

**LETTER OF UNDERSTANDING**  
**JOHNSON COUNTY UTILITY ASSISTANCE PROGRAM**

This Letter of Understanding is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between the Johnson County Human Services and Aging Department; Information, Outreach and Accessibility Services and the City of Overland Park for the administration of a Utility Assistance Program available to residents of Overland Park.

The parties do mutually agree to as follows:

I. **SCOPE OF SERVICE**

- A. Information, Outreach and Accessibility Services will provide eligibility determination using a minimum of the following factors:
  - 1. Verify that the applicant is a resident of the City of Overland Park.
  - 2. Verify that the applicant's household has an income at or below 200% of Federal poverty level, whichever is higher.
  - 3. Verify that the applicant has a utility bill in arrears, including services for gas, electricity, water, propane or wood.
  - 4. Verify that the applicant has made a payment on the utility bill within the last three months.
  
- B. Information, Outreach and Accessibility Services will determine the benefits for eligible applicants in the following manner:
  - 1. Determine the amount of payment due to the utility based on the amount of arrearage or the maximum benefit, whichever is lower.
  - 2. Determine the benefit allocations from appropriate sources. The amount allocated from the City shall not exceed \$125.00 per household per year and shall not exceed 50% of the total utility assistance provided. Further, Overland Park funds shall not be used to reduce the amount allocated from other funds. Each household will be eligible to receive assistance only once per year.
  - 3. Process the payments to the utility vendors through the County's voucher system.
  
- C. Information, Outreach and Accessibility Services will provide the City with a current set of guidelines and a quarterly report to include a listing of the person/household receiving assistance, number of persons assisted, address, type of assistance and the dollar amount of county and city assistance. The CITY shall have access to Program records at all reasonable times upon request.
  
- D. Information, Outreach and Accessibility Services will provide energy conservation education, individual counseling regarding energy usage and budgeting, and other supportive services to utility assistance clients.

## II. CONSIDERATION

In consideration of the above provisions, the City of Overland Park will contribute \$30,000.00 for the services listed in this Letter of Understanding for services provided from January 1, 2012 through December 31, 2012.

- A. The City's contribution will be matched with funds allocated to or by the County for utility assistance.
- B. Upon advance notice, any changes in the County's program guidelines will also be applicable to the City's program.
- C. Payment for the Utility Assistance Program will be made upon request by the County. At no time shall the aggregate of unexpended, unobligated City funds held by the County exceed \$5,000.00.
- D. The City may apply unexpended, unobligated funds from the previous calendar year toward the first payment of the current program year or may request a refund to the City in the amount of the unexpended, unobligated funds.

## III. SPECIAL PROVISIONS

- A. Any exceptions to the above procedures will be discussed and mutually agreed upon by a designated representative of the City and the County.
- B. Adjustments will be made in the benefit amount if the City does not contribute the full amount requested.
- C. This Letter of understanding may be terminated by either party upon thirty (30) day's written notice. Any unexpended, unobligated funds will be returned to the City within thirty (30) days of the date of termination.

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 day and year 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