



TO: Kacey Allen-Bryant, Commissioner, Division of Social Services

FROM: Stacey Granville, Grants Manager Sr., Grants and Special Programs

DATE: May 30, 2024

SUBJECT: Memorandum of Understanding – Recovery Supportive Living Residential Assistance from FY 20, and 21 Community Development Block Grant Funds

The purpose of this memorandum is to establish the basic operating guidelines for the expenditure of Community Development Block Grant Funds approved for the Division of Social Services Recovery Supportive Living Assistance Program. The Division of Grants & Special Programs has allocated \$272,120.03 of federal Community Development Block Grant funds from FY 2020, and 2021 to support the Recovery Supportive Living Assistance Program.

Program Purpose:

The purpose of the Recovery Supportive Living Assistance Program is to assist individuals with financial barriers due to the negative impact COVID – 19 has had on the community. The program provides individuals entering or continue in a recovery supportive living residential programs a safe, affordable, drug and alcohol free housing, which is essential for individuals in early recovery from substance uses disorder.

Eligibility and Documentation:

Qualified applicants must be residents of Fayette County. All applicant household income must be <80% of the area median income and income documentation is required for each adult (18 and older). . Applicants must provide a copy of a completed program rental agreement signed by the resident and the recovery residence that outlines cost, rules and guidelines and expectations. A copy of the agreement must be submitted with each request along with the required income documentation. Request must indicate the application fee amount and to whom to make payment.

Required documentation for income includes the following, 2 months of pay stubs, disability/ retirement statements, and employer verification of wages. Benefit eligibility letters for KTAP, child support, SNAP,



LIHEAP, and SSI benefits, for all relevant household members. For self-employed applicants three years of federal income tax returns are signed, and including all adults in the household. For zero-income applicants a signed and notarized zero income form.

Assistance:

The maximum benefit is up to \$400 per person. An individual may receive assistance from the program every two years

Reporting:

The Division of Social Services will provide quarterly reports are due the 30th day after the previous quarter to the Division of Grants & Special Programs describing the clients served. This report shall include data concerning the number served, age, gender identity, race, ethnicity, veteran status, income, family status of the households served under this project and any clients with a disability. In addition, an annual report shall provide an unduplicated count of the individuals receiving financial assistance under this program and an unserved report of those who were not served by this program. A form will be provided for use in meeting these reporting requirements. The annual report is due on July 30 each year.

All funds must be expended by the following dates, the older year funds must be used first, and funds not used by the dates provided will be recaptured.

December 31st, 2025 for CDBG-CV_2020 \$37,131.27

December 31st, 2025 for CDBG-CV_2021 \$234,988.76

Theresa Reynolds, Director
Division of Grants & Special Programs

Kacey Allen-Bryant, Commissioner
Division of Social Services

