



# DU PAGE COUNTY

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

## Economic Development Committee Final Regular Meeting Agenda

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**Tuesday, April 16, 2024**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

**3. A. [24-1266](#)**

Economic Development Committee Minutes- Regular Meeting - March 19, 2024

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

**5. PUBLIC COMMENT**

**6. GRANT PROPOSAL NOTIFICATIONS**

**6. A. [24-1278](#)**

GPN 012-24: Illinois Department of Commerce & Economic Opportunity Workforce Services Grant for Low-Moderate Income Individuals including Immigrants, Migrants, and Refugees, \$177,099.32. (Human Resources, Workforce Development Division)

**7. BUDGET TRANSFERS**

**7. A. [24-1265](#)**

Transfer of funds from 5000-2840-53400-0000 (Rental of Office Space) to 5000-2840-54000-0700 (Lease of Buildings) in the amount of \$315,078, to cover monthly rent expense for Workforce Development Division. Transfers total budget from 53400-0000 to 54000-0700 in accordance with new County-adopted lease policy.

**8. PRESENTATION**

**8. A. Choose DuPage Feasibility Study Presentation**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**11. ADJOURNMENT**



## Minutes

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**File #:** 24-1266

**Agenda Date:** 4/16/2024

**Agenda #:** 3. A.

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# DU PAGE COUNTY

## Economic Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
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**Tuesday, March 19, 2024**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:30 AM meeting was called to order by Chair Lynn LaPlante at 8:30 AM.

<b>RESULT:</b>	APPROVED
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**2. ROLL CALL**

Members Paula Deacon-Garcia, Dawn DeSart, Lucy Chang-Evans, and Patty Gustin were also present.

<b>PRESENT</b>	Childress, Covert, Galassi, LaPlante, Rutledge, and Yoo
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**3. APPROVAL OF MINUTES**

**3. A. [24-0888](#)**

Economic Development Committee - Regular Meeting - February 20, 2024

**Attachments:**     [Economic Development Committee - Minutes Summary - February 20, 2024](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Kari Galassi

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

Chair LaPlante welcomed Choose DuPage and thanked them for presenting at the meeting. The chair also gave a warm welcome to students from Hinsdale Central who came to observe the meeting with Vice Chair Galssi.

**5. PUBLIC COMMENT**

No public comments were offered.

**6. PRESENTATION**

**6. A. [24-0890](#)**

Choose DuPage Update - Greg Bedalov

Greg Bedalov, President & CEO of Choose DuPage, presented updates including a staff scorecard, project highlights and criteria, and business retention and assistance meetings. Mr. Bedalov informed the Committee that he will discuss the Feasibility Study at the April meeting. Questions and comments were taken from Committee members.

**7. OLD BUSINESS**

No old business was discussed.

**8. NEW BUSINESS**

No new business was discussed.

**9. ADJOURNMENT**

With no further business, the meeting was adjourned by Chair LaPlante at 9:01 AM.



## Grant Proposal Notifications

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**File #:** 24-1278

**Agenda Date:** 4/16/2024

**Agenda #:** 6. A.

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## Grant Proposal Notification

GPN Number: 012-24  
(Completed by Finance Department)

Date of Notification: 04/11/2024  
(MM/DD/YYYY)

Parent Committee Agenda Date: 04/16/2024  
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 03/14/2024  
(MM/DD/YYYY)

Name of Grant: Workforce Services For Low-Moderate Income Individuals Incl Immigrants/Migrants/Refugees

Name of Grantor: IL Dept of Commerce & Economic Opportunity

Originating Entity: \_\_\_\_\_  
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Human Resources-Workforce Development Division

Department Contact: Lisa Schvach, Director of Workforce Devt. Div (955-2066)  
(Name, Title, and Extension)

Parent Committee: Economic Development

Grant Amount Requested: \$ 177,099.32

Type of Grant: Competitive  
(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: \_\_\_\_\_ If State, provide CSFA: 420-30-3352



## Grant Proposal Notification

1. Justify the department's need for this grant.

The target populations for the activities covered by this grant are low-income and moderate-income individuals including authorized-to-work immigrants and refugees. Per the 2021 Census, nearly 20% of DuPage County's population (182,700 people) is foreign born, and 8.9% of residents indicate they speak English "less than very well." The Workforce Development Division has served significantly higher numbers of authorized to work foreign born citizens than every other workforce area excluding Cook County (LWIA7.)

Additionally, this grant will allow us the ability to potentially provide occupational training services for moderate-income (underemployed) individuals who do not qualify as WIOA eligible.

2. Based on the County's Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Imperative 5: Foster continued growth of the DuPage Economy

5.1. Ensure that DuPage County residents have the competitive skills necessary to create and maintain a high quality workforce.

The grant will allow the Workforce Development Division to fund occupational training for eligible residents, as well as support workforce readiness and literacy programming provided by World Relief.

3. What is the period covered by the grant?

04/01/2024 to: 06/30/2024  
(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 \$255,723.00      Percentage covered by grant 10.15%

6.1.2. Total fringe benefits \$60,567.63      Percentage covered by grant 10.15%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1.      If yes, which ones are disallowed?

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?

Other WIOA grants under 5000-2840

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

<p>6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)</p>	<p><u>No</u></p>
<p>6.3.1. If yes, please answer the following:</p>	
<p>6.3.1.1. How many years beyond the grant term?</p>	<p>_____</p>
<p>6.3.1.2. What Company-Accounting Unit(s) will be used?</p>	<p>_____</p>
<p>6.3.1.3. Total annual salary</p>	<p>_____</p>
<p>6.3.1.4. Total annual fringe benefits</p>	<p>_____</p>
<p>7. Does the grant allow for direct administrative costs? (Yes or No)</p>	<p><u>Yes</u></p>
<p>7.1. If yes, please answer the following:</p>	
<p>7.1.1. Total estimated direct administrative costs for project</p>	<p><u>\$14,436.40</u></p>
<p>7.1.2. Percentage of direct administrative costs covered by grant</p>	<p><u>100%</u></p>
<p>7.1.3. What percentage of the grant total is the portion covered by the grant</p>	<p><u>8.2%</u></p>
<p>8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?</p>	<p>_____</p>
<p>9. Are matching funds required? (Yes or No):</p>	<p><u>No</u></p>
<p>9.1. If yes, please answer the following:</p>	
<p>9.1.1. What percentage of match funding is required by granting entity?</p>	<p>_____</p>
<p>9.1.2. What is the dollar amount of the County's match?</p>	<p>_____</p>



## Grant Proposal Notification

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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)? \$177,099.32



## Budget Transfer

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**File #:** 24-1265

**Agenda Date:** 4/16/2024

**Agenda #:** 7. A.

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DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

From: 5000  
Company #

WORKFORCE INVEST ACT PROG GRTS  
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		
2840	53400	0000	RENTAL OF OFFICE SPACE	\$ 392,636.00	315,077.69	(77,558.31)	4/10/24	5000-9105
Total				\$ 392,636.00				

To: 5000  
Company #

WORKFORCE INVEST ACT PROG GRTS  
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		
2840	54000	0700	LEASE OF BUILDINGS	\$ 392,636.00	0	392,636.00	4/10/24	5000-9105
Total				\$ 392,636.00				

Reason for Request:

To cover monthly rent expense for Workforce Development Division. Transfers total budget from 53400-0000 to 54000-0700 in accordance with new County-adopted lease policy.

The budget transfer will be submitted temporarily generating a negative balance. Once approved, AP will unmatch the invoices that have been processed to this account and PO during FY2024, and then AP will add invoices to account 54000-0700.

Department Head

4/10/24  
Date

Activity 23-681006  
(optional)

Chief Financial Officer

4-10-24  
Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

ED - 4/16/24  
FIN/CB - 4/23/24