants Salaries	95,000	10,000	100,000
<i>Salaries Total</i>	<i>95,000</i>	<i>112,000</i>	<i>202,000</i>
Benefits			
– Health	0	14,000	14,000
– FICA	7,268	8,568	15,453
– WC	1,064	1,254	2,262
– Disability	0	413	413
<i>Benefits Total</i>	<i>8,332</i>	<i>24,235</i>	<i>32,128</i>
Total Salary/Benefits	103,332	136,235	239,567
Participant transportation	5,168	7,665	12,833
– Supplies	0	1,500	1,500
– Client Care (uniforms, registration fees, childcare, school supplies, car repair, etc.)	0	3,000	3,000
Administrative			
OCS Director Salary	5,000	12,000	17,000
Rent/Utilities	1,500	3,500	5,000
Contractual	0	3,500	3,500
TOTAL	115,000	167,400	282,400



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:	Outreach Community Ministries
CONTACT PERSON:	Vanessa Roth
CONTACT EMAIL:	vroth@weareoutreach.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: VANESSA ROTH

Signature: _____

Title: CHIEF OPERATING OFFICER

Date: JANUARY 15, 2026



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0009-26

Agenda Date: 2/3/2026

Agenda #: 6.E.

AWARDING RESOLUTION ISSUED TO
TEEN PARENT CONNECTION
TO PROVIDE CAR SEATS, BOOSTER SEATS, DIAPERS, FORMULA, WIPES,
AND CAR SEAT SAFETY TRAINING
TO LOW INCOME RESIDENTS OF DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$40,000.00)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee agreement to Teen Parent Connection, to provide car seats, booster, seats, diapers, formula, wipes, and car seat safety training to low income residents in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee agreement covering said, to provide car seats, booster, seats, diapers, formula, wipes, and car seat safety training to low income residents in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee agreement by the Procurement Division to Teen Parent Connection, 475 Taft Avenue, Glen Ellyn, IL 60188, for a total amount of \$40,000.00. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded)

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$40,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,000.00
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Teen Parent Connection	VENDOR #: 11603	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Becky Beilfuss	VENDOR CONTACT PHONE: 630-812-0116	DEPT CONTACT PHONE #: 6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: becky@teenparentconnection.org	VENDOR WEBSITE: teenparentconnection.org	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Teen Parent Connection will provide car seats, booster seats, diapers, formula, wipes and car seat safety training to low income residents of DuPage County via \$40,000 in CSBG grant funds.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$40,000 in CSBG funds will assist up to 70 households with car seats, booster seats and car seat safety training and 540 households with diapers, formula, wipes and other infant needs.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. They will provide direct services for the County's CSBG program and will maintain all records and financial documents. Low-income residents of DuPage County do not have access to safe, age-appropriate car seats for their children. According to the National Highway Traffic Safety Administration 162,298 children were injured in motor vehicle accident in 2022 and 40% were unrestrained. In conducting the 2024 DuPage County Department of Community Services' Needs Assessment 19.4% Service Users indicated struggling to obtain personal items and 27.4% struggled with food and nutrition needs. Teen Parent Connection (Sub-grantee) will provide child passenger safety education and car seats to DuPage County eligible families. Participating families will receive an age-appropriate car seat for each child and education on how to properly install the car seat by an Illinois Child Passenger Safety Technician. Participating families will also be provided diapers, wipes, supplemental food, and formula via Teen Parent Connection pantry. This program is a component in our community's response to the Whole Family Approach.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$40,000. 1) Fund Teen Parent Connection at \$40,000 to provide up to 70 households with car seats or booster seats and safety training as well 540 households with infant formula, diapers, wipes and other infant needs. 2) If funds are not provided, 70 households would not have the appropriate safety equipment and training to ensure their children are safe while in a vehicle, and 540 households will go without supplies needed to meet their infant's needs.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION		Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.	
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.	
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.	

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Teen Parent Connection	Vendor#: 11603	Dept: Community Services	Division: Intake and Referral
Attn: Becky Beilfuss	Email: becky@teenparentconnection.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 475 Taft Ave	City: Glen Ellyn	Address: 421 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60137	State: Illinois	Zip: 60187
Phone: 630-812-0116	Fax:	Phone: 6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): March 31, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Contract Services		5000	1650	53820	26-231028	40,000.00	40,000.00
										Requisition Total	\$ 40,000.00

FY is required, ensure the correct FY is selected.

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Final invoice must be received by April 1, 2027.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND TEEN PARENT CONNECTION
FOR COMMUNITY SERVICE BLOCK GRANT FUNDS

This AGREEMENT is entered into this ___ day of _____, by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and TEEN PARENT CONNECTION (hereinafter called "SUBGRANTEE"), located at: 475 Taft Avenue, Glen Ellyn, IL 60137 Unique Entity Identification (UEI) DUFXRU7MKJM9.

SECTION I

STATEMENT OF PURPOSE

COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to distribute to SUBGRANTEE funding in the amount and under the conditions hereafter provided.

SECTION II

REQUIREMENTS OF SUBGRANTEE

SUBGRANTEE will perform in a timely fashion for the benefit of the COUNTY, the following activities:

1. SUBGRANTEE will conduct outreach and marketing to notify community of program;
2. SUBGRANTEE will determine eligibility, complete CSBG intake and enroll participants in the program;
3. SUBGRANTEE will serve any resident of DuPage County, no DuPage County village or city boundary restriction;
4. SUBGRANTEE will conduct car seat safety education sessions throughout the year;
5. SUBGRANTEE will provide up to 70 car seats or booster seats with instructions on how to properly install them;
6. SUBGRANTEE will provide diapers, wipes, supplemental food, and formula for approximately 540 participating households;
7. SUBGRANTEE will maintain client file which shall contain proof of client's 30-day income, residency, proof of household members, copy of car seat warranty information card and proof of completion of safety education session;
8. SUBGRANTEE will submit client intakes to COUNTY within 30 days of entering the Car Seat program and provide a quarterly count on families who visited the pantry;
9. SUBGRANTEE will Participate in the DuPage County CSBG Community Needs Assessment via client surveys, focus groups, client data and agency/board surveys;
10. SUBGRANTEE will provide COUNTY their annual audit and documentation of enrollment with SAMS.GOV along with the Unique Entity ID;

11. SUBGRANTEE will invoice COUNTY at least quarterly for services, invoice must provide detail of costs;
12. SUBGRANTEE will complete annual 211dupage.gov update by 5/1/26;
13. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

These activities are not inclusive, and are further outlined in Exhibit "A", attached hereto and made a part of this Agreement.

SECTION III

AMOUNT OF THE GRANT

The COUNTY shall grant to SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$40,000 to purchase car seats, diapers, wipes, infant formula, provide safety training and program support. Upon execution of the grant the SUBGRANTEE will invoice DuPage County Community Services at least quarterly, by April 15th, July 15th, October 15th, January 15th and must include supporting documentation for expenses billed. The invoice must be detailed how funding was used. Funds must be reported out and expended by March 31, 2027. Final invoice must be received by April 1, 2027, and all costs and clients must be accounted for before final payment made.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. Appropriation: The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. Non-appropriation/Insufficient Appropriation: Payments pursuant to this Grant are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this Grant. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this Grant t is in effect.

C. Reduced Funding Sources/Revenues: DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the Grant:

1. Receipts from revenues which provide the funding for this Grant either fall significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this Grant are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the SUBGRANTEE. If DCEO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT, SUBGRANTEE shall complete all activities described herein between January 1, 2026, and March 31, 2027, unless terminated pursuant to this agreement.

SECTION VI

CONDITIONS OF GRANT

- A. **Assurances:** The SUBGRANTEE assures the COUNTY that it will comply with all applicable laws, regulations and orders identified in Exhibit "B" attached hereto and made a part of this AGREEMENT. (January 1, 2026- March 31, 2027)
- B. **Equal Opportunity:** The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including (a) Equal Opportunity Certification (See Exhibit "B" attached).
- C. **Non-Discrimination:** The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discriminatory clause.
- D. **Appearance of Impropriety:** SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business or other ties.
- E. **Political Activities Restricted:** SUBGRANTEE agrees that neither the community's program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. **Retention of Records:** The SUBGRANTEE shall maintain records to show costs incurred that describe the work already performed and anticipated during the coming time period. Upon fifteen (15) day notice from the COUNTY, all billings, and other documentation shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North COUNTY Farm Road, Wheaton, Illinois. The

SUBGRANTEE shall maintain supporting documentation for five (5) years after the final audit of the grant is completed.

G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the COUNTY, the DCEO or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its contracts under this GRANT a provision that the COUNTY, DCEO or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such contractor involving transactions related to the contract for five (5) years from the final payment under the contract. The term "contract:" as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subcontractors whose contract amount equals or exceeds \$25,000 annually and who are subject to the provisions of OMB Circular A-128 or A-133 shall provide a copy of their most recent audit report or financial statements to the DuPage COUNTY Department of Community Services.

H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B11LCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by the Illinois Department of Commerce and Economic Opportunity for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of reasonable claims that are properly invoiced and documented.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively, cash advances to the SUBGRANTEE shall be limited to the minimum amount needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner, as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX

REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY client signature sheets no later than the fifth (5th) day of the following month of funds being requested. In addition, SUBGRANTEE shall submit to the COUNTY an annual performance report within thirty (30) days of the end of the SUBGRANTEE's fiscal year.

SECTION X

AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI

FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII

INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII

TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the requirements of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A;" failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party contract reports.

SECTION XIV

ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the prior written approval of the COUNTY having been first obtained. Any such action without prior written approval shall be deemed a breach of agreement.

SECTION XV

UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI

SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII

APPLICABLE LAW

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX

NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as sent forth below and shall be mailed by first class, registered or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served, or sent.

TO: Teen Parent Connection
475 Taft Avenue
Glen Ellyn, IL 60137
Attention: Becky Beilfuss, Executive Director

TO: DuPage County Department of Community Services
421 N. COUNTY Farm Road
Wheaton, IL 60187
Attention: Gina Strafford-Ahmed

EXHIBIT A

ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (Illinois Revised Statute Chapter 68, Section 1-10 etc. seq.).

EXHIBIT B
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY
SERVICES BLOCK GRANT PROGRAM, COUNTY OF DU PAGE

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal anti-discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.



Request for Funding from DuPage County Community Services To Support the Parents Pantry and Child Passenger Safety Education and Car Seat Program

Since 1985, Teen Parent Connection has provided high-quality, evidence-informed programming to support the unique needs of adolescent parents in DuPage County. Serving youth ages 12–22 and their children, our continuum of care—from pregnancy through the child’s fifth birthday—has proven to strengthen family functioning, increase access to essential resources, improve parenting skills, and promote healthy child development. Teen Parent Connection participants experience improved outcomes in early childhood development, health, and maternal well-being compared to national averages for teen parents. According to the Illinois Department of Public Health, approximately 450–500 babies are born each year in DuPage County to young parents between the ages of 12 and 22. By supporting and equipping these families, Teen Parent Connection not only protects the health and well-being of vulnerable children—it strengthens our community across generations.

Parents Pantry

One of the cornerstone supports available to participating families is the Parents Pantry, an incentive-based resource offering free access to essential care items including:

- Diapers and wipes (the most requested items)
- Infant formula and baby food
- Personal hygiene and household care products
- Baby gear, clothing, and seasonal items

Parents earn “baby bucks” by attending Teen Parent Connection programs, which they can redeem in the Pantry. This model not only promotes engagement but also offers dignity and autonomy in meeting their children's needs.

In 2025, 1 in 2 U.S. families report struggling to afford diapers—a basic necessity not covered by SNAP or WIC. Without an adequate supply, young parents may delay changing diapers, potentially leading to skin irritation, rashes, or sores that require medical attention. In addition to health risks for the child, diaper need has been linked to increased parenting stress and maternal depression. Without clean diapers, children may also be excluded from daycare and early childhood programs, creating barriers for parents seeking to attend school or work.

Teen Parent Connection works to remove these barriers by providing consistent access to diapers and other essentials through the Parents Pantry. While much of the pantry stock is donated, gaps remain—particularly in costly or specialized items such as hypoallergenic formula, seasonal gear, or medically necessary baby supplies. With the support of this grant, Teen Parent Connection will ensure that at least 200 young families continue to receive timely, equitable access to these essentials through both on-site visits and coordinated delivery by our home-visiting team.

Child Passenger Safety Education & Car Seat Program

Motor vehicle injuries remain a leading cause of death for children in the U.S.—and correct use of car seats reduces the risk of fatal injury by up to 71% for infants and 54% for toddlers (National Highway Traffic Safety Administration, 2024). Yet, studies show nearly half of all car seats are installed or used incorrectly, placing children at serious risk.

Teen Parent Connection launched its Child Passenger Safety Education Program in 2017. What began with one certified technician has now grown into a team of nine certified Child Passenger Safety Technicians, trained and equipped to serve families throughout DuPage County.

With support from DuPage County Community Services, we provided education, safety checks, and car seat installation assistance to over 70 families in 2024. In 2025, aim to serve the same number of families, improving safety outcomes for infants and young children traveling in motor vehicles.

Educational materials and instruction are available in both English and Spanish. Language Access Resource Center (LARC) provides translation support for other languages when needed.

Program Activities Include:

- Maintaining certification and ongoing training for all CPS Technicians
- Certifying additional direct service staff as CPS Technicians
- Offering education and demonstration sessions to all TPC participant families
- Hosting community-based Car Seat Safety Fairs in partnership with local police departments
- Integrating CPS education into parenting groups and childbirth education sessions
- Distributing multilingual handouts and resources on car seat safety
- Providing car seats to families following a complete education session with a certified technician
- Expanding community outreach to offer education and car seats to eligible DuPage County families through CSBG-supported programming

To ensure we're making a lasting impact, we assess whether participants not only hear the information we provide -- but truly understand it -- and feel confident applying it to protect their child. Pre- and post-session surveys measure knowledge gained and confidence in using car seats correctly. These insights help us strengthen instruction and support continuous quality improvement.

Request for Funding

Teen Parent Connection respectfully requests renewed funding in the amount of \$40,000 from DuPage County Community Services for the 2025 grant year. Funds will support the continued operation of both the Parents Pantry and the Child Passenger Safety Education & Car Seat Program, including the purchase of essential items, staff certification, educational materials, outreach efforts, and evaluation.

Projected Number to Be Served in 2025:

- Parents Pantry: 200 young families
- Car Seat Safety Program: 70 families

We welcome not only your financial support, but also your partnership in helping connect families to additional services available through DuPage County's Community Services Block Grant programs.

Thank you for your ongoing support of our mission to build strong, healthy families in DuPage County.

With appreciation,

Becky Beilfuss

Executive Director

Teen Parent Connection

475 Taft Avenue | Glen Ellyn, IL 60137

beckyb@teenparentconnection.org | 630-812-0116

Request Submitted: July 17, 2025

DuPage County CSBG Grant Fund Application

Proposed Budget for January 1, 2026 – December 31, 2026

A final budget not exceeding the approved amount will be submitted no later than January 15, 2026, per Title IV of the Service Block Grant guidelines.

**Teen Parent Connection
2026 CSBG Grant Proposal
Amended Financial Summary**

Grant Request:	\$ 40,000.00
-----------------------	---------------------

Budget	
Training for new staff	\$ 250.00
Recertification (7 @\$100 each)	\$ 700.00
Car seats (70@ \$175 each)	\$ 12,250.00
Offsite storage rental	\$ 2,000.00
Parents' Pantry supplies	\$ 1,000.00
Staff time	\$ 23,800.00
Total	\$ 40,000.00



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:	Teen Parent Connection
CONTACT PERSON:	Becky Beilfuss
CONTACT EMAIL:	Becky@teenparentconnection.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:

[Ethics | DuPage Co, IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: Becky Beiffuss

Signature: _____

Title: Executive Director

Date: 01/09/2026



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0010-26

Agenda Date: 2/3/2026

Agenda #: 14.G.

AWARDING RESOLUTION ISSUED TO
360 YOUTH SERVICES TO PROVIDE CASE MANAGEMENT, HOUSING,
JOB COACHING/PREPAREDNESS, TRANSPORTATION, EDUCATIONAL SERVICES,
AND GED COACHING TO HOMELESS YOUTH IN DUPAGE COUNTY
(SUB-GRANTEE AGREEMENT TOTAL AMOUNT \$55,242)

WHEREAS, a sub-grantee agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a sub-grantee agreement to 360 Youth Services, to provide case management, housing, job coaching/preparedness, transportation, educational services, and GED coaching to homeless youth in DuPage County, for the period of January 1, 2026 through March 31, 2027, for Community Services, under the Community Services Block Grant.

NOW, THEREFORE BE IT RESOLVED that County sub-grantee agreement covering said, to provide case management, housing, job coaching/preparedness, transportation, educational services, and GED coaching to homeless youth in DuPage County, for the period January 1, 2026 through March 31, 2027, for Community Services through the Community Services Block Grant, be, and it is hereby approved for the issuance of a sub-grantee agreement by the Procurement Division to 360 Youth Services, 1323 Bond Street, Suite 119, Naperville, Illinois, 60563, for a total amount of \$55,242. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Grant funded)

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,242.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,242.00
	CURRENT TERM TOTAL COST: \$55,242.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: 360 Youth Services	VENDOR #: 13527	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Mike Bertrand	VENDOR CONTACT PHONE: 630-352-6707	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: mike_bertrand@lcfs.org	VENDOR WEBSITE: 360youthservices.org	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). 360 Youth Services provides case management, housing, job coaching/preparedness, transportation, educational services and GED coaching to homeless youth and young adults in DuPage County via \$55,242 in CSBG grant funds.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished \$55,242 in CSBG funds will assist 60 homeless youth with case management, job coaching/preparedness, transportation and GED coaching.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This is a sub-grant exempt from bidding. They will provide direct services for the County's CSBG program and will maintain all records and financial documents. 360 Youth Services is an established not for profit in DuPage County and has received Human Services Grant Funds and CDBG funding as well. See attached request for funding. In the 2024 DuPage County Department of Community Services' Needs Assessment surveyed Service Users (45.0%), Community Members (18.1%), and Stakeholders (28.8%) consistently rated financial issues among the greatest needs in our community. An especially vulnerable population struggling with financial needs is our homeless youth. 360 Youth Services (Sub-grantee) will assist homeless youth with securing and maintaining employment, finding stable housing, education support to achieve higher wages, transportation support, and financial literacy skills, through intensive case management and supportive services. This program is a component in our community's response to the Whole Family Approach.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Fund the program at \$55,252 1) Issue sub grantee agreement with 360 Youth Services for \$55,252. This will allow homeless youth to have a safe place to stay as well as case management and supportive services to help them attain employment. 2) Do not fund the program and run the risk of homeless youth being forced to live in their vehicles, parks and public areas. They would also not be able to access employment skills training and receive other employment supports.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: 360 Youth Services	Vendor#:	Dept: Community Services	Division: Intake and Referral
Attn: Mike Bertrand	Email: mike_bertrand@lcfcs.org	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 1323 Bond Street Suite 119	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: 630-352-6707	Fax: 708-416-2068	Phone: 630-407-6444	Fax: 630-407-6501
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): March 31, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Contract Services		5000	1650	53820	26-231028	55,252.00	55,252.00
										Requisition Total	\$ 55,252.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Final invoice must be received by April 1 2027.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND 360 YOUTH SERVICES FOR
COMMUNITY SERVICE BLOCK GRANT FUNDS

This AGREEMENT is entered into as of this ____ day of _____, by and between the COUNTY OF DUPAGE, ILLINOIS ("COUNTY"), a body politic and corporate, with offices located at 421 N. County Farm Road, Wheaton, Illinois, 60187, and 360 YOUTH SERVICES ("SUBGRANTEE"), a not-for-profit corporation, with offices at 1323 Bond St #119, Naperville, IL 60563, Naperville, IL 60540, UEI TGCPJU510QQ9.

SECTION I

STATEMENT OF PURPOSE

COUNTY has applied for and received Community Service Block Grant ("CSBG") Funds from the Illinois Department of Commerce and Economic Opportunity ("DCEO"), as provided by the Community Services Block Grants Act (42 USC 9901.) (the "ACT"). SUBGRANTEE desires and hereby elects to participate as a SUBGRANTEE of the aforesaid CSBG Funds allocated to COUNTY. COUNTY has considered and approved the application of the SUBGRANTEE and hereby agrees to distribute to SUBGRANTEE funding in the amount and under the conditions hereafter provided.

SECTION II

REQUIREMENTS OF SUBGRANTEE

In consideration of receiving CSBG funds from the COUNTY, the SUBGRANTEE shall perform the following activities for the benefit of the COUNTY in a timely fashion:

1. SUBGRANTEE will conduct outreach to notify community of program;
2. SUBGRANTEE will conduct initial screening and assessment to determine eligibility and needs;
3. SUBGRANTEE will complete pre-assessment and/or safety plan with youth in unsafe situations;
4. SUBGRANTEE will refer youth to other programs if not eligible or set up initial interview at office;
5. SUBGRANTEE will complete interview and collect references;
6. SUBGRANTEE will complete criminal background check;
7. SUBGRANTEE will enroll 60 individuals, between the ages of 18-24, into orientation, develop goals and link the youth to mainstream benefits;
8. SUBGRANTEE will provide youth with employment counseling, Life Skills training, financial Literacy training, housing support and other services as needed;
9. SUBGRANTEE will maintain CSBG file with 30-day income, proof of household members, proof of homelessness or DuPage County residency and self-sufficiency scale;
10. SUBGRANTEE will provide COUNTY with intake sheets within 30 days of enrollment and recertify clients at 1-year anniversary date of enrollment if still in program;
11. SUBGRANTEE will provide COUNTY quarterly updates on client milestones and outcomes;
12. SUBGRANTEE will partner with H.O.M.E DuPage to provide financial literacy training for clients enrolled in program;
13. SUBGRANTEE will provide DuPage County Department of Community Services with the Agency's Annual audit and provide proof of Unique Entity ID generated by SAMS.gov;

14. SUBGRANTEE will participate in the DuPage County Department of Community Services CSBG Needs Assessment via client surveys, focus groups, client data and agency/board surveys;
15. SUBGRANTEE will invoice COUNTY, at least, quarterly for services, invoice must provide details of costs;
16. SUBGRANTEE will update 211dupage.gov annually with agency referral information by 8/1/2026;
17. SUBGRANTEE will comply with all assurances as further detailed in Exhibit "A," attached hereto and incorporated herein as part of this Agreement.

SECTION III

AMOUNT OF THE GRANT

The COUNTY shall grant to SUBGRANTEE, as full payment for all activities to be performed by SUBGRANTEE pursuant to this AGREEMENT, a maximum compensation of \$55,242. Invoices must be submitted at least quarterly, by April 15th, July 15th, October 15th, January 15th and must include supporting documentation for expenses billed. Sixty clients must be documented to be paid in full. Final invoice must be received by April 1st, 2027.

SECTION IV

FEDERAL/STATE APPROPRIATION; NON-APPROPRIATION/INSUFFICIENT APPROPRIATION; REDUCED APPROPRIATION

A. Appropriation: The SUBGRANTEE is hereby given actual knowledge that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this grant are contingent upon the existence of a valid appropriation that no officer shall contract any indebtedness on behalf of the State or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.

B. Non-appropriation/Insufficient Appropriation: Payments pursuant to this grant agreement are subject to the availability of applicable federal and/or state funding from the Department of Commerce and Economic Opportunity, here in after referred to as DCEO and their appropriation and authorized expenditures under State law. DCEO shall use its best efforts to secure sufficient appropriations to fund this grant agreement. However, DCEO's obligations hereunder shall cease immediately, without penalty or further payment being required, if the Illinois General Assembly or federal funding source fails to make an appropriation sufficient to pay such obligation. Any grant is void by operation of law if DCEO fails to obtain the requisite appropriation to pay the COUNTY in any year in which this grant agreement is in effect.

C. Reduced Funding Sources/Revenues: DCEO reserves the right to reduce the amount to be paid to the COUNTY if DCEO determines that it is in the best interest of the State of Illinois to reduce its obligation as a result of the occurrence of any of the following events during the term of the grant agreement:

1. Receipts from revenues which provide the funding for this grant agreement either fall significantly short of anticipated levels, or significantly decrease, or
2. Other sources (external grants, contracts, awards, etc.) providing funds for this grant agreement are decreased or withdrawn. If such an event occurs, DCEO will notify the COUNTY as soon as possible and the COUNTY will notify the

SUBGRANTEE. If DCEO and COUNTY are able to agree on a reduced compensation amount and a corresponding reduced scope of services, the parties shall execute a grant modification so stating.

SECTION V

TIMELY COMPLETION OF PROJECT

Time is of the essence in this AGREEMENT; SUBGRANTEE shall complete all activities described herein between January 1st, 2026 and March 31st, 2027, unless terminated pursuant to this agreement.

SECTION VI

CONDITIONS OF GRANT

- A. Assurances: The SUBGRANTEE assures the COUNTY that it will comply with all applicable laws, regulations and orders identified in Exhibit "B," attached hereto and made a part of this AGREEMENT. (January 1, 2026- March 31, 2027.)
- B. Equal Opportunity: The COUNTY as a condition to its grant of funds requires the SUBGRANTEE, when applicable to file certifications showing equal employment opportunity compliance including Equal Opportunity Certification (See Exhibit "B").
- C. Non-Discrimination: The SUBGRANTEE in performing under this agreement, shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice. The SUBGRANTEE will take affirmative action to ensure that applicants are employed without regard to race, creed, color, sex, age, or national origin. The SUBGRANTEE agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discriminatory clause.
- D. Appearance of Impropriety: SUBGRANTEE agrees to establish safeguards to prohibit employees and/or elected officials of the localities in which the program is situated from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others particularly those with whom they have family, business or other ties.
- E. Political Activities Restricted: SUBGRANTEE agrees that neither the program nor the funds provided therefor, and the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States code, referred to as the Hatch Act.
- F. Retention of Records: The SUBGRANTEE shall maintain records to show actual time devoted and costs incurred that describe the work already performed and anticipated during the coming time period. Upon fifteen (15) day notice from the COUNTY, all time sheets, billings, and other documentation shall be made available for inspection, copying, or auditing by the COUNTY at any time during normal business hours, at 421 North County Farm Road, Wheaton, Illinois. The SUBGRANTEE shall maintain client files and supporting documentation for five (5) years after the final audit of the grant is completed.

G. Audit and Inspection of Records: The SUBGRANTEE shall as often as deemed necessary by the Department of Commerce and Economic Opportunity or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers, and records of the SUBGRANTEE involving transactions related to this GRANT for five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The SUBGRANTEE shall include in all its contracts under this GRANT a provision that the Department or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers, and records of any such contractor involving transactions related to the GRANT for five (5) years from the final payment under the contract. The term "contract:" as used in this clause excludes purchase orders not exceeding \$2,500.00.

Subgrantees whose contract amount equals or exceeds \$25,000.00 annually and who are subject to the provisions of Whitehouse Office of Management and Budget Circular A-133 ("OMB Circular A-133") shall provide a copy of their most recent audit report or financial statements to the DuPage County Department of Community Services.

H. Availability of Laws, Regulations and Orders: The COUNTY shall provide the SUBGRANTEE, upon request, copies of all applicable laws, regulations and orders cited in this AGREEMENT.

I. Federal award identifying information:

CFDA #	93.569
CFDA Title	Community Services Block Grant
Award #	G-13B11LCOSR
Federal Awarding Agency	Department of Health and Human Services

SECTION VII

SUBGRANTEE shall at all times observe and comply with Title 21 CFR Part 570 and all applicable laws, ordinances or regulations of the Federal, State, COUNTY and local government which may in any manner affect the performance of this AGREEMENT, including Community Services Block Grant CSBG Grant No. 26-231028 which is incorporated into and made a part of this AGREEMENT and is attached hereto as Exhibit C, and the SUBGRANTEE shall perform all acts with responsibility to the COUNTY in the same manner as the COUNTY is required to perform all acts with responsibility to the Federal Government.

SECTION VIII

Upon release of funds by DCEO for the activities covered by this AGREEMENT, the COUNTY shall make disbursements to the SUBGRANTEE upon the SUBGRANTEE'S submission of claims.

The SUBGRANTEE, at its option, may elect to finance expenditures, in whole or in part, for purposes covered by the grant and submit claims to the COUNTY for reimbursement. Alternatively cash advances to the SUBGRANTEE shall be limited to the minimum amount

needed and shall be timed to be in accord with the actual, immediate cash requirements necessary to carry out the purpose of the approved program or project.

The SUBGRANTEE shall disburse all funds within three (3) working days of receipt.

COUNTY shall be responsible, except as provided for in Section XIII below, for making all required payments against expenses incurred by SUBGRANTEE under this AGREEMENT. SUBGRANTEE shall forward to COUNTY all billings, vouchers, and other documents representing accounts payable, in such timely and reasonable manner as the parties shall determine. Such procedure will facilitate the maintenance of financial records by COUNTY as required by OMB Circular A-102.

SECTION IX

REPORTING REQUIREMENTS

SUBGRANTEE shall submit to COUNTY a quarterly progress report and or an invoice with client demographics no later than the fifth (5th) day of the following month. In addition, SUBGRANTEE shall submit to the COUNTY an annual report, if one is available, within thirty (30) days of the end of the SUBGRANTEE's fiscal year.

SECTION X

AMENDMENTS

This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the COUNTY for its prior approval. No modification, addition, deletion, etc., to this AGREEMENT shall be effective unless and until such changes are executed in writing by the authorized officers of each party.

SECTION XI

FINANCIAL ASSISTANCE AGREEMENT

This AGREEMENT is made subject to financial assistance agreements between the COUNTY and DCEO.

SECTION XII

INDEMNIFICATION

SUBGRANTEE shall indemnify, hold harmless and defend the COUNTY and its affiliates, officials, officers, employees and agents from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, SUBGRANTEE's negligent or willful acts, errors or omissions in its performance under this Agreement. These provisions shall survive termination of this Agreement.

SECTION XIII

TERMINATION

The COUNTY may terminate this AGREEMENT at any time hereafter, with or without cause, by giving written notice to SUBGRANTEE at the address specified above. Termination shall be effective upon receipt of such notice by SUBGRANTEE, see addition.

A. In the event the COUNTY terminates this AGREEMENT other than for breach thereof by SUBGRANTEE, the COUNTY agrees to pay SUBGRANTEE, and SUBGRANTEE agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation.

B. In the event the COUNTY terminates this AGREEMENT because of a material breach by SUBGRANTEE, the SUBGRANTEE shall assume liability for all costs incurred by the COUNTY to complete the Project as defined in Section II. The SUBGRANTEE also agrees to forfeit any unpaid grant monies at the time of termination, and may be subject to further penalties, up to and including, but not limited to, shall be barred from future participation in the COUNTY'S Community Services Block Funds grant program. If the COUNTY elects to bar the SUBGRANTEE from future participation, the SUBGRANTEE shall be entitled to a hearing before the Health and Human Services Committee of the DuPage County Board.

C. A "material breach" of this AGREEMENT shall be defined as a failure by the SUBGRANTEE to fulfill the stated purposes of this AGREEMENT as set forth in Section II, and further outlined in Exhibit "A," failure to timely complete the project as set forth in Section IV, or any of the conditions of the grant as set forth in Section V, or any other obligations of the SUBGRANTEE as proscribed by this AGREEMENT, including, but not limited to, failure to submit monthly progress reports or third-party contract reports.

SECTION XIV

ASSIGNMENT

SUBGRANTEE shall not assign this AGREEMENT or any part thereof and SUBGRANTEE shall not transfer or assign any funds or claims due or to become due hereunder without the written approval of the COUNTY having been first obtained.

SECTION XV

UNAVOIDABLE DELAY

If the SUBGRANTEE is delayed in the completion of this Project under this AGREEMENT by a cause legitimately beyond his/her control, he/she must immediately upon receiving knowledge of such delay, give written notice to the COUNTY and request an extension. The COUNTY shall notify the SUBGRANTEE of the decision in writing and that decision shall be final and binding. The COUNTY'S decision not to extend this AGREEMENT constitutes a breach of this AGREEMENT by the SUBGRANTEE.

SECTION XVI

SEVERABILITY

If any provision of this Agreement is or becomes illegal or invalid, it shall be effective to the extent of such illegality or invalidity, and the legality and validity of the remaining provisions contained herein shall not be affected thereby.

SECTION XVII
APPLICABLE LAW & VENUE

This Agreement shall be governed and construed in accordance with the law of the State of Illinois and the parties agree that the exclusive venue for the resolution of any disputes that arise under this Agreement shall be the 18th Judicial Circuit Court of DuPage County, Illinois.

SECTION XVIII

RELATIONSHIP OF THE PARTIES

Nothing in this Agreement shall be construed to constitute that either party is a partner, employee, or agent of the other, nor shall either party have the authority to bind the other in any respect, it being intended that the SUBGRANTEE in an independent contractor solely responsible for its own actions.

SECTION XIX

NOTICE

All notice which may be or are required to be given pursuant to this Agreement shall be in writing, addressed as sent forth below and may be emailed, faxed, mailed by first class, registered, or certified mail or transmitted by hand delivery.

Each party may designate by notice in writing a new address to which any notice or communication may thereafter be so given, served, or sent.

TO: 360 Youth Services
1323 Bond St #119,
Naperville, IL 60563
Attention: Mike Bertrand, Executive Director

TO: DuPage County Community Services
421 N. COUNTY Farm Road
Wheaton, IL 60187
Attention: Gina Strafford-Ahmed

SECTION XX
HEADINGS

The Section headings of this AGREEMENT are for convenience and reference only and in no way define, limit, or describe the scope or intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties have executed this AGREEMENT on the dates hereafter indicated to be effective on the date first written above:

COUNTY OF DUPAGE
("COUNTY")

BY: _____ DATE: _____

MARY A. KEATING, DIRECTOR

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES

360 Youth Services
("SUBGRANTEE")

BY: _____ DATE: 01/09/26

Mike Bertrand

TITLE: CEO

ATTEST: _____ DATE: _____

EXHIBIT A

ASSURANCES

The SUBGRANTEE hereby assures, with respect to the Community Services Block Grant, that:

1. It possesses legal authority to apply for the Grant and to execute the proposed program.
2. It has reviewed and accepted the Grant Agreement in its entirety, including all understandings and assurances contained therein, and directing and designating the authorized representative of the SUBGRANTEE to act in connection with the Grant Agreement and to provide such additional information as may be required.
3. It agrees that no funds granted hereunder shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office, nor shall they be used in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election or in any voter registration activity.
4. The grant will be conducted and administered in compliance with the requirements of the Act, and with the applicable federal and state statutes, regulations and policies, including any current Executive Orders. The grant will be conducted and administered in compliance with:
 - a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1, *et. seq.*), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
 - b) Section 677, (a) of the Community Services Block Grant Act, which provides that no person shall be excluded on the grounds of race, color, national origin, or sex from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to any such program activity.
 - c) Title VII of the Civil Rights Act of 1968 (P.L. 90-824) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.
5. The SUBGRANTEE agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (775 ILCS 5/1-101 *et. seq.*).

EXHIBIT B

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION COMMUNITY
SERVICES BLOCK GRANT PROGRAM, COUNTY OF DUPAGE

In carrying out the program, the SUBGRANTEE shall comply with all applicable federal anti-discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The SUBGRANTEE shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. The SUBGRANTEE shall post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Government setting forth the provision of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The SUBGRANTEE shall cause or require to be inserted in full or any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity Provisions.



TO: Gina Stafford, DuPage County
 FROM: Mike Bertrand, CEO
 CC: Valerie Tawrel, Director of Housing

DATE: July 23, 2025
 RE: CSBG Funding Request

360 Youth Services (360YS) is grateful for the opportunity to submit this proposal for Community Services Block Grant (CSBG) funding in support of our Youth Educational and Vocational Development program, which provides critical services to young people experiencing homelessness in DuPage County.

360YS is the only housing provider in DuPage County specifically serving youth ages 18-24 across all genders, gender identities and sexual orientations. We currently operate 38 transitional housing beds, 12 community-based rapid rehousing beds and 17 hotel-based emergency shelter beds tailored for youth. Additionally, we operate Cornerstone Group Home, a licensed residential facility serving DCFS youth-in-care ages 13-17. All housing programs are located within DuPage County.

In addition to offering safe, inclusive and youth-centered housing, 360YS delivers a full continuum of client-focused support. Services are grounded in trauma-informed care, harm-reduction principles and client-led, person-centered engagement. Youth receive intensive case management, residential counseling and life skills development tailored to their individual goals. We also provide financial literacy education and credit counseling in partnership with HOME DuPage, along with a savings match program of up to \$500. Educational and vocational support services are also offered, as detailed below:

Youth Educational and Vocational Development:

360YS recognizes that preparing youth to obtain and sustain living-wage employment is a critical step toward long-term self-sufficiency and stable housing. Many of the young people we serve have experienced significant trauma and are developing foundational life and employment skills for the first time. As a result, they require a higher level of individualized support than the typical job seeker.

The organization's Educational and Vocational Development Program (EVDP) is specifically designed to meet the unique needs of youth experiencing homelessness. Services include job readiness training, employment placement support, resume development, interview preparation and vocational counseling, including guidance in navigating workplace challenges. The program also provides advocacy and coordination with educators and employers, tutoring and academic support, access to internet, computers and essential technology, as well as clothing and transportation assistance. Youth are also connected to mainstream resources as needed.

All services are delivered through a trauma-informed, client-centered approach and are grounded in the principles of Positive Youth Development—empowering youth to make healthy, goal-

oriented decisions and build skills that support lasting independence.

Increased Needs and Challenges Due to COVID-19

Although the height of the COVID-19 pandemic has passed, its long-term effects continue to reverberate in the lives of DuPage County's young people. Those from low-income households face a complex and interconnected set of challenges that significantly hinder their ability to achieve stability and self-sufficiency. Youth served by 360YS continue to face lingering challenges in education, employment, transportation, mental health and financial stability—factors that are critical to achieving long-term housing and economic independence.

The 2024 DuPage County Community Needs Assessment (CNA) identifies employment and income-related barriers within the top three most significant challenges facing low-income residents, with 45.8% of respondents noting the need for fulltime jobs, job training and application support.

These issues are compounded by limited transportation options—a problem highlighted in every focus group and by 72.9% of providers. Many areas in DuPage County lack reliable public transit, making it difficult for residents to access work, school and essential services. Nearly 10% of renter-occupied households in DuPage County lack a motor vehicle and public transportation was described in the CNA as limited and inconsistent. In response, 360YS uses CSBG funding to provide supervised rideshare transportation for youth traveling to school or work when other options—bus, staff transport, or bicycle—are unavailable.

Digital access gaps further exacerbate youth stability challenges, including limited availability of computers, internet access and digital literacy—particularly for job searching, resume writing and online applications.

Educational barriers are also prevalent, with 49.8% of respondents expressing needs related to adult education. Many are seeking vocational training, GED completion and assistance affording college—critical pathways to breaking the cycle of poverty.

Among 360YS clients, these challenges are compounded by trauma histories and lack of familial support, making sustained employment and educational advancement more difficult to achieve without intensive services.

In response, 360YS provides individualized educational and vocational support to youth experiencing homelessness. Through an ongoing partnership with the College of DuPage, youth working toward a high school diploma or GED receive tailored academic assistance to help them reach their goals. More than 75% of clients have already obtained their high school diploma or GED. In FY25, one client in 360YS' Transitional Housing program earned their high school diploma and another is on track to graduate or complete their GED in the coming months.

Other clients are pursuing workforce credentials through local partnerships, including CDL and HVAC certifications via WorkNet DuPage. Several youth have also completed Forklift Certification through the Kane County Sheriff's Office and obtained PERC certification to pursue careers in private security. Additional clients are exploring training through WorkNet DuPage's CNA and Phlebotomy programs. A number of youth have also applied to the Goodwill CEJA program, which prepares participants for careers in sustainable energy solutions such as solar panel installation.

Mental and behavioral health also emerged as a major concern in the 2024 CNA, especially among youth. Access to mental health treatment, as well as the impacts of stress and trauma,

were consistently cited by stakeholders and community members as top barriers to success. In response, 360YS integrates trauma-informed, person-centered practices across its programs and provides onsite individualized counseling to help youth navigate mental health challenges that can affect their educational, vocational and long-term stability outcomes.

Additionally, the CNA cited financial instability and lack of financial literacy as pressing concerns for low-income residents. To address this, 360YS partners with HOME DuPage to deliver financial literacy workshops, credit education and money management training. These resources help youth develop essential life skills and prepare for long-term self-sufficiency.

Moreover, homelessness in DuPage County remains a significant challenge. According to the 2024 Point-in-Time (PIT) Count, there were 480 individuals experiencing homelessness—a modest decrease from 525 the previous year. However, the number of chronically homeless individuals more than doubled, rising from 41 in 2023 to 100 in 2024, reflecting longer stays in shelters or unsheltered situations. The number of homeless youth also increased, from 71 to 74, including 63 unaccompanied youth and 11 parenting youth. Demand for youth shelter continues to outpace capacity, with 360YS maintaining a waitlist of 20 or more youth ages 18-24 at any given time. In response, the organization expanded its Youth Emergency Shelter to 17 beds to help meet this urgent and growing need.

This growing demand has led to an increase in calls and referrals involving youth with complex needs. To ensure a coordinated and responsive approach, 360YS implemented cross-training across all three housing programs and further integrated the existing Education and Vocational Coordinator role—originally funded under THP—into Emergency Shelter and Rapid Rehousing services. Supported through CSBG, this position plays a critical role in helping youth overcome systemic barriers to education and employment, providing consistent support across the housing continuum.

With critical CSBG support, 360YS remains steadfast in its mission to serve DuPage County’s most vulnerable youth—helping them achieve educational success, economic stability, and long-term housing through trauma-informed, developmentally appropriate care.

Expected Outcomes for the Grant Period (January 1, 2025-December 31, 2025)

360YS proposes to serve 30 youth through its Educational and Vocational Development Program during CY25.

Services	Outcomes
Coaching-Job Search	Unemployed youth will obtain employment to gain skills or income. Employed youth will retain employment for 6 months to demonstrate a more robust and sustainable job history. TARGET: Serve 30 youth with 50% success benchmark.
Other Post-Secondary Support	Individuals will demonstrate progress in obtaining a high school diploma or equivalency certificate and/or progress to a post-secondary degree. Progress will be reported and assessed using the 360YS Matrix tool to document measurable objectives with a time constraint. TARGET: Assess 30 youth with 50% success benchmark.

Financial Literacy	All clients will participate in HOME DuPage education services to create an Individualized Service Plan to increase efficacy in budgeting, credit score improvement and informed consumer spending. TARGET: Serve 30 youth; Assess and report via 360YS Matrix assessment tool at 30-day intervals; Work in partnership with HOME DuPage to tailor education and services.
Life Skills	Individuals will demonstrate improved mental and behavioral health and wellbeing via community partners for mental health support. TARGET: Assess 30 youth with 50% success benchmark, evidenced by assessment in 360YS Matrix tool with improved ability assessment at regular intervals moving from vulnerability toward self-sufficiency.
Transportation Services	Individuals will be provided with linkage to transportation services for car repair as needed. Youth will be provided with rideshares only when no other means of transport are available to support employment in early weeks of hire, or education transport when no other means are available. TARGET: Serve 15 youth with 9 successful youth outcomes.
Housing - Using community partners and other 360YS funding streams	Youth experiencing homelessness will obtain safe temporary shelter. TARGET: 80% of clients who leave the program will exit to safe, stable housing via Housing Choice Vouchers, Rapid Rehousing or via self-resolving outcomes.

CY2025 DuPage County CSBG Grant Fund Application

Proposed Budget for January 1, 2025 - December 31, 2025

Category	Description	Estimated Program Cost	Existing Funding	Estimated Unfunded	Requested
					Under CSBG
Personnel	Fulltime Educational and Vocational Coordinator: Salary + 22% Fringe	\$60,925	-	\$60,925	\$60,925
Fees	Fees associated with skills assessment, vocational matching and GED testing	\$3,000	\$2,500	\$500	\$500
Supplies & Materials	Educational & office Supplies and job-specific work clothing	\$6,000	\$5,500	\$500	\$500
Client Equipment	Tablets, laptops and temporary cell phones for educational/vocational use	\$2,500	\$2,500	-	-

Client Transportation	Bus and train passes, bikes, mileage, etc. for work and education	\$5,000	\$4,000	\$1,000	\$1,000
Total		\$77,425	\$14,500	\$62,925	\$62,925
Administration Cost	15% de minimis		\$2,246		\$6,293
TOTAL		\$77,425	\$14,500	\$62,925	\$69,218

Budget Justification

1. **Employment/Educational Coordinator: \$60,925 is requested** for salary and benefits support. This individual holds a Bachelor's degree in Business Management, is bilingual in English and Spanish and brings valuable experience in career development. This individual plays a key role in coordinating educational and employment support for youth across all three of 360YS's housing programs, helping clients build pathways to long-term stability and success.
2. **Fees: \$500 is requested** to partially cover fees associated with skills assessment, vocational matching and GED testing. The organization's costs have increased as it serves more youth who are entering its housing programs without secondary degrees. The remainder will be self-funded.
3. **Supplies and Materials: \$500 is requested** to partially cover the cost of basic clothing and materials to prepare youth for employment and school. 360YS anticipates obtaining additional support through in-kind donations.
4. **Client Equipment: \$0 is requested**— 360YS clients are using existing equipment to access the Internet for educational and vocational purposes.
5. **Client Transportation: \$1,000 is requested** for client travel to work, school and vocational training opportunities. While transportation costs have increased significantly, the organization will continue to use existing funds only when no other means of transportation are available.
6. **Administration Cost: \$6,293 is requested** for administrative costs associated with the program at the 15% de minimis election.

The total amount requested is \$69,218.

Recognizing that available funding may be limited, 360YS prioritizes sustainability and strategic resource use. The Educational and Vocational Coordinator will focus on leveraging existing organizational funding, in-kind community resources and strategic partnerships to address the unique and complex needs of youth experiencing homelessness. Through a client-centered approach, the position supports youth on their journey toward housing stability by facilitating educational advancement, workforce development, income generation and increased life skills. 360YS is committed to achieving proposed outcomes through the use of its Self-Sufficiency Matrix, which guides measurable progress and ensures cost-effective, data-informed service delivery to some of DuPage County's most vulnerable residents.

Best regards,

Mike Bertrand
President & CEO
630-352-6707
mike_bertrand@lcfs.org

SELF-SUFFICIENCY MATRIX 360 Youth Services

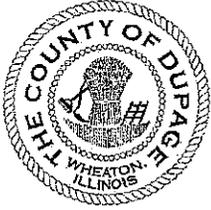
DOMAIN	1	2	3	4	5
Income	No income or family support	Inadequate income and/or inappropriate Spending. Lacks support /case management.	Meets basic needs with subsidy; - budget adherence with C.M (200% of FPG) – participates in HOME DuPage financial literacy classes.	Can meet basic needs and manage debt without assistance.	Income is sufficient, well managed; has discretionary income and is able to save.
Employment	No job and/or demonstrated job history.	Temporary, part-time or seasonal pay, no benefits Assessed for job preparation programs / eligibility. Resume completed.	Employed full time; inadequate reserves. few or no benefits. Has adequate clothing for work, footwear.	Employed full time with adequate pay - cash reserves verified. – stable employment for 6 mos.	Maintains permanent employment with adequate income and benefits – self reported post discharge.
Housing	“Literally Homeless” as defined by HUD or imminent risk of homelessness : documentation provided.	In transitional housing via 360 YS THP: current rent is paid at 100% Has time constraint of 18-24mos. before discharge. Unable to sustain independently.	Continues as program participant. Improved but limited ability to self- sustain FMR	Demonstrates ability to self-sustain housing independently with minimal fiscal support.	Reports safe, adequate, unsubsidized housing upon discharge from THP
Food & Clothing	No food or means to prepare it. Relies to a significant degree on sources of free food. (pantries) Lacks sufficient clothing for elements – footwear.	Has means to prepare meals as THP resident Main stream benefits recipient has received adequate clothing via community resources or agency funding.	Can meet basic food/ clothing needs with case management / budgeting/ nutritional education resources.	Can meet basic food needs without assistance, or with minimal assistance.	Can choose to purchase groceries / shop for wardrobe, and plan meals independently.
Education	Literacy problems and/or no high school diploma/GED are serious barriers to employment.	Enrolled in literacy and/or GED program OR high school – (via McKinney Vento liaison) alternative school Has IEP if applicable	Has GED- tutoring / HS Diploma or on course for pending completion Identifying higher education programs : FAFSA application assistance	Identified higher learning institution /trade program Assisted by ed /voc coordinator in application w/ Worknet employment program.	Reports ongoing progression or completion in desired skilled trade program or higher education program post THP discharge
Legal	Current outstanding tickets or warrants. License suspended.	Current charges/trial pending, noncompliance with probation/parole.	Fully compliant with probation/parole terms. Assisted with expungement if applicable. License reinstatement in process.	Has successfully completed probation/parole within past 12 months, no new charges filed. Has a reinstated license.	No active criminal justice involvement post discharge from THP

<p>Health Care Physical SUD/Mental</p>	<p>No medical coverage with immediate need. – may need prescription medication.</p> <ul style="list-style-type: none"> Physical. Mental Health S.U.D 	<p>No medical coverage and great difficulty accessing medical care when needed no monetary resources for self-pay. Must utilize ER only for life threatening circumstances as non-insured patient.</p>	<p>Has received assistance to apply for Main Stream benefits (Medicaid) if applicable</p> <p>May need assistance navigating PCP / MH providers and appointment making – prescription assistance</p>	<p>Medicaid services obtained, or covered by employer based insurance Needs minimal assistance with making appointments. PCP established MH / SUD provider linkage provided if applicable. Peer support resources identified. (NAMI DuPage) AA/NA – Alanon</p>	<p>Covered by affordable, adequate health insurance either via personal employment or Medicaid.</p> <p>Self-sufficient in making appointments – routine follow up.</p>
<p>Life Skills</p>	<p>Unable to meet basic needs such as hygiene, food, activities of daily living. <i>REFER to Community resources for appropriate care not met in THP Programming. If due to disability – DuPage Health Department – SOAR case management.- SSDI</i></p>	<p>Can meet a few but not all needs of daily living without assistance. <i>May need to refer out to Community resources for appropriate supportive services if due to disability.</i></p>	<p>Can meet most but not all daily living needs without Assistance, including case management and education on cleaning, food prep, and self-care.</p>	<p>Able to meet all basic needs of daily living with minimal assistance – THP apartment is cleaned upon weekly unit checks. Minimal support needed for food purchase and prep.</p>	<p>Able to provide beyond basic needs of daily living upon discharge from THP.</p>
<p>Mobility</p>	<p>No access to transportation, public or private; may have car that is inoperable. Lacks means to access public transport / ride share.</p>	<p>Transportation is available, unaffordable; may have car but no insurance, license Needs 100% support for ride share costs (UBER or bus pass) and education on utilization of public transport. Receives transportation via case manager / agency vehicle if urgent – has been offered bicycle via agency donation.</p>	<p>Transportation (ride share/bus) is available and can be afforded via self-sufficient means for work only. Has been provided assistance with obtaining license if needed. Budget help for down payment and/or repairs on vehicle and/or linkage with community resources for car donation/repairs) ex. Loaves & Fishes</p>	<p>Preferred mode of transportation regularly used for both work or leisure purposes – if applicable, has made progress on down payment or linkage with community resources via case management.</p>	<p>Personal transportation has been identified and secured – self reports insurance and licensed without difficulty post discharge.</p>

Bench Marks - Time Line:

Assessment: Scale 1-5 : Within 30 days of admit

Reassess: Scale 1-5 – report at recertification for CSBG – Assess at discharge from THP.



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:	360 Youth Services
CONTACT PERSON:	Mike Bertrand
CONTACT EMAIL:	mike.bertrand@lcfs.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Printed Name: Mike Bertrand

Signature: 

Title: CEO

Date: 01/09/26



HS Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0011-26

Agenda Date: 2/3/2026

Agenda #: 14.H.

AWARDING RESOLUTION TO
C4 INNOVATIONS, LLC
TO PROVIDE CONTINUUM OF CARE
COORDINATED ENTRY SYSTEM EVALUATION
(CONTRACT TOTAL AMOUNT \$53,800)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract purchase order to C4 Innovations, LLC for professional services to provide Continuum of Care Coordinated Entry System Evaluation, for the period March 1, 2026, through March 1, 2027, for Community Services through the HUD CoC Planning Grant.

NOW, THEREFORE BE IT RESOLVED, that County contract covering said, Continuum of Care Coordinated Entry System Evaluation, for the period March 1, 2026 through March 1, 2027, for Community Services through the HUD CoC Planning Grant, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to, C4 Innovations, LLC, 405 Waltham Street #231, Lexington, MA 02421, for a contract total amount not to exceed \$53,800, per RFP # 25-112-CS.

BE IT FURTHER RESOLVED, that the County Clerk transmit copies of this resolution and any documents attached and made a part hereof, to C4 Innovations, LLC, 405 Waltham Street #231, Lexington, MA 02421, the Finance Department, and Community Services.

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-112-CS	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$53,800.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02-03-2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$53,800.00
	CURRENT TERM TOTAL COST: \$53,800.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: C4 Innovations, LLC	VENDOR #:	DEPT: Community Services	DEPT CONTACT NAME: Lisa Snipes
VENDOR CONTACT: Rachel Ehly	VENDOR CONTACT PHONE: (781)247-1741	DEPT CONTACT PHONE #: 630-407-64136	DEPT CONTACT EMAIL: Lisa.Snipes@dupagecounty.gov
VENDOR CONTACT EMAIL: Rehly@c4innovates.com	VENDOR WEBSITE: https://c4innovates.com/	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Vendor will conduct an evaluation, solicit feedback from stakeholders, and provide recommendations to improve the DuPage County Continuum of Care Coordinated Entry System (CES) which connects people experiencing homelessness to housing programs using clear prioritization criteria, while also honoring client choice and ensuring providers assist each household in securing housing, per RFP #25-112-CS.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This outside evaluation is both required and funded by the granting agency			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. Request for Proposal # 25-112-CS
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1. Award. C4 Innovations LLC is qualified to deliver the required service. 2. Do nothing. This action would not utilize the grant nor meet the requirements of an external evaluation. 3. Award a different vendor through another RFP process. This action would use staff time and effort and risk timely use of the grant.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: C4 Innovations. LLC	Vendor#:	Dept: Community Services	Division: CoC Planning
Attn: Rachel Ehly	Email: mailto:rehly@c4innovates.com	Attn: Joan Fox, Administrator	Email: joan.fox@dupagecounty.gov
Address: 405 Waltham Street #231	City: Lexington	Address: 421 N County Farm Road	City: Wheaton
State: MA	Zip: 02421	State: IL	Zip: 60187
Phone: (781) 247-1741 or (617)467-6014	Fax:	Phone: 630-407-6426	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: C4 Innovations, LLC	Vendor#:	Dept:	Division:
Attn: Same	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 03/1/2026	Contract End Date (PO25): 03/01/2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Professional Services		5000	1510	53090		53,800.00	53,800.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 53,800.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

COVER LETTER

October 1, 2025

From: C4 Innovations

To: DuPage County Procurement Division

RE: DuPage County Continuum of Care Coordinated Entry System Evaluation

C4 Innovations (C4) is pleased to submit a proposal in response to the DuPage County Continuum of Care (CoC) Coordinated Entry System (CES) Evaluation request. The C4 team acknowledges receipt of the one addendum to the RFP posted on September 23, 2025.

C4 is a mission-driven, woman-owned small business working across the United States to create access to compassionate, and effective services and supports for all people. We support programs, organizations, communities, and systems in building and implementing solutions to achieve our shared missions. We envision a world where all people, regardless of race, gender, sexuality, ability, or income have access to high quality, responsive health and social services, a stable home, and supportive communities.

Stable housing is essential to well-being for all people. Working with individuals, families, and youth experiencing housing instability and homelessness is at the heart of our work – and has been since our inception in 2006. When you partner with C4, you have access to a wide range of expertise and services. No two communities or engagements are alike, and C4 works with each partner – and the people who are most impacted by the issues we address – to customize our approach. We will walk alongside the DuPage County CoC to understand your challenges and successes, and advance solutions.

The following pages outline C4's qualifications, the qualification of our individual team members, and our proposed approach to evaluating Dupage County's CES. As required, C4's budget is provided as a separate attachment.

If you have any questions regarding this proposal, please reach out to Rachel Ehly, Director of New Business at rehly@c4innovates.com or (781) 247-1741.

Sincerely,

Signature on File

Kristen Paquette, CEO

FIRM QUALIFICATIONS

C4 Innovations (C4) is a mission-driven, woman-owned small business dedicated to advancing equitable access to recovery, wellness, and housing stability for all. C4 has been committed to the work of addressing and ending homelessness nationally since our inception in 2006. Our roots go back to the 1980s and the pioneering work of C4's founder, Dr. Ellen Bassuk, who first began documenting the causes and consequences of family homelessness and the best ways to respond. Dr. Bassuk founded the National Center on Family Homelessness in 1988 before founding C4 in 2006. We began with one project – the Homelessness Resource Center, a SAMHSA initiative dedicated to improving the lives of people experiencing homelessness, behavioral health conditions, co-occurring conditions, and trauma.

Over the last 19 years, we have supported training, technical assistance, evaluation, strategic planning, and systems transformation for over 360,000 individuals. C4 has led several federal, state, regional, and local initiatives and engagements to expand, improve, and sustain the use of evidence-based practices to achieve better outcomes for people experiencing homelessness, housing instability, and related challenges such as behavioral health conditions, incarceration, or other forms of marginalization. These practices are person-centered, housing-focused, trauma-informed, and recovery-oriented. C4 is known as a trusted partner and as an organization that is mission-focused and grounded in research, adult learning, field experience, and lived and living experience throughout all our work.

C4 is a 100% remotely operated organization with 34 full-time staff working in home offices across the country. Our federal tax ID number is 87-0763049 with our headquarters located at 405 Waltham Street, #231, Lexington, MA 02421.

What Sets C4 Apart

We are confident C4 will provide the DuPage County CoC with a unique and necessary combination of skills and subject matter expertise to successfully complete a thorough Coordinated Entry System (CES) evaluation for the following reasons:

1. National subject matter expertise in housing and homelessness, including as an approved TA provider for the U.S. Department of Housing and Urban Development (HUD)
2. Strong evaluation experience supporting Balances of State, and large and small CoCs
3. Deep commitment and expertise to community engagement, including with people with lived and living experience (PWLLE) of homelessness, housing instability, and adjacent behavioral health conditions.

There are many firms that can bring technical skills related to evaluation, HMIS data and systems analysis, and information gathering, but they lack the skills and commitment necessary to meaningfully engage community partners including people with lived and living experience, in a person-centered and trauma-informed way. This may leave DuPage County with an incomplete evaluation of the CES. In addition, as a national HUD TA provider, C4 brings best

practices used across the country, along with our rigorous mixed-method data of the local DuPage community. C4's combination of quantitative data collection and analysis and quantitative HMIS data analysis skills ensures an evaluation that includes a 360 review, resulting in more accurate recommendations.

Described in further details below, our multidisciplinary team - rooted in lived experience, housing and homelessness system expertise, community engagement, and mixed method data collection and analysis - sets C4 apart from organizations whose expertise only spans one or two of these areas.

Centering, Integrating, and Engaging People with Lived and Living Experience (PWLLE)

Fundamental to C4's core values is incorporating the expertise of people with lived and living experience in all areas of our work. Nearly half of C4 staff identify as having lived and living experience related to substance use, incarceration, mental health conditions, trauma, and/or homelessness. C4's multidisciplinary team also includes people with direct service experience as case managers, peers, clinicians, and CoC leaders, as well as researchers, evaluators, public health experts, and facilitators. This mix of professional and lived expertise is essential for developing collaborative engagements and solutions, including strategic plans, that acknowledge and incorporate the complex contexts and challenges of the homeless response system in 2025.

Applied Use of Mixed-Methods Data Collection and Analytic Tools

C4 routinely utilizes mixed-methods, action-oriented approaches in service of projects such as CoC evaluations, community asset mapping, system and service mapping, community engagement, curriculum and product development, environmental scans, and strategic planning at local, state, and federal levels. C4's commitment to conducting community-based, participatory information gathering ensures that evaluations are relevant and timely. In the following pages, we illustrate our capability to conduct data-informed, community-centered CES evaluation processes and how we propose approaching this work together with the DuPage County CoC.

C4's Approach to Community Engagement

Specific to qualitative data collection, C4's team brings extensive experience gathering information through methods such as community and stakeholder engagement, facilitation, focus groups/listening sessions, and interviews. We are especially skilled at conducting information gathering with populations that are historically and systematically marginalized, facilitating conversations about difficult or sensitive topic areas, and holding space for individuals to share their experiences. In addition, as people who have worked in the housing and homelessness field, we are well equipped to facilitate trauma-informed information gathering with providers to help them process their experiences working in a complex and

challenging environment. Throughout all of our community engagement activities, C4 facilitates with trauma-informed techniques designed to create safe spaces where participants feel comfortable to share openly and honestly, increasing the effectiveness of our community engagement and data collection efforts.

Below are examples of C4's relevant past experiences collaborating with, providing TA for, and evaluating CoCs and coordinated entry systems.

Previous Relevant Experience

C4 is currently working with the **Indiana Balance of State CoC** to evaluate their Coordinated Entry System (CES) over a period of four years, with four regions being reviewed each year. In this work, C4 collects qualitative data from CoC staff, providers, PWLLE, and other partners, while collecting quantitative data from the CoC HMIS Administrator, and uses an inclusive lens to evaluate how each aspect of the CES model is performing. Areas of review include outreach, diversion, intake, assessment, prioritization, housing referral, and housing placements.

C4 worked with the **Hennepin County CoC** to evaluate their CES over a period of three years. Qualitative and quantitative data was collected from HMIS and CoC partners, PWLLE, and CoC staff. Areas of review included outreach, diversion, intake, assessment, prioritization, housing referral, and housing placements, however, the evaluation focus progressed over time to reflect CES policy changes the CoC implemented such as assessment tool changes, medical fragility prioritization, and referral decline policies. Through this, C4 remained flexible to address changes to community needs.

In January 2025, C4 worked with the **Toledo Lucas County CoC** to perform a limited evaluation, primarily based on qualitative data from running focused interviews and listening sessions. The process, at the request of the CoC, focused on the evaluation of the CES workflow, and the performance of the lead agency from the perspective of the partner agencies. C4 drafted a series of recommendations based around user feedback that focused on improving the workflow, as well as providing a more transparent process for both people experiencing homelessness and staff working in the homeless response system.

From 2021-2025, C4 worked with **Multnomah County Joint Office of Homeless Services (JOHS**, now called the Homeless Services Division) to support the equitable redesign of their coordinated access tool and process. C4's role was to ensure the centering of voices of people from diverse backgrounds with lived and living experiences of homelessness and housing instability, and Multnomah County service providers. This work was completed in two phases. Phase 1 activities included standing up an Oversight Committee of JOHS-funded providers; listening sessions with providers and JOHS leadership; and interviews with people with lived and living experience. During Phase 2, C4 launched the Housing Connection Collaborative (HCC). The HCC was a group of 11 people with lived and living experience of homelessness and

housing instability in a range of current housing situations. Through weekly and then monthly meetings, the HCC helped review and update the Coordinated Access tool and process to ensure it is more trauma-informed and equitable.

C4's work with the DuPage County CoC will be led by C4's Housing Solutions Center. This team provides HUD TA, training and TA for Projects for Assistance in Transition from Homelessness (PATH) programs, Continuums of Care, and Balances of State, strategic planning, evaluation, and recovery housing expertise nationwide. Further details regarding C4 staff qualifications are provided below under *Key Qualifications*.

References

Contact information for C4's references is attached in the References form as provided in the RFP.

KEY QUALIFICATIONS

This work will be led by **Christy Hahn, the Associate Director of C4's Housing Solutions Center**. She has extensive experience leading C4's CoC evaluations, our work with PATH programs, federal implementation of the PATH Data Exchange (PDX), and providing training and TA under HUD. Her full experience is provided in her bio below. She will be supported by a team of C4's leading CoC, HUD, homelessness, and data analysis and system modeling experts (presented in alphabetical order after the Project Director)

Project Director: Christy Hahn, MPA, Associate Director, Center for Housing Solutions, has worked at C4 for three years and has more than 15 years of experience in the housing and homeless services field. Currently, Christy holds a key leadership role in the housing and homelessness technical assistance (TA) work at C4. She has provided TA and training to CoCs, state governments, and non-profits on strategic planning, landlord engagement, CoC fundamentals and governance, expanding racial equity practices, coordinated entry, and improving system performance as a HUD TA provider and through private contracts. She provides overall management of C4's PATH technical assistance and training team and leads staff teams in the development and implementation of projects from start to finish, completing them on time and on budget. Christy has worked all of C4's CES evaluation projects to date.

Prior to joining C4, Christy was the Senior Manager for the Affordable and Rural Housing Program at Collaborative Solutions, Inc., managing a suite of HUD-funded rural workplans to increase permanent housing options and build capacity for non-profit organizations serving people experiencing homelessness. She delivered direct consultation, training, and technical assistance to communities nationally, including curriculum, resource, and product development

for CoCs, Emergency Solutions Grants (ESG) and ESG-CV Programs. Prior to that Christy led a Balance of State CoC and state ESG Entitlement in which she established coordinated entry. Christy currently lives in California, traveling and providing training, TA, and evaluation services for C4 clients nationwide.

Jon Cox, BSc, Director, Center for Housing Solutions, has been working at C4 for 10 years and brings over three decades of experience working in homelessness, substance use, and supportive housing in the United States and United Kingdom. Jon leads the housing and homelessness training and technical assistance (TA) work at C4. This includes providing TA to HUD CoCs. Over the last five years, Jon has provided support and assistance to numerous CoCs to plan and implement coordinated entry systems (CES), including the design and implementation of diversion programs to complement the CES, refining and implementing best practice in the core functions of a CES, and leading CES evaluations. Additionally, Jon has worked with CoCs to integrate housing first principles across the spectrum of homeless services including emergency shelters, transitional housing programs, and rapid re-housing projects as well as permanent supportive housing programs. Jon is also a subject matter expert in recovery housing and responds to national TA requests. Prior to joining C4, Jon was the planning manager for Georgia's BoS CoC and Emergency Solutions Grant (ESG) Entitlement regions. He managed the Notice of Funding Availability cycle, supervised the distribution of ESG funds, oversaw the expansion of the rapid rehousing program across 151 rural counties, and piloted a harm reduction case management program for permanent supportive housing throughout the state, expanding it to ten locations within the first two years. Jon currently lives in Georgia traveling and providing training, TA, and evaluation services for C4 clients nationwide.

C4 will be working with subconsultant, **Lindsey Giblin, MSW**. Lindsey and C4 have been working together for over six years. Lindsey is a housing strategist with over 20 years of experience in HMIS data analysis, strategic CoC systems planning, and community-based program design. As an independent consultant, she has helped to guide homeless response systems nationwide through data-informed evaluations, implementing quality improvement strategies, and redesigning policies and practices. She was the Director of the Data Team at Built for Zero, leading a team of data analysts supporting more than 85 participating communities in their use of Tableau dashboards to monitor monthly system-level performance metrics - such as inflow, outflow, and housing placements. This real-time, structured monitoring empowered communities to model system dynamics, adjust resource allocations in real-time, and implement strategic improvements, effectively embedding systems modeling into communities' daily practices. Through her work with HUD TA, Lindsey supported CoCs in collecting and interpreting intersectional Stella P data. She partnered with local teams to correct data, refine model assumptions, develop "ideal" system scenarios, and quantify the investments needed to end homelessness within each community. Lindsey also conducts coordinated entry

evaluations, combining quantitative analysis, stakeholder interviews, policy reviews, and process mapping to assess system accessibility, prioritization, and equity impacts. Her systems modeling work centers community voices in every engagement, translating qualitative and quantitative insights into actionable recommendations for transformative change. Lindsey currently lives in Maine.

Additional Staffing

Project teams at C4 are also supported by additional staff roles that are integral to the successful implementation of projects. This includes project operations managers, project coordinators, graphic designers, and professional copy editors.

Communication Skills

C4 is focused on providing clear communication internally and to our partners and clients. Our organization has developed strong remote collaboration capabilities including online interactive meeting platforms, video-conferencing, and secure and shared documents – all of which allow for seamless communication between staff, consultants, clients, and community partners. We utilize a range of strategies depending on the engagement and the client’s preferences including regular (i.e., weekly/bi-weekly/monthly) meetings to provide updates and monitor progress; email updates and meeting notes; monthly or quarterly reports; and Microsoft SharePoint folders to share and revise documents externally. Effective communication coupled with efficient document sharing creates an environment for information to flow freely in real-time and helps to keep tasks on track and resolve issues efficiently.

PROJECT UNDERSTANDING

As CoCs continue to refine and improve their Coordinated Entry Systems, the need for outside evaluation to assess the strengths and challenges of the system has grown. CoCs, struggling with the challenge of limited resources and an increase in the numbers of people accessing the program, and the length of time homeless, have reached the point where evaluation is needed to provide further recommendations to improve the outcomes of the CES.

C4 has demonstrated our commitment to and interest in the effectiveness of CoCs across the country over the last 19 years. Specifically, we have been providing CES evaluation services to review and redesign the core functions of CoCs for the last five years. We believe that those most impacted by an issue, must be part of the solution. Therefore, C4 puts intentional effort into ensuring the participation of PWLLE going through the DuPage County CES, as well as providers who work within the system. This rigorous data collection ensures that the information provided to the CoC is accurate, relevant, and includes a variety of perspectives to help determine the most effective and needed services for people experiencing homelessness in the County.

Ongoing Management Practices

C4's cross-company Project Management Team includes a certified Project Management Professional (PMP) and additional experienced project managers. The team implements company-wide best practices to ensure the highest quality products, services, and results, on time and on budget.

Since establishing the internal Project Management Team, C4 has significantly reduced risk and improved practices related to project start-up, cross-team coordination, budget reporting and monitoring, management of products and deliverables, and allocation of staff and budget resources.

C4's shared management structure promotes cross-training and the development of all team members. It also ensures that critical knowledge and capabilities are shared and that team members are well prepared to stand in for one another at any point. We know that team members will take days off, and some may take extended leave, get promoted, or change jobs. C4's agile management practices anticipates this and minimizes risk to ensure that work stays on track and the quality is never compromised by inevitable transitions.

In addition, our management procedures ensure that multiple contracts can be led simultaneously. C4's diverse portfolio requires us to not only lead multiple large-scale contracts and tasks, but also to produce hundreds of simultaneous events, meetings, trainings, products, and TA activities at any one time. We can do so because of our skilled, flexible workforce capacity, integrated project teams, internal project management team, strong networks of expert partners and consultants, and refined internal processes.

Conflict Resolution

C4 knows that conflicts may arise, especially when discussing limited resources and experiences of homelessness and housing instability. C4 supports "constructive conflict" to allow time and support individuals to work through areas of disagreement in a manner that is open, safe, and focused on shared priorities of achieving excellence.

If project issues arise, they will be clearly identified, promptly communicated to the appropriate parties via the most efficient channel determined at project start, solutions will be discussed, and decisions made in collaboration with the County.

Proposed Approach

The following pages outline the proposed work plan and timeline for C4 to provide a comprehensive evaluation of the DuPage County CES, using a mixed methods approach that combines remote analysis of HMIS data, with onsite interviews and listening sessions. All tasks will be finalized with the CoC and other partners as needed prior to beginning the work.

Task 1: Kick Off Meeting

C4 will begin the evaluation of the DuPage County CoC with a virtual meeting with the relevant DuPage County and CoC staff. Together, we will agree on working practices, milestones, and implementation procedures, including performance metrics, conflict and issue resolution, and communication processes.

C4 will start by requesting HMIS data and preparing other necessary materials and documents for use in this project. Depending on HMIS reporting capabilities, the C4 team will coordinate with the HMIS Team to gather data to analyze overall CE effectiveness based on the above criteria. The specific materials prepared will include interview protocols and surveys. As needed, C4 will update the timeline (outlined below). C4 will conduct up to three virtual working sessions with CoC staff (or designees) to fully understand ongoing issues related to the operation of the CES, the role of the lead and partner agencies, and engagement with the community. These sessions will include discussions around shared messaging, and agreed protocols on how partners will be contacted, an updated outline of the work, and a review of all draft materials.

C4 will review relevant documents to begin familiarizing ourselves with the CE guidance, training, onboarding procedures, and oversight and leadership structures. Part of this work will be to discuss the effectiveness of all the documents and processes with the CoC and to review how processes have been implemented in the community.

Finally, before the end of Task 1, C4 and DuPage County will conduct a one-hour webinar for all partners and members of the community to ensure that information is provided simultaneously to all involved. The webinar will give an outline of the tasks involved, and an approximate timeframe for the project to be completed.

Task 2: Quantitative Evaluation Activities & HMIS Analysis

Our approach to data analysis is designed to be thorough, inclusive, and action-oriented. The C4 Data Analyst will explore quantitative system data with qualitative insights to ensure findings reflect both measurable outcomes. This approach has been successfully applied in similar projects and will be tailored to the needs of the evaluation for DuPage County. C4 will work with DuPage County to review how HMIS is currently being utilized in their CE processes and what data is currently being collected.

If requested, C4 can review the data through a racial equity lens, analyzing patterns to illuminate inequities in outcomes for African Americans, Latinx, Native Americans, and other historically marginalized populations. This analysis will compare the census, poverty, Point-In-Time (PIT) count, and homelessness service system data to look for patterns that indicate institutional and systemic discrimination and racism.

The C4 team will scope and assess metrics and resources related to people experiencing homelessness, collaborating with HMIS and evaluation partners to build system models (e.g., using Stella M) that map pathways through the homeless response system.

From there, C4 will look to identify system capacity bottlenecks, service gaps, and inefficiencies across the region, conducting an analysis to examine inflow, length of time homeless, exits, and returns, highlighting opportunities for redesign.

Task 3: Qualitative Evaluation Activities

C4 will evaluate the following aspects of the DuPage County CES, based on criteria that follow the outline of the Coordinated Entry Process Self-Assessment (Ver. 1.1) – Planning, Advertising, Access, Assessment, Prioritization, Referral, and Data Management. In each case C4 will examine how the CoC conducts its planning and implementation against the DuPage County procedures outlined in Task 1, reviewing its fidelity to those practices as well as participant safety and privacy within the CES.

C4 will interview the lead agency to get an overview of the way the CES runs, and their perspective on how the differing parts of the CES work together. C4 anticipates hosting listening sessions, and interviews with PWLLE onsite, facilitating up to four 60-90-minute listening session for partner agencies, and then up to 10 focused interviews for PWLLE successfully navigating the CES system (C4 prefers to use interviews over listening sessions as experience has shown that participants feel these are more confidential and participant-centered.) Additional sessions may be scheduled remotely to complement the work carried out onsite. C4 prefers to separate the time spent with the lead agency and the partner agencies to be able to hear each perspective. Often other agencies that use the CES feel unable to be candid with interviewers if the lead agency is part of the group. Having two separate sessions will mean that all partners can be honest and upfront. All partner agencies will also be offered the opportunity to speak 1:1 with the interviewers if that is their preference.

Any successful evaluation must contain information and comments from participants that use the system, and it is imperative that participants feel able to speak confidentially, without fear of recourse. C4 will conduct paid interviews with participants (a stipend will be made available from C4) and use de-identified summaries of each interview as part of the overall report.

Upon completion of the interviews and listening sessions, C4 staff will analyze the notes, and code themes.

The questions below are a sampling of the questions asked of CoC staff, partners, providers, and/or PWLLE onsite in previous CoC and CES evaluations done by C4 and would be used to form potential questions for this work. Final questions will be agreed upon in collaboration with the CoC and other relevant partners.

Planning: What information gathered through the CE process is used to guide planning and system change efforts in the community?

Coverage: Do the CE processes cover the entire geographic area of the CoC?

Outreach: Is the process linked to street outreach efforts so that people on the streets are prioritized for assistance?

Low Barrier: Does the process screen people out for assistance due to perceived barriers to housing or services?

Housing First: Are people quickly housed without preconditions or service participation requirements?

Fair Access: Do all people in the CoC's geographic area have fair access to CE regardless of how or where they present for services?

Standardized Access & Assessment: Do all CE locations use the same assessment and referral process?

Person-Centered: Can individuals participate in the decision-making process re: housing location, type of housing, level of services, or other options?

Emergency Services: Does the CE process include a way to access emergency services at all times? Can individuals access emergency shelter at night if beds are available?

Inclusive: How does the CE process accommodate subpopulations (chronic homeless, Veterans, families, youth, and survivors of domestic violence)?

Prioritization: Are individuals with the highest need receiving priority for available housing resources, homeless assistance, and other interventions?

Referrals: Does the CE process make referrals to all projects receiving ESG and CoC Program funds?

Referral Protocols: Do all programs participating in the CE process accept all eligible referrals?

Task 4: Draft Report

C4 will draft a report, no longer than 30 pages, containing an Executive Summary that can be shared publicly, using the combined HMIS data analysis and qualitative interviews and focus group information. C4 will provide the CoC with a comprehensive report of the overall CoC's CES activities, their strengths and challenges in implementing the system, a summary of the feedback received during the evaluation process and recommendations for performance improvement.

Task 5: Presentation

C4 will present a summary of findings via webinar for the CoC Board and leadership, and if preferred separately, one for the community at large. During this time, we will be able to answer any questions and clarify any information. The final deliverable will include a report in PDF and Microsoft Word (as outlined above) as well as a PowerPoint presentation (PPT) for the CoC to use to make presentations to any interested parties. The report and PPT will also provide recommendations for next steps.

Proposed Timeline and Performance Metrics

Activity	Performance Metric Guarantees (how C4 will know we have been successful)	Start	End	Length of Time
Task 1: Kick-Off Meeting	<p>By the end of month 1:</p> <ul style="list-style-type: none"> C4 will have prepared the protocols for review and approval by DuPage County. C4 will have drafted the PPT for the kickoff webinar for approval by DuPage County. C4 and DuPage County will have agreed the date of the kickoff webinar and invited community members to the webinar Request the HMIS data 	Month 1	Month 1	1 month
Task 2: HMIS Analysis	<p>By the end of Month 1:</p> <ul style="list-style-type: none"> Receive HMIS data and submit to C4's data analyst. <p>By the end of Month 3:</p> <ul style="list-style-type: none"> Submit a draft quantitative data report to DuPage County. Hold a working meeting to review the analysis with DuPage County and agree which parts of the report will be included in the final report 	Month 1	Month 3	3 months
Task 3: Onsite and Remote Interviews	<p>Before the end of Month 2</p> <ul style="list-style-type: none"> C4 and DuPage County schedule onsite living sessions and interviews <p>By the end of Month 3</p> <ul style="list-style-type: none"> C4 will complete all listening sessions and interviews 	Month 2	Month 3	2 months
Task 4: Draft Report	<p>By the middle of Month 5</p> <ul style="list-style-type: none"> Submit an initial draft of the qualitative data analysis to DuPage County for comment <p>By the end of Month 5</p> <ul style="list-style-type: none"> Incorporate edits and feedback from DuPage County to both the quantitative and qualitative reports 	Month 4	Month 5	2 months
Task 5: Presentation of Report	<p>By the end of Month 6</p> <ul style="list-style-type: none"> C4 will schedule and host a webinar with DuPage County to present the findings from the evaluation with the community 	Month 6	Month 6	1 month



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

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	25-112-CS
COMPANY NAME:	C4 Innovations, LLC
MAIN ADDRESS:	405 Waltham Street, #231
CITY, STATE, ZIP CODE:	Lexington, MA 02421
TELEPHONE NO.:	(617) 467-6014
CONTACT PERSON:	Rachel Ehly
CONTACT EMAIL:	rehy@c4innovates.com

Section III: Certification

The undersigned certifies that they are:

- The Owner or Sole Proprietor A Member authorized to sign on behalf of the Partnership An Officer of the Corporation A Member of the Joint Venture

Herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Ellen Bassuk, Owner

(President or Partner)

Jeff Olivet, Partner

(Vice-President or Partner)

Kristen Paquette, CEO & Partner

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1 _____, _____, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, Proposal rigging or Proposal-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this Proposal and have checked the same in detail before submitting this Proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Offeror certifies that they have provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

The Offeror acknowledges and agrees that the proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Offeror agrees to provide the service described in this solicitation and in the contract specifications under the conditions outlined in attached documents for the amount stated.

By signing below, the Offeror agrees to the terms of this Proposal Form and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Offeror: Kristen Paquette _____

Signature _____

Title: Chief Executive Officer _____

Date: October 1, 2025 _____

PROPOSAL PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-112-CS
COMPANY NAME:	C4 Innovations, LLC
CONTACT PERSON:	Rachel Ehly
CONTACT EMAIL:	rehly@c4innovates.com

Section II: Pricing

F.O.B. Destination

NO.	ITEM	UOM	QTY	PRICE
1	Continuum of Care Coordinated Entry System Evaluation	LS	1	\$ \$53,800
GRAND TOTAL (In words)				

Section III: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Proposal Pricing Form.

Signature on File

Printed Name: Kristen Paquette _____ Signature: _____

Title: Chief Executive Officer _____ Date: October 1, 2025 _____



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 DUPAGE COUNTY CONTINUUM OF CARE COORDINATED ENTRY SYSTEM EVALUATION 25-112-CS
 BID TABULATION

√

Criteria	Available Points	Analytic Insight	C4 Innovations, LLC	Homebase	Julie McFarland Consulting, LLC
Firm Qualifications	20	7.50	16.50	16.25	17.00
Key Qualifications	20	8.00	16.75	15.25	16.75
Project Understanding	40	16.25	36.00	33.50	37.00
Price	20	18.64	20.00	17.93	18.25
Total	100	50	89.25	82.93	89.00

Fee and Rate Proposal (Design Only)	\$ 57,714.00	\$ 53,800.00	\$ 60,000.00	\$ 58,955.00
Percentage of points	93%	100%	90%	91%
Points awarded (wtd against lowest price)	19	20	18	18

NOTES

RFP Posted on September 11, 2025 Bid Opened On October 1, 2025, 2:30 p.m. by	BR, VC
Invitations Sent	15
Total Requesting Documents	4
Total Bid Responses Received	4



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-112-CS
COMPANY NAME:	C4 Innovations, LLC
CONTACT PERSON:	Rachel Ehly
CONTACT EMAIL:	rehly@c4innovates.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:

[Ethics | DuPage Co, IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Printed Name: Kristen Paquette Signature: Signature on File

Title: Chief Executive Officer Date: 01/29/2026



HS Requisition under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0551

Agenda Date: 2/3/2026

Agenda #: 6.H.



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-021-WEX	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$22,925.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$91,700.00
	CURRENT TERM TOTAL COST: \$22,925.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Environmental Consulting Group, Inc.	VENDOR #: 20135	DEPT: Community Services	DEPT CONTACT NAME: Gina Strafford-Ahmed
VENDOR CONTACT: Mark Schleyer	VENDOR CONTACT PHONE: 630-607-0060	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: gina.strafford@dupagecounty.gov
VENDOR CONTACT EMAIL: mscheleyer@envcvg.com	VENDOR WEBSITE: www.ecgmidwest.com	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Bid for asbestos testing single family homes for Weatherization and Single Family Rehab grants, total cost per year approx. \$22,925. Five bids received, three accepted two chosen based on qualifications. first of 3 optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Bid to find providers for grant funded program.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. RENEWAL
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

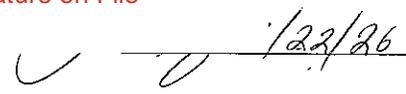
SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Environmental Consulting Group, Inc	Vendor#: 20135	Dept: Community Services	Division: Weatherization
Attn: Mark Schleyer	Email: mscheleyer@envcg.com	Attn: Gina Strafford-Ahmed	Email: gina.strafford@dupagecounty.gov
Address: 105 S. York Street, Suite 250	City: Elmhurst	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60126	State: IL	Zip: 60187
Phone: 630-607-0060	Fax:	Phone: 630-407-6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Environmental Consulting Group, Inc	Vendor#: 20135	Dept: SAA	Division:
Attn: Linda Liming	Email: lliming@envcg.com	Attn:	Email:
Address: 105 S. Your Street, Suite 250	City: Elmhurst	Address:	City:
State: IL	Zip: 60126	State:	Zip:
Phone: 630-607-0060	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 11, 2026	Contract End Date (PO25): Mar 10, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension	
1	1	EA		Asbestos Testing		5000	1440	53820	CD24 SFR	15,520.00	15,520.00	
2	1	EA		Asbestos Testing		5000	1555	53090	RETROFITS 26	7,405.00	7,405.00	
FY is required, ensure the correct FY is selected.											Requisition Total \$	22,925.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. <div style="text-align: center;"> Signature on File  1/23/26 </div>



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Environmental Consulting Group, Inc. located at 105 S. York Street, Suite 250, Elmhurst, Illinois 60126, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #25-021-WEX which became effective on 2/13/2025 and which will expire 3/10/2026. The contract is subject to the first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 3/10/2027.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

THE COUNTY OF DUPAGE

CONTRACTOR

Signature on File

SIGNATURE

SIGNATURE

Henry Kocker

Mark A. Schleyer

PRINTED NAME

PRINTED NAME

Buyer I

President

PRINTED TITLE

PRINTED TITLE

DATE

January 14, 2026

DATE

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-021-WEX
COMPANY NAME:	Environmental Consulting Group, Inc.
CONTACT PERSON:	Mark A. Schleyer
CONTACT EMAIL:	mschleyer@envcg.com

Section II: Pricing

Recognizing that inspection cost is dependent upon the building being assessed, for purposes of this RFP, use the following example to approximate price of Asbestos Inspections: 1400 square foot wood and brick sided dwelling built in 1960; three bedrooms; one bathroom; eight windows; hardwood floors in living areas; square tiles in kitchen and baths; painted cabinets in kitchen and bath; detached 300 square foot garage.

Quantities listed are for bid canvassing purposes only and shall not be considered a guarantee of work.

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Asbestos Inspection	EA	15	\$ 900	\$ 13,500
2	PLM Asbestos Test	EA	75	\$ 18	\$ 1,350
3	Asbestos Clearance Air Testing	EA	15	\$ 475	\$ 7,125
4a	Point Count Analysis Test	EA	10	\$ 100	\$ 1,000
OR					
4b	Transmission Electron Microscopy Test	EA	10	\$ 95	\$ 950
GRAND TOTAL					\$ 23,925
GRAND TOTAL (In words)		Twenty three thousand nine hundred twenty five dollars			

Section III: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Bid Pricing Form.

Signature on File

Printed Name: Mark A. Schleyer Signature: _____

Title: Vice President Date: February 12, 2025



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

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	25-021-WEX
COMPANY NAME:	Environmental Consulting Group, Inc.
MAIN ADDRESS:	105 S. York Street
CITY, STATE, ZIP CODE:	Elmhurst, Illinois 60126
TELEPHONE NO.:	630-607-0060
BID CONTACT PERSON:	Mark Schleyer
CONTACT EMAIL:	mschleyer@envcg.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Environmental Consulting Group, Inc.	NAME:	Environmental Consulting Group, Inc.
CONTACT:	Mark Schleyer	CONTACT:	Linda Liming
ADDRESS:	105 S. York Street, Suite 250	ADDRESS:	105 S. York Street, Suite 250
CITY, ST., ZIP:	Elmhurst, Illinois 60126	CITY, ST., ZIP:	Elmhurst, Illinois 60126
PHONE NO.:	630-607-0060	PHONE NO.:	630-607-0060
EMAIL:	Mscheleyer@envcg.com	EMAIL:	lliming@envcg.com

Section III: Certification

The undersigned certifies that they are:

The Owner or Sole Proprietor

A Member authorized to sign on behalf of the Partnership

An Officer of the Corporation

A Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

David S. O'Dea
(President or Partner)

Mark A. Schleyer
(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, 2, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either Chapter 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Mark A. Schleyer

Signature: _____

Title: Vice President

Date: February 12, 2025



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	25-021-WEX
COMPANY NAME:	Environmental Consulting Group, Inc.
CONTACT PERSON:	Mark Schleyer
CONTACT EMAIL:	mschleyer@envcg.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:

[Ethics | DuPage Co, IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: Mark A. Schleyer Signature: _____

Title: President Date: January 14, 2026



Finance Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-R-0033-26

Agenda Date: 2/3/2026

Agenda #: 6.I.

ADDITIONAL APPROPRIATION FOR THE
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM DOE GRANT PY26
INTER-GOVERNMENTAL AGREEMENT NO. 25-401028
COMPANY 5000 - ACCOUNTING UNIT 1400
FROM \$638,116 TO \$900,819
(AN INCREASE OF \$262,703)

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage heretofore accepted and appropriated the Illinois Home Weatherization Assistance Program DOE Grant PY26, Company 5000 - Accounting Unit 1400, pursuant to Resolution FI-R-0190-25 for the period July 1, 2025 through June 30, 2026; and

WHEREAS, the County of DuPage has been notified by the Illinois Department of Commerce and Economic Opportunity with modification #001 to Inter-Governmental Agreement No. 25-401028 that additional grant funds in the amount of \$262,703 (TWO HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED THREE AND NO/100 DOLLARS) are available to be used to assist in the weatherization of homes of low-income DuPage County residents; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Inter-Governmental Agreement No. 25-401028 modification #001 with the Illinois Department of Commerce and Economic Opportunity, a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, no additional County funds are required to revise this budget by modifying the line items; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the modification #001 to the Inter-Governmental Agreement No. 25-401028 (ATTACHMENT II) between DuPage County and Illinois Department of Commerce and Economic Opportunity is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the appropriation relating to the Illinois Home Weatherization Assistance Program DOE Grant PY26, Company 5000 - Accounting Unit 1400, be increased by \$262,703 (TWO HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED THREE AND NO/100 DOLLARS) as reflected on the attached budget sheet (ATTACHMENT I) and that the program continue as originally approved in all other respects.

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM DOE GRANT PY26
INTER-GOVERNMENTAL AGREEMENT NO. 25-401028
COMPANY 5000 – ACCOUNTING UNIT 1400
\$262,703

REVENUE

41000-0009 - Federal Operating Grant - DOE \$ 262,703

TOTAL ANTICIPATED REVENUE \$ 262,703

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 41,477
51010-0000 - Employer Share I.M.R.F. 3,695
51030-0000 - Employer Share Social Security 3,173
51040-0000 - Employee Med & Hosp Insurance 6,646

TOTAL PERSONNEL \$ 54,991

CONTRACTUAL

53010-0000 - Engineering & Architectural \$ 27,712
53090-0000 - Other Professional Services 180,000

TOTAL CONTRACTUAL \$ 207,712

TOTAL ADDITIONAL APPROPRIATION \$ 262,703

AMENDMENT TO THE GRANT AGREEMENT



BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY
AND
DuPage County

The State of Illinois (State), acting through the undersigned agency (Grantor) and **DuPage County** (Grantee) (collectively, the "Parties" and individually, a "Party") agree that this Amendment (Amendment) will amend the Grant Agreement (Agreement) referenced herein. All terms and conditions set forth in the original Agreement and any subsequent amendment, but not amended herein, shall remain in full force and effect as written. In the event of conflict, the terms of this Amendment shall prevail.

The Parties or their duly authorized representatives hereby execute this Amendment.

**ILLINOIS DEPARTMENT OF COMMERCE AND
ECONOMIC OPPORTUNITY**

DuPage County

By: _____
Signature of Kristin A. Richards, Director

By: _____
Signature of Authorized Representative

Date: _____

Date: _____

By: _____
Signature of Designee

Printed Name: _____

Printed Title: _____

Date: _____

Email: _____

Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Second Grantor Approver, if applicable

By: _____
Signature of Second Grantee Approver, if applicable

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

Printed Title: _____
Second Grantor Approver

Printed Title: _____
Second Grantee Approver
(optional at Grantee's discretion)

By: _____
Signature of Third Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____
Third Grantor Approver

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ARTICLE I
AWARD AND AMENDMENT INFORMATION AND CERTIFICATION

1.1. Original Agreement. The Agreement, numbered **25-401028**, has an original term from **07/01/2025** to **06/30/2026**.

1.2. Prior Amendments. Below is the list of all prior amendments to the Agreement (mark N/A if none):

Amendment Number	Effective Date (MM/DD/YYYY)
N/A	N/A

1.3. Current Agreement Term. The Agreement expires on **06/30/2026**, unless terminated pursuant to the Agreement.

1.4. Item(s) Altered. Identify which of the following Agreement elements are amended herein (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Exhibit A (Project Description) | <input checked="" type="checkbox"/> Award Term |
| <input type="checkbox"/> Exhibit B (Deliverables/Milestones) | <input type="checkbox"/> Award Amount |
| <input type="checkbox"/> Exhibit C (Contact Information) | <input type="checkbox"/> PART TWO (Grantor-Specific Terms) |
| <input type="checkbox"/> Exhibit D (Performance Measures/Std.) | <input type="checkbox"/> PART THREE (Project-Specific Terms) |
| <input type="checkbox"/> Exhibit E (Specific Conditions) | <input checked="" type="checkbox"/> Budget |
| | <input type="checkbox"/> Budget (Unilateral) |
| | <input type="checkbox"/> Funding Source |
| | <input type="checkbox"/> Other (specify): |

1.5. Effective Date. This Amendment shall be effective on ___N/A_____. If an effective date is not identified in this Paragraph, the Amendment shall be effective upon the last dated signature of the Parties.

1.6. Certification. Grantee certifies under oath that (1) all representations made in this Amendment are true and correct and (2) all Grant Funds awarded pursuant to the Agreement shall be used only for the purpose(s) described therein, including all subsequent amendments. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of the Agreement and repayment of all Grant Funds.

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**ARTICLE II
AMENDMENTS**

2.1 The first sentence of Paragraph 2.2 of the Agreement is amended as follows: Grant Funds shall not exceed \$900,819, of which \$900,819 are federal funds.

2.2 The Budget is amended by increasing the Grant Funds as detailed in the attached revised Budget. This unilateral amendment is in accordance with Article XXXVII or paragraph 30.3 of the Agreement.

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Finance Resolution

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: FI-R-0034-26

Agenda Date: 2/3/2026

Agenda #: 8.B.

ADDITIONAL APPROPRIATION FOR THE
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM HHS GRANT PY26
INTER-GOVERNMENTAL AGREEMENT NO. 25-221028
COMPANY 5000 - ACCOUNTING UNIT 1430
FROM \$974,465 TO \$1,232,976
(AN INCREASE OF \$258,511)

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage heretofore accepted and appropriated the Illinois Home Weatherization Assistance Program HHS Grant PY26 Company 5000 - Accounting Unit 1430, pursuant to Resolution FI-R-0094-25 for the period June 1, 2025, through September 30, 2026; and

WHEREAS, the County of DuPage has been notified by the Illinois Department of Commerce and Economic Opportunity with modification #001 to Inter-Governmental Agreement No. 25-221028 that additional grant funds in the amount of \$258,511 (TWO HUNDRED FIFTY-EIGHT THOUSAND FIVE HUNDRED ELEVEN AND NO/100 DOLLARS) are available to be used to assist in the weatherization of homes of low-income DuPage County residents; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Inter-Governmental Agreement No. 25-221028 modification #001 with the Illinois Department of Commerce and Economic Opportunity, a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, no additional County funds are required to revise this budget by modifying the line items; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the modification #001 to Inter-Governmental Agreement No. 25-221028 (ATTACHMENT II) between DuPage County and Illinois Department of Commerce and Economic Opportunity is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the appropriation relating to the Illinois Home Weatherization Assistance Program HHS Grant PY26, Company 5000 - Accounting Unit 1430, be increased by \$258,511 (TWO HUNDRED FIFTY-EIGHT THOUSAND FIVE HUNDRED ELEVEN AND NO/100 DOLLARS) as reflected on the attached budget sheet (ATTACHMENT I) and that the program continue as originally approved in all other respects.

Enacted and approved this 10th day of February 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM HHS GRANT PY26
INTER-GOVERNMENTAL AGREEMENT NO. 25-221028
COMPANY 5000 – ACCOUNTING UNIT 1430
\$258,511

REVENUE

41000-0002 - Federal Operating Grant - HHS \$ 258,511

TOTAL ANTICIPATED REVENUE \$ 258,511

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 38,338
51010-0000 - Employer Share I.M.R.F. 3,416
51030-0000 - Employer Share Social Security 2,933
51040-0000 - Employee Med & Hosp Insurance 6,112

TOTAL PERSONNEL \$ 50,799

CONTRACTUAL

53010-0000 - Engineering & Architectural \$ 27,712
53090-0000 - Other Professional Services 180,000

TOTAL CONTRACTUAL \$ 207,712

TOTAL ADDITIONAL APPROPRIATION \$ 258,511

AMENDMENT TO THE GRANT AGREEMENT



BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY
AND
DuPage County

The State of Illinois (State), acting through the undersigned agency (Grantor) and **DuPage County** (Grantee) (collectively, the "Parties" and individually, a "Party") agree that this Amendment (Amendment) will amend the Grant Agreement (Agreement) referenced herein. All terms and conditions set forth in the original Agreement and any subsequent amendment, but not amended herein, shall remain in full force and effect as written. In the event of conflict, the terms of this Amendment shall prevail.

The Parties or their duly authorized representatives hereby execute this Amendment.

**ILLINOIS DEPARTMENT OF COMMERCE AND
ECONOMIC OPPORTUNITY**

DuPage County

By: _____
Signature of Kristin A. Richards, Director

By: _____
Signature of Authorized Representative

Date: _____

Date: _____

By: _____
Signature of Designee

Printed Name: _____

Printed Title: _____

Date: _____

Email: _____

Printed Name: _____

Printed Title: _____
Designee

By: _____
Signature of Second Grantor Approver, if applicable

By: _____
Signature of Second Grantee Approver, if applicable

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

Printed Title: _____
Second Grantor Approver

Printed Title: _____
Second Grantee Approver
(optional at Grantee's discretion)

By: _____
Signature of Third Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____
Third Grantor Approver

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ARTICLE I
AWARD AND AMENDMENT INFORMATION AND CERTIFICATION

1.1. Original Agreement. The Agreement, numbered **25-221028**, has an original term from **06/01/2025** to **09/30/2026**.

1.2. Prior Amendments. Below is the list of all prior amendments to the Agreement (mark N/A if none):

Amendment Number	Effective Date (MM/DD/YYYY)
N/A	N/A

1.3. Current Agreement Term. The Agreement expires on **09/30/2026**, unless terminated pursuant to the Agreement.

1.4. Item(s) Altered. Identify which of the following Agreement elements are amended herein (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Exhibit A (Project Description) | <input type="checkbox"/> Award Term |
| <input type="checkbox"/> Exhibit B (Deliverables/Milestones) | <input checked="" type="checkbox"/> Award Amount |
| <input type="checkbox"/> Exhibit C (Contact Information) | <input type="checkbox"/> PART TWO (Grantor-Specific Terms) |
| <input type="checkbox"/> Exhibit D (Performance Measures/Std.) | <input type="checkbox"/> PART THREE (Project-Specific Terms) |
| <input type="checkbox"/> Exhibit E (Specific Conditions) | <input checked="" type="checkbox"/> Budget |
| | <input type="checkbox"/> Budget (Unilateral) |
| | <input type="checkbox"/> Funding Source |
| | <input type="checkbox"/> Other (specify): |

1.5. Effective Date. This Amendment shall be effective on ___N/A_____. If an effective date is not identified in this Paragraph, the Amendment shall be effective upon the last dated signature of the Parties.

1.6. Certification. Grantee certifies under oath that (1) all representations made in this Amendment are true and correct and (2) all Grant Funds awarded pursuant to the Agreement shall be used only for the purpose(s) described therein, including all subsequent amendments. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of the Agreement and repayment of all Grant Funds.

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**ARTICLE II
AMENDMENTS**

2.1 The first sentence of Paragraph 2.2 of the Agreement is amended as follows: Grant Funds shall not exceed \$1,232,976, of which \$1,232,976 are federal funds.

2.2 The Budget is amended by increasing the Grant Funds as detailed in the attached revised Budget. This unilateral amendment is in accordance with Article XXXVII or paragraph 30.3 of the Agreement.

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Care Center Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0012-26

Agenda Date: 2/3/2026

Agenda #: 7.A.

AWARDING RESOLUTION ISSUED TO
EXCEL ELECTRIC
FOR UPGRADES TO THE NORTH GENERATOR
FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT \$681,835.00)

WHEREAS, bids have been taken and processed in accordance with County Board policy; and

WHEREAS, the Human Services recommends County Board approval for the issuance of a contract to Excel Electric, for upgrades to the North generator, for the period of February 11, 2026 through June 30, 2027, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is for upgrades to the North generator, for the period of February 11, 2026 through June 30, 2027, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract by the Procurement Division to Excel Electric, 24 W. Sangmeister Road, Frankfort, Illinois 60423, for a contract total amount not to exceed \$681,835.00, per lowest responsible bid #26-001-DCC.

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0345	RFP, BID, QUOTE OR RENEWAL #: 26-001-DCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$681,835.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$681,835.00
	CURRENT TERM TOTAL COST: \$681,835.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Excel Electric	VENDOR #: 30775	DEPT: DuPage Care Center	DEPT CONTACT NAME: Nick Jensen
VENDOR CONTACT: Bart Frankowicz	VENDOR CONTACT PHONE: 815-464-5550	DEPT CONTACT PHONE #: 630-784-4435	DEPT CONTACT EMAIL: nicholas.jensen@dupagecounty.gov
VENDOR CONTACT EMAIL: bart@excelel.com	VENDOR WEBSITE:	DEPT REQ #: 7558	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract Purchase Order to Excel Electric, Inc., for upgrades to the North generator at the DuPage Care Center, for the period 02/11/26 through 06/30/27, for a contract total not to exceed \$681,835.00, per lowest, responsible bid #26-001-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The medium voltage switchgear needs to be replaced due to equipment outliving it's life of over 50 years and parts are obsolete. The generator that currently feeds the North Wing of the Care Center is located in the Power Plant and it is 55 years old. The new generator will back up Care Center North only. This will allow for phase 2 electrical work at the Power Plant to happen without affecting the North Wing; moving forward.			

SECTION 2: DECISION MEMO REQUIREMENTS	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Excel Electric, Inc.	Vendor#: 30775	Dept: DuPage Care Center	Division: FM
Attn: Bart Frankowicz	Email: bart@excelel.com	Attn: Nick Jensen	Email: Nicholas.jensen@dupagecounty.gov
Address: 24 W. Sangmeister Road	City: Frankfort	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-5550	Fax:	Phone: 630-784-4435	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Excel Electric, Inc.	Vendor#: 30775	Dept: DuPage Care Center	Division: FM
Attn: Bart Frankowicz	Email: bart@excelel.com	Attn: Nick Jensen	Email: Nicholas.jensen@dupagecounty.gov
Address: 24 W. Sangmeister Road	City: Frankfort	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-5550	Fax:	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): February 11, 2026	Contract End Date (PO25): June 30, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Upgrades to the North generator at the DuPage Care Center	FY26	1200	2040	54010		500,000.00	500,000.00
2	1	EA		Upgrades to the North generator at the DuPage Care Center	FY27	1200	2040	54010		119,850.00	119,850.00
3	1	EA		Contingency	FY27	1200	2040	54010		61,985.00	61,985.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 681,835.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract Purchase Order to Excel Electric, Inc., for upgrades to the North generator at the DuPage Care Center, for the period 02/11/26 through 06/30/27, for a contract total not to exceed \$681,835.00, per lowest, responsible bid #26-001-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 02/03/26 HS Committee 02/10/26 County Board Meeting
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 CARE CENTER NORTH GENERATOR UPGRADES 26-001-DCC
 BID TABULATION



NO.	ITEM	UOM	QTY	Excel Electric	Powerlink Electric LLC	Meade Industries Inc.
				PRICE	PRICE	PRICE
1	Generator Upgrades	LS	1	\$ 619,850.00	\$ 739,970.00	\$ 745,000.00

NOTES
 1. Facilities Management has requested a contingency of 10%, \$619,850.00 + \$61,985.00 (contingency) = \$681,835.00 contract request.

Bid Opening 1/6/26 @ 2:30 PM	SR, DW
Invitations Sent	52
Total Vendors Requesting Documents	7
Total Bid Responses	3

BID PRICING FORM

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	26-001-DCC
COMPANY NAME:	Excel Electric, Inc.
CONTACT PERSON:	Bart Frankowicz
CONTACT EMAIL:	bart@excelel.com

Section II: Pricing

F.O.B. Destination, delivered, and installed.

NO.	ITEM	UOM	QTY	PRICE
1	Generator Upgrades	LS	1	\$ 619,850.00
GRAND TOTAL (In words) Six Hundred Nineteen Thousand Eight Hundred Fifty Dollars and 00 cents				

Section III: Certification

By signing below, the Bidder agrees to provide the required goods and/or services described in the Bid Specifications for the prices quoted on this Bid Pricing Form. **Signature on File**

Printed Name: Bart Frankowicz Signature: _____

Title: President Date: January 6, 2026



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

MANDATORY FORM

Section I: Contact Information

Complete the contact information below.

BID NUMBER:	26-001-DCC
COMPANY NAME:	Excel Electric, Inc.
MAIN ADDRESS:	24 W Sangmeister Rd
CITY, STATE, ZIP CODE:	Frankfort, IL 60423
TELEPHONE NO.:	815.464.5550
BID CONTACT PERSON:	Bart Frankowicz
CONTACT EMAIL:	bart@excelel.com

Section II: Contract Administration Information

Complete the contract administration information below.

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME:	Excel Electric, Inc.	NAME:	Excel Electric, Inc.
CONTACT:	Bart Frankowicz	CONTACT:	Bart Ffrankowicz
ADDRESS:	24 W Sangmeister Rd	ADDRESS:	24 W Sangmeister Rd
CITY, ST., ZIP:	Frankfort, IL 60423	CITY, ST., ZIP:	Frankfort, IL 60423
PHONE NO.:	815.464.5550	PHONE NO.:	815.464.5550
EMAIL:	bart@excelel.com	EMAIL:	bart@excelel.com

Section III: Certification

The undersigned certifies that they are:

The Owner or Sole Proprietor

A Member authorized to sign on behalf of the Partnership

An Officer of the Corporation

A Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Bart Frankowicz
(President or Partner)

Dan Vanswol
(Vice-President or Partner)

Susan Robey
(Secretary or Partner)

Cherie Gabbert
(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, 2, and _____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time and at the price therein prescribed.

Further, the undersigned certifies and warrants that they are duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either Chapter 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that they have examined and carefully prepared this bid and have checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that it has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that it will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

By signing below, the Bidder agrees to the terms of this Mandatory Form and certifies that the information on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Bart Frankowicz

Signature: _____

Title: President

Date: January 6, 2026



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:	26-001-DCC
COMPANY NAME:	Excel Electric, Inc.
CONTACT PERSON:	Bart Frankowicz
CONTACT EMAIL:	bart@excelel.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: Bart Frankowicz

Signature: 

Title: President

Date: January 6 2026



Care Center Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0013-26

Agenda Date: 2/3/2026

Agenda #: 14.J.

AWARDING RESOLUTION ISSUED TO
PERFORMANCE FOODSERVICE CHICAGO
FOR SECONDARY FOOD AND SUPPLIES
FOR THE DUPAGE CARE CENTER AND CAFÉ'S ON COUNTY CAMPUS
(CONTRACT TOTAL AMOUNT \$59,000.00)

WHEREAS, bids have been taken and processed in accordance with County Board policy; and

WHEREAS, the Human Services recommends County Board approval for the issuance of a contract to Performance Foodservice Chicago, for secondary food and supplies, for the period of March 1, 2026 through February 28, 2027, for the DuPage Care Center and Café's on County Campus.

NOW, THEREFORE BE IT RESOLVED, that said contract is for secondary food and supplies, for the period of March 1, 2026 through February 28, 2027, for the DuPage Care Center and Café's on County Campus, be, and it is hereby approved for issuance of a contract by the Procurement Division to Performance Foodservice Chicago, 5030 Baseline Road, Montgomery, Illinois 60538, for a contract total amount not to exceed \$59,000.00, per lowest responsible bid #23-020-DCC, third and final optional renewal.

Enacted and approved this 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0403	RFP, BID, QUOTE OR RENEWAL #: 23-020-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$122,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$299,000.00
	CURRENT TERM TOTAL COST: \$59,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Performance Foodservice Chicago	VENDOR #: 38749	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Dennis Mitchell	VENDOR CONTACT PHONE: 331-212-1352	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: Mario.Plata@dupagecounty.gov
VENDOR CONTACT EMAIL: dennis.mitchell@PFGC.com	VENDOR WEBSITE:	DEPT REQ #: 7561	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of secondary food and supplies for the DuPage Care Center and cafe's on County Campus, for the period March 1, 2026 through February 28, 2027, for a contract total not to exceed \$59,000.00, under bid renewal #23-020-DCC, third and final optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To have in place and utilize a secondary food and supplies supplier to use when primary does not have items available and to be prepared and have other options should an emergency arise due to supply/demand and transportation issues that could impact our nation.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

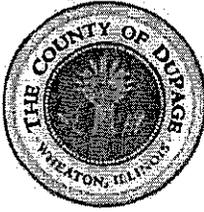
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Performance Foodservice Chicago	Vendor#: 38749	Dept: DuPage Care Center	Division: Dining Services
Attn: Dennis Mitchell	Email: dennis.mitchell@pfgc.com	Attn: Mario Plata	Email: Mario.plata@dupagecounty.gov
Address: 5030 Baseline Road	City: Montgomery	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60538	State: IL	Zip: 60187
Phone: 331-212-1352	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Performance Foodservice Chicago	Vendor#: 38749	Dept: DuPage Care Center	Division: Dining Services
Attn:	Email:	Attn:	Email: dupagecounty.gov
Address: 5030 Baseline Road	City: Montgomery	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60538	State: IL	Zip: 60187
Phone: 331-212-1352	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 1, 2026	Contract End Date (PO25): February 28, 2027



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Fox River Foods Inc. dba Performance Foodservice Chicago located at 5030 Baseline Road, Montgomery, IL 60538, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-020-DCC which became effective on 3/1/2025 and which will expire 2/28/2026. The contract is subject to the third and final option to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 2/28/2027.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

THE COUNTY OF DUPAGE

CONTRACTOR

Signature on File

SIGNATURE

SIGNATURE

Henry Kocker

Daniel Gilroy

PRINTED NAME

PRINTED NAME

Buyer I

President

PRINTED TITLE

PRINTED TITLE

DATE

DATE

1-19-26



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 SECONDARY FOOD SUPPLIES AND CHEMICALS 23-020-DCC
 BID TABULATION



				FOX RIVER FOODS INC. DBA PERFORMANCE FOODSERVICE CHICAGO		GORDON FOOD SERVICE, INC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
PART 1 - MEAT AND PRODUCE							
1	Beef Ground Bulk Fine 81/19, 8/10# average	CASE	7	\$ 196.00	\$ 1,372.00	\$ 190.40	\$ 1,332.80
2	Beef Patties Raw 80/20	CASE	21	\$ 59.56	\$ 1,250.76	\$ 83.20	\$ 1,747.20
3	Beef Stew Meat Diced (size and shape may vary) 85% lean	CASE	35	\$ 41.10	\$ 1,438.50	\$ 54.10	\$ 1,893.50
4	Beef Certified Angus Flat Raw Boneless Bottom Round 171B (meat buyers guide number)	CASE	5	\$ 183.43	\$ 917.15	\$ 158.08	\$ 790.40
5	Carrots Grade A Diced (3/8" pieces)	CASE	19	\$ 30.00	\$ 570.00	\$ 34.49	\$ 655.31
6	Chicken Breast 4oz boneless/skinless in controlled vacuum packaging	CASE	11	\$ 71.56	\$ 787.16	\$ 81.50	\$ 896.50
7	Chicken breast 4oz B/S (boneless/skinless) IFZ (Individually quick frozen) in Ziplock Bags	CASE	11	\$ 37.57	\$ 413.27	\$ 42.93	\$ 472.23
8	Chicken Meat Diced 80D/20W (80% dark meat / 20% white meat)	CASE	25	\$ 42.19	\$ 1,054.75	\$ 29.36	\$ 734.00
9	Turkey Breast Raw BNLS (boneless/skinless) foil wrapped	CASE	10	\$ 89.60	\$ 896.00	\$ 95.00	\$ 950.00
PART 1 TOTAL					\$ 8,699.59		\$ 9,471.94

PART 2 - MISCELLANEOUS ITEMS

				FOX RIVER FOODS INC. DBA PERFORMANCE FOODSERVICE CHICAGO		GORDON FOOD SERVICE, INC.	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Coffee Decaf Ground 30/6.3oz packages	CASE	18	\$ 57.88	\$ 1,041.84	\$ 119.07	\$ 2,143.26
2	Containers Foam Hinged 3 Compartment Double Tab 8x8x3	CASE	29	\$ 17.89	\$ 518.81	\$ 18.89	\$ 547.81
3	Eggs Whole Liquid Fresh with Citric Acid TFF (Trans Fat Free) 15/2LB containers	CASE	28	\$ 61.73	\$ 1,728.44	\$ 55.38	\$ 1,550.64
4	Ice Cream Cups Vanilla 4oz	CASE	49	\$ 18.37	\$ 900.13	\$ 18.15	\$ 889.35
5	Orange Juice Cup Frozen 6oz	CASE	57	\$ 24.57	\$ 1,400.49	\$ 13.81	\$ 787.17
6	Margarine Soft Buttery Spread (non-dairy) 600/5gm	CASE	35	\$ 17.40	\$ 609.00	\$ 28.26	\$ 989.10
7	Milk 2% Dairy Nectar Thickened Consistency L2 (mildly thick) 24/8oz per case	CASE	76	\$ 11.51	\$ 874.76	\$ 21.40	\$ 1,626.40
8	Milk 2% Dairy Honey Thick Consistency L3 (moderately thick) 24/8oz per case	CASE	50	\$ 31.98	\$ 1,599.00	\$ 21.40	\$ 1,070.00
9	Plastic Lid for Shoreline Collection (fits 5oz bowl/8oz mug)	CASE	13	\$ 57.47	\$ 747.11	\$ 35.39	\$ 460.07
10	Potatoes Mashed Complete (w/Vitamin C) Dried in a Plastic Safety Resealable Can 6/5.1LB per case	CASE	12	\$ 69.71	\$ 836.52	\$ 58.88	\$ 706.56
11	Soup Base Instant Cream Gluten Free / No Added MSG	CASE	17	\$ 61.15	\$ 1,039.55	\$ 51.55	\$ 876.35
12	Supplement MedPlus Vanilla 2.0 (2 calories per milliliter) Nectar Consistency L2 (mildly thick) 12/32oz	CASE	27	\$ 29.18	\$ 787.86	\$ 47.27	\$ 1,276.29
13	Supplement Nutritional Treat Orange Flavor L4 (extremely thick)	CASE	19	\$ 32.58	\$ 619.02	\$ 29.11	\$ 553.09
14	Supplement Nutritional Treat Wild Berry Flavor L4 (extremely thick)	CASE	18	\$ 30.12	\$ 542.16	\$ 29.11	\$ 523.98
15	Yogurt Low Fat Strawberry Pouch	CASE	14	\$ 37.68	\$ 527.52	\$ 31.53	\$ 441.42
16	Yogurt Low Fat Vanilla Pouch	CASE	16	\$ 34.08	\$ 545.28	\$ 31.53	\$ 504.48
				PART 2 TOTAL			\$ 8,533.73
				GRAND TOTAL		\$ 15,773.06	\$ 18,005.67

PART 3 – CATEGORY MARK-UP RATE SHEET

Category	Product Category	FOX RIVER FOODS INC. DBA PERFORMANCE FOODSERVICE CHICAGO	GORDON FOOD SERVICE, INC.
1	Meat General (poultry, seafood, pork, beef, etc.) Fresh and Frozen	12.00%	8.95%
2	Produce	8.00%	11.20%
3	Non-Fluid Dairy	9.00%	9.45%
4	Frozen	11.00%	9.45%
5	Juices	12.00%	10.20%
6	Coffee	12.00%	10.20%
7	Fluid Dairy	9.00%	9.45%
8	Dairy Other	9.00%	9.45%
9	Dietary Supplements	11.00%	9.45%
10	Chemicals and Cleaning	15.00%	10.20%
11	Dry Goods	11.00%	9.45%
12	Smallwares and Disposables	10.00%	10.20%

NOTES:

1. Fox River Foods Inc. dba Performance Foodservice Chicago's bid submission included items that were not included on the County's Bid Form Pricing. Those items were not included on the Bid Tabulation.
2. The following adjustments were made to Fox River Foods Inc. dba Performance Foodservice Chicago's prices to adjust for casepack quantity exceptions:
 - a) Part 1, Item 2: Requested case of 80 EA. Bid is for case of 40 EA. $\$29.78$ per case bid price /40 = $\$0.7445$ EA. $\$0.7445 \times 80 = \59.56 adjusted case price.
 - b) Part 1, Item 5: Requested case of 30 LBS. Bid is for case of 24 LBS. $\$24.02$ per case bid price /24 = $\$1.00$ /LB. $\$1.00 \times 30 = \30.00 adjusted case price.
 - c) Part 1, Item 9: Requested case of 20 LBS. Bid is for case of 22 LBS. $\$98.52$ per case bid price /22 = $\$4.48$ /LB. $\$4.48 \times 20 = \89.60 adjusted case price.
 - d) Part 2, Item 2: Requested case of 150 EA. Bid is for case of 200 EA. $\$23.85$ per case bid price /200 = $\$0.11925$ /EA. $\$0.11925 \times 150 = \17.89 adjusted case price.
 - e) Part 2, Item 6: Requested case of 600 EA. Bid is for case of 900 EA. $\$26.39$ per case bid price /900 = $\$0.029$ /EA. $\$0.029 \times 600 = \17.40 adjusted case price.
 - f) Part 2, Item 11: Requested case of 28 OZ X 6 = 168 OZ. Bid is for case of 25.22 OZ X 6 = 151.32 OZ. $\$55.04$ per case bid price /151.32 OZ = $\$0.364$ /OZ. $\$0.364 \times 168 = \61.15 adjusted case price.
 - g) Part 2, Item 12: Requested case of 23 OZ X 12 = 384 OZ. Bid is for case of 6 OZ X 50 = 300 OZ. $\$22.81$ per case bid price /300 OZ = $\$0.076$ /OZ. $\$0.076 \times 384 = \29.18 adjusted case price.
 - h) Part 2, Item 15: Requested case of 4 LB X 6 = 24 LBS. Bid is for case of 5 LB X 4 = 20 LBS. $\$31.34$ per case bid price /20 LBS = $\$1.57$ /LB. $\$1.57 \times 24 = \37.68 adjusted case price.
 - i) Part 2, Item 16: Requested case of 4 LB X 6 = 24 LBS. Bid is for case of 5 LB X 4 = 20 LBS. $\$28.31$ per case bid price /20 LBS = $\$1.42$ /LB. $\$1.42 \times 24 = \34.08 adjusted case price.

3. The following adjustments were made to Gordon Food Service Inc.'s prices to adjust for casepack quantity exceptions:
- a) Part 1, Item 1: Requested case of 10 LB X 8 = 80 LBS. Bid is for case of 10 LB X 6 = 60 LBS. \$142.60 per case bid price /60 LBS = \$2.38/LB. $\$2.38 \times 80 = \190.40 adjusted case price.
 - b) Part 1, Item 2: Requested case of 4 OZ X 80 = 320 OZ. Bid is for case of 4 OZ X 64 = 256 OZ. \$65.37 per case bid price /256 OZ = \$0.26/OZ. $\$0.26 \times 80 = \83.20 adjusted case price.
 - c) Part 1, Item 3: Requested case of 5 LB X 2 = 10 LBS. Bid is for case of 5 LB X 4 = 20 LBS. \$108.28 per case bid price /20 LBS = \$5.41/LB. $\$5.41 \times 10 = \54.10 adjusted case price.
 - d) Part 1, Item 4: Requested case of 13 LB X 4 = 52 LBS. Bid is for case of 15 LB X 4 = 60 LBS. \$182.40 per case bid price /60 LBS = \$3.04/LB. $\$3.04 \times 52 = \158.08 adjusted case price.
 - e) Part 2, Item 1: Requested case of 6.3 OZ X 30 = 189 OZ. Bid is for case of 6 OZ X 32 = 192 OZ. \$120.89 per case bid price /192 OZ = \$0.63/OZ. $\$0.63 \times 189 = \119.07 adjusted case price.

Bid Opening 2/10/2023 @ 2:30 PM	DW, NE
Invitations Sent	26
Total Vendors Requesting Documents	2
Total Bid Responses	2

PART 1 - MEAT AND PRODUCE

Quantities are usage estimates per month.

Alternate items will be considered and nutritional labels and/or samples shall be provided upon request. Any and all exceptions or variances from Item description, Casepack Quantity, Item Size or Brand are to be noted on the line below each item. If no exceptions are noted, the item is understood to be an exact match.

Tabulations shall be based on Case Price provided. Price per unit is requested for comparison and clarification purposes.

NO	ITEM	BRAND	PFG #	ITEM SIZE	UOM	QTY	CASEP ACK QTY	1/6/2023		1/13/2023		1/20/2023		AVERAGE CASE PRICE BASED ON 3 DATES: (1/6/2023 PRICE + 1/13/2023 PRICE + 1/20/2023 PRICE) ÷ 3	AVERAGE PRICE PER UNIT BASED ON 3 DATES: (1/6/2023 PRICE + 1/13/2023 PRICE + 1/20/2023 PRICE) ÷ 3	EXTENDED PRICE (QTY X AVERAGE CASE PRICE)
								CASE PRICE	PRICE PER UNIT	CASE PRICE	PRICE PER UNIT	CASE PRICE	PRICE PER UNIT			
1	Bananas Fresh Ripe/Ready	PACKER / ANTHONY MARANO CO.	425859	40 LB	CASE	15	1	\$ 26.96	\$ 26.96	\$ 26.96	\$ 26.96	\$ 26.96	\$ 26.96	\$ 26.96	\$ 26.96	\$ 404.40
Exceptions:																
2	Beef Ground Bulk Fine 81/19, 8/10# average	PACKER / NATIONAL BEEF	296565	10 LB	CASE	7	8	\$ 160.00	\$ 2.33	\$ 210.40	\$ 2.63	\$ 217.60	\$ 2.72	\$ 196.00	\$ 2.56	\$ 1,372.00
Exceptions:																
3	Beef Patties Raw 80/20	FIRE CLASSIC / CARGILL MEAT SOLUTIONS	158850	4 OZ	CASE	21	80	\$ 29.78	\$ 29.78	\$ 29.78	\$ 29.78	\$ 29.78	\$ 29.78	\$ 29.78	\$ 29.78	\$ 625.38
Exceptions:		westcreek					40									
4	Beef Stew Meat Diced (size and shape may vary) 85% lean	BUCKHEAD MEAT	230071	5 LB	CASE	35	2	\$ 41.10	\$ 4.11	\$ 41.10	\$ 4.11	\$ 41.10	\$ 4.11	\$ 41.10	\$ 4.11	\$ 1,438.50
Exceptions:		packer												\$ -	\$ -	\$ -
5	Beef Certified Angus Flat Raw Boneless Bottom Round 171B (meat buyers guide number)	CERTIFIED ANGUS BEEF / NATIONAL BEEF	965882	10-13 LB	CASE	5	4	\$ 173.18	\$ 2.87	\$ 185.24	\$ 3.07	\$ 191.88	\$ 3.18	\$ 183.43	\$ 3.04	\$ 917.17
Exceptions:																
6	Carrots Grade A Diced (3/8" pieces)	NATIONAL FROZEN FOODS	463974	30LB	CASE	19	1	\$ 24.02	\$ 24.02	\$ 24.02	\$ 24.02	\$ 24.02	\$ 24.02	\$ 24.02	\$ 24.02	\$ 456.38
Exceptions:		simplot		2#			12									
7	Chicken Breast 4oz boneless/skinless in controlled vacuum packaging	KOCH FOODS	158771	5 LB	CASE	11	4	\$ 71.56	\$ 71.56	\$ 71.56	\$ 71.56	\$ 71.56	\$ 71.56	\$ 71.56	\$ 71.56	\$ 787.16
Exceptions:				10lb			2									
8	Chicken breast 4oz B/S (boneless/skinless) IFZ (Individually quick frozen) in Ziplock Bags	KOCH FOODS	872519	4 OZ	CASE	11	48	\$ 37.57	\$ 37.57	\$ 37.57	\$ 37.57	\$ 37.57	\$ 37.57	\$ 37.57	\$ 37.57	\$ 413.27
Exceptions:																
9	Chicken Meat Diced 80D/20W (80% dark meat / 20% white meat)	RENAISSANCE	197446	5 LB	CASE	25	2	\$ 42.19	\$ 42.19	\$ 42.19	\$ 42.19	\$ 42.19	\$ 42.19	\$ 42.19	\$ 42.19	\$ 1,054.75
Exceptions:		KOCH FOODS		10 lb			1									

10	Chicken Meat Fully Cooked Diced (1/2") WT/DK (white & dark meat)	TYSON	333759	5 LB	CASE	8	2	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 40.81	\$ 326.48
Exceptions:		brakebush															
11	Chicken Quarters IF (individually frozen)	TYSON FOODS	210759	12 OZ	CASE	6	40	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 24.12	\$ 144.72
Exceptions:		KOCH FOODS		10lb			4										
12	Green Beans Frozen Cut Grade A	LAKESIDE FOODS	283228	30 LB	CASE	14	1	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 32.44	\$ 454.16
Exceptions:		westcreek		2lb			12										
13	Pork Loin CC (center cut) BNLS (boneless) STRP/ON (side strap intact)	BUTCHER BLOCK / JBS	439004	6-10#	CASE	6	4	\$ 64.46	\$ 1.58	\$ 64.46	\$ 1.58	\$ 66.10	\$ 1.62	\$ 65.01	\$ 1.59	\$ 390.04	
Exceptions:		indiana		6.68#			6										
14	Pork Sausage LNK (link) SKLS (skinless) Mild	HILLSHIRE BRANDS	314827	1 OZ	CASE	9	160	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50	\$ 346.50
Exceptions:		westcreek		12#			1										
15	Sausage Pork Patty Mild CKD (cooked)	HILLSHIRE BRANDS	18753	1 OZ	CASE	11	160	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 31.62	\$ 347.82
Exceptions:		jones dairy		1.5oz			107										
16	Turkey Breast Raw BNLS (boneless/skinless) foil wrapped	BUTTERBALL	467593	8-10#	CASE	10	2	\$ 98.52	\$ 4.34	\$ 98.52	\$ 4.34	\$ 98.52	\$ 4.34	\$ 98.52	\$ 4.34	\$ 98.52	\$ 985.20
Exceptions:		jennie o		11#			2										
17	Veal Fritter Beer Breaded Raw Frozen w/BF (beef trimmings)	ADVANCE PIERRE FOODS	871661	4 OZ	CASE	9	40	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 373.95
Exceptions:																	
TOTAL PART 1 - MEAT AND PRODUCE																	\$ 10,837.88

PART 2 - MISCELLANEOUS ITEMS

<p style="text-align: center;">Quantities are usage estimates per month. Alternate items will be considered and nutritional labels and/or samples shall be provided upon request. Any and all exceptions or variances from Item description, Casepack Quantity, Item Size or Brand are to be noted on the line below each item. If no exceptions are noted, the item is understood to be an exact match. Tabulations shall be based on Case Price provided. Price per unit is requested for comparison and clarification purposes.</p>										
NO	ITEM	PFG #	BRAND	ITEM SIZE	UOM	QTY	CASEPACK QTY	CASE PRICE	PRICE PER UNIT	EXTENDED PRICE (QTY X CASE PRICE)
1	Cheese Mozzarella Shredded LMPS (low moisture part skim) Wisconsin	261037	SAPUTO CHEESE USA	5LB	CASE	8	4	\$ 77.17	\$ 77.17	\$ 617.36
Exceptions:										
2	Coffee Decaf Ground 30/6.3oz packages	907325	FOLGERS	6.3 OUNCE	CASE	18	30	\$ 57.88	\$ 57.88	\$ 1,041.84
Exceptions:										
3	Containers Foam Hinged 3 Compartment Double Tab 8x8x3	239863	PACTIV	8X8X3"	CASE	29	150	\$ 23.85	\$ 23.85	\$ 691.65
Exceptions:			silver source	9x9x3			200ct			
4	Detergent RTU (ready to use) Blue Liquid Pot/Pan	243533	KEYSTONE / ECOLAB	1GAL	CASE	12	2	\$ 61.64	\$ 61.64	\$ 739.68
Exceptions:			first mark				4			
5	Eggs White Medium Shell USDA AA (AA indicates egg whites are thick & firm with yolks that are high & round)	540969	SUNRISE ACRES INC	30 DZ	CASE	8	1	\$ 69.11	\$ 69.11	\$ 552.88
Exceptions:			natures best							
6	Eggs Whole Liquid Fresh with Citric Acid TFF (Trans Fat Free) 15/2LB containers	887635	MICHAELS FOODS	2 LB	CASE	28	15	\$ 61.73	\$ 61.73	\$ 1,728.44
Exceptions:			pappettis							
7	Green Peas Frozen	283405	NATIONAL FROZEN FOODS	30LB	CASE	10	1	\$ 47.39	\$ 47.39	\$ 473.90
Exceptions:			westcreek	2.5#			12			
8	Ice Cream Cup Chocolate 4oz	374819	WELLS DAIRY	4 OZ	CASE	23	48	\$ 18.32	\$ 18.32	\$ 421.36
Exceptions:			schoeps							
9	Ice Cream Cups Vanilla 4oz	374833	WELLS DAIRY	4 OZ	CASE	49	48	\$ 18.37	\$ 18.37	\$ 900.13
Exceptions:			schoeps							
10	Juice Apple Frozen 6oz	146261	ARDMORE / COUNTRY PURE FOODS	6 OZ	CASE	37	48	\$ 8.76	\$ 8.76	\$ 324.12
Exceptions:										
11	Juice Cranberry Blend Frozen 6oz	41383	ARDMORE / COUNTRY PURE FOODS	4 OZ	CASE	31	96	\$ 14.51	\$ 14.51	\$ 449.81
Exceptions:										
12	Orange Juice Cup Frozen 6oz	976002	ARDMORE / COUNTRY PURE FOODS	6 OZ	CASE	57	48	\$ 24.57	\$ 24.57	\$ 1,400.49
Exceptions:										
13	Juice Orange Nectar Thick L2 (mildly thick)	992316	LYONS MAGNUS	4OZ	CASE	24	48	\$ 25.69	\$ 25.69	\$ 616.56
Exceptions:			readycare	46oz			6			
14	Margarine Soft Buttery Spread (non-dairy) 600/5gm	526268	SMART BALANCE / VENTURA FOODS	5 GM	CASE	35	600	\$ 26.39	\$ 26.39	\$ 923.65
Exceptions:			westcreek				900			
15	Margarine Solid ZTF (zero trans fat)	518672	VENTURA FOODS	1LB	CASE	11	30	\$ 34.39	\$ 34.39	\$ 378.29
Exceptions:			westcreek							
16	Milk 2% Dairy Nectar Thickened Consistency L2 (mildly thick) 24/8oz per case	981707	LYONS MAGNUS	8 OZ	CASE	76	24	\$ 11.51	\$ 11.51	\$ 874.76
Exceptions:			natures best							
17	Milk 2% Dairy Honey Thick Consistency L3 (moderately thick) 24/8oz per case	75219	LYONS MAGNUS	8 OZ	CASE	50	24	\$ 31.98	\$ 31.98	\$ 1,599.00
Exceptions:			readycare							
18	Peaches Irregular Sliced in Extra LS (light syrup)	375133	PACIFIC COAST PRODUCERS	#10	CASE	9	6	\$ 57.18	\$ 57.18	\$ 514.62
Exceptions:			westcreek							
19	Pear CH (choice) Diced in Extra LS (light syrup)	375144	NEIL JONES FOODS	#10	CASE	7	6	\$ 55.15	\$ 55.15	\$ 386.05
Exceptions:			westcreek							
20	Plastic Lid for Shoreline Collection (fits 5oz bowl/8oz mug)	259343	CAMBRO	3.5 IN	CASE	13	1500	\$ 57.47	\$ 57.47	\$ 747.11
Exceptions:										

21	Plastic Lid Disposable for Shoreline Collection 9oz Bowl	259350	CAMBRO	1000CT	CASE	11	1	\$ 48.42	\$ 48.42	\$ 532.62
Exceptions:										
22	Potatoes Mashed Complete (w/Vitamin C) Dried in a Plastic Safety Resealable Can 6/5.1LB per case	892085	BASIC AMERICAN FOODS	5.1 LB	CASE	12	6	\$ 69.71	\$ 69.71	\$ 836.52
Exceptions:										
23	Soup Base Instant Cream Gluten Free / No Added MSG	329728	VENTURA FOODS	28 OZ	CASE	17	6	\$ 55.04	\$ 55.04	\$ 935.68
Exceptions:										
24	Supplement MedPlus Vanilla 2.0 (2 calories per milliliter) Nectar Consistency L2 (mildly thick) 12/32oz	879294	LYONS MAGNUS	32 OZ	CASE	27	12	\$ 22.81	\$ 22.81	\$ 615.87
Exceptions:										
25	Supplement Nutritional Treat Orange Flavor L4 (extremely thick)	944308	LYONS MAGNUS	4 OZ	CASE	19	48	\$ 32.58	\$ 32.58	\$ 619.02
Exceptions:										
26	Supplement Nutritional Treat Wild Berry Flavor L4 (extremely thick)	944296	LYONS MAGNUS	4 OZ	CASE	18	48	\$ 30.12	\$ 30.12	\$ 542.16
Exceptions:										
27	Yogurt Low Fat Strawberry Pouch	333991	YOPLAIT / GENERAL MILLS	4 LB	CASE	14	6	\$ 31.34	\$ 31.34	\$ 438.76
Exceptions:										
28	Yogurt Low Fat Vanilla Pouch	858029	YOPLAIT / GENERAL MILLS	4 LB	CASE	16	6	\$ 28.31	\$ 28.31	\$ 452.96
Exceptions:										
TOTAL PART 2 - MISCELLANEOUS ITEMS									\$	20,355.29

PART 3 – CATEGORY MARK-UP RATE SHEET

Offeror shall submit applicable Percent Mark-Up on Cost for the categories listed below.		
Category	Product Category	Percent Mark-Up On Cost (Cost Defined as: Direct Product Cost including freight charge, less all vendor invoice allowances, discounts & promotions.)
1	Meat General (poultry, seafood, pork, beef, etc.) Fresh and Frozen	12%
2	Produce	8%
3	Non-Fluid Dairy	9%
4	Frozen	11%
5	Juices	12%
6	Coffee	12%
7	Fluid Dairy	9%
8	Dairy Other	9%
9	Dietary Supplements	11%
10	Chemicals and Cleaning	15%
11	Dry Goods	11%
12	Smallwares and Disposables	10%

SECTION 8 - BID FORM SIGNATURE PAGE

The Contractor agrees to provide the service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

Signature on File

X _____
1/16/11, contracts manager
(Signature and Title)

CORPORATE SEAL
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this _____ day of _____ AD, 20_____

(Notary Public) My Commission Expires: _____

SEAL

**SECTION 9 - MANDATORY FORM
PRIMARY AND SECONDARY FOOD SERVICE 22-082-DCC**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

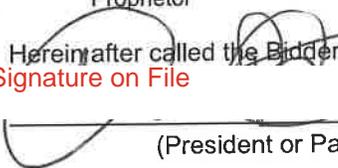
Full Name of Bidder	Performance Foodservice		
Main Business Address	5030 Baseline Rd		
City, State, Zip Code	Montgomery, IL 60538		
Telephone Number		Email Address	Cheryl.Ferrent@pfsac.com
Bid Contact Person	Christine Lee		

The undersigned certifies that he is:

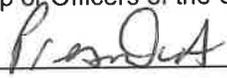
- the Owner/Sole Proprietor
 a Member authorized to sign on behalf of the Partnership
 an Officer of the Corporation
 a Member of the Joint Venture

Hereinafter called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Signature on File



(President or Partner)



(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including

Addenda No. __, ____, ____, and __ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	23-020-DCC
COMPANY NAME:	Performance Foodservice - Chicago
CONTACT PERSON:	Mike Dulek
CONTACT EMAIL:	Mike.Dulek@pfgc.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: Daniel Gilroy Signature: 

Title: President Date: 1-19-26



Care Center Requisition \$30,000 and Over

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: HS-P-0014-26

Agenda Date: 2/3/2026

Agenda #: 14.K.

AWARDING RESOLUTION ISSUED TO
SHIFT4 PAYMENTS, LLC
FOR POINT OF SALE SYSTEM SUBSCRIPTION AND FEES FOR
CREDIT CARD PAYMENTS
FOR THE DUPAGE CARE CENTER AND CAMPUS CAFÉ'S SALES
(CONTRACT TOTAL AMOUNT \$42,890.50)

WHEREAS, proposals have been accepted and processed in accordance with County Board policy; and

WHEREAS, the Human Services recommends County Board approval for the issuance of a contract to Shift4 Payments, LLC, for Point of Sale Subscription and fees for credit card payments, for the period of March 1, 2026 through February 28, 2027, for the DuPage Care Center and Campus Café's sales.

NOW, THEREFORE BE IT RESOLVED, that said contract is for Point of Sale Subscription and fees for credit card payments, for the period of March 1, 2026 through February 28, 2027, for the DuPage Care Center and Campus Café's sales, be, and it is hereby approved for issuance of a contract by the Procurement Division to Shift4 Payments, LLC, 3501 Corporate Parkway, Center Valley, Pennsylvania 18034, for a contract total amount not to exceed \$42,890.50, per renewal of RFP #23-002-DCC, final option to renew.

Enacted and approved 10th day of February, 2026 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0405	RFP, BID, QUOTE OR RENEWAL #: 23-002-DCC	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$47,713.45
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,603.90
	CURRENT TERM TOTAL COST: \$42,890.50	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Shift4 Payments, LLC	VENDOR #: 43181	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: James Slagle	VENDOR CONTACT PHONE: 888-276-2108	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: Mario.Plata@dupagecounty.gov
VENDOR CONTACT EMAIL: james.slagle@shift4.com	VENDOR WEBSITE:	DEPT REQ #: 7559	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Point of Sale System subscription and fees for credit card payments for Dining Services and Campus Cafe's sales, for the period March 1, 2026 through February 28, 2027, for a total contract not to exceed \$42,890.50, under bid renewal #23-002-DCC, final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Point of Sale System for the cafeterias on County Campus			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. per RFP #23-002-DCC
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Approve renewal of Point of Sale System for the DuPage Care Center, Dining Services and other cafeterias on County Campus, for the period March 1, 2026 through February 28, 2027, for a total contract not to exceed \$42,890.50, under RFP renewal #23-002-DCC. 2) Do not approve renewal of Point of Sale System for the DuPage Care Center, Dining Services and other cafeterias on County Campus, for the period March 1, 2026 through February 28, 2027, for a total contract not to exceed \$42,890.50, under RFP renewal #23-002-DCC, however, if we do not approve, this could cause a loss in revenue, as we would not be able to take credit or debit cards for payment.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Shift4 Payments, LLC	Vendor#: 43181	Dept: DuPage Care Center	Division: Dining Services
Attn: James Slagle	Email: james.slagle@shift4.com	Attn: Mario Plata	Email: Mario.Plata@dupagecounty.gov
Address: 3501 Corporate Parkway	City: Center Valley	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 18034	State: IL	Zip: 60187
Phone: 888-276-2108	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: VenueNext, LLC c/o Shift4 Payments	Vendor#: 18034	Dept: DuPage Care Center	Division: Dining Services
Attn: Accounting	Email:	Attn: Mario Plata	Email: Mario.Plata@dupagecounty.gov
Address: 3501 Corporate Parkway	City: Center Valley	Address: 400 N. County Farm Road	City: Wheaton
State: PA	Zip: 18034	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 1, 2026	Contract End Date (PO25): February 28, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Software Subscription for POS for Dining Services and Cafeterias on County Campus	FY26	1200	2100	53807		7,890.50	7,890.50
2	1	EA		Fees for Credit/Debit card payments	FY26	1200	2100	53808		26,250.00	26,250.00
3	1	EA		Fees for Credit/Debit card payments	FY27	1200	2100	53808		8,750.00	8,750.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 42,890.50

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Point of Sale System subscription and fees for credit card payments for Dining Services and Campus Cafe's sales, for the period March 1, 2026 through February 28, 2027, for a total contract not to exceed \$42,890.50, under bid renewal #23-002-DCC, final option to renew.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 02/03/26 HS Committee 02/10/26 County Board
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Shift4 Payments, LLC located at 3501 Corporate Parkway, Center Valley, PA 18034, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #23-002-DCC which became effective on 3/1/2023 and which will expire 2/28/2026. The contract is subject to the first and final option to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 2/28/2027.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

THE COUNTY OF DUPAGE

CONTRACTOR

Signature on File

SIGNATURE

SIGNATURE

Sara Rogers

Dustin Alpert

PRINTED NAME

PRINTED NAME

Buyer I

VP, Enterprise Sales

PRINTED TITLE

PRINTED TITLE

DATE

1/8/26

DATE



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 POINT OF SALE SYSTEM 23-002-DCC
 BID TABULATION

√

Criteria	Available Points	SpotOn Enterprise
Firm Qualifications	20	20
Key Qualifications	30	30
Project Understanding	30	28
Price	20	20
Total	100	98

Fee and Rate Proposal	\$ 47,714.45
Percentage of points	100%
Points awarded (wtd against lowest price)	20

NOTES
 Clover's submission was deemed non-responsive due to not including multiple required documents.

RFP Posted on 1/3/2023	
Bid Opened On 1/24/2023, 2:30 PM CST by	NE,DW
Invitations Sent	32
Total Requesting Documents	3
Total Bid Responses Received	2

Customer: DuPage County
 Location: DuPage County Campus Cafeterias
 Date: 2/6/23



Quote # 5-011318

POS Solution Workbook

Solution Set		Description	Service Plan = 3-year		
SpotOn Enterprise Activate POS		SpotOn Enterprise Point of Sale Hardware Configuration Total			\$15,800.00
SpotOn Enterprise KDS		SpotOn Enterprise Kitchen Display System Hardware Configuration Total			\$1,988.82
POS Accessories		Optional Components			\$147.85
Item Number	Item Name	Item Description	Hardware Subtotal:		\$17,936.67
7000-101	POS Staging (remote)	Equipment Staging & Configuration	\$20.00	5	\$100.00
7000-103	Remote Services	Remote Configuration & Training	\$995.00	2	\$1,990.00
7000-104	On Site Specialist	On-Site System Configuration, Testing & Training	\$1,050.00	2	\$2,100.00
7000-105	On Site Specialist	Equipment Placement & Installation	\$1,050.00	1	\$1,050.00
7000-106	On Site Specialist	Event Live Support	\$1,050.00	2	\$2,100.00
7000-109	Remote Specialist	Post Live Support & Follow Up	\$995.00	1	\$995.00
Item Number	Item Name	Item Description	Installation Subtotal:		\$8,335.00
9000-100	Connect Back Office Platform	Connect Back Office (CC Gateway, Analytics & API reporting access)	\$3,595.50	1	\$3,595.50
9000-101	Activate Client POS	Activate - POS Client License	\$995.00	4	\$3,980.00
9000-104	Activate KDS	Activate - KDS Client License	\$315.00	1	\$315.00
Item Number	Item Name	Item Description	Annual License Subtotal:		\$7,890.50
9000-902	Integrate - Stored Value	Integrate - Stored Value - Givex	\$3,595.50	1	\$3,595.50
			Annual Services Subtotal:		\$3,595.50
			Subtotal		\$37,757.67
			Customer Incentive Discount - Hardware		-\$ 15,784.27
			Estimated Taxes*		TBD
			Shipping and Handling		\$269.05
			Estimated Expenses		\$2,500.00
			Total Year 1		\$24,742.45
			Year 2+		\$11,486.00

Estimated expenses are estimates only. Customer shall be liable for all actual and documented expenses incurred by SpotOn in performing the services required under this purchase order.

Version 3-Jan-23



REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	23-002-DCC
COMPANY NAME:	Shift4 Payments, LLC
CONTACT PERSON:	James Slagle
CONTACT EMAIL:	james.slagle@shift4.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

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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 best of its knowledge.

Printed Name: Dustin Alpert Signature: 
Signature on File

Title: VP, Enterprise Sales Date: 1/9/26



Care Center Requisition Under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0552

Agenda Date: 2/3/2026

Agenda #: 7.D.



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-0342	RFP, BID, QUOTE OR RENEWAL #: 24-014-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$27,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$98,250.00
	CURRENT TERM TOTAL COST: \$23,750.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Equipment International, Ltd.	VENDOR #: 41373	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Brad Lerner	VENDOR CONTACT PHONE: 847-679-2211	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: brad@equipment-international.com	VENDOR WEBSITE:	DEPT REQ #: 7557	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period March 1, 2026 through February 28, 2027, for a contract total not to exceed \$23,750.00, under bid renewal #24-014-DCC, second of three one-year optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To maintain good quality of the laundry related equipment for the DuPage Care Center.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

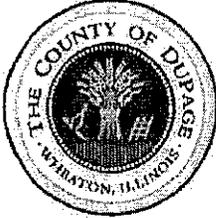
SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Equipment International, Ltd.	Vendor#: 41373	Dept: DuPage Care Center	Division: Laundry
Attn: Brad Lerner	Email: brad@equipment-international.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 8778 Ferris Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-679-2211	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Equipment International, Ltd.	Vendor#: 41373	Dept: DuPage Care Center	Division: Laundry
Attn:	Email:	Attn:	Email: dupagecounty.gov
Address: 8778 Ferris Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-679-2211	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 1, 2026	Contract End Date (PO25): February 28, 2027

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		parts as needed	FY26	1200	2030	52250		15,000.00	15,000.00
2	1	EA		repair as needed	FY26	1200	2030	53370		3,750.00	3,750.00
3	1	EA		parts as needed	FY27	1200	2030	52250		3,500.00	3,500.00
4	1	EA		repair as needed	FY27	1200	2030	53370		1,500.00	1,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 23,750.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period March 1, 2026 through February 28, 2027, for a contract total not to exceed \$23,750.00, under bid renewal #24-014-DCC, second of three one-year optional renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Human Services Committee 02/03/26
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



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

CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Equipment International, LTD. located at 8778 Ferris Avenue, Morton Grove, IL 60053, hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-014-DCC which became effective on 3/1/2025 and which will expire 2/28/2026. The contract is subject to the second of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 2/28/2027.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

THE COUNTY OF DUPAGE

CONTRACTOR

Signature on File

SIGNATURE

SIGNATURE

Henry Kocker

BRADLEY LEMER

PRINTED NAME

PRINTED NAME

Buyer I

CFO / COO

PRINTED TITLE

PRINTED TITLE

DATE

1/7/2026

DATE



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 LAUNDRY REPAIR & SERVICE 24-014-DCC
 BID TABULATION



				Equipment International Ltd	
NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
Labor Rates for Services					
Jack T. Knuepfer Building, Judicial Office Facility, Sheriff's Jail & Building #2					
1	Monday- Friday	HR	24	\$ 110.00	\$ 2,640.00
2	Saturday	HR	8	\$ 200.00	\$ 1,600.00
3	Sunday and Holidays	HR	8	\$ 275.00	\$ 2,200.00
4	Callout/Service Call Charge	HR	5	\$ 110.00	\$ 550.00
Labor Rates for Services					
Care Center					
5	Monday- Friday	HR	24	\$ 110.00	\$ 2,640.00
6	Saturday	HR	8	\$ 200.00	\$ 1,600.00
7	Sunday and Holidays	HR	8	\$ 275.00	\$ 2,200.00
8	Callout/Service Call Charge	HR	5	\$ 110.00	\$ 550.00
Parts Markup					
NO.	ITEM	EST. QTY.		% OF ADJUSTMENT (-,+)	EXTENDED PRICE
9	Parts Markup	\$5,000.00		25%	\$ 6,250.00
GRAND TOTAL					\$ 20,230.00

NOTES

	Bid Opening 02/06/2024 @ 4:00 PM	NE, BR, HK
	Invitations Sent	11
	Total Vendors Requesting Documents	0
	Total Bid Responses	1

LAUNDRY EQUIPMENT LIST

Bidder to indicate "YES" or "NO" in regard to firm's ability to repair items on the laundry equipment list.

Jack T. Knuepfer Administrative Building				
Manufacturer	Model	Description	Location	YES / NO
Maytag	MED5600TQO	Dryer	Housekeeping	YES
Whirlpool	WTW5300SQO	Washer	Housekeeping	YES
Judicial Office Facility				
Maytag	MED5600TQO	Dryer	Housekeeping	YES
Whirlpool	WTW5300SQO	Washer	Housekeeping	YES
Sheriff's Jail				
Huebsch Originator	HT075NR	Dryer	Jail	YES
Huebsch Originator	JT170FG	Dryer	Jail	YES
Huebsch Originator	JT170FG	Dryer	Jail	YES
Huebsch Originator	JT170FG	Dryer	Jail	YES
American Dryer	ADG115DR	Dryer	Jail	YES
American Dryer	ADG115DR	Dryer	Jail	YES
American Dryer	ADG115DR	Dryer	Jail	YES
American Dryer	ADG115DR	Dryer	Jail	YES
Milnor	30015M4J	Washer	Jail	YES
Milnor	42026Q4J	Washer	Jail	YES
Milnor	42026Q4J	Washer	Jail	YES
Milnor	42026Q4J	Washer	Jail	YES
Milnor	42026Q4J	Washer	Jail	YES
Building #2				
Whirlpool	LEB6300PWD	Dryer	Building #2	YES
Whirlpool	LSB6300PW1	Washer	Building #2	YES

Care Center				
Manufacturer	Model	Description	Location	YES / NO
Milnor	42032F7R	Washer	Laundry	YES
Milnor	42032F7R-7R	Washer	Laundry	YES
Milnor	42032F7S	Washer	Laundry	YES
Milnor	42032F7S	Washer	Laundry	YES
Milnor	30022V6J	Washer	Laundry	YES
Milnor	MLS190	Dryer	Laundry	YES
Milnor	MLS190	Dryer	Laundry	YES
Milnor	MLS190	Dryer	Laundry	YES
Milnor	MLS190	Dryer	Laundry	YES
Milnor	MLS190	Dryer	Laundry	YES
Milnor	MLS758V	Dryer	Laundry	YES
Chicago Auto Folder	Air Chicago XL	Folder	Laundry	YES
Chicago Flat Work	60 2/15	Iron Canopy	Laundry	YES
Kenmore	796.8027	Dryer	Nursing-1N	YES
Kenmore	796.8027	Dryer	Nursing-2N	YES
Kenmore	796.8027	Dryer	Nursing-3N	YES
Kenmore	796.8027	Dryer	Nursing-4N	YES
Kenmore	796.8027	Dryer	Nursing-2C	YES
Kenmore	796.8027	Dryer	Nursing-2E	YES
Kenmore	80272900	Dryer	Nursing-1E	YES
Kenmore	417.4113	Washer	Nursing-3N	YES
Kenmore	417.4041	Washer	Nursing-4N	YES
Whirlpool	WFW72HEDWD	Washer	Nursing-1N	YES
Whirlpool	WFW72HEDWD	Washer	Nursing-2N	YES
Whirlpool	WFW75HEFWO	Washer	Nursing-2E	YES

Manufacturer	Model	Description	Location	YES / NO
Whirlpool	WFW75HEFWO	Washer	Nursing-1E	YES
Kenmore	110.8075	Washer & Dryer Combo	Nursing-3C	YES
General Electric	GTWD1800D2WW	Washer	Nursing-2C	YES

PRICE FORM

Any quantities shown are estimated only and are provided for bid canvassing purposes. No mileage or travel time shall be billed.

LABOR RATES FOR SERVICES					
JACK T. KNUEPFER BUILDING, JUDICIAL OFFICE FACILITY, SHERIFF'S JAIL & BUILDING #2					
NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Monday- Friday	HR	24	\$ 110.00	\$ 2640.00
2	Saturday	HR	8	\$ 200.00	\$ 1600.00
3	Sunday and Holidays	HR	8	\$ 275.00	\$ 2200.00
4	Callout/Service Call Charge	HR	5	\$ 110.00	\$ 550.00
LABOR RATES FOR SERVICES					
CARE CENTER					
NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
5	Monday- Friday	HR	24	\$ 110.00	\$ 2640.00
6	Saturday	HR	8	\$ 200.00	\$ 1600.00
7	Sunday and Holidays	HR	8	\$ 275.00	\$ 2200.00
8	Callout/Service Call Charge	HR	5	\$ 110.00	\$ 550.00
PARTS MARKUP					
NO	ITEM	EST QTY	% OF ADJUSTMENT (-, +)	EXTENDED PRICE	
9	PARTS MARKUP Parts Markup from Contractors Cost: \$5000.00 X 20% of Markup = (The Contractor must provide OEM/Part source invoices). Example: \$5,000.00 x 10% Markup = \$5,500.00	\$5,000.00	25 %	\$ 6250	
GRAND TOTAL					\$ 20,230.00
GRAND TOTAL (in words)					
Thirty thousand, two hundred thirty and no cents					

QUOTE SIGNATURE PAGE

LAUNDRY REPAIR & SERVICE 24-014-DCC

Signature on File

X

COO

(Signature and Title)

2/5/2024

(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	EQUIPMENT INTERNATIONAL
Main Business Address	8776 PENNIS AVE
City, State, Zip Code	MORTON GROVE IL 60053
Telephone Number	847-679-2211
Email Address	BRAD@EQUIPMENT-INTERNATIONAL.COM
Bid Contact Person	BRADLEY LERNER



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:	24-014-DCC
COMPANY NAME:	EQUIPMENT INTERNATIONAL
CONTACT PERSON:	BRADLEY LERNER
CONTACT EMAIL:	BRAD@EQUIPMENT-INTERNATIONAL.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:

[Ethics | DuPage Co. IL](#)

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

[ARTICLE VI. - PROCUREMENT | Code of Ordinances | DuPage County, IL | Municode Library](#)

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 best of its knowledge.

Signature on File

Printed Name: BRADLEY LEAVER

Signature: _____

Title: CEO / COO

Date: 1/7/2024



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0553

Agenda Date: 2/3/2026

Agenda #: 8.A.

FY25

**DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024**

From: 5000
Company #

COMMUNITY SVCS BLOCK GRANTS
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1650	50000	0000	REGULAR SALARIES	\$ 994.00	154,827.42	153,835.42	1/22/26
			Total	\$ 994.00			

To: 5000
Company #

COMMUNITY SVCS BLOCK GRANTS
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1650	50010		OVERTIME	\$ 994.00	(493.70)	0.30	1/22/26
			Total	\$ 994.00			

Reason for Request:

The transfer is to cover the shortage amount for FY25 overtime cost.

Signature on File

Department Head [Signature]
Signature on File

Date 1/12/26
Date 1/21/24

Activity _____
(optional)

Chief Financial Officer _____

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26

[Handwritten mark]



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0554

Agenda Date: 2/3/2026

Agenda #: 8.B.

FY25

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October 1, 2024

From: 5000
 Company #

HOMELESS MGMT INF SYS GRANTS
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1480	50000		REGULAR SALARIES	\$ 3,500.00			
Total				\$ 3,500.00			

To: 5000
 Company #

HOMELESS MGMT INF SYS GRANTS
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1480	51000		BENEFIT PAYMENTS	\$ 3,500.00			
Total				\$ 3,500.00			

Reason for Request:

To account for compensated absences recorded for year-end in account 51000 Benefits payments

Signature on File

Department Head _____ Date 1/23/26

Signature on File

Chief Financial Officer _____ Date 1/26/26

Activity _____
 (optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
 FIN/CB - 2/10/26

8



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0555

Agenda Date: 2/3/2026

Agenda #: 8.C.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October 1, 2024

From: 5000
Company #

IDHS SUPPORTIVE HOUSING GRANT
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1760	50000	0000	REGULAR SALARIES	\$ 1,331.00			
Total				\$ 1,331.00			

To: 5000
Company #

IDHS SUPPORTIVE HOUSING GRANT
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1760	51000		BENEFIT PAYMENTS	\$ 1,331.00			
Total				\$ 1,331.00			

Reason for Request:

The transfer is to cover the shortage amount for FY25 benefit payment. The benefit payment payout was not originally set up in the grant budget but is part of salary.

Signature on File

Department Head Signature on File

Chief Financial Officer

1/23/26

Date

1/26/26

Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only			
Fiscal Year	25	Budget Journal #	Acctg Period
Entered By/Date		Released & Posted By/Date	

HS - 2/3/26
FIN/LB - 2/10/26

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Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0556

Agenda Date: 2/3/2026

Agenda #: 8.D.

FY25

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

ADMINISTRATION
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2000	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 27,442.00	27,442.00	0	1/26/26	1200-9100
2000	53828	0	CONTINGENCIES	\$ 62,258.00	1,359,649.00	1,297,391.00	1/26/26	1200-9100
Total				\$ 89,700.00				

To: 1200
 Company #

ADMINISTRATION
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2000	50000	0	REGULAR SALARIES	\$ 36,000.00	(35,844.94)	155.06	1/26/26	1200-9100
2000	50340	0	PART TIME HELP	\$ 400.00	(390.45)	9.55	1/26/26	1200-9100
2000	51000	0	BENEFIT PAYMENTS	\$ 45,000.00	(44,307.15)	692.85	1/26/26	1200-9100
2000	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 7,500.00	(7,386.86)	113.14	1/26/26	1200-9100
2000	50010	0	OVERTIME	\$ 600.00	(576.07)	23.93	1/26/26	1200-9100
2000	51030	0	EMPLOYER SHARE SOCIAL SECURITY	\$ 200.00	(165.10)	34.90	1/26/26	1200-9100
Total				\$ 89,700.00				

Reason for Request:

Transfer funds within Care Center's Administration Payroll budget to "true up" budget lines for Payroll categories where Regular salaries, Part time help, OT, benefit payments & Employee Hosp Insurance are over while Salary & Wages Adjustments are under. In addition we are transferring \$52k from Contingency fund to cover for part of these shortages.

Signature on File

Department Head

1/24/26
 Date

Signature on File

Chief Financial Officer

1/26/26
 Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
 FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0557

Agenda Date: 2/3/2026

Agenda #: 8.E.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

CAFETERIA - 421 BUILDING
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2100	50030	0	SALARY & WAGE ADJUSTMENTS	\$ 11,500.00	11,924.00	424.00	1/26/26	1200-9100
2100	50300		REGULAR SALARIES	\$ 14,000.00	14,630.24	630.24	1/26/26	1200-9100
2100	50040		PART TIME HELP	\$ 9,000.00	12,885.38	3,885.38	1/26/26	1200-9100
Total				\$ 34,500.00				

To: 1200
Company #

CAFETERIA - 421 BUILDING
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2100	51000	0	BENEFIT PAYMENTS	\$ 32,000.00	31,584.13	415.87	1/26/26	1200-9100
2100	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 1,500.00	1,091.87	408.13	1/26/26	1200-9100
2100	51070	0	TUITION REIMBURSEMENT	\$ 1,000.00	863.00	137.00	1/26/26	1200-9100
Total				\$ 34,500.00				

Reason for Request:

Transfer funds within Care Center's Cafeteria's Payroll budget to "true up" 2025 budget lines for Payroll categories where Benefit payments, Medical Insurance and Tuition Reimbursements are over while Salary & Wages Adjustment, Regular and Part time Salaries are under budget.

Signature on File

Department Head
Signature on File
Chief Financial Officer

01/21/26
Date
1/26/26
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/13/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0558

Agenda Date: 2/3/2026

Agenda #: 8.F.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

DINING SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	50040	0	PART TIME HELP	\$ 99,000.00	99,087.85	87.85	1/26/26	1200-9100
2025	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 46,000.00	46,370.00	370.00	1/26/26	1200-9100
2000	53828	0	CONTINGENCIES	\$ 61,500.00	1,297,351.00	1,235,811.00	1/26/26	1200-9100
Total				\$ 206,500.00				

To: 1200
Company #

DINING SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	50000	0	REGULAR SALARIES	\$ 62,000.00	61,542.94	457.06	1/26/26	1200-9100
2025	50010	0	OVERTIME	\$ 71,000.00	70,236.09	763.91	1/26/26	1200-9100
2025	51000	0	BENEFIT PAYMENTS	\$ 35,500.00	35,278.01	221.99	1/26/26	1200-9100
2025	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 38,000.00	37,355.62	604.38	1/26/26	1200-9100
Total				\$ 206,500.00				

Reason for Request:

We are transferring the dollars under Salary and Wage Adjustment and Part Time Help for the Dining Services department to Regular Salaries and Overtime to adjust for the shortages due to COLA wages applied. Also, we are transferring \$61k from Contingency Fund to cover part of Overtime, Benefits, and Medical Insurance.

Signature on File

Department Head
Signature on File
Chief Financial Officer

01/24/26
Date
1/26/26
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

MS - 2/3/26
FMS/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0559

Agenda Date: 2/3/2026

Agenda #: 8.G.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

FINANCIAL SERVICES DEPARTMENT
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2010	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 19,684.00	19,684.00	0	1/26/26	1200-9100
2010	53818	0	REFUNDS & FORFEITURES	\$ 32,416.00	825,811.24	797,395.24	1/26/26	1200-9100
Total				\$ 52,100.00				

To: 1200
Company #

FINANCIAL SERVICES DEPARTMENT
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2010	50000	0	REGULAR SALARIES	\$ 16,500.00	16,018.45	481.55	1/26/26	1200-9100
2010	51000	0	BENEFIT PAYMENTS	\$ 33,000.00	32,916.25	83.75	1/26/26	1200-9100
2010	51010	0	EMPLOYER SHARE I.M.R.F.	\$ 2,500.00	2,363.16	136.84	1/26/26	1200-9100
2010	51030	0	EMPLOYER SHARE SOCIAL SECURITY	\$ 100.00	58.18	41.82	1/26/26	1200-9100
Total				\$ 52,100.00				

Reason for Request:

For the 2025 Budget the Care Center budgeted a 3.5% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) in its rightful place under Regular Salaries to adjust for shortages due to COLA wages applied. In addition we are transferring \$32k out of refunds and forfeitures line to cover for 2025 shortages for benefits, IMRF & SS.

Signature on File

Department Head
Signature on File
Chief Financial Officer

1/24/26
Date
1/26/24
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0560

Agenda Date: 2/3/2026

Agenda #: 8.H.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

INPATIENT PHARMACY
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2085	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 7,500.00	17,335.00	9,835.00	1/26/26	1200-9100
Total				\$ 7,500.00				

To: 1200
Company #

INPATIENT PHARMACY
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2085	50010	0	OVERTIME	\$ 1,500.00	1,274.15	225.85	1/26/26	1200-9100
2085	50040	0	PART TIME HELP	\$ 1,000.00	554.18	445.82	1/26/26	1200-9100
2085	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 5,000.00	4,602.06	397.94	1/26/26	1200-9100
Total				\$ 7,500.00				

Reason for Request:

Transfer funds within Care Center's Inpatient Pharmacy Payroll budget to "true up" budget lines for Payroll categories where Overtime and part Time salaries and Medical Insurance are over while Regular Salaries and Salary & Wages Adjustments are under budget.

Signature on File

Department Head _____

Signature on File

Chief Financial Officer _____

01/21/26
Date

1/26/26
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0561

Agenda Date: 2/3/2026

Agenda #: 8.I.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

LAUNDRY
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2030	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 13,600.00	13,647.00	47.00	1/26/26	1200-9100
2030	50010	0	OVERTIME	\$ 4,000.00	4,002.86	2.86	1/26/26	1200-9100
2000	53828		CONTINGENCIES	\$ 43,900.00	1,235,891.00	1,191,991.00	1/26/26	1200-9100
				\$				
				\$				
				\$				
Total				\$ 61,500.00				

To: 1200
Company #

LAUNDRY
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2030	50930	0	REGULAR SALARIES	\$ 17,000.00	16,979.20	20.80	1/26/26	1200-9100
2030	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 44,500.00	44,282.94	217.06	1/26/26	1200-9100
Total				\$ 61,500.00				

Reason for Request:

We are transferring \$13.6k budgeted dollars under Salary and Wage Adjustments for the Laundry department to its rightful place under Regular Salaries to adjust for shortages due to COLA wages applied. In addition we are transferring \$4K from Overtime, and \$43.9K Contingencies to cover for part of Salaries and Medical & Hospital Insurance 2025 shortages.

Signature on File

Department Head

01/24/26
Date

Signature on File

Chief Financial Officer

1/26/24
Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0562

Agenda Date: 2/3/2026

Agenda #: 8.J.

FY25
 DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

NURSING SERVICES
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2050	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 325,500.00	325,512.00	12.00	1/26/26	1200-9100
2050	50000	0	REGULAR SALARIES	\$ 423,000.00	423,838.17	838.17	1/26/26	1200-9100
2050	50040	0	PART TIME HELP	\$ 135,000.00	135,674.53	674.53	1/26/26	1200-9100
2050	50050	0	TEMPORARY SALARIES	\$ 56,000.00	52,901.56	96,901.56	1/26/26	1200-9100
Total				\$ 939,500.00				

To: 1200
 Company #

NURSING SERVICES
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2050	50010	0	OVERTIME	\$ 517,000.00	(516,427.76)	572.24	1/26/26	1200-9100
2050	50020	0	HOLIDAY PAY	\$ 4,500.00	(4,049.28)	450.72	1/26/26	1200-9100
2050	51000	0	BENEFIT PAYMENTS	\$ 39,000.00	(38,408.56)	591.44	1/26/26	1200-9100
2050	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 378,000.00	(377,145.83)	854.15	1/26/26	1200-9100
2050	51070	0	TUITION REIMBURSEMENT	\$ 1,000.00	(1,000.00)	0	1/26/26	1200-9100
Total				\$ 939,500.00				

Reason for Request:

We are transferring \$325.5k the dollars budgeted under Salary and Wage Adjustments for the Nursing department to adjust for the shortages due to COLA wages applied. In addition, we are transferring funds (\$614K) within Nursing department's Payroll budget to "true up" budget lines for Payroll categories where Overtime, Holiday pay, Benefits, Employee Med and Hospital Insurance are over, while Regular salaries Part Time help, Agency and Temporary salaries are under.

Signature on File

Department Head

Signature on File

Chief Financial Officer

1/26/26
 Date
 1/26/26
 Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
 Fin/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0563

Agenda Date: 2/3/2026

Agenda #: 8.K.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

RECREATION/ACTIVITIES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2065	50000	0	REGULAR SALARIES	\$ 40,400.00	63,726.12	23,326.12	1/26/26	1200-9100
Total				\$ 40,400.00				

To: 1200
Company #

RECREATION/ACTIVITIES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2065	50010	0	OVERTIME	\$ 1,400.00	1,342.03	57.97	1/26/26	1200-9100
2065	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 39,000.00	38,343.74	656.26	1/26/26	1200-9100
Total				\$ 40,400.00				

Reason for Request:

Transfer funds within Care Center's Recreation/Activities Payroll budget to "true up" budget lines for Payroll categories where Overtime, and Medical Insurance are over while Regular Salary & Wages are under budget.

Signature on File

Department Head

Date 2/21/26

Signature on File

Chief Financial Officer

Date 1/26/26

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0564

Agenda Date: 2/3/2026

Agenda #: 8.L.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

REHAB & THERAPY SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2060	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 23,000.00	23,006.00	6.00	1/26/26	1200-9100
2060	50000	0	REGULAR SALARIES	\$ 20,000.00	97,956.58	77,956.58	1/26/26	1200-9100
Total				\$ 43,000.00				

To: 1200
Company #

REHAB & THERAPY SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2060	5100D	0	BENEFIT PAYMENTS	\$ 1,000.00	1866.52	133.48	1/26/26	1200-9100
2060	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 41,000.00	140,239.22	760.78	1/26/26	1200-9100
2060	50010	0	OVERTIME	\$ 1,000.00	766.46	233.54	1/26/26	1200-9100
Total				\$ 43,000.00				

Reason for Request:

Transfer funds within Care Center's Rehab & therapy services Payroll budget to "true up" budget lines for Payroll categories where Benefit payments, hospital insurance and Overtime are over Budget while Regular Salaries & Salary & Wages Adjustments are under budget.

Signature on File

Department Head

Signature on File

Chief Financial Officer

1/20/26
Date

1/26/26
Date

Activity

(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0565

Agenda Date: 2/3/2026

Agenda #: 8.M.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

SOCIAL SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2070	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 15,400.00	15,404.00	4.00	1/26/26	1200-9100
				Total	\$ 15,400.00			

To: 1200
Company #

SOCIAL SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2070	50000	0	REGULAR SALARIES	\$ 8,900.00	18,638.59	261.41	1/26/26	1200-9100
2070	51000	0	BENEFIT PAYMENTS	\$ 6,300.00	16,289.28	10.72	1/26/26	1200-9100
2070	51010		EMPLOYER SHARE I.M.R.F.	\$ 200.00	168.00	32.00	1/26/26	1200-9100
				Total	\$ 15,400.00			

Reason for Request:

Transfer funds within Care Center's Social Services department's Payroll budget to "true up" budget lines for Payroll categories where Regular Salaries, Benefit payments and IMRF are over budget while Salary & Wages Adjustments are under.

Signature on File
Department Head
Signature on File
Chief Financial Officer

01/24/26
Date
1/26/26
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26



Budget Transfer

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0566

Agenda Date: 2/3/2026

Agenda #: 8.N.

FY25

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

VOLUNTEER SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2080	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 9,300.00	9,364.00	64.00	1/26/26	1200-9100
2080	50010	0	OVERTIME	\$ 5,500.00	5,847.89	347.89	1/26/26	1200-9100
2000	53828	0	CONTINGENCIES	\$ 10,700.00	1,235,891.00	1,225,191.00	1/26/26	1200-9100
Total				\$ 25,500.00				

To: 1200
Company #

VOLUNTEER SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2080	50000	0	REGULAR SALARIES	\$ 11,500.00	(11,085.79)	414.21	1/26/26	1200-9100
2080	51000	0	BENEFIT PAYMENTS	\$ 1,000.00	(546.41)	453.59	1/26/26	1200-9100
2080	51040	0	EMPLOYEE MED & HOSP INSURANCE	\$ 13,000.00	(12,769.82)	230.18	1/26/26	1200-9100
Total				\$ 25,500.00				

Reason for Request:

Transfer funds within Care Center's Volunteer Services department Payroll budget to "true up" budget lines for Payroll categories. In addition we are transferring \$10.7k from contingencies to cover for 2025 budget shortages.

Signature on File

Department Head
Signature
Chief Financial Officer

01/24/26
Date

1/26/24
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/3/26
FIN/CB - 2/10/26

8



Authorization to Travel

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0567

Agenda Date: 2/3/2026

Agenda #: 9.A.



DuPage County Employee Overnight Business Travel Expense Reimbursement

Request

This expense form is used to request advance approval for County reimbursement of **overnight travel expenses**. Advance approval is required for County reimbursement for all overnight travel whether in-state or out-of-state. After travel is completed, a separate [Overnight Business Travel Report Form](#) must be completed and submitted to receive reimbursement for travel expenses.

Elected Officials subject to 50 ILCS 150/15 should not use this Overnight Business Travel Request Form. [Applicable form for Elected Officials subject to 50 ILCS 150/15.](#)

Do not use this form for travel that does not include an overnight stay. Advance approval is not required for travel that does not include an overnight stay.

Written documentation is not required for approval prior to travel. However, complete itemized documentation is required for reimbursement after travel.

Please review the [County's Business Travel Expense Policy](#) before completing this form.

The County's Business Travel Expense Policy : ["Yes"]

Employee Name: .

Employee Email Address: ↓ _____ @dupagecounty.gov

Department: Community Services

Supervisor Email: Gina.Strafford@dupagecounty.gov

Secondary Department Contact (Department Admin or Accounts Payable):

Description of the Requested Business Travel

Event or Conference Name: National Human Services Data Consortium

Event Location (City/State): Albuquerque, NM

Description of conference, training or other events including County business purpose: National Human Services Data Consortium (NHSDC) conference, in Albuquerque, NM, brings together HMIS System Administrators, direct service providers, and persons with lived experience to learn about data requirements, uses, and best practices as well as Federal updates as it pertains to HMIS. Related costs are grant funded.

Start date of conference, training or other out of town event: 04-13-2026

End date of conference, training or other out of town event: 04-15-2026

Departure travel date: 04-12-2026

Return travel date: 04-16-2026

If travel dates extend before or after the dates related to the purpose of travel, explain why the additional travel days are necessary: Allow to arrive on time for the start of the conference and to participate in the full last day of the conference. I am also on the conference planning committee and will be assisting with pre and post conference tasks.

Estimate of costs for the requested business travel

Budget Account Code: 5000-1480

Registration fees for conference, training or event: \$743

Form of Payment: Invoiced to county

Estimated transportation cost to and from location: \$850

Describe methods of transportation to and from location: Roundtrip airfare and rides to and from the airport.

Rental Vehicle request:

Provide estimated rental car cost: \$

Describe reason(s) for vehicle rental:

Business Travel Expense Policy - Supplemental Insurance:

Total Estimated Lodging Costs: \$1000

Description of lodging needs, including number of nights and cost per night: The Clyde Hotel (conference location), 4 nights at \$241.66 (includes taxes and fees)/night.

Meal Per Diem Policy

See **Business Travel Expense Policy Section 6.0** regarding meal per diems. Individual meals, **including room service**, are not reimbursable and meal receipts are not required or accepted. Tips are included in the per diem and are not reimbursable. Per diems are paid at 100% of applicable GSA CONUS rates for non-travel days and at 75% of applicable GSA CONUS rates for the travel day at the beginning of the trip and the travel day for returning from the trip.

See the per diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Estimate Total Per Diem expenses: \$300

Estimate such additional expenses: \$0

Describe expected additional expenses:

Estimated total cost of the requested Overnight Business Travel: \$2893

Confirmation and Submission

By typing my name below, the employee submitting this request certifies that the information provided herein accurately describes the proposed business travel and the requested travel expenses are my best estimate of the costs and expenses related to that travel. I understand that this request requires advance approval by my Department Head and the Parent Committee Chair (if the total is not more than \$2,500) or the Parent Committee (if the total is more than \$2,500).

Employee Name:

Instructions for Immediate Supervisor other than Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please forward the form by email to the Department Head and indicate your approval.

Instructions for Department Head

Please review this Overnight Business Travel Request Form. If you approve the requested travel, please print this form, sign below, scan and email to the Chair of the relevant Parent Committee.

Instructions for Parent Committee Chair

Please review this Overnight Business Travel Request Form. If \$2,500 or less, and you approve the requested travel, please print this form, sign below, scan, and return via email to the Department Head. If more than \$2,500, place this item on the agenda of the relevant Parent Committee. After approval by the Parent Committee, please print this form, sign below, scan, and return via email to the Department Head.

REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: _____

Date: 1/20/26 _____

Signature on File

Committee Chair: _____

Date: 1/20/26 _____

If the request is over \$2,500 the Committee Chair certifies that the travel was approved by a majority vote at a scheduled meeting of the Parent Committee

Committee Name: Human Services _____

Meeting Date: 2/3/26 _____



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0568

Agenda Date: 2/3/2026

Agenda #: 10.A.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent
HS 2/3
CB 2/10

Date: Jan 15, 2026

File ID #: _____

Purchase Order #: 6495	Original Purchase Order Date: Jul 1, 2023	Change Order #: 2	Department: Community Development
Vendor Name: Benevate Inc DBA Neighborly Software		Vendor #: 37839	Dept. Contact: Julie Hamlin
Action Requested and Reason for Change Order Request: To close the contract as it expired on 6/30/2024			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting Contract Value	\$45,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$45,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$33,000.00)
E	New Contract Amount (C + D)	\$12,000.00
F	Cumulative Change Order Amount (B + D)	(\$33,000.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-73.33%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order Close Contract Contract Extension (≤59 Days) Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____ Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract Increase Encumbrance and Close Contract Decrease Encumbrance Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____ Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

AK	6605	Jan 15, 2026	JH	6527	Jan 15, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	1/22/2026				



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0569

Agenda Date: 2/3/2026

Agenda #: 10.B.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Consent
HS 2/3
CB 2/10

Date: Jan 26, 2026

File ID #:

Purchase Order #: 6727	Original Purchase Order Date: Nov 1, 2023	Change Order #: 2	Department: CS
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: Decrease PO by (\$123,359.11) to \$82,648.89. Close PO Expired on 6/30/2024.			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting Contract Value		\$206,008.00
B	Net \$ Change for Previous Change Order		
C	Current Contract Amount (A + B)		\$206,008.00
D	Amount of this Change Order	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$123,359.11)
E	New Contract Amount (C + D)		\$82,648.89
F	Cumulative Change Order Amount (B + D)		(\$123,359.11)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		-59.88%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

Signature on File

SR
Prepared By

6166

Jan 26, 2026

Phone Ext.

Date

Recommended for Approval

6444

1/26/26

Reviewed by Procurement Officer

Date

1/27/2026

Completed by Buyer

Date



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0570

Agenda Date: 2/3/2026

Agenda #: 10.C.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 2/3
CB 2/10

Date: Jan 26, 2026

File ID #:

Purchase Order #: 6791	Original Purchase Order Date: Oct 30, 2023	Change Order #: 6	Department: CS
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: Decrease PO by (\$38,150.39) to \$267,416.61. Close PO Expired on 11/30/2024.			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting Contract Value	\$265,567.00
B	Net \$ Change for Previous Change Order	\$40,000.00
C	Current Contract Amount (A + B)	\$305,567.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$38,150.39)
E	New Contract Amount (C + D)	\$267,416.61
F	Cumulative Change Order Amount (B + D)	\$1,849.61
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.70%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order Close Contract Contract Extension (≤59 Days) Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____ Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract Increase Encumbrance and Close Contract Decrease Encumbrance Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____ Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

Signature on File

SR _____ 6166 _____ Jan 26, 2026 _____

Prepared By _____ Phone Ext. _____ Date _____

Recommended for Approval _____ 6444 _____ 11/20/20 _____
Phone Ext. Date

Reviewed by Procurement Officer  _____ 1/29/2026 _____
Date

Completed by Buyer _____ Date _____



Consent Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0571

Agenda Date: 2/3/2026

Agenda #: 10.D.

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent
HS 2/3
CB 2/10
File ID #:

Date: Jan 26, 2026

Purchase Order #: 6792	Original Purchase Order Date: Oct 30, 2023	Change Order #: 7	Department: CS
Vendor Name: Healthy Air Heating & Air Inc		Vendor #: 14166	Dept. Contact: Gina Strafford-Ahmed
Action Requested and Reason for Change Order Request: Decrease PO by (\$24,037.59) to \$639,881.41. Close PO Expired on 11/30/2024.			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting Contract Value	\$663,919.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$663,919.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$24,037.59)
E	New Contract Amount (C + D)	\$639,881.41
F	Cumulative Change Order Amount (B + D)	(\$24,037.59)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-3.62%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From _____ to: _____
- Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above)
- Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - *Initials Only*
Signature on File

SR	6166	Jan 26, 2026			
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
				6166 1/26/24	1/24/24
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	1/27/2026				



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0572

Agenda Date: 2/3/2026

Agenda #: 9.B.1.



Grant Proposal Notification

GPN Number: 004-26
(Completed by Finance Department)

Date of Notification: 01/19/2026
(MM/DD/YYYY)

Parent Committee Agenda Date: 02/03/2026
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 04/01/2026
(MM/DD/YYYY)

Name of Grant: Community Development Block Grant PY26

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Development

Department Contact: Amish Kadakia, Sr. Accountant, X6605
(Name, Title, and Extension)

Parent Committee: Human Services

Grant Amount Requested: \$ 3,703,858.00

Type of Grant: Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: Yes No

Source of Grant: Federal State Private Corporate

If Federal, provide CFDA: 14.218 If State, provide CSFA: _____



Grant Proposal Notification

1. Justify the department's need for this grant.

The Community Development Block Grant (CDBG) enters its 52nd year serving residents in DuPage County by providing funding for activities such as 1.) Infrastructure and Accessibility benefiting entire municipalities. 2.) Public Service. 3.) Affordable housing- benefiting families and seniors with quality housing. 3.) Rehabilitation - assisting homeowners and group homes to maintain the housing stock and prevent blight. 4.) Accessibility projects throughout DuPage County.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

County Imperative: The County must undertake comprehensive financial planning to ensure a sound and sustainable future.

Community Services Imperative: Community Development accesses community needs, measures outcomes, selects activities to achieve those outcomes while being fiscally responsible.

3. What is the period covered by the grant?

04/01/2026 to: 03/31/2027
(MM/DD/YYYY) (MM/DD/YYYY)

- 3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

- 4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$455,000.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits \$173,000.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): Yes

6.1.3.1. If yes, which ones are disallowed?
Payout of retention benefits

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

1000-1750

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

- 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____
10. What amount of funding is already allocated for the project? \$0.00
- 10.1. If allocated, in what Company-Accounting Unit are the funds located? _____
- 10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): No
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$3,703,858.00



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0573

Agenda Date: 2/3/2026

Agenda #: 9.B.2.



Grant Proposal Notification

GPN Number: 005-26
(Completed by Finance Department)

Date of Notification: 01/19/2026
(MM/DD/YYYY)

Parent Committee Agenda Date: 02/03/2026
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 04/01/2026
(MM/DD/YYYY)

Name of Grant: HOME Investment Partnerships Program PY26

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Development

Department Contact: Amish Kadakia, Sr Accountant, X6605
(Name, Title, and Extension)

Parent Committee: Human Services

Grant Amount Requested: \$ 1,570,831.00

Type of Grant: Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: Yes No

Source of Grant: Federal State Private Corporate

If Federal, provide CFDA: 14.239 If State, provide CSFA: _____

Grant Proposal Notification

1. Justify the department’s need for this grant.

The HOME grant, now entering its 35th year is beneficial to the residents of DuPage County by providing funding for activities such as: 1.) Construction of units of affordable and accessible housing, including housing units for seniors. 2.) Rehabilitation, enabling residents to maintain their property and remain in their homes. 3.) Tenant Based Rental Assistance, available to DuPage County residents for up to two years.

2. Based on the County’s [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

County Imperative: The County must undertake comprehensive financial planning to ensure a sound and sustainable future.

Community Services Imperative: Community Development accesses community needs, measures outcomes, selects activities to achieve those outcomes while being fiscally responsible.

3. What is the period covered by the grant?

04/01/2026 to: 03/31/2027
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$100,000.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits \$42,500.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): Yes

6.1.3.1. If yes, which ones are disallowed?
Payout of retention benefits.

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

1000-1750

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement?	<small>N/A - Match requirement passed to subrecipient</small> <hr/>
10. What amount of funding is already allocated for the project?	<hr/> <p style="text-align: center; margin: 0;">\$0.00</p> <hr/>
10.1. If allocated, in what Company-Accounting Unit are the funds located?	<hr/>
10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):	<hr/> <p style="text-align: center; margin: 0;">No</p> <hr/>
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?	<hr/> <p style="text-align: center; margin: 0;">\$1,570,831.00</p> <hr/>



Grant Proposal Notifications

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 26-0574

Agenda Date: 2/3/2026

Agenda #: 9.B.3.



Grant Proposal Notification

GPN Number: 006-26
(Completed by Finance Department)

Date of Notification: 01/19/2026
(MM/DD/YYYY)

Parent Committee Agenda Date: 02/03/2026
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 04/01/2026
(MM/DD/YYYY)

Name of Grant: Emergency Solutions Grant PY26

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Development

Department Contact: Amish Kadakia, Sr Accountant, x6605
(Name, Title, and Extension)

Parent Committee: Human Services

Grant Amount Requested: \$ 286,929.00

Type of Grant: Formula
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: Yes No

Source of Grant: Federal State Private Corporate

If Federal, provide CFDA: 14.231 If State, provide CSFA: _____

Grant Proposal Notification

1. Justify the department’s need for this grant.

This grant provides funding for services for homelessness individuals and families or individuals and families in danger of becoming homeless throughout DuPage County. Qualifying organizations provide eligible services such as, rapid re-housing, homelessness prevention, emergency shelter, street outreach and the management of the information system linking those organizations.

2. Based on the County’s [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

County Imperative: The County must undertake comprehensive financial planning to ensure a sound and sustainable future.

Community Services Imperative: Community Development assesses community needs, measures outcomes, selects activities to achieve those outcomes while being fiscally responsible.

3. What is the period covered by the grant?

04/01/2026 to: 03/31/2027
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)

Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$15,000.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits \$6,500.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): Yes

6.1.3.1. If yes, which ones are disallowed?
Payout of retention benefits.

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

1000-1750

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

Grant Proposal Notification

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement?	<small>N/A - Match requirement passed to Subrecipient</small> <hr/>
10. What amount of funding is already allocated for the project?	<hr/> <p style="text-align: center; margin: 0;">\$0.00</p> <hr/>
10.1. If allocated, in what Company-Accounting Unit are the funds located?	<hr/>
10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):	<hr/> <p style="text-align: center; margin: 0;">No</p> <hr/>
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?	<hr/> <p style="text-align: center; margin: 0;">\$286,929.00</p> <hr/>