



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

**MEMBER INITIATIVE PROGRAM APPLICATION - Please complete all sections for submission**


**SECTION I Organization Information**

Organization	The Community House
Contact Person	Dan Janowick
Address	415 W. 8th St.
City	Hinsdale
Phone Number	630-323-7500
Email	djanowick@thecommunityhouse.org

**SECTION II Project Description**

Project Title	Community Engagement Coordinator
Cost of the Project	\$30,000
Brief Description of the Scope of Initiative	A Community Engagement Coordinator (contracted consultant) would specialize in community outreach and act as a liaison between District 3 residents (mainly Hinsdale Lake Terrace residents), DuPage County, The Community House and local community service organizations.
Desired Outcomes	<ul style="list-style-type: none"><li>•When community organizations serve with more precision, they can use their funding more efficiently and effectively to improve outcomes for residents living in our district</li><li>•The outreach and community connections provided by the Community Engagement Coordinator could help nonprofit community organizations identify new cases.</li><li>•The social services provided by community organizations may help residents avoid the need for government financial assistance and law enforcement interventions.</li><li>•County Board members can share information provided by the Community Engagement Coordinator with District 3 mayors and non-profit organizations to improve outreach and share resources.</li></ul>

**SECTION III Signature**

Member Name	Lucy Evans	
District	3	
Signature		

**SECTION IV Supplemental Documents**

Please attach the following (if applicable)

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

# HLT Community Engagement Coordinator

## Description of Services

**Objective:** Improve coordination with constituents, government, and non-government community resource organizations. Engage with residents -- particularly Hinsdale Lake Terrace (HLT) Community residents -- to connect them to community resources.

**Background:** It has been difficult to engage with residents in District 3 to identify their resource needs. Many social services are available to residents to:

- Improve health outcomes
- Reduce truancy
- Offer academic support
- Offer transportation and mobility
- Provide utility bill assistance
- Reduce crime
- Alleviate food insecurity

Citizens may not be aware of the services that are available to them. This pilot program is designed to hire a consultant to engage with the community and refer citizens to government and social services.

### Community Engagement Coordinator – District 3

A Community Engagement Coordinator (contracted consultant) would specialize in community outreach and act as a liaison between District 3 residents (mainly Hinsdale Lake Terrace residents), DuPage County, The Community House, and local community service organizations. This position would not be a duplication of efforts from Community Services, but it would enhance their efforts by referring District 3 residents to the 211 help line and local social service organizations.

### Value Added

- When community organizations serve with more precision, they can use their funding more efficiently and effectively to improve outcomes for residents living in our district
- The outreach and community connections provided by the Community Engagement Coordinator could help nonprofit community organizations identify new cases.
- The social services provided by community organizations may help residents avoid the need for government financial assistance and law enforcement interventions.
- County Board members can share information provided by the Community Engagement Coordinator with District 3 mayors and non-profit organizations to improve outreach and share resources.

**Location:** Work from home, Community House offices or out of community services and sheriff space at The Acclaim at Hinsdale Lake (owned by Avanath Capital).

**Duties**

- Refer community members to 211.
- Maintain database of community members requesting assistance.
- Catalog needs of the community members.
- Collaborate with nonprofit organizations, local churches, government agencies to learn about services.
- Connect residents to organizations available for assistance.
- Educate residents of their local government jurisdiction and elected representatives.
- Send communications to Avanath and other residents.
- Report activity, connections, and results to DuPage County Board District 3 members.
- Contact community service organizations on behalf of county board members for referrals.
- Lead or attend monthly HLT Community Coalition meetings and record meeting minutes.
- If granted permission from CCSD 180, host one “Upward Mobility” resource fair for adults at Anne M. Jeans Elementary School (possibly in October). (Jobs, PACE transportation, community services, nonprofit organizations, Downers Grove Township, etc)
- Collaborate with Community House staff in community connections events, and coordinating partners to bring services into the summer camp and after-school programs.

**Deliverables**

- Monthly reports summarizing community engagement activity and community needs
- Monthly minutes from coalition meetings
- Summary of resource fair attendance and coalition engagement survey

**Supervisor:** Dan Janowick, Community House Executive Director or Spark Program Director

**Qualifications:** 10+ years of professional experience, community outreach experience, strong oral and written communication skills, priority given to resident or former resident of the Acclaim at Hinsdale Lake.



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:	THE COMMUNITY HOUSE
CONTACT PERSON:	DAN JANOWICK
CONTACT EMAIL:	djanowick@thecommunityhouse.org

### Section II: Procurement Ordinance Requirements

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

Has the Bidder made contributions as described above?

☐ Yes

☒ No

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

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



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

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

☐ Yes

☒ No

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

NAME	PHONE	EMAIL

### **Section III: Violations**

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

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

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

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

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

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

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

Printed Name: DAN JANOWICK    Signature: \_\_\_\_\_



Title: EXECUTIVE DIRECTOR    Date: 4/11/2025



April 14, 2025

### Letter of Engagement

The Community House is pleased to collaborate with DuPage County to improve access to services provided by both government and non-profit organizations for one of the most under-resourced and lowest income census tracts in the entire county. The amount requested to facilitate the project through the hiring of a Community Engagement Coordinator, including overhead and management costs, is \$30,000. A project summary is below for your review.

**Objective:** Improve coordination with constituents, government, and non-government community resource organizations. Engage with residents -- particularly Hinsdale Lake Terrace (HLT) Community residents -- to connect them to community resources.

**Background:** It has been difficult to engage with residents in District 3 to identify their resource needs. Many social services are available to residents to improve health outcomes, reduce truancy, offer academic support, offer transportation and mobility, provide utility bill assistance, reduce crime, alleviate food insecurity but citizens may not be aware of the services that are available to them. This pilot program is designed to engage with the community and refer citizens to government and social services.

**Community Engagement Coordinator:** A Community Engagement Coordinator would specialize in community outreach and act as a liaison between District 3 residents (mainly Hinsdale Lake Terrace residents), DuPage County, The Community House, and local community service organizations. This position would not be a duplication of efforts from Community Services, but it would enhance their efforts by referring District 3 residents to the 211 help line and local social service organizations.

**Value Added:** When community organizations serve with more precision, they can use their funding more efficiently and effectively to improve outcomes for residents living in our district. The outreach and community connections provided by the Community Engagement Coordinator could help nonprofit community organizations identify new cases and the social services provided by community organizations may help residents avoid the need for government financial assistance and law enforcement interventions.

**Deliverables:** Monthly reports would include summarizing community engagement activity and community needs, monthly minutes from coalition meetings and a summary of resource fair attendance and coalition engagement survey.

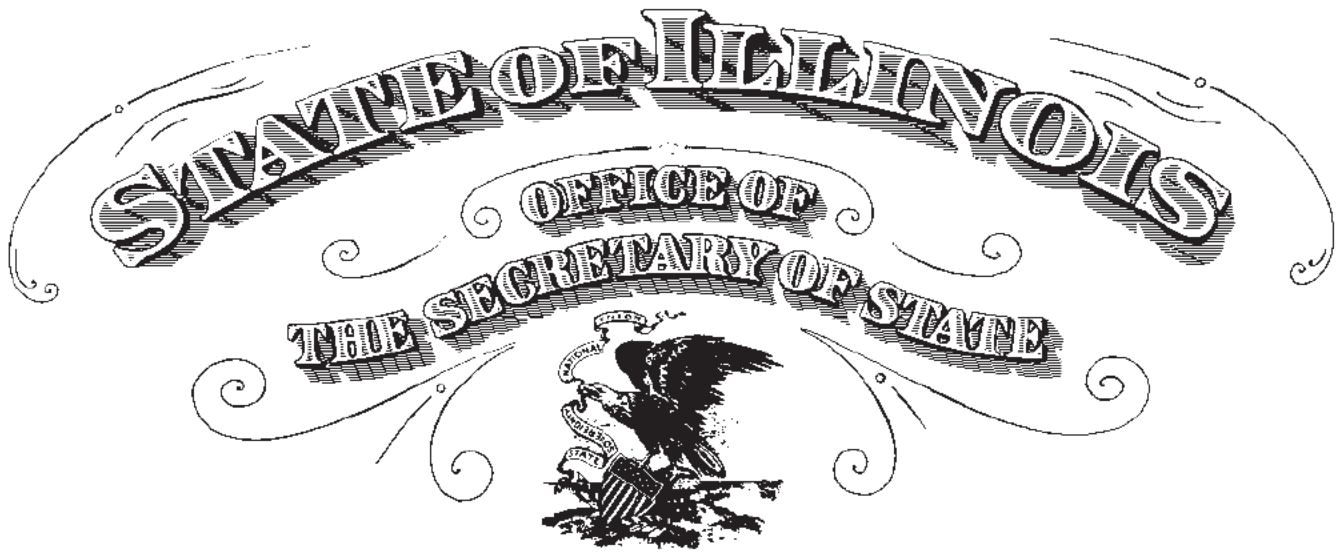
**Thank you for the opportunity to collaborate to better serve residents.**

In Community,

Dan

Dan Janowick  
Executive Director

The Community House



***To all to whom these Presents Shall Come, Greeting:***

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

THE COMMUNITY HOUSE, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON NOVEMBER 27, 1941, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set***  
*my hand and cause to be affixed the Great Seal of*  
*the State of Illinois, this 17TH*  
*day of APRIL A.D. 2025 .*