

# Instructions on how to submit a request

Obtain the application from the Shelby County Fiscal Court Website

Link: <https://shelbycounty.ky.gov/Pages/index.aspx>

Complete the application in full

Please review the **KRS 15.291 & Exhibit E** located below on the County Website in order to:

Verify eligibility for use of the funds you are requesting

Gather and provide any documentation that may be needed to review and submit with your request

If you are submitting a request of funds for a project, please provide a detailed project plan

Please email the completed application and all documents to:

Name: Samantha Montgomery - Shelby County Finance Officer

email: [samantha.montgomery@shelbycoky.com](mailto:samantha.montgomery@shelbycoky.com)

**\*\* Please note due to the anticipated volume of requests, we cannot provide you with an estimated response time frame. Applications will be reviewed once a month by the Special Fund Committee, in order of completed receipt. If approved the application will be moved to the**

Samantha Montgomery will receive your application. Your request will be reviewed. If all required documentation has been provided your application will be submitted to the Special Fund Committee to review. The Committee will determine if request is in line with KRS 15.291 and meets the Opioid Remediation Uses as listed in Exhibit E. **If the committee agrees this is how the county would like to expend funds**, the Committee will forward their recommendation to the Shelby County Fiscal Court for approval. If approved by Shelby County Fiscal Court, you will be contacted of the approval which will include further instructions on how to proceed. You will be required to keep all records on expenditure of the Opioid Funds for a minimum of 5 years.

Should the Special Fund Committee determine upon review that additional information is required for a decision to be made, you will be contacted asking for additional documentation. Once the additional documents have been received, the Committee will re-review your request. If the Committee determines the request is in line with KRS 15.291 and is provides for approved Opioid Remediation Uses as listed in Exhibit E, **and if the Committee agrees this is how the county would like to expend funds**, the Committee will forward their recommendation to the Shelby County Fiscal Court for approval. If approved by Shelby County Fiscal Court, you will be contacted of the approval which will include further instructions on how to proceed. You will be required to keep all records on expenditure of the Opioid Funds for a minimum of 5 years.

Should the Special Fund Committee determine upon review that you request is denied either due to ineligibility or for other reasons, you will receive an email notifying you of the rejection of your

Opioid Application.

application.

