

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF DUPAGE AND  
VILLAGE OF GLEN ELLYN**

This AGREEMENT is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the COUNTY OF DUPAGE, a politic body and corporate of the State of Illinois (hereinafter called "COUNTY") with offices at 421 N. County Farm Road, Wheaton, IL 60187 and the VILLAGE OF GLEN ELLYN, an Illinois Municipal Corporation, (hereinafter called "Community Project Funding AWARDEE") having a principal place of business at 535 Duane Street, Glen Ellyn, IL 60137. The parties to this Agreement may also be referred to as a "Party" or collectively as the "Parties."

**RECITALS**

WHEREAS, the Illinois General Assembly has granted COUNTY authority to make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1005), and to enter into agreements for the purposes of receiving funds from the United States government under the "Housing and Community Development Act of 1974", and other subsequent housing acts, and may disburse those funds and other county funds for community development and other housing program activities (Illinois Compiled Statutes, Chapter 55, paragraph 5/5-1093); and

WHEREAS, COUNTY has been a participating jurisdiction in the United States Department of Housing and Urban Development's ("HUD's") Housing and Community Development Program since 1975, and has applied for Community Development Block Grant Funds from HUD as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383)("ACT"); and

WHEREAS, the COUNTY, as a Responsible Entity and pursuant to 24 CFR Part 58, will complete the Environmental Review for the Community Project Funding ("CPF") Grant the CPF Awardee has applied for; and

WHEREAS, HUD has indicated the COUNTY is a qualified and appropriate staff agency to carry out the environmental review required for CPF awards to the extent required under 24 CFR part 58; and

WHEREAS, the COUNTY and the CPF Awardee enter into this Memorandum of Understanding (MOU or MEMORANDUM) pursuant to their respective powers to enter into such agreements, as those powers are defined in the Illinois Constitution and applicable statutes.

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms and conditions hereinafter set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

## I. INCORPORATION AND CONSTRUCTION

- A. All recitals set forth above are incorporated herein and made part hereof, the same constituting the factual basis for this MEMORANDUM.
- B. The headings of the paragraphs and subparagraphs of this MOU are inserted for convenience of reference only and this shall not be deemed to constitute part of this MOU or to affect the construction hereof.
- C. The following Exhibit is incorporated herein:
  - 1. Exhibit A. Scope of Work Disclosure

## II. SCOPE OF THE PROJECT

- A. The CPF AWARDEE shall provide the COUNTY with a full detailed project scope in accordance with 24 CFR part 58, including but not limited to all individual activities which are related either on a geographical or functional basis, or are logical parts of a composite of contemplated actions.
- B. The scope of the activities for the CPF awarded project includes:
  - 1. Demolition of the structures located on the properties of 640, 650, and 656 Taft Avenue, Glen Ellyn, IL 60137. 640 Taft Avenue contains a two-story building approximately 7,600 square feet with an additional 160 square feet of concrete walkway to be removed. 650 Taft Avenue contains a three-story building approximately 4,500 square feet plus an 800 square foot garage with an additional 230 square feet of concrete walkway to be removed. 656 Taft Avenue contains a two-story building approximately 4,500 square feet, an indoor pool, a drive through canopy approximately 300 square feet, and concrete patio approximately 1,100 square feet to be removed. All buildings were constructed in the 1960s.
  - 2. CPF AWARDEE shall reimburse fifty percent (50%) of costs/services associated with the DuPage County Community Services staff completing the Environmental Review process, pursuant to Section III. F. below.

## III. CPF AWARDEE'S COMPLIANCE WITH THE ACT

- A. The CPF Awardee shall comply and assist the COUNTY in complying with 24 CFR part 58 during the environmental review process. Failure to comply with or violate the provisions in subparagraphs (1), (2), and (3) set forth below may result in the COUNTY'S and/or DEPARTMENT'S inability to complete the Environmental Review Record (ERR). CPF Awardee shall:
  - 1. At COUNTY'S request, supply COUNTY with all available and relevant information necessary for COUNTY to perform any environmental review

required by 24 CFR part 58 for the project; and

2. Carry out required mitigating measures identified and included in the Environmental Review Record; and
  3. Not acquire, rehabilitate, convert, lease, repair or construct property, nor commit or expend CPF or local funds for these program activities on a HUD assisted project until COUNTY has completed an environmental review to the extent required under 24 CFR part 58 and has given notification of its approval in accordance with 24 CFR part 58.
- B. Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review under 24 CFR part 58. The parties further agree that the provision of any funds to the project is conditioned on HUD's determination to proceed with, modify, or cancel the project based on the results of a subsequent environmental review.
- C. REPORTS: CPF Awardee shall provide the COUNTY with any and all reports necessary for the COUNTY to complete the environmental review. CPF Awardee understands and agrees that there may be certain testing/reports required under 24 CFR part 58 that the COUNTY staff is not qualified to complete. Any and all additional testing/reports identified by the COUNTY, which is necessary for the completion of the environmental review, is the responsibility of the CPF Awardee to obtain and pay for. Any and all results from additional testing/reports must be provided to the COUNTY for review and inclusion in the environmental review. The CPF Awardee must ensure any procurement requirements associated with obtaining the testing/reporting are followed. The COUNTY will not be responsible for assisting in the procurement or providing guidance related to any aspect of the CPF award. The CPF Awardee must direct all CPF related questions to the appropriate federal agency administering the grant.
- D. SITE VISITS: CPF Awardee agrees and authorizes the COUNTY staff to conduct on-site visits and to conduct any other procedures or practices to ensure compliance with the provisions set forth in Paragraph A above. CPF awardee shall make the site accessible to COUNTY staff as needed to complete the environmental review.
- E. TIMEFRAME: CPF awardee acknowledges and agrees that COUNTY projects will take priority over their environmental review process. As such, County does not guarantee a specific completion timeline. CPF awardee acknowledges and agrees that the environmental review process could take a year or more, depending on the demands of the COUNTY'S current projects and planning processes.
- F. PAYMENT FOR SERVICES: CPF awardee acknowledges and agrees that the environmental review process is estimated to take approximately 100 hours to

complete.

1. Upon completion of the ERR by County staff, the CPF Awardee shall reimburse the COUNTY for expenses incurred by the COUNTY upon the COUNTY'S submission of an invoice for services rendered. Should environmental conditions be identified prohibiting the project from moving forward, COUNTY staff will be reimbursed by the CPF Awardee for fifty percent (50%) of time spent on preparation of the ERR.
2. CPF Awardee agrees that it shall be responsible for making all required payments against expenses incurred by COUNTY under this Memorandum.
3. Compensation for COUNTY staff's time and reimbursement for expenses shall be paid by the CPF Awardee with the CPF funding and/or general funds available from the CPF Awardee that are directly attributable to completion of the Environmental Review subject to a maximum of fifty percent (50%) of such staff time and expenses. COUNTY shall forward an invoice for services rendered to the CPF Awardee for reimbursement of the hourly rate plus benefit rate of each COUNTY staff member's hours worked on the CPF Awardee's Environmental Review pursuant to this section
4. The County will invoice the CPF Awardee on a quarterly basis for the actual time spent on the project at the assigned employee's hourly rate, including fringe benefits.

IV. INDEMNIFICATION AND HOLD HARMLESS: CPF Awardee shall assume the defense of and shall pay, indemnify, and hold harmless COUNTY, its designees, and its employees from all suits, actions, claims, demands, damages, losses, expenses, and costs of every kind and description to which the COUNTY, its designees, and its employees may be subject by reason of any act or omission of CPF Awardee, its agents or employees, in undertaking and performing the environmental review process under this Agreement.

- A. In the event of any violation or breach of this Agreement by CPF Awardee, misuse or misapplication of funds derived from this Agreement by CPF Awardee, or any violation of any statutes, rules and regulations, directly or indirectly, by the CPF Awardee and/or any of its agents or representatives, then CPF Awardee, to the fullest extent permitted by law, agrees to indemnify, and hold the COUNTY harmless from any damages, penalties, and expenses, including attorneys' fees and other costs of defense, resulting from such act or omission by CPF Awardee.
- B. As long as the COUNTY is not in jeopardy of losing any other Federal funding, of any kind or description, as a result of the alleged breach, the CPF Awardee shall have complete right to settle or compromise any claim and to pay any judgment to the Federal government, so long as the COUNTY is indemnified.

- C. If the COUNTY has lost or been prevented from receiving any Federal funds as a result of any alleged violation of 24 CFR part 58, the CPF Awardee shall repay, upon demand by the COUNTY, such amount of GRANT FUNDS allegedly due, as a result of the alleged breach.

## V. MISCELLANEOUS PROVISIONS

- A. AMENDMENTS - This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the other party for prior approval. No modifications, additions, deletions, or the like, to this AGREEMENT shall be effective unless and until such changes are executed, in writing, by the authorized officers of each party.
- B. ATTORNEY'S OPINION - If requested, CPF Awardee shall provide an opinion of its attorney, in a form reasonably satisfactory to the State's Attorney's Office, that all steps necessary to adopt this AGREEMENT, in a manner binding upon CPF Awardee, have been taken by CPF Awardee, and that CPF Awardee is in compliance with applicable local, State and Federal statutes, rules and regulations for the purpose of complying with this AGREEMENT.
- C. DURATION – Unless determined otherwise by the COUNTY pursuant to the terms of this Agreement above, this Agreement will remain in effect for the period of compliance required by federal regulations under the ACT.
- D. SEVERABILITY – In the event any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- E. DISCLAIMER – Nothing in this AGREEMENT is to be construed as creating a partnership between the COUNTY and any other party to this AGREEMENT.
- F. EFFECTIVE DATE. The effective date of this AGREEMENT shall be the last date of its execution by one of the Parties as set forth below.
- G. BINDING AUTHORITY – The COUNTY and the CPF Awardee warrant and represent that the persons executing this Agreement on the Parties behalf have the full and complete right, power, and authority to bind their respective Parties to the terms, provisions, and conditions set forth in this Agreement.

NOTICE - Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic mail to the persons and addresses indicated below or to such other addresses as either Party hereto shall notify the other Party of in writing pursuant to the provisions of this subsection:

If to the CPF Awardee:

Sabrina Irizarry  
Assistant Village Manager  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, Illinois 60137  
Email: [sirizarry@glenellyn.org](mailto:sirizarry@glenellyn.org)

If to the COUNTY:

County of DuPage  
Community Development Commission  
421 North County Farm Road, Room 2-800  
Wheaton, Illinois 60187  
Email: [communitydev@dupagecounty.gov](mailto:communitydev@dupagecounty.gov)

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing. Notice by email transmission shall be effective as of the date and time of email transmission, provided that the notice transmitted shall be sent on a business day during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of the notice is the first hour of the first business day after transmission.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the dates recited below.

COUNTY OF DU PAGE, a body politic in the State of Illinois

BY:

\_\_\_\_\_  
Deborah A. Conroy, DuPage County Board Chair

DATE:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jean Kaczmarek, County Clerk

CPF AWAREDEE: VILLAGE OF GLEN ELLYN, an Illinois  
Municipal Corporation

ADDRESS: 535 Duane Street  
Glen Ellyn, IL 60137

BY:

\_\_\_\_\_  
Mark Franz, Village Manager

DATE:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Caren Cosby, Village Clerk