

**LETTER OF UNDERSTANDING**  
**JOHNSON COUNTY EMERGENCY ASSISTANCE PROGRAM**  
**MULTI-SERVICE CENTER - NORTH CENTRAL BRANCH**

THIS LETTER OF UNDERSTANDING is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between the City of Overland Park, Kansas and the Johnson County Multi-Service Center: North Central Branch to outline the scope and level of assistance provided on behalf of the City of Overland Park through the Multi-Service Center. Hereinafter, the City of Overland Park shall be referred to as CITY and the Johnson County Multi-Service Center: North Central Branch as CENTER.

WHEREAS, the purpose of the CENTER is to develop and provide programs of assistance and service to income eligible families and individuals in Johnson County, as defined by the County, including those who reside in Overland Park; and

WHEREAS, the CENTER maintains staff and offices at 12425 West 87<sup>th</sup> Parkway, Lenexa, Kansas for the provision of programs and services; and

WHEREAS, the CITY has allocated funds in its 2012 budget to provide supplemental assistance to Overland Park residents for housing and other emergency assistance;

NOW, THEREFORE, the parties mutually agree as follows:

1. The CITY shall make a grant to the CENTER of up to \$10,000.00, such grant subject to the following terms and provisions of this Letter of Understanding.
  - a. Unexpended funds currently held by the CENTER from the CITY's previous grant shall serve as the CITY's first payment under the terms of this Letter of Understanding. The balance of the CITY's grant will be advanced in periodic payments over the duration of the Letter of Understanding. These periodic payments shall be based on the amount of assistance reported and the balance of the CITY funds held by the CENTER. At no time shall the aggregate of unexpended, unobligated CITY funds held by the COUNTY exceed \$5,000.00. The CENTER shall provide a report to the CITY indicating the 2011 program balance, if any, applied to the 2012 grant.
  - b. All program income derived from the CITY's grant shall be applied to assistance as outlined in this Letter of Understanding. Program income shall include any client repayment of assistance.
2. The grant by the CITY shall be solely for supplemental assistance to residents for housing and other urgent needs not funded from other sources. CITY grant funds shall be supplemental and in addition to assistance normally available; and in no way shall the CITY grant diminish funding, or be used to reduce funding from other sources of assistance to Overland Park residents.

3. The CENTER shall be responsible for all client intake, counseling and assistance payments. The CENTER shall develop guidelines and procedures for determining client eligibility, income documentation requirements, the amount of assistance and the reason for assistance.
4. The CENTER shall provide, at a minimum, quarterly reports to include a listing of the person/household receiving assistance, number of persons assisted, type of assistance, and the dollar amount of assistance. This listing should also include the source and the amount of assistance. The CITY shall have access to Program records at all reasonable times upon request.
5. This Letter of Understanding shall be in effect for the period of January 1, 2012, through December 31, 2012 provided either party may terminate said Letter of Understanding prior to this date by thirty (30) day's written notice. If the CENTER ceases to exist during the term of this Letter of Understanding, the unexpended balance of CITY funds will be returned to the CITY.

IN WITNESS WHEREOF, the parties hereto have caused this Letter of Understanding to be executed in triplicate by their duly authorized representatives and made effective on the date first written above.

CITY OF OVERLAND PARK, KANSAS

By \_\_\_\_\_  
Carl Gerlach, Mayor

ATTEST:

\_\_\_\_\_  
Marian Cook  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen B. Horner  
Senior Assistant City Attorney

JOHNSON COUNTY DEPARTMENT OF  
HUMAN SERVICES AND AGING

By \_\_\_\_\_  
Deborah Collins, Director  
Johnson County Human Services & Aging

ATTEST:

\_\_\_\_\_  
Julie Ohrt  
Senior Administrative Assistant