

Letter of Understanding
JOHNSON COUNTY UTILITY ASSISTANCE PROGRAM
2025 Program Year

This Letter of Understanding is entered into by and between Johnson County Aging & Human Services (“Aging & Human Services”) and the City of Westwood, Kansas (“City”) for administration of the **Utility Assistance Program**.

The parties do mutually agree as follows:

ELIGIBILITY

Aging & Human Services will determine eligibility using the following factors:

1. Verify that the applicant is a resident of the City and that the name of the applicant, spouse, or another adult age 18 or older living in the household is on the utility bill.
2. Verify that the applicant’s household for the past 30 days has a gross income at or below 200% of the Poverty Guidelines as published in the Federal Register. Exceptions will be considered on a case-by-case basis if extraordinary circumstances warrant it. (For income sources and allowable documentation, refer to attached “Utility Assistance – Master Guidelines & Procedures.”)
3. Verify that the utility account is past due, has a disconnect notice, or is already disconnected from service.

BENEFITS & SERVICES PROVIDED

In providing utility assistance benefits to eligible City applicants, Aging & Human Services will:

1. Determine the amount of payment to be made to the utility, based on the amount of arrearage or the maximum benefit, whichever is lower.
2. Supplement City funds with matching County funds on a per household, per calendar year basis.
3. Process payments to the utility vendors through the County’s voucher system.
4. Provide quarterly reports to the City on the funds expended and balance.

CONSIDERATION

In consideration of the above provisions, the City will contribute \$1,312.81 for the services listed in this Letter of Understanding for calendar year of 2025. The City will make a one-time contribution on or about January 1 of the program year. At the end of the program year, any City contributed unobligated funds will automatically be rolled over to the next program year or, upon request, returned to the City.

SPECIAL PROVISIONS

1. Any exceptions to the above procedures will be discussed and mutually agreed upon by a designated representative of the City and Aging & Human Services.

2. The benefit amount to City residents will be reduced when either City or County funds have been exhausted.
3. This letter of understanding may be terminated by either party upon thirty days written notice.

Executed in duplicate and on the date listed below:

City of Westwood, Kansas

Johnson County Aging & Human Services

Leslie Herring, City Administrator

Timothy Wholf, Director

Date_____

Date_____