

**-Public or Private Entity-  
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**Memorandum of Understanding  
between the County of Lake and (Name Public or Private Entity)  
to provide Asylum Seekers Services in Accordance with the Supporting Municipalities for Asylum  
Seeker Services (SMASS) Grant**

This Memorandum of Understanding (MOU) by and between the County of Lake (Lead Municipality Applicant) ("County") and-Name of Public or Private Entity- (Sub-Grantee Partner) ("Partner Agency") is hereby entered into for the purpose of collaborative partnership, planning, serving and sharing funding for the important function of assisting, servicing and providing eligible community resources for asylum seekers. For purposes of this MOU, asylum seekers are those who crossed the Mexico/ U.S. border on or after August 1, 2022 with the intent to stay permanently, and who do not possess any permanent or interim U.S. legal status, such as legal permanent residency, a student or work visa, etc. as defined by within the parameters of the "Supporting Municipalities for Asylum Seeker Services (SMASS) Grant ("Grant"). The scope of services and agreements outlined in this MOU are contingent on receipt of funding and further requirements will be outlined in a subrecipient agreement. Subrecipient agreements are subject to the Lake County Purchasing Ordinance and require additional County Board approval. The Grant is administered by the Illinois Department of Human Services (IDHS) and managed by the Metropolitan Mayor's Caucus (MMC) (Grant Term: July 1, 2023 – June 30, 2024).

**Parties Involved**

County of Lake (Lead Municipality Applicant)  
18 N. County Street  
Waukegan, Illinois 60085  
Staff contact: Brenda O'Connell, Community Development Administrator

Public or Private Entity Name (Sub-Grantee Partner)  
Address  
Staff Contact:

**Purpose and Scope**

The purpose of the partnership between the County and Partner Agency is to collaborate to provide certain eligible services as needed, as appropriate, and as allowable to asylum seekers via the Grant which include the following aid and services categories: Shelter & Transitional Housing, Food, Wraparound Services, Legal Assistance, and/or Health & Wellness. For the purposes of this funding, any person or family living, being sheltered or receiving services in Lake County, Illinois is included in the scope of services. The County will reimburse the Partner Agency for their related asylum seeker aid and assistance expenses with Grant funds as authorized in accordance with the regulations of the Grant while funding is available.

**Roles & Responsibilities**

The County and Partner Agency will collaborate to identify asylum seeker needs and services and share related information, documentation of eligible services provided, and reporting data. In addition, the

County will manage the Grant and utilize Grant funds to reimburse the Partner Agency for their related expenses while funding is available. Disbursement of funds to subgrantee partners will be at the discretion and responsibility of the lead of municipality. The Partner Agency shall be required to supply data and all other supporting documentation to the County in order to ensure monthly and final fiscal reports are completed in a format provided by MMC.

**Attestation**

Both the County and Partner Agency attest that should the Grant be accepted and funded by the IDPH and MMC, any eligible services proposed will be delivered exclusively to asylum seekers, which for the purpose of SMASS funding, is defined as, "an individual who crossed the Mexico/U.S. border on or after August 1, 2022, with the intent to stay permanently, and who does not possess any permanent or interim U.S. legal status (which does not include being in parole status), such as legal permanent residency, a student or work visa, etc."

IN WITNESS WHEREOF, the County and the Partner Agency have executed this Agreement, including all Appendices, on the dates recited below.

**County of Lake**

**Partner Agency**

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Sandy Hart  
Lake County Board Chair

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Name & Title  
Partner Agency

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Date

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Date